

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF  
SPECTRUM CHARTER SCHOOL  
HELD JUNE 17, 2020 VIA ZOOM  
(DUE TO COVID-19 PANDEMIC)

**Present:** Michele Gutman, Barbara Bain, Dorice Tharp, Ellen Szczerba, Jessica Yamnitzky  
(Zoom - all)

**Staff Present:** Michelle Johnson, Dr. Gail Yamnitzky (Zoom – all)

**Excused:**

**Absent:**

**Guests:**

**Public:**

**I. Call to Order:** MG called the meeting to order at 7:00PM

**II. Additional Board Agenda Items:** None.

**III. Agenda:** A motion to approve the agenda was made by BB and seconded by JY. All in attendance were in favor.

**IV. Minutes:** A motion to approve minutes from the 5/20/2020 Board Meeting was made by DT, seconded by JY. All in attendance were in favor.

**V. Financial Reports:**

- 1. Monthly Financial Report:** MJ reviewed details of the June, 2020 financial report. MG and ES communicated the need for marketing to include information on Amazon Smile and Box Tops for Education to the school Facebook page. ES had questions regarding payments. A motion to approve the financial report for June, 2020 was made by BB, seconded by JY. All were in favor.
- 2. ELTs:** MJ reviewed grant status. Grant number 1 ok for 2018 reallocation. Grant number 2 doubtful for reallocation. MG had questions about the VOTECH program payment. BB had follow-up question relating to VOTECH. MG suggested providing additional updates to ELTs.
- 3. General Fund Budget:** No additional changes were made to the proposed 2020-2021 GFB. The review period has passed with no public comment. Motion to approve the 2020-2021 GFB was made by BB, seconded by DT. All were in favor.
- 4. Status of \$150,000 Line of Credit:** MJ updated on application status with FNB. Waiting for appraisal cost and bids for appraisal.
- 5. Status of PNC VISA account:** MJ completed the application seeking to increase the PNC VISA account from \$8,000 to \$10,000.

**VI. Principal's Report:** See attachment.

## VII. Old Business:

1. **Big Burrito:** ES spoke with a representative from Big Burrito Group. Their offices have reopened however, new applications are on hold until further notice. They had to cancel many events and now those events have to be rescheduled.
2. **Strategic Plan:**
  - i. **Committee Updates:**
    1. **Marketing & Awareness:**
      - a. **Autism Connection:** ES reviewed pricing that marketing received from Autism Connection. After discussion, the Board agreed to run a six-month advertising campaign with Autism Connection's Friday email blast message. The six-month ad campaign will total \$412.50. The Board also agreed to run a single quarter page newsletter ad for the end of June quarterly newsletter. The total cost for that ad will be \$450.00.
      - b. **In Community (Monroeville) Magazine:** ES reviewed pricing obtained by marketing for several In Community publications. After discussion, the Board decided to review the material and make a decision at the next scheduled Board meeting.
    2. **Building Capacity:** MJ reviewed list of needs.
    3. **Front Entrance Sign:** JY discussed options and pricing with Signs by CHI and Signs by Tomorrow. MG had questions about the durability of different signs and materials used. MG also had a question about a warranty. JY will contact the company for more information and to get a timeline.
  - ii. **Constant Contact lists:** No update.
3. **Grants:**
  - i. **Needs List:** GY reviewed the list. Need for donor/funder list. Maker Space / STEAM Studio on hold due to ASA building requiring maintenance.
  - ii. **Highmark Grant:** No update.
  - iii. **CEEG – Continuity of Education Equity Grant:** Approved.
  - iv. **ELTs:** Already discussed.
  - v. **CARES Act:** School will be eligible for \$90,000 grant to address needs relating to re-opening due to COVID-19.
  - vi. **Write Connections:** MJ noted that the Autism Speaks grant request for teacher laptops needs to be directly related to teaching children with autism.
    1. **The Heinz Endowments:** No update.
    2. **Grable:** No update
4. **LinkedIn Update:** Debbie overseeing along with Facebook updates. Those with LinkedIn accounts are asked to "Like" SCS and invite others to follow.
5. **Building & Property:**
  - i. **Donated House & Property:** No update.
    1. **Taxes:** No update.
  - ii. **Summer Maintenance:** MJ reviewed the list including the ASA building. BB had a question about budgeting money for summer repairs.
  - iii. **Roadside Sign Update:** Already discussed.
6. **Website & Board Page Update:** MG reviewed the need for Board policies to be added to the website. BB had a comment regarding bios.
7. **Charter Resolution – Oppose Governor's Proposed Funding Cuts:** Motion to approve the resolution to oppose the Governor's proposed funding cuts to charter schools was made by DT, seconded by ES. All were in favor.
8. **Advisory Committee:** No update.
9. **Parent Task Force (PTF):** No update.

**VIII. New Business:**

1. **General Policies:** None.
2. **Return to In-Person Learning:** GY discussed three scenarios for the fall including in-person instruction, virtual learning and a hybrid approach. List of guidelines needs to be identified and followed. Board needs to review the plan and then submit to both Gateway and the state. Four sub-committees are working on the plan and will present recommendations to the Board. Supplies needed for re-opening will be purchased through the grant from the CARES Act.
3. **Annual School Safety and Security Report:** GY reviewed the report. Motion to approve the report was made by BB, seconded by JY. All were in favor.
4. **PA Coalition of Charter Schools annual membership renewal:** A motion to approve the membership renewal was made by BB, seconded by JY. All were in favor.
5. **Homelessness Report Assessment:** MJ reviewed the annual report. Areas of the student handbook need to be updated.
6. **AIU annual renewal of the Education Services Agreement:** A motion to approve the renewal of the agreement was made by BB, seconded by JY. All were in favor.
7. **Possible Special Board Meeting in July to address return to school needs:** The Board agreed to add a meeting to the calendar and will meet July 8, 2020 at 6:00pm.

**IX. Public Comment:** None.

**X. Other:**

1. A motion to approve the contract as Business Manager for MJ for a one-year period beginning July 1, 2020 was made by JY, seconded by BB. All were in favor.
2. 2020 ESY contracts were approved pending legal review by counsel for the following: AS, NP, LY, LG, RW, BS. All were in favor.
3. 2020-2021 contracts for the following individuals were approved pending legal review by counsel: AS, BS, NP, ADK, CV, LG, LR, LY, RM, WC. All were in favor.

**XI. Executive Session:** Preceded the regular Board meeting. Personnel matters discussed. Began at 6:06PM. Executive session ended at 6:37PM. Executive session resumed at 6:42PM and ended at 6:58PM.

Meeting adjourned at 9:30PM

**The next Board Meeting is scheduled for Wednesday, July 8, 2020 at 6:00PM**

**The July Board Meeting is scheduled to take place via Zoom due to the COVID-19 Pandemic.**

**Executive Session at 5:00PM (if applicable)**

