

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF
SPECTRUM CHARTER SCHOOL
HELD AUGUST 19, 2020 AT SPECTRUM CHARTER SCHOOL

Present: Michele Gutman, Barbara Bain, Ellen Szczerba, Jessica Yamnitzky (In person)
Dorice Tharp, Seana Banks (Zoom)

Staff Present: Dr. Gail Yamnitzky (In person), Michelle Johnson (Zoom)

Excused:

Absent:

Guests:

Public:

DISCUSSION AGENDA ITEMS

I. Call to Order: MG called the meeting to order at 7:02PM.

II. Pledge of Allegiance: Need to order flag.

III. Roll Call: All Board members present (either in-person or via Zoom).

IV. Public Comments on Agenda Items: None.

V. Principal's Report: See attached. MG had a question about staff and schedule changes. ES had a question about teacher lunch times. MG had a question about online teaching. ES had a question about safety shields. DT had a question about the Health & Safety Grant. MG had a question about the curriculum.

VI. Academic Committee Agenda Items:

A. Annual Report: GY reviewed the submitted report. ES had questions about missing information on the report. A motion to move the item to the voting agenda was made by MG, seconded by JY. All were in favor.

B. Resolution About Modifying Type of Schooling: GY explained the Resolution DT had a question about the number of days/hours of the school year. A motion to move the item to the voting agenda was made by BB, seconded by JY. All were in favor.

VII. Finance Committee Agenda Items:

A. Monthly Budget Report: MJ reviewed the monthly budget report from July 9, 2020 through August 19, 2020. DT had a question about petty cash. MG had a question about reversals on financials (voided checks). MJ reviewed open school district invoices. DT had a question about past due school district invoices. BB had a question about insurance. A motion to move the item to the voting agenda was made by JY, seconded by ES. All were in favor.

B. Waterford Learning Contract: MG reviewed (discussed) the document. DT had a question about the dollar amount. ES had a question about the services offered. A motion to move the item to the voting agenda was made by ES, seconded by JY. All were in favor.

C. AIU Contract for Blind/Vision Services: A motion to move the item to the voting agenda was made by JY, seconded by BB. All were in favor.

D. Rivers Therapies Services Contract: A motion to move the item to the voting agenda was made by BB, seconded by JY. All were in favor.

- E. Approve Dan Engen as Architect of Record:** VEBH as architect firm. A motion to move the item to the voting agenda was made by BB, seconded by JY. All were in favor.
- F. IEPWriter Renewal Contract:** GY explained that we need to have a document in place for the purpose of writing IEP's. A motion to move the item to the voting agenda was made by BB, seconded by JY. All were in favor.
- G. Financial Audit Proposal:** MG reviewed details of the proposal. A motion to move the item to the voting agenda was made by ES, seconded by JY. All were in favor.
- H. Approval to Spend \$1810.00 on an Appraisal From FNB:** MG discussed to increase the Line of Credit (LOC) for the school. A motion to move the item to the voting agenda was made by DT, seconded by JY. All were in favor.
- I. Approval of Contract with 3rd Party Vendor:** Allegheny Transportation Services – to transport a student. A motion to move the item to the voting agenda was made by JY, seconded by BB. All were in favor.
- J. Potential Changes to ADM and Reimbursement:** GY explained the reimbursement from the date of the shutdown (3/13/2020). The potential change will not affect our school as no new students were enrolled or left during that timeframe.
- K. Report on Issues with ADP:** MJ reviewed the findings of the report. Related to changes in retirement reporting. MJ spoke with the accountant. BB had a question about the corrections made by ADP. MJ verified that the errors have been corrected. ES had a question about overall handling of ADP account. DT recommended a periodic review of the account.
- L. Report on DonorSnap:** MJ discussed that it is used to keep track of donor information (contacts) and to generate reports.
- M. Update on Tax-Exempt Status of House on Property:** MJ has spoken with representative from Allegheny County. They are looking for more specifics about the property usage. MG will follow up.

VIII. Marketing/Grants Committee Agenda Items:

- A. Grant Processes Started with Eden Hall and Grable:** GY discussed that Eden Hall is only looking at COVID related funding. Reaching out to Grable for possible funding related to former ASA building.
- B. Application Submitted to be Entered in the Pittsburgh Foundation Wish Book:** Listed.
- C. Highmark Grant:** Discussed previously in Principal's Report - \$3,000 grant awarded (not received yet).
- D. PCCD Grant Approved:** Discussed in Principal's Report.
- E. CEEG Grant Funds Received:** Discussed in Principal's Report.

IX. Personnel Committee Agenda Items:

- A. Staffing Update:** Previously discussed.

X. Policy Committee Agenda Items:

- A. Policy 103 Title IX:** MG reviewed. GY explained the details from the Solicitor who recommends we quickly approve. A motion to move the item to the voting agenda was made by BB, seconded by JY. All were in favor.

XI. Public Comment on Non-Agenda Items: None.

- XII: Motion to Adjourn:** Motion to adjourn was made by JY, seconded by BB. All were in favor. This portion of the meeting ended at 8:28PM.

VOTING AGENDA ITEMS

- I: Call to Order:** MG called the meeting to order at 8:34PM. Noted that Executive Session started at 6:35PM and ended at 6:49PM. Personnel matters were discussed.
- II: Roll Call:** MG, BB, ES, JY (In Person). DT, SB (Zoom). GY (Staff – In Person).
- III: Public Comments on Agenda Items:** None.
- IV: Approval of July 8, 2020 Board Meeting Minutes:** A motion to approve minutes from the 7/8/2020 Board Meeting was made by JY, seconded by BB. All were in favor.
- V: Academic Committee Agenda Items:**
- A: Annual Report:** Motion to approve was made by BB, seconded by DT. All were in favor.
 - B: Resolution About Modifying Type of Schooling:** Motion to approve was made by DT, seconded by JY. All were in favor.
- VI: Finance Committee Agenda Items:**
- A: Monthly Budget Report:** Motion to approve was made by BB, seconded by JY. All were in favor.
 - B: Waterfront Learning Contract:** Motion to approve was made by JY, seconded by BB. All were in favor.
 - C: AIU Contract for Blind/Vision Services:** Motion to approve was made by BB, seconded by DT. All were in favor.
 - D: Rivers Therapies Services Contract:** Motion to approve was made by DT, seconded by BB. All were in favor.
 - E: Approve Dan Engen as Architect of Record:** Motion to approve was made by BB, seconded by JY. All were in favor.
 - F: IEPWriter Renewal Contract:** Motion to approve was made by DT, seconded by BB. All were in favor.
 - G: Financial Audit Proposal:** Motion to approve was made by JY, seconded by BB. All were in favor.
 - H: Approval to Spend \$1810.00 on an Appraisal from FNB:** Motion to approve was made by DT, seconded by JY. BB voted against. All others were in favor. The item is approved by a 5-1 vote.
 - I: Approval of Contract with 3rd Party Vendor:** Motion to approve was made by BB, seconded by JY. All were in favor.
- VII: Fundraising/Grants Committee Agenda Items:** None.
- VIII: Personnel Committee Agenda Items:**
- A: Approval to Hire the Following as Paraprofessionals Beginning August 19, 2020 through June 30, 2021 at the Contract Rate:**
 - 1. Mary Snyder
 - 2. Ashleigh Anastas
 - B: Approval to Increase Rate of Pay for Paraprofessional:**
 - 1. Natalie PiconeA motion to approve both items was made by BB, seconded by JY. All were in favor.

IX: Policy Committee Agenda Items:

A: Policy 103 Title IX: Motion to approve was made by BB, seconded by ES. All were in favor.

X: Public Comment on non-Agenda Items: None.

XI: Announcements: None.

XII: Next Meeting: The next Board Meeting is scheduled for Wednesday September 16, 2020 at 7:00PM. Executive Session is scheduled for 6:00PM (if applicable). The next Board meeting is scheduled to take place in-person at Spectrum Charter School with a Zoom option available.

XIII: Motion to adjourn: Motion to adjourn was made by BB, seconded by JY. All were in favor. The meeting adjourned at 8:43PM.