

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF  
SPECTRUM CHARTER SCHOOL  
HELD OCTOBER 21, 2020 AT SPECTRUM CHARTER SCHOOL

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

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

**Excused:**

**Absent:**

**Guests:**

**Public:**

**DISCUSSION AGENDA ITEMS**

**I. Call to Order:** MG called the meeting to order at 6:58PM.

**II. Pledge of Allegiance:**

**III. Roll Call:** All Board members present.

**IV. Public Comments on Agenda Items:** None.

**V. Principal's Report:** The report will be discussed throughout the meeting since GY will be reviewing / discussing much of the material.

**VI. Academic Committee Agenda Items:**

**A. Presentation on Transition Department/Life Skills Curriculum:** AS led presentation on Career Education Work Standards (CEW). One student currently involved. Virtual summit to be held about air quality and focusing on green careers. MG had a question about Board outreach. AS informed that school has been awarded \$30,000 grant for community-based employment. Looking to partner with organizations who can help provide employment opportunities. Also looking at house for updates for possible use with independent living skills. AS discussed Life Centered Career Education (LCE). Subscription is \$800 for the first year and \$200 renewal thereafter. Nepris sets up virtual job shadowing and e-mentoring. ES had a question about licenses. MG had a question regarding follow-up reporting.

**B. Permission to waive Keystones for Senior Students:** GY discussed waiving exams for seniors only. A motion to move the item to the voting agenda was made by BB, seconded by DT. All were in favor.

**VII. Finance Committee Agenda Items:**

**A. Monthly Budget Report:** MJ reviewed the monthly budget report from September 17 through October 21, 2020. DT had a question about RHTG. MG had questions relating to the PCCD Grant, product renewal and DonorSnap. A motion to move the item to the voting agenda was made by DT, seconded by BB. All were in favor.

**B. Annual Financial Report:** MJ reviewed report. Bill for out of school placement amounting to \$42,951 has not been received. MJ to investigate to see if the bill went to Gateway. BB had a question about PSERS. MG suggested reviewing and keeping open for questions until Monday (10/26). ES had a question about the vote timeline. DT had a question about the bill for out of school placement. Need to have accountant make the correction. This item will not be voted on until the correction is made and a special meeting will take place to vote on this agenda item.

- C. Participation in Medical ACCESS Program:** GY discussed employee training to see what is reimbursable. \$2,500 fee to take part. GY advised that PARA's (personal care aides) can be reimbursable. Weekly paperwork needs to be submitted. Some PT/OT may be reimbursable as well. MG had a question about ACCESS cards. ES had a question about family notification. A motion to move the item to the voting agenda was made by DT, seconded by BB. All were in favor.
- D. Third Party Tuition Agreement with Forbes:** For VOTECH. A motion to move the item to the voting agenda was made by BB, seconded by DT. All were in favor.
- E. Snow Removal Contract with Dojonovic:** MG had question about the contract and salting guidelines. A motion to move the item to the voting agenda was made by BB, seconded by DT. All were in favor.
- F. Replacement of Signs:** GY reviewed each of the mock-ups and cost related to each. After discussion, GY will further investigate mock-up #2 (36-inch circle design). A motion to move forward was made by ES, seconded by DT. All were in favor.
- G. FNB Line of Credit Update:** MJ and MG signed the related documents for the Line of Credit (LOC) with First National Bank.
- H. Review of New Employee Pay Scale:** MG reviewed the need to put in place. MG had questions relating to increases with performance and pay/experience.

#### **VIII. Marketing/Grants Committee Agenda Items:**

- A. Mrs. Simcic & Mrs. Venturini; Competitive Integrated Employment Grant, \$30,000:** Previously discussed.
- B. Dr. Yamnitzky, Giving Tuesday:** A motion to move the item to the voting agenda was made by DT, seconded by ES. All were in favor.
- C. DR. Yamnitzky, Pittsburgh Wish Book:** The school was denied entry into the Wish Book for this year.
- D. DR. Yamnitzky, The Grable Foundation:** The Foundation is focusing on COVID relief for this year.
- E. Dr. Yamnitzky, R.K. Mellon Application for \$250,000-\$300,000:** Seeking funds to help make the building ADA compliant.
- F. Dr. Yamnitzky, GEER Grant Application for \$2336.00:** Application has been completed.
- G. Dr. Yamnitzky, Edith L. Trees:** GY has a virtual meeting scheduled.
- H. Autism Speaks Walk:** Scheduled for Friday, October 30, 2020 at the school.
- I. U.S. Department of Education Spotlights:** Spotlight on virtual visit. Blog on Department's website. ES had a question about how they found out about the school.

#### **IX. Personnel Committee Agenda Items:**

- A. School Doctor of Record: Dr. Wong**
- B. School Dentist of Record: Dt. J. Scott**
- C. School Psychologist: Dr. Sadoski**
- D. Staffing Update:** Discussed during Executive Session.

**X. Policy Committee Agenda Items:**

- A. Policy 304.3 Staffing & Hiring Policy**
- B. Policy 627 Internal Controls Policy.**
- C. Policy 210.1 Asthma Medication, Equipment & Self-Administration**
- D. Policy 210.3 Self-Monitoring & Treatment for Various Medical Conditions**
- E. Policy 626 Federal Fiscal Compliance**
  - 1. Cash Management – Federal Programs – Attachment #1**
  - 2. Allowability of Costs – Federal Programs – Attachment #2**
  - 3. Administration of Federal Funds – Attachment #3**
- F. Policy 331 Travel Expense Reimbursement**
- G. Policy 815.4 Employee I-Pad:** DT had a question about the I-Pad wording.
- H. Policy 627.1 Credit Card / Debit Card Policy**

All items in this section, A-H were moved to a vote. A motion to move was made by DT, seconded by ES. All were in favor.

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

**XII: Motion to Adjourn:** Motion to adjourn was made by BB, seconded by DT. All were in favor. This portion of the meeting ended at 8:23PM.

**VOTING AGENDA ITEMS**

- I: Call to Order:** MG called the meeting to order at 8:26PM. Noted that Executive Session started at 6:08PM and ended at 6:38PM. Personnel matters were discussed.
- II: Roll Call:** MG, BB, DT, ES, SB (In Person). GY, MJ (Staff – In Person).
- III: Public Comments on Agenda Items:** None.
- IV: Approval of September 16, 2020 Board Meeting Minutes:** A motion to approve minutes from the 9/16/2020 Board Meeting was made by BB, seconded by DT. All were in favor.
- V: Academic Committee Agenda Items:**
  - A: Approval to waive Keystones for senior students:** A motion to approve was made by DT, seconded by BB. All were in favor.
- VI: Finance Committee Agenda Items:**
  - A: Approval to Accept the Monthly Budget Report:** A motion to approve the report was made by DT, seconded by BB. All were in favor.
  - B: Approval to pay the Monthly Bills:** Motion to approve was made by DT, seconded by BB. All were in favor.
  - C: Approval to Participate in Medical ACCESS Program: FNB Appraisal:** Motion to approve was made by DT, seconded by BB. All were in favor.
  - D: Approval of the Third-Party Tuition Agreement with Forbes:** Motion to approve was made by BB, seconded by DT. All were in favor.
  - E: Approval of the Snow Removal Contract with Dojonovic:** Motion to approve was made by DT, seconded by ES. All were in favor.

**VII: Fundraising/Grants Committee Agenda Items:**

**A: Approval to Accept the Following Grants or Donations:**

1. **Mrs. Simcic & Mrs. Venturini; Competitive Integrated Employment Grant, \$30,000: GEER Grant:** A motion to approve the award was made by DT, seconded by ES. All were in favor.

- B: Approval to Register Spectrum Charter School for “Giving Tuesday”:** A motion to approve was made by DT, seconded by BB. All were in favor.

**VIII: Personnel Committee Agenda Items:**

**A: Approval of School Doctor of Record: Dr. Wong**

**B: Approval of School Dentist of Record: Dr. J. Scott**

**C: Approval of School Psychologist: Dr. Sadoski**

Motion to approve all three independent contractors was made by DT, seconded by BB. All were in favor.

**D: Approval of Hiring of Paraprofessional:** A motion to approve the hiring of Edreana Gillison beginning October 22, 2020 was made by DT, seconded by BB. All were in favor.

**E: Approval to Accept the Resignation of Board of Trustee Member, Jessica Yamnitzky, Effective Immediately:** A motion to approve the acceptance of the resignation was made by DT, seconded by BB. All were in favor.

**IX: Policy Committee Agenda Items:**

**A: Approval of the Following Policies:**

1. **Policy 304.3 Staffing and Hiring Policy**
2. **Policy 627 Internal Controls Policy**
3. **Policy 210.1 Asthma Medication, Equipment & Self-Administration**
4. **Policy 210.3 Self-Monitoring & Treatment for Various Medical Conditions**
5. **Policy 262 Federal Fiscal Compliance**
  - a) **Cash Management – Federal Programs – Attachment #1**
  - b) **Allowability of Costs – Federal Programs – Attachment #2**
  - c) **Administration of Federal Funds – Attachment #3**
6. **Policy 331 Travel Expense Reimbursement**
7. **Policy 815.4 Employee I-Pad**
8. **Policy 627.1 Credit Card / Debit Card Policy**

A motion to approve all policies in this section (1-8) was made by BB, seconded by DT. All were in favor.

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

**XI: Announcements:** GY made the following announcements:

1. CPR Training completed
2. Lockdown Procedures
3. Veterans Day with Concordia
4. Thanksgiving Program with gift cards for Spectrum families in need
5. Giving Tree being planned
6. Toy Drive with Children’s Hospital being planned
7. Reading and Math licenses purchased
8. Letter of Interest for Pittsburgh Foundation
9. Meeting with architect
10. Building wait list

**XII: Next Meeting:** The next Board Meeting is scheduled for Wednesday November 18, 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 DT, seconded by BB. All were in favor. The meeting adjourned at 8:40PM.