

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF  
SPECTRUM CHARTER SCHOOL  
HELD FEBRUARY 16, 2022 VIA GOOGLE MEET

**Present:** Michele Gutman, Barbara Bain, Dorice Tharp, Ellen Szczerba, Seana Banks

**Staff Present:** Dr. Matthew Erickson, Lori Yurkovich, Lisa Garbin, Lisa Rosendale, Amber Simcic,  
Natalie Picone, Christina Venturini, Amanda Dollish-Kotts, Mary Snyder

**Absent:**

**Guests:**

**Public:** Amy Cornelius

**DISCUSSION AGENDA ITEMS**

**I. Call to Order:** MG called the meeting to order at 7:01PM.

**Pledge of Allegiance:**

**II. Roll Call:** MG, BB, DT, ES, SB present (via Google Meet).

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

**IV. CEO/Principal Report:** ME expressed a welcome and thanks to the Board and staff. Discussed custodial challenges and a snow plowing issue. Transitional and ESY opportunities upcoming. Assessments underway for ESY. MG had a question about ESY numbers which ME will have for March, 2022 meeting. ESY to be held in-house.

**V. Academic Committee Agenda Items:**

**A. Emergency Instructional Time Report for PDE:** ME received acknowledgement from PDE to move forward with emergency dates.

**B. 2021-2022 Flexible Days:** ME says not eligible for this school year as the deadline for submission has passed. Will need to apply for 2022-2023 school year. Snow make up day will be 3/18/22 with in-service day moved to 3/21/22.

**C. 2022-2023 School Calendar – Draft:** MG had a question about the school calendar and when it is due. ME will review the calendar for 2022-2023. ES clarified information regarding Flexible Instruction Days for next school year. ME confirmed.

**VI. Fiance Committee Agenda Items:**

**A. Monthly Financial Reports:**

**B. Monthly VISA Bills for Review:**

1. **Amazon Orders – January-February:** MG and DT asked to Table both items A and B for review when the new Business Manager is on board.

**C. Preliminary Budget and Schedule:** Preliminary budget has been prepared by SD. MG states that more students are interested in attending Forbes (tech center). Board workshop will be scheduled and ME has requested timeline details from SD.

**VII. Marketing / Grants Committee Agenda Items:**

**A. Fundraising:**

1. **Race Decision:** MG states that plans are being reviewed.

2. **Grant through PACSP:** ME says due date is 3/5/22 and is collecting information. Would like to pursue.

**VIII. Personnel Committee Agenda Items:**

- A. Scott Domowicz Resignation:** 30 days notice was received on 2/7/2022. Move to vote to accept his resignation.
- B. Interim Business Manager:** MG says the Board has interviewed a candidate, John Zohorchak who would be provided as a contractor through KeySolution. The rate is \$65 per hour for 20 hours per week and the contract will receive legal review. Move to vote.

**IX. Policy Committee Agenda Items:**

- A. Health and Safety Plan Proposed Revision:** ME highlighted language/changes and remote learning if needed. MG had questions about on-line learning and ventilation. Links to CDC guidelines have been added. No substantive changes have been made to the Plan. LY mentioned previous discussions with GY and SD. BB had a question about filters. ES referred back to the 2020 re-opening plan written by GY. AC says windows are open at her school. ME to ask SD about filters. MG had a question about CDC links for resources. Move to vote.
- B. AIU Notice of Adoption of Policies, Procedures and Use of Funds:** MG says the Notice of Adoption needs to be returned by April.

**X. Facility Matters:**

- A. Parking Lot:** ME working with snowplow company to move the gravel back in the spring. MG had a question about company responsiveness. ME says they are responsive.
- B. Alarms:** ME says alarms on doors have been re-activated.
- C. Custodial:** ME seeking proposals. Three bids coming in with walk-throughs scheduled for 2/17/22.

- XI. Public Comments on non-Agenda Items:** LY had a question about deep cleaning and requested one be performed upon hiring of new service. CV discussed all that staff is doing and asked about a new crew coming in. MG stated the new contract is subject to Board approval and that the Board can hold a special meeting to vote. MS stated that things are unsanitary and unfair to clean with nothing to show for it – not being paid for time to clean.

- XII. Motion to Adjourn:** This portion of the meeting ended at 7:46PM.

**VOTING AGENDA ITEMS**

- I. Call to Order:** MG called the meeting to order at 7:47PM.
- II. Roll Call:** All Board members present.  
The Board met in Executive Session on the following dates: 1/28/2022, 1/31/2022, 2/2/2022 and 2/16/2022. Personnel matters were discussed. Approval to accept the January 19, 2022 Board of Trustees Meeting minutes was made by DT, seconded by BB. All were in favor. Approval to accept correction to typographical error in November, 2021 minutes was made by DT, seconded by BB. All were in favor.
- III. Public Comments on Agenda Items:** None.
- IV. Academic Committee Agenda Items:** None.

- V. Finance Committee Agenda Items:**  
**A. Motion to Pay the Bills through March:** A motion to approve the item was made by DT, seconded by SB. All were in favor.
- VI. Fundraising/Grants Committee Agenda Items:** None.
- VII. Personnel Committee Agenda Items:**  
**A. Scott Domowicz Resignation:** A motion to approve his resignation was made by BB, seconded by DT. All were in favor.  
**B. Interim Business Manager:** A motion to enter into a contract with KeySolution (John Zahorchak), to provide an interim business manager at a rate of \$65 per hour for 20 hours per week, pending legal review was made by BB, seconded by DT. All were in favor.
- VIII. Policy Committee Agenda Items:**  
**A. Approval of Health and Safety Plan:** A motion to approve the item was made by BB, seconded by DT. All were in favor.
- IX. Public Comments on Non-Agenda Items:** None.
- X. Announcements:** None.
- XI. Next Meeting:** The next meeting is scheduled for March 16, 2022 at 7:00PM. This meeting will be held via Google Meet.
- XII. Motion to Adjourn:** A motion to adjourn the meeting was made by BB. The meeting adjourned at 7:52PM.