

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF  
SPECTRUM CHARTER SCHOOL  
HELD JANUARY 19, 2022 VIA ZOOM

**Present:** Michele Gutman, Barbara Bain, Dorice Tharp, Ellen Szczerba, Seana Banks (Zoom - all)  
**Staff Present:** Dr. Matthew Erickson, Scott Domowicz, Lisa Garbin, Lisa Rosendale, Natalie Picone  
(Zoom – all)  
**Absent:**  
**Guests:**  
**Public:** Amy Cornelius

**DISCUSSION AGENDA ITEMS**

- I. **Call to Order:** MG called the meeting to order at 7:04PM and welcomed ME to SCS.  
**Pledge of Allegiance:**
- II. **Roll Call:** MG, BB, DT, ES, SB present (via Zoom).
- III. **Public Comments on Agenda Items:** None.
- IV. **Academic Committee Agenda Items:**
  - A. **Emergency Instructional Time Report for PDE:** MG says needs to be submitted after GY started the process. Flexibility is given to move to remote learning in conjunction with the Health and Safety Plan. MG says students should always be prepared for remote learning (taking Chromebooks home each day). In-person and remote schedules were discussed. ME has examples to suggest along with Health and Safety Plan updates (possible substitutes if needed). This item has been moved to the voting agenda.
  - B. **2022-2023 School Calendar – Draft:** GY wrote draft calendar for 2022-2023. MG inquired about Flexible Instruction Days and how to add since most Districts are using for snow days. ES explained recent situations SCS has faced with other Districts going either remote for the day or delays in schedules. ME states paperwork needs to be filed with PDE by June 1<sup>st</sup> for the new school year. Five days are allowed if approved. This item has been tabled for further review.
- V. **Fiance Committee Agenda Items:**
  - A. **Monthly Financial Reports:** SD reviewed reports through 1/15/2022. MG had questions relating to amounts owed from other Districts and the value of the building since we do have appraisal. Fixed assets per DT. MG had questions about receivables and accounts payable – audit. SD will review with the accountant. MG had questions about negatives on the financial statements. SD reviewed invoices to Districts and paid bills. MG had a question about GPR and BB had a question about the auditor/accounting. MG had a question about Fundraising vs. private sources (contributions). SD stated occasional checks are usually from private sources while Giving Tuesday was listed under Donations. DT asked about upcoming bills to be paid and about demo bill being within budget. SD states it is. DT asked to Table the Financial Report for further review.
  - B. **Update on Demo Project:** SD states project is complete and has passed inspection. Land has been seeded. Waiting on final bill.

**C. Water Line Update:** SD says repair is complete and within budget. Water test set for this week.

**D. Monthly Bills for Review:**

1. **Amazon Orders for December:** Statements reviewed for December, 2021 for credit card and orders. No other questions.

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

**A. Fundraising:**

1. **Update on Meeting with Grant Writer:**
2. **Fundraising Plan Proposal:** Items 1-2 were discussed by MG. ES and MG met with the grant writer to discuss an upcoming proposal from her. SD says he needs the grant writer for the upcoming FEMA grant proposal and a new grant opportunity opening soon. SD says the new opportunity will be \$1.1 million in year one (if successful) with additional amounts in years two and three. Focuses on increasing enrollment by 20% by year three. Can be used for items such as Smart Boards, technology and furniture. Not to be used for construction. MG suggests convening meeting with ME to discuss interaction with Strategic Plan and the Board. SD says grant is only for brick-and-mortar charter schools.

**VII. Personnel Committee Agenda Items:** None.

**VIII. Policy Committee Agenda Items:**

**A. 819 Student Assistance Program Suicide Prevention**

MG states policy drafted by Solicitor. BB had a question about contractors. AC had a question about correct language as written. MG will review with counsel. A motion to move this item to the voting agenda was made by DT.

**IX. Public Comments on non-Agenda Items:** None.

**X. Motion to Adjourn:** This portion of the meeting ended at 7:50PM.

**VOTING AGENDA ITEMS**

**I. Call to Order:** MG called the meeting to order at 7:50PM.

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

The Board met in Executive Session on the following dates: 12/17/2021, 12/20/2021, 1/5/2022, 1/7/2022, 1/10/2022, 1/12/2022 and 1/19/2022. Personnel matters were discussed. Approval to accept the December 8, 2021, December 15, 2021 and January 10, 2022 Board of Trustees Meeting minutes was made by DT, seconded by BB. All were in favor.

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

**IV. Academic Committee Agenda Items:**

- A. Approval of Emergency Instructional Time Report for PDE:** A motion to approve the item was made by DT, seconded by BB. All were in favor.

- V. Finance Committee Agenda Items:**  
**A. Motion to Pay the Bills through February:** A motion to approve the item was made by DT, seconded by BB. All were in favor.
- VI. Fundraising/Grants Committee Agenda Items:** None.
- VII. Personnel Committee Agenda Items:** None.
- VIII. Policy Committee Agenda Items:**  
**A. Motion to Approve the Following Policy:**  
1. 819            **Student Assistance Program Suicide Prevention**
- A motion to approve the item pending clarification on language from counsel was made by DT, seconded by BB. All were in favor.
- IX. Public Comments on Non-Agenda Items:** AC had a question about ESSER Funds. SD states for Title I schools only.
- X. Announcements:**  
**A.** MG welcomed ME to the school and says he will be on site tomorrow.  
**B.** ME excited to start and thanks everyone.
- XI. Next Meeting:** The next meeting is scheduled for February 16, 2022 at 7:00PM. This meeting will be held via Zoom only.
- XII. Motion to Adjourn:** A motion to adjourn the meeting was made by DT. The meeting adjourned at 7:55PM.