

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF  
SPECTRUM CHARTER SCHOOL  
HELD OCTOBER 19, 2022 AT SPECTRUM CHARTER SCHOOL

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

**Staff Present:** Dr. Matthew Erickson, John Zahorchak

**Absent:** Ken Fulkerson

**Guests:**

**Public:**

**DISCUSSION / VOTING AGENDA ITEMS**

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

II. **Pledge of Allegiance:**

III. **Roll Call:** MG, DT, SB (in-person), BB, ES, AW (via Google Meet). KF (absent).

**Approval to Accept the September 21, 2022 Board of Trustee Meeting Minutes as Presented:** The Board met in Executive Session on the following date: October 19, 2022. Personnel and student matters were discussed. A motion to approve the 9/21/2022 meeting minutes was made by BB, seconded by DT. All were in favor.

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

V. **Board Discussion:**

VI. **CEO / Principal Report:**

- A. Safety Drills / Visit with Chief Cole:** ME discussed safety drill that was conducted last week at SCS. Advance notice was sent to parents and guardians about the training. Chief Cole visited the school. ME discussed improvements that SCS would like to make and Chief Cole agreed. Will re-visit when changes are complete. MG stated that MOU with the Monroeville Police Department is about eight years old and ME asked Chief Cole to review to see if any changes need to be made. If no changes, then MG would like the Board to review so as showing up to date.
- B. Fall Dance – 10/28/22:** 20+ students have signed up to attend the fall dance. Open to Spectrum students only. ME has had inquiries regarding participation from prior graduates and families. MG had a question about alumni not being able to attend. ME discussed the age-range. MG discussed the alumni population. BB agrees with limiting to current students only. The dance will be from 6-8:30PM. MG asked about donations for the dance.
- C. Student Council:** ME says nominations are going out for any students who would like to run for office.
- D. Parent / Student Handbook Revisions:** ME says in process. Comments and revisions are welcome. ME will provide a link for review and to add comments. Would like to complete this month. Code of Conduct will be revised in the handbook citing example from ME regarding wearing hats. Biggest change will be including the Code of Conduct into the handbook. MG thought it was in the handbook. ME was presented as two documents.

- E. Transportation Update:** McKeesport transportation issue is resolved and going well, per ME. MG had a question about the number of days the SCS transported students. ME said SCS transported students home for maybe three days. McKeesport will be invoiced for the days based on the agreement with them which was never intended to be long-term. Issue with one family regarding pick-up from Pittsburgh Public Schools. That has been resolved.
- F. Forbes Career and Technical Center Update:** ME also including Northern Westmoreland Career and Tech Center as well. One student enrolled at that location. Students love the program. Cyber Security is very popular. Very happy with partnership and ME says the communication is better this year.
- G. Parent Training Series: Autism: 10/20/22 – 6:00PM – 7:15PM:** ME says parent training scheduled for tomorrow. KeySolution hosting parent training sessions throughout the fall. All will be on-line. No charge for SCS or Gateway School District. Other districts will be paying per session for parents to attend. Access is posted on the website. LY will run the program tomorrow night (through KeySolution). Additional programs coming up include Discipline and the IEP Process. DT asked about availability to access after the event. ME cited privacy concerns.

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

### **A. Recommendation to Approve the Following:**

- 1. Request to Post a Food Service Position (Part-Time) for Spectrum Charter School:** ME and JZ reviewing options to get the food services program going. Program needs help as the current set-up is putting a strain on staff. ME is requesting to add a half-time food service person to help with breakfast and get lunch going. Lunch would be through Nutrition Inc. and the lunches would be pre-packaged meals. We can change the terms of the contract as needed to receive bulk meals. MG asked if families would still order on a weekly basis. BB had a question regarding clarification of the position versus what ADK would be doing as food service director. MG states after Board approves the position then ME can post the position in order to hire the part-time person. DT asked about tying together with the Facilities item on the agenda. JZ has completed forms to PDE – breakfast is free. JZ looking to get reimbursed from PDE to reduce our own costs for lunch. It would save some money that can then be used to pay for the food service worker. DT clarifying what it would take to have PDE offset. JZ says ADK needs to go through training. Paperwork will be submitted to PDE then wait for approval. JZ needs to research reimbursement rates from PDE. DT asked about length of program. JZ says once approved by PDE then it's permanent. Training would be needed if we use different vendors. JZ says short-term plan is Plum. Nutrition Inc. could save money and with pre-packaged meals it's less strain on the staff. Long-term is to get approval from PDE to get free and reduced lunch rates. Find out who qualifies and if over 50%, then free lunch for every student. That would give SCS full reimbursement. DT asked about food quality. JZ says Nutrition Inc. has buying power due to the number of districts they serve. DT clarifying funding along with JZ. ME would like to enter contract with Nutrition Inc for pre-packaged meals then we can switch to bulk if needed. JZ waiting on a contract from Nutrition Inc. MG clarified that ADK would be the food service director and go through the training. She would need to prepare the reports for PDE. MG looking for motion to create a position to post. ME asking the Board to approve a contract with Nutrition Inc. pending legal review. DT asked about ADK responsibilities. JZ believes there will still be some prep work and clean-up even with pre-packaged

meals. JZ has rates from Nutrition Inc. but not an actual contract. ES had a question about when the nine-week pilot program with Plum comes to an end. ME believes within the next two weeks. ME believes the pilot program went well as far as students being receptive. Strain needs to be taken off the staff. DT had a question about ADK training. ME says ADK is interested in managing the process with a stipend. **A motion to approve the administration moving forward with a contract with Nutrition Inc. for meals, pending legal review was made by BB, seconded by DT. All were in favor.** MG has tabled discussing creating a position for a food service worker and we have not voted on increasing ADK duties along with stipend. Waiting for proposal so we can vote on at the next Board meeting. BB asked about waiting until the next Board meeting for ADK duties. ME says as soon as we can start with Nutrition Inc, then the pressure would be off. MG looking for proposal since additional duties will be involved including paperwork.

2. **Social Work / Behavior Specialist Request for Proposals:** ME looking to send an RFP to agencies to see what we get. MG says waiting to see if 20 hours a week or possibly splitting a position with Westinghouse Charter School. ME hoping for more information by Friday. Position would be for next two years with waiting to see if Westinghouse Charter would be in for the other half to split the duties. **A Motion to have administration send out RFP for 20 hours per week for a Behavioral Specialist was made by DT, seconded by BB. All were in favor.**
3. **Westinghouse Arts Charter School Agreement (Physical Education):** MG says agreement has been signed by Westinghouse Arts Charter School to provide a PE teacher to SCS under the agreement. **A Motion to accept the agreement with Westinghouse Arts Charter School to provide a Physical Education teacher on a part-time basis was made by DT, seconded by SB. All were in favor.**

#### **B. Board Action:**

### **VIII. Finance Committee Agenda Items:**

#### **A. Monthly Financial Reports:**

1. **YTD Activity:** JZ reviewed and states on target through 10/12/2022. Annual financial report due end of October. Waiting for annual report from accountant. Should have this week. MG reminding that we need to look at the documents. MG is asking that the Annual Board meeting be moved to 12/7/2022.
2. **Tuition Aging Report:** Hempfield has paid. Pittsburgh Public Schools owes from year end. BB had a question about the Benevity Fund. Listed as a pledge. Matching funds. JZ will look into.
3. **Activity Report:** 9/17/22-10/12/22. ES had a question about addresses shown. JZ will clean up.
4. **Budget vs. Actual:** JZ reviewed. Separated money from donations and fund raising. MG had a question about moving money from PNC Bank. JZ said \$300,000 moved from PNC Bank to Dollar Bank in \$75,000 increments due to a daily cap. Another \$150,000 has since been moved into Dollar Bank for a total of \$450,000 moved from PNC Bank to Dollar Bank. Interest-bearing account with Dollar Bank. Estimated to earn \$12,000 a year in interest with Dollar Bank.
5. **Cash Flow:** \$690,000 currently. Student enrollment helping with the surplus.

#### **B. Monthly Purchase Review:**

1. **Amazon Orders:** MG had a question about T-shirts purchased. ME will look into.
2. **VISA Bills:**

**C. Board Action: Approval to Pay Bills Due through November:** A motion to approve paying the bills due through November was made by DT, seconded by SB. All were in favor.

**IX. Fundraising / Grants Committee Agenda Items:**

**A. Give Big Pittsburgh November 29, 2022:** MG discussed Giving Tuesday and Pittsburgh has Give Big Pittsburgh. MG would like to participate and direct to the website to donate.

**B. Open House:**

1. **Letter:** No discussion.

2. **Flyer:** MG would like to have the open house once all the improvements are made. Invite local community members once everything is complete include furniture donation. Maybe in January.

**X. Facilities Report:**

**A. Website Status:** ME will send out Google Doc so thoughts can be added about website. MG says ESY is not listed. DT and ES complimented on the rough draft to the website.

**B. Food Service Update:** Already discussed.

**C. Van Update:** JZ would like to sell the Honda minivan. No policy on how to sell according to the Solicitor. JZ suggested selling to a dealership. ES suggested looking into Carvana or similar source. **A Motion to authorize disposing of the Honda minivan was made by DT, seconded by ES. All were in favor.** JZ would like to use the proceeds to repair / replace the ramp. ME would like to add stairs to the front of the ramp during repair / replacement.

**D. Building Improvements:** ME / JZ still painting the house. MG had a question about the carpet installation. ME says trim and smoke detectors going in. Long-term, ME would like new carpet squares for existing classrooms and hall.

**E. Grant Purchases and Bidding:** ME would like to start purchasing items from grant money. No money received yet, but MG would like to begin researching what to buy and cost. Need to determine whether can purchase now because may not be covered by grant money for prior purchases. MG would like to see a list of what to buy. BB asked if we can start to price things out.

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

**XII. Announcements:** ME says field trip coming up next Wednesday to the Heinz History Center.

**XIII. Next Meeting:** The next meeting is scheduled for November 16, 2022 at 7:00PM. The meeting will be held at Spectrum Charter School with a Google Meet option available.

**XIV. Motion to Adjourn:** A motion to adjourn the meeting was made by DT. The meeting adjourned at 8:41PM.

