

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF
SPECTRUM CHARTER SCHOOL
HELD OCTOBER 20, 2021 VIA ZOOM

Present: Michele Gutman, Barbara Bain, Dorice Tharp, Ellen Szczerba, Seana Banks (Zoom - all)

Staff Present: Dr. Gail Yamnitzky, Scott Domowicz, Lori Yurkovich, Amber Simcic (Zoom – all)

Absent:

Guests:

Public:

DISCUSSION AGENDA ITEMS

- I. **Call to Order:** MG called the meeting to order at 7:04PM.
- II. **Pledge of Allegiance:**
- III. **Roll Call:** MG, BB, DT, ES, SB present (via Zoom).
- IV. **Public Comments on Agenda Items:** None.
- V. **Academic Committee Agenda Items:**
 - A. **Waterfront Learning Services Contract:** MG had a question regarding the scope of services. GY explained that if we want to use the services, this is what we pay (cost). GY states the school is using eight seats in Waterfront Learning – purchased through the Highmark Grant. DT had a question about price per student. GY explained that the licensing is under Edgenuity (online program). Courses include math and physical movement -cost \$660.00 per student plus professional development. Mg had a question about professional development while DT had a question about support. GY states we don't use the \$3,500 for support as it is not needed.
- VI. **Finance Committee Agenda Items:**
 - A. **Finance Report:** SD reviewed reports from 9/2020 to 9/2021. 41% increase in revenue is mostly due to an increase in enrollment. Expenses increased 0.9% year-over-year. Includes new roof, furniture, asphalt repair and painting. MG had a question about expenditures. SD indicates a net profit year-over-year of \$46,609. Income vs. expense has changed as the school is now paying expenses when due resulting in changes to the billing cycle. GY states it is reflective of contract catch-ups during May, 2021. SD states \$64,168 profit for fiscal year-to-date. Cash projection of \$650,000 fund balance if the school stays on course, according to SD. MG had a question about payroll liability increasing. SD states due to additional payroll. MG had a question about old category style (unclassified). \$324 according to SD. MG had a question about credit card charges – how is it broken out? BB asked to clarify credit card expenses. GY will add credit card statements to the minutes going forward.
 - B. **House Demolition Contract:** SD sent the contract to legal for review. References have been checked – all good referrals. Contractor has agreed to the new language in the contract. MG had a question about signature from the owner of the company. MG had a question about the schedule. SD states approximately two weeks. A motion to move the item to the voting agenda was made by BB.

- C. Snow Removal Proposals:** SD reviewed contract proposals from both Stockman's and Dojonovic's. Stockman's price is lower but does not include sidewalks. SD says he will clear the front door area upon arrival. MG had a question about knowing Stockman's. AS asked that we checked on who was used previously. ES asked about lawncare services with Dojonovic's. SD says it will not affect the lawncare services and Dojonovic's stated they will resume snow removal if necessary. A motion to move the item to the voting agenda was made by DT.
- D. Design 3 Architectural Service for House Remodel Proposal:** SD states the school is at capacity and need to relocate administration in order to expand the number of students. We need to have drawings with a proposal and scope – just for architectural services. MG had a question about the previous architect. SD and GY state they have received no response from the previous architect. \$12,500 cost if for the drawings for the house. MG had a question about the process. SD talked about the potential layout for the house. MG had a question about the Transition program using the house. GY states it will be used for offices as the house needs to be ADA compliant for Transitions to use for students. BB had a question about administration moving. GY indicates the size of the building complex compared to other districts is relatively small. GY advises before we pay \$12,500 for architecture services, we need to have an idea on how to pay for the renovations. \$250,000-\$300,000 is a rough estimate. MG had a question regarding how many more students can be accommodated. GY says reducing the multi-purpose room and adding two classrooms while reconfiguring office space can be done. This could include two to three classrooms of eight students each plus additional staff per classroom.
- E. Annual Audit:** SD states the audit is complete. GY says need to review and will invite auditors – Hosack, Specht, Muetzel & Wood, LLP, to upcoming meeting. BB had a question about new accounting practices. SD says the school is in good financial shape.
- F. AFR:** SD says needs to be accepted by 10/31/2021. Move to vote.
- G. 990:** Needs to be approved by end of month. GY – change to principal officer and 38 students, not 33. Move to vote.

VII. Marketing / Grants Committee Agenda Items:

- A. Safe Schools Grant Request; \$25,000 for Safety and Security Updates:**
\$25,000 grant written for safety and security updates for lighting, radios, front door security.
- B. American Heart Association Community Grant Request; \$3,000 for Fencing for the Garden:** GY states for next year.
- C. Walmart Grant Request; \$250-\$5,000; General:**
- D. Sam's Club Grant Request; \$250-\$5,000; General:**
- E. Lawrence Foundation Request; \$5,000; General:** Items C-E; SD says have not met with the grant writer yet. GY says meeting is scheduled for 10/27/2021. Giving Tuesday scheduled for 11/20/2021. MG asked who is in charge of the mailing list? RM has the list. SD indicates that DonorSnap needs to be utilized more effectively. MG states that the Board is aware. SD says the 5K Race kickoff has a \$5,000 donation. SD has an upcoming meeting with Rep. Markosek and possibly Senator Casey.

VIII. Personnel Committee Agenda Items:

A. Status of Hiring Paraprofessionals: GY says two openings remain. 14 have applied with three showing for interviews. GY says Grade Point Resources may be an option as they handle all aspects relating to interviews and hiring. The school then meets to decide on a candidate. \$3,600 cost to use their services. BB and ES had questions about currently employed paras. BB asked about hiring those paras from the company. GY states that is not an option. GY says two others set to interview. DT had a question about hiring. SD says we are not paying other expenses relating to social security, benefits, etc. BB asked about if those provided by the company quit, MG says the company would attempt to re-supply. Move to vote.

IX. Policy Committee Agenda Items:

A. 815.3 Children's Internet Protection Act

B. 226.1 Student's Rights

C. 805.1 Lockdown and Shelter in Place

D. 004 Board Orientation

E. 815 Acceptable Use of Internet Safety

ES stated unable to access items for viewing. These items have been tabled until the next Board meeting.

X. Public Comments on Non-Agenda Items: None.

XI. Motion to Adjourn: This portion of the meeting ended at 8:32PM.

VOTING AGENDA ITEMS

I. Call to Order: MG called the meeting to order at 8:32PM.

II. Roll Call: All Board members present.
Approval to accept September 15, 2021 Board of Trustees Meeting minutes was made by DT, seconded by BB. All were in favor.

III. Public Comments on Agenda Items: None.

IV. Finance Committee Agenda Items: A motion to approve Items A-B of the Finance Committee (Monthly Budget and paying bills through November) was made by BB, seconded by DT. All were in favor. A motion to approve Item C for demolition of house was made by DT, seconded by ES. All were in favor. A motion to approve Item D regarding the snow removal contract with Stockman's, contingent with checking on old contractor was made by BB, seconded by DT. All were in favor. A motion to approve Items E-F, AFR and 990 was made by DT, seconded by BB. All were in favor.

V. Personnel Committee Agenda Items:

A. Approval to Contract with Grade Point Resources to Hire Two

Paraprofessionals/Personal Care Aides: A motion to approve the item was made by DT, seconded by BB. All were in favor.

- VI. Policy Committee Agenda Items:** A motion to Table until the next scheduled Board meeting was made by BB, seconded by ES. All were in favor.
- VII. Public Comments on Non-Agenda Items:** None.
- VIII. Announcements:**
- A. October 20** – Beginning of Thanksgiving Dinner Fundraiser
 - B. October 25** – Spirit week
 - C. October 26** – End of first Grading Period
 - D. November 3-5** – Virtual Parent/Teacher Conferences
 - E. November 11** – Veteran’s Day breakfast
- IX. Next Meeting:** The next meeting is scheduled for November 17, 2021 at 7:00PM. Location to be determined.
- X. Motion to Adjourn:** A motion to adjourn the meeting was made by DT. The meeting adjourned at 8:40PM.