

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF  
SPECTRUM CHARTER SCHOOL  
HELD DECEMBER 15, 2021 VIA ZOOM

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

**Staff Present:** Dr. Gail Yamnitzky, Lori Yurkovich, Lisa Garbin, Amanda Dollish-Kotts (Zoom – all)

**Absent:**

**Guests:** Peter Vancheri

**Public:**

**DISCUSSION AGENDA ITEMS**

- I. **Call to Order:** MG called the meeting to order at 7:01PM.
- II. **Pledge of Allegiance:**
- III. **Roll Call:** MG, BB, DT, ES, SB present (via Zoom).
- IV. **Public Comments on Agenda Items:** None.
- V. **Finance Committee Agenda Items:**
  - A. **Annual Audit Report Update:** Peter Vancheri reviewed the report through 6/30/2021. Annual financial report and 990 have been filed with the state. Accounts have been reconciled as of 6/30/2021. PV suggests making sure receipts are included with credit card statements in order to show a clear audit trail.
- VI. **Academic Committee Agenda Items:**
  - A. **Mid-Year Assessments Update:** GY discussed I-ready assessments being conducted for math and reading. Helps to track progress versus regression. MG had a question about how the school tracks during the mid-year assessments.
  - B. **Autism Connection:** MG discussed membership with organization as current membership has lapsed. Annual membership fee is approximately \$600. DT had a question about what we are receiving as a member organization. ES suggested they are a vital asset to parents. MG states they list affiliated organizations.
- V. **Finance Committee Agenda Items: (Continued):**
  - B. **Monthly Financial Reports:** GY reviewed monthly liabilities. DT had a question about tuition receivables. MG requested DT schedule with SD to reconcile report. MG had a question about the revenue category. Financials have been tabled until the January, 2022 meeting.
  - C. **Update on Demo Project:** GY says should begin next week.
  - D. **Water Line Update:** GY says repairs should begin 12/29/21 or 12/30/21.
  - E. **Monthly VISA Bills for Review:** Amazon bills for November and December, 2021. GY will ask RM to attach the VISA bills to the meeting minutes.

- VII. **Marketing/Grants Committee Agenda Items:**
  - A. **Giving Tuesday Update \$1,600+:** Thank you notes have been sent to those who donated.
  - B. **Grant Update:** GY reviewed submitted grant requests. Submissions include Environmental, Safe Schools and FEMA Security grants. Working on additional grants for American Heart Association, Lawrence Foundation, NEA and Jersey Mike's. MG had a question about revenue for the 5k race. BB suggested need to raise awareness for the event. DT suggested better prizes will help raise awareness. GY also states additional grants being worked on include a DHS non-profit grant as well as Dick's Sporting Goods and PNC Foundation.
    - 1. **Accept \$500 Grant for T-shirts from 4Imprint:** Move to vote.
- VIII. **Policy Committee Agenda Items:**
  - A. **326.2 Employee Complaint Policy** Move to vote.
- IX. **Public Comments on Non-Agenda Items:** None.
- X. **Motion to Adjourn:** This portion of the meeting ended at 7:56PM.

### **VOTING AGENDA ITEMS**

- I. **Call to Order:** MG called the meeting to order at 7:56PM.
- II. **Roll Call:** All Board members present.

The Board met in Executive Session on 12/15/2021. Approval to accept the November 17, 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. **Annual Reorganization:**
  - A. **Motion to Approve the Re-Appointment of the Current President, Vice-President, Secretary and Treasurer to Another Term:** MG says all have agreed to stay on for another term. A motion to approve was made by DT, seconded by ES. All were in favor.
- V. **Academic Committee Agenda Items:** None.
- VI. **Finance Committee Agenda Items:**
  - A. **Motion to Approve Monthly Financial Report:** A motion to table the monthly financial report was made by DT, seconded by SB. All were in favor.
  - B. **Motion to Pay the Bills Due Through January:** A motion to approve the item was made by DT, seconded by ES. All were in favor.
- VII. **Fundraising/Grants Committee Agenda Items:**
  - A. **Motion to Approve the Receipt of a \$500 Grant from 4Imprints for T-shirts for the Race:** A motion to approve the item was made by DT, seconded by BB. All were in favor.

- VIII. Personnel Committee Agenda Items:** None.
- IX. Policy Committee Agenda Items:**  
**A. Motion to approve the Following Policies:**  
**1. 326.2 Employee Complaint Policy**  
A motion to approve the policy was made by DT, seconded by BB. All were in favor.
- X. Public Comments on non-Agenda Items:** None.
- XI. Announcements:**  
**A. Thanksgiving Turkey Fund Served Three Families:** GY says \$360 in gift cards were distributed.  
**B. Giving Tree Will Serve Three Families:** GY says \$260 in gift cards were distributed.  
**C. Holiday Shop on Friday for Students**
- XII. Next Meeting:** The next meeting is scheduled for Jan19, 2022 at 7:00PM; location to be determined. MG and BB extended best wishes and gratitude to GY.
- XIII. Motion to Adjourn:** A motion to adjourn the meeting was made by DT. The meeting adjourned at 8:04PM.