

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF
SPECTRUM CHARTER SCHOOL
HELD DECEMBER 16, 2020 VIA ZOOM

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

Staff Present: Dr. Gail Yamnitzky, Michelle Johnson (Zoom – all)

Excused:

Absent:

Guests: Peter Vancheri

Public:

DISCUSSION AGENDA ITEMS

I. Call to Order: MG called the meeting to order at 7:00PM.

II. Pledge of Allegiance:

III. Roll Call: All Board members present (via Zoom).

IV. Public Comments on Agenda Items: None.

V. Finance Committee Agenda items:

A. Annual Fiscal Report: Peter Vancheri discussed the Audit Report from the fiscal year that ended June 30, 2020. Peter reviewed and stated that he is waiting on MD&A reports from Administration and letter from attorney. MG had a question about the 990 report and Financial Highlights. Peter and MJ reviewed changes of revised language. Peter explained PSERS liability (pension). MG had a question about school districts in general. Reviewed assets/tuition revenue. Peter reviewed notes from the Fiscal Report and retiree post-employment benefits. GY had a question about retirees from PSERS. Reviewed budgeted amounts and PSERS liability. MG discussed the attorney letter and why it is needed. A motion to move the item to the voting agenda was made by DT, seconded by BB. All were in favor. The item is moved to the voting agenda.

B. Review of 990: Peter explained that it is an Informational Return (report). Coincides with the Annual Fiscal Report. A motion to move the item to the voting agenda was made by DT, seconded by BB. All were in favor. The item is moved to the voting agenda.

C. Summary of 2019 Fiscal Year: DT reviewed the summary from 7/1/2019-6/30/2020. Reviewed assets and liabilities, principle changes, Revenue or Receipts and Expenses or Disbursements.

D. Monthly Budget Report: MJ reviewed the monthly budget report from November 19 through December 16, 2020. GY talked about Giving Tuesday and that the school received \$2474.00 during the campaign. \$1300.00 of CIE grant has been spent. Waiting for it to be funded. Unused PTO – reimbursement for two employees – Business (other expenses). MJ reviewed paid expenses. MG had a question about employee PSERS payment portion. Reviewed Expected Income. MG had a question about source from IDEIA. MG had a question about the secondary checking account. A motion to move the item to the voting agenda was made by BB, seconded by DT. All were in favor. The item is moved to the voting agenda.

E. Bonding of Interim Business Manager: MJ reviewed the need for application of Bonding of Treasurer and Secretary. MG discussed the Bonding of the Interim Business Manager. MJ is already covered by insurance. MJ and MG to look into the need for Interim Business Manager to be Bonded. This item is tabled for further discussion.

F. Annual Statement of Financial Interests: MJ asked that Board members complete online. Automatic response is generated. SB had a question about needing to fill out the form if a new Board member.

VI. Academic Committee Agenda Items:

A. Update on Move to Virtual Learning: GY reviewed and discussed attendance issues with some students. IEP meetings were held with the families involved. Some of those students will participate in asynchronous learning to meet the needs of the students. Hybrid return date of 1/18/2021 is tentative. Allegheny County needs to be less than 100 new cases for two weeks plus two additional weeks after that. Plan sent to PDE. MG discussed the need for in-person learning for some students. GY stated that the second semester begins on 1/18/2021. A Workshop Day for staff is planned for that date. New electives will begin with the new semester including: Life Skills – LCE, Health and Physical Movement. Measuring progress to determine ESY for 2021. Holiday Celebrations will be virtual. Draft Calendar and ESY proposal coming in January. MJ is working on the Preliminary Budget.

VII. Marketing/Grants Committee Agenda Items:

A. Application Made to the Pittsburgh Foundation: GY advises that application has been filed for \$25,000 grant from the Pittsburgh Foundation. Becky Moyes is the contact person.

B. Giving Tuesday: Previously discussed.

C. Wood Street Communications (Point Park University): GY advises applied for free program which would provide assistance with marketing and communications through the University.

VIII. Personnel Committee Agenda Items:

A. None to report.

IX. Policy Committee Agenda Items:

A. Policy 113.1 Positive Behavior Support

B. Policy 607 Per Pupil Allotment

C. Policy 608 Bank Accounts

D. Policy 618 Student Fundraising

E. Policy 918 Parent Training

MG reviewed all. BB had a question about parent training. MG explained training offered to parents and why. All items in this section, A-E were moved to a vote. A motion to move was made by DT, seconded by ES. All were in favor. The items move to the voting agenda.

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

XI: Motion to Adjourn: Motion to adjourn was made by DT, seconded by ES. All were in favor. This portion of the meeting ended at 8:23PM.

VOTING AGENDA ITEMS

- I: Call to Order:** MG called the meeting to order at 8:24PM.
- II: Roll Call:** MG, BB, DT, ES, SB (Zoom). GY, MJ (Staff – Zoom). MG noted that the Board met in Executive Session via Zoom on December 16, 2020 from 6:03PM until 6:21PM. Personnel matters were discussed.
- III: Public Comments on Agenda Items:** None.
- IV: Board of Trustees Reelection:**
- A. Approval to reelect Michele Gutman to a three-year term as a Board of Trustees member, Spectrum Charter School commencing December 16, 2020:**
 - B. Approval to reelect Barbara Bain to a three-year term as a Board of Trustees member, Spectrum Charter School commencing December 16, 2020:**
- A motion to approve both A-B in this section was made by DT, seconded by ES. All were in favor. The motion is approved. MG described the chart for the Board. All were in favor.
- V: Annual Reorganization:**
- A. Nominations for President:** Michele Gutman
 - B. Nominations for Vice President:** Barbara Bain
 - C. Nominations for Secretary:** Ellen Szczerba
 - D. Nominations for Treasurer:** Dorice Tharp
- A motion to approve all A-D of this section was made by BB, seconded by DT. All were in favor.
- VI: Academic Committee Agenda Items:**
- A: None.**
- VII: Finance Committee Agenda Items:**
- A: Approval to Accept the Monthly Budget Report:**
 - B: Approval to Pay Upcoming Bills:** A motion to approve both A-B in this section was made by DT, seconded by BB. All were in favor.
 - C: Approval to Adopt the Annual Fiscal Report:**
 - D: Approval to Adopt 990 Report:** A motion to approve both C-D in this section was made by BB, seconded by SB. All were in favor.
 - E: Approval of November 18, 2020 Board Meeting Minutes:** A motion to approve minutes from the 11/18/2020 Board Meeting was made by BB, seconded by ES. All were in favor.
- VIII: Fundraising / Grants Committee Agenda items:** None.
- IX: Personnel Committee Agenda items:**
- A. Approval to Accept the Resignation of Michelle Johnson effective February 19, 2021:**
A motion to approve the item was made by BB, seconded by DT. All were in favor.
 - B. Approval to Hire Rachel McKelvey as Interim Business Manager Beginning February 23, 2021 Until a Permanent Business/Facilities Manager at a Per Diem Rate of \$60:**

The per diem rate increase is \$60 per day. A motion to approve this item was made by BB, seconded by ES. All were in favor.

X: Policy Committee Agenda Items:

A: Approval of the Following Policies:

1. **Policy 113.1 positive Behavior Support**
2. **Policy 607 Per Pupil Allotment**
3. **Policy 608 Bank Accounts**
4. **Policy 618 Student Fundraising**
5. **Policy 918 Parent Training**

A motion to approve all policies in this section (1-5) was made by DT, seconded by ES. All were in favor.

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

XII: Announcements: None.

XIII: Next Meeting: The next Board Meeting is scheduled for Wednesday January 20, 2021 at 7:00PM. Executive Session is scheduled for 6:00PM (if applicable). The next Board meeting is scheduled to take place via Zoom only.

XIV: Motion to Adjourn: Motion to adjourn was made by BB, seconded by SB. All were in favor. The meeting adjourned at 8:38PM.