

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF  
SPECTRUM CHARTER SCHOOL  
HELD DECEMBER 5, 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:** Peter Vancheri, Sarah Coss

**Public:**

**DISCUSSION / VOTING AGENDA ITEMS**

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

II. **Pledge of Allegiance:**

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

**Approval to Accept the November 16, 2022 Board of Trustee Meeting Minutes as Presented:** A motion to approve the 11/16/2022 meeting minutes was made by DT, seconded by BB. All were in favor.

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

IX. **Finance Committee Agenda Items: (Proceeding out of Agenda order)**

**C. Annual Financial Report Review:** Peter Vancheri from Hosack, Specht, Muetzel & Wood, LLP presented the Annual Financial Report for SCS ending 6/30/2022. Unassigned Fund Balance was \$704,000. Revenues/expenditures mostly from local sources (school districts). \$1.3 million in revenue – mostly tuition. \$260,000 increase in fund balance. BB had a question about the two different pension plans. **A motion to accept the Annual Financial Report was made by DT, seconded by ES. All were in favor.** MG had a question about the 990 Report. PV explained it is an informational report for government-wide statements. An extension was requested but is ready to file. AFR has been filed with PDE.

XI. **Facilities Report: (Proceeding out of Agenda order)**

**C. Website Update/Demonstration:** Sarah Coss from O2 Digital reviewed and demonstrated the revised website. AW had a question regarding the use of student photos. ES advised that parents/guardians sign a photo release each year. ES suggested adding Think Wave under the current student section so that parents can access student grades. MG asked if an application can be saved once started. It is a preliminary form and not a full application. SC says they are avoiding complete on-line enrollment. DT had a question about updating FAQ's on our own. ES had a question about showing Facebook and Twitter feeds on the home page. MG had a question about news. JZ suggested sharing from Facebook and Twitter posts. Donate page was reviewed. MG had a question about listing ESY. ES suggested adding to the enrollment page as well. MG had questions about adding/deleting staff photos, policies and tax documents. MG suggested moving the 990's to the "About Us" tab. ME suggested linking administration, policies and financials. MG had a question about contacting teachers. ES says parents use Remind app and can also email. SC says the newsletter in Constant

Contact can be “boosted” in Google. ME would like to review one more time after updates and before going live. Hopefully done in January.

**V. CEO / Principal Report: (Continuing in Agenda order)**

**A. Interviews:** ME conducted interviews for the teacher opening.

**B. Thanksgiving:** Families and staff donated.

**C. Toys for Pittsburgh Tikes:** Fourth year for the toy drive. Toys accepted through 12/9/22. Benefiting Toys for Pittsburgh Tikes.

**D. Food Services:** Change in vendor. ME thanked Plum School District. SCS is changing service to Nutrition, Inc.

**VI. Administrative:**

**A. Board of Trustee Re-Election:**

- 1. Approval to re-elect Dorice Tharp to a three-year term as a Board of Trustees member, Spectrum Charter School commencing December 5, 2022:**
- 2. Approval to re-elect Ellen Szczerba to a three-year term as a Board of Trustees member, Spectrum Charter School commencing December 5, 2022:**

**A motion to approve both Dorice Tharp and Ellen Szczerba to new three-year terms was made by AW, seconded by BB. All were in favor. The new terms expire 12/4/2025.**

**B. Annual Re-organization:**

- 1. Nomination for President: Michele Gutman**
- 2. Nomination for Vice President: Barbara Bain**
- 3. Nomination for Secretary: Dorice Tharp**
- 4. Nomination for Treasurer: Dorice Tharp**

**A motion to approve the nominations of the above named for the offices listed above was made by ES, seconded by AW. All were in favor. MG mentioned committee assignments beginning January, 2023. Would like to resume finishing the Strategic Plan.**

**VII. Revisions to 2022-2023 Board Meeting Schedule:**

**A. Revised Schedule:** MG discussed changing the dates of the Board meetings to the Tuesday (day before) the originally scheduled meeting.

- 1. Board Action: A motion to approve rescheduling (amending) the Board Meeting dates beginning January 17, 2023 was made by DT, seconded by BB. All were in favor.**

**VIII. Personnel Committee Agenda Items:**

**A. Revised Contracts:** MG stated that contracts needed to be revised and have been reviewed by counsel.

- 1. Board Action: A motion to approve the revised staff contracts to reflect raises was made by BB, seconded by ES. All were in favor.**

**B. Employment of Teacher:** ME posted for applicants. Two candidates were interviewed. One candidate was brought back for a second interview.

- 1. Board Action: A motion to authorize ME to move forward with engaging candidate pending the background and reference checks and subject to review by counsel was made by BB, seconded by AW. All were in favor.**

- IX. Finance Committee Agenda Items:**
- A. Monthly Financial Reports:**
    - 1. **Expense Reports:** JZ reviewed from 11/11/22-11/29/22.
  - B. Monthly Purchase Review:**
    - 1. **Amazon Orders:**
    - 2. **VISA Bills:**
  - C. Annual Financial Report:** Already discussed.
  - D. Board Action: Approval to Pay Bills Due through January:** A motion to approve paying the bills due through January was made by DT, seconded by ES. All were in favor.
  - E. Food Service Director Role – Job Description/Role:** JZ advises that ADK has decided against the Food Service Director role. The intent is to move forward and JZ will reach out to Nutrition, Inc. to see if they have someone who can fill in. JZ says the PDE documents are complete but someone needs to be trained before he can send. ME may look to post either internal or external for the position. Will update in January. ADK is filling in but not long-term.
- X. Fundraising / Grants Committee Agenda Items:**
- A. Give Big Pittsburgh November 29, 2022:** SCS received zero dollars from Give Big Pittsburgh.
  - B. Direct Donations:** 13 donations were received totaling \$1,455.00 before fees. Some additional funds are expected through Facebook – Network for Good. MG reminded that Board support is needed for donations. BB had a comment about scams. Funds received are being used toward the rebuilding of the handicapped ramp.
- XI. Facilities Report:**
- A. Wheelchair Ramp Complete:** JZ says the rebuilding of the ramp is complete.
  - B. Update on PCCD Grant:** JZ says no update – maybe January. MG had a question about Board approval. JZ said the metal doors will be the most expensive item.
  - C. Website Update/Demonstration:** Already discussed.
- XII. Student Council Officers:**
- A. Elected Positions:** ME said there was a tie and a subsequent run-off. He has met with class representatives and the Student Council President will meet with the Board in January. ME is looking to establish a budget for Council for events and field trips. ME says Council is looking for ways to fundraise. AW had a comment about the least restrictive environment.
- XIII. Public Comments on non-Agenda Items:** None.
- XIV. Announcements:**
- A. Holiday Break:** Holiday Break is December 23-30, 2022 and January 2, 2023.
  - B. Toy Drive:** ME reminds that toys will be collected through 12/9/22.
- XV. Next Meeting:** The next meeting is scheduled for January 17, 2023 at 7:00PM. The meeting will be held at Spectrum Charter School with a Google Meet option available. MG thanked everyone for a good year.
- XVI. Motion to Adjourn.** A motion to adjourn the meeting was made by ES. The meeting adjourned at 8:43PM.

