

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
SPECTRUM CHARTER SCHOOL
HELD MARCH 21, 2022 VIA GOOGLE MEET

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

Staff Present: Dr. Matthew Erickson, John Zahorchak, Lori Yurkovich

Absent:

Guests:

Public:

DISCUSSION AGENDA ITEMS

I. **Call to Order:** MG called the meeting to order at 7:04PM.

Pledge of Allegiance:

II. **Roll Call:** MG, BB, DT, ES, SB present (via Google Meet).

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

IV. **CEO/Principal Report:** ME says school newsletter went out 3/11/22. Discussions with website vendor on upgrades and student council meeting. Dance coming up and prom being planned. Exploring a spring picnic. Exploring food options from two districts. Professional development day was today. Reviewing Title IX process and procedures, holding IEP meetings and communicating with families. CPR training was held. Anago cleaning started today. MG seeking to approve \$500 from race donation to be moved to prom. \$550 per ME. Move to vote.

V. **Academic Committee Agenda Items:**

A. Revision to 2021-2022 School Calendar: To provide 3/21/22 as a Professional Development Day to make up from previous snow day. Move to vote.

B. 2022-2023 School Calendar: ME will be applying for Flexible Instruction Days for next school year. Snow make up days may not be needed if approved. Five Flexible Instruction Days are allowed. Move to vote.

C. Curriculum Status: ME says the curriculum follows and is aligned with state standards. Trying to gain access back into Atlas. MG revisited Atlas purchase. Prior administration did not renew agreement. ME looking to see if any additional fees.

D. Extended School Year (ESY): ME says LY is mapping the program. 17 students scheduled to participate. To be held during the month of July. In the process of getting paperwork back for enrollees. MG had a question about staffing. ME indicates two teachers and two paras.

E. Requested Teachers to Create Wish List for the Fall: ME and JZ have asked teachers to map out wish lists for the fall. MG questioned linking back to the curriculum and budgeting purposes. ME has had conversations with teachers about what is being taught in public schools and staying on track.

- VI. Finance Committee Agenda Items:**
- A. Introduction of New Business Manager and Business Manager Report:** MG introduced JZ to the school.
 - B. Monthly Financial Reports:**
 - 1. **Financial Position**
 - 2. **Tuition Received**
 - 3. **Vendor Payments**
 - 4. **Budget vs. Actual**
 - 5. **Cash Flow**JZ explained what each category means. DT had a question about the “not specified” category. JZ indicates items such as Amazon. Move to vote.
 - C. Monthly Purchase Review:**
 - 1. **Amazon Orders**
 - 2. **VISA Bills**
 - D. Preliminary Budget Status:**
 - 1. **Tuition Review:** JZ explained how tuition is assessed by districts. Some school districts tuition will be reduced for next school year while others will increase. Projected for 40 students for next year. MG had a question about a budget workshop. JZ will schedule for April with proposal due in May and final budget due 6/30/22.
- VII. Marketing / Grants Committee Agenda Items:**
- A. Fundraising:**
 - 1. **Fundraising Plan Proposal:** MG not ready to move forward. DT agrees.
 - 2. **Letters to Individual Donors:** MG in process of writing letters to past and present donors.
 - 3. **Amazon Smile:** MG encourages individuals to use and to list in newsletter.
 - 4. **Race Cancellation Status:** MG says the race has been cancelled and donors have let the school keep the money. MG says there were no corporate sponsors.
- VIII. Facilities Report:**
- A. Anago Contract:** ME says contract has been signed and certificate of insurance has been received.
 - B. Van Repair:** Came in under budget at roughly \$2,700 for repairs. JZ had one additional van towed in order to get an estimate for repairs. DT had a question about towing. JZ waiting on quote for repairs. MG discussed importance of maintenance. ME and JZ support a maintenance schedule.
- IX. Personnel Committee Agenda Items:**
- A. Reviewing Need for Additional Paraprofessional:** ME indicates enrollment numbers look positive. Possibly 40 students for fall with up to 43. Looking to add additional para if enrollment increases. ME recommends adding 5th para if needed. MG had questions about Grade Point Resources and looking for additional para.
 - B. Contract with Grade Point Resources:** Move to vote to renew contract and adding one additional paraprofessional.

- X. **Policy Committee Agenda Items:**
 - A. **Mask Policy/Health and Safety Plan:** MG and ME discussed going mask optional based on low transmission rates in Allegheny County. MG had questions about re-instating masks if necessary. ME will base on transmission rates. ES discussed anxiety with some students and had a question about the implementation date. ME to prepare message to families for Wednesday implementation. MG had questions about updating the Health and Safety Plan. ME will update the plan based on current levels of transmission and can re-implement masks if needed. DT suggest crafting so that administration can re-implement if needed without having to wait for another Board meeting. Move to vote.
- XI. **Public Comments on non-Agenda Items:** None.
- XII. **Motion to Adjourn:** This portion of the meeting ended at 7:48PM.

VOTING AGENDA ITEMS

- I. **Call to Order:** MG called the meeting to order at 7:48PM.
- II. **Roll Call:** All Board members present.
The Board met in Executive Session on 2/25/2022. Personnel matters were discussed. Approval to accept the January 17, 2022, February 16, 2022 and February 25, 2022 Board of Trustees Meeting minutes was made by DT, seconded by SB. All were in favor.
- III. **Public Comments on Agenda Items:** None.
- IV. **Academic Committee Agenda Items:**
 - A. **Approval of Revision to 2021-2022 School Calendar to Provide 3/21/2022 is a Professional Development Day:** Motion to approve was made by BB, seconded by SB. All were in favor.
 - B. **Approval of 2022-2023 School Calendar:** Motion to approve (including Flexible Instruction Days) was made by BB, seconded by SB. All were in favor.
 - C. **Approval of Extended School Year (ESY) During July, 2022:** Motion to approve was made by BB, seconded by ES. All were in favor.
- V. **Finance Committee Agenda Items:**
 - A. **Motion to Approve Monthly Financial Reports:**
 - B. **Motion to Pay the Bills Due through March:** Motion to approve both items A-B was made by DT, seconded by SB. All were in favor.
- VI. **Fundraising/Grants Committee Agenda Items:** None.
- VII. **Personnel Committee Agenda Items:**
 - A. **Motion to Approve Contract with Grade Point Resources:** Motion to approve the contract was made by DT, seconded by BB. All were in favor.
- VIII. **Policy Committee Agenda Items:**
 - A. **Approval of Mask Policy/Health and Safety Plan:** A motion to approve the mask optional and Health and Safety Plan was made by BB, seconded by SB. All were in favor.

- IX. Public Comments on Non-Agenda Items:** None.
- X. Announcements:** ME states great training with staff today.
- XI. Next Meeting:** The next meeting is scheduled for April 20, 2022 at 7:00PM. This meeting will be held via Google Meet.
- XII. Motion to Adjourn:** A motion to adjourn the meeting was made by ES. The meeting adjourned at 7:56PM.