

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF  
SPECTRUM CHARTER SCHOOL  
HELD APRIL 25, 2022 VIA GOOGLE MEET

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

**Staff Present:** Dr. Matthew Erickson, John Zahorchak

**Absent:**

**Guests:**

**Public:** Arleen Wheat

**DISCUSSION AGENDA ITEMS**

I. **Call to Order:** MG called the meeting to order at 7:02PM.

**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 reports that the art show on 4/20 was a success. Excellent turnout including an article in the Trib. Possible gala in the future including dinner/auction. Earth Day picnic and activities on Friday. Prom prep for 5/13 with theme being the "Roaring 20's". Rob Szczerba helped arrange for Carnegie Mellon Robotics to come to SCS for a demo in May. Safety Day planned for 5/20. Fire, police and EMT's will be involved. Drafting plans for parent training in the fall. Anago Cleaning doing a great job. 16 students signed up for ESY with the possibility of another two who will attend this fall.

V. **Academic Committee Agenda Items:**

A. **Curriculum:** ME says that Atlas contract has expired. Working with them to re-gain access to what SCS previously had and add to it in order to update. Option to continue or possibly use another vendor.

B. **Teacher Wish List:** JZ says due on 4/29/22. Will send another reminder. Wants staff to be part of the process. MG mentioned correlation between budget and spending.

C. **ESY:** ME says 16 students enrolled and maybe another two who may enroll for the fall. Discussed whether district of new student would be willing to pay for ESY for that student if the student isn't enrolling until the fall. Possibly generate revenue by opening up to other districts for ESY. Two teachers slated for ESY this year. AW suggested that it is a good idea inviting other districts to have students attend ESY.

VI. **Finance Committee Agenda Items:**

A. **Business Manager Report:**

1. **Banking Proposal:** JZ discussed banking services with Dollar Bank. No fees on any services for small business accounts. Earn .4% interest on accounts up to \$100,000. PNC Bank countered with possibly some investment options. JZ would like to transfer \$99,000 to Dollar Bank and earn interest. Was supposed to have a meeting with FNB but they never responded. DT had a question about banks that were contacted. BB inquired about Commonwealth Bank. MG concerned about conflicts. DT asked that JZ investigate further.

2. **Divider Wall Proposal:** JZ discussed how the current divider doesn't block sound which can be disruptive when teaching. Proposal from Bob Cunliffe to put up dry wall is \$1,995.00. ME says a second bid may be coming. DT had a question about the timeframe. JZ says the work would be done over the summer. Can do this school year or budget for the next school year. BB had a question about ESY disruptions.
  3. **Website Proposal:** JZ discussing with vendors regarding updating website. MG stressed maintaining information piece since SCS is a public school.
- B. Monthly Financial Reports:**
1. **YTD Activity:** JZ reviewed YTD. Spoke to accountant about PSERS - should be listed as an expense instead of liability.
  2. **Tuition Aging Report:** All districts are up to date.
  3. **Activity Report:**
  4. **Budget vs. Actual:** Internal revenue – number achieved. Expenditures will probably go over but revenues increasing. JZ anticipates a surplus. MG had a question about accounting for healthcare. JZ needs to make change in order to charge each individual's account. AW had a question about Access Funds. ME working on to get correct certifications accounted for. Should be ready for fall.
  5. **Cash Flow:** \$690,000 in bank accounts – per JZ.
- C. Monthly Purchase Review:**
1. **Amazon Orders**
  2. **VISA Bills:** DT – good reporting/detail. Move to vote.
- D. Proposed Final Budget Status:**
1. **Budget Presentation:** JZ reviewed updated chart of accounts and Budget timeline. Reviewed final budget for May Board meeting with 6/22/22 scheduled for final Budget approval. \$1.4 million budget for next year – mostly tuition. 32 students at known district rate with eight additional using an average. Fundraising, grants and contributions using historical averages. Access not included in budget. ME says SCS not Title I eligible but possibly in a few years. MG had questions about Title I funds. Budget based on 40 students for next school year and includes 4% increase for staff. Increases for healthcare and retirement. Includes lunch program for students and no changes to programming or staff. MG had a question about AIU tuition. Proposed GFB includes a \$443,000 Fund Balance. Strategic Planning Goals include how to grow the program and align finances to the Strategic Plan. Adding space, Access Funds and capital project planning all part of long-range planning. Advertising, marketing and recruitment needed. DT complimented the proposed budget.

**VII. Fundraising / Grants Committee Agenda Items:**

**A. Fundraising:**

1. **Letters to Individual Donors:** MG spoke with large donor at the Mural Unveiling. JZ looking at DonorSnap and deciding how and if to use. \$700 approximate cost yearly. Does not believe worth the expense. MG requests presentation regarding capabilities and alternatives. MG had questions about the contract and the need for organized fundraisers.

**VIII. Facilities Report:**

**A. Anago Contract Feedback:** ME reports Anago is doing a great job.

**B. Van Recommendation:** MG had a question about the number of vans. ME says four vans are now running and one needs repair. JZ estimates \$3,000 for repairs. ME states may be able to sell one after repairs. Move to vote.

- IX. **Personnel Committee Agenda Items:**
  - A. **Paraprofessional Requirements:** ME says GPR looking to provide additional para. 20 hours for professional development training.
- X. **Policy Committee Agenda Items:**
  - A. **AIU Resolution:** MG – to comply with AIU policies. Move to vote.
  - B. **AIU Notice of Adoption of Policies, Procedures and**
  - C. **Use of Funds:** Move to vote (both B-C).
- XI. **Public Comments on non-Agenda Items:** AW asked if SCS has ever done a golf outing as a fundraiser? ME says he is interested.
- XII. **Motion to Adjourn:** This portion of the meeting ended at 8:37PM.

**VOTING AGENDA ITEMS**

- I. **Call to Order:** MG called the meeting to order at 8:37PM.
- II. **Roll Call:** All Board members present.  
The Board met in Executive Session on 4/25/2022. Student matters were discussed. Approval to accept the March 21, 2022 Board of Trustees Meeting minutes was made by BB, seconded by SB. All were in favor.
- III. **Public Comments on Agenda Items:** None.
- IV. **Academic Committee Agenda Items:** None.
- V. **Finance Committee Agenda Items:**
  - A. **Motion to Approve Monthly Financial Reports:** A motion to approve the reports was made by BB, seconded by SB. All were in favor.
  - B. **Motion to Pay the Bills Due through May:** A Motion to approve the item was made by DT, seconded by SB. All were in favor.
- VI. **Fundraising/Grants Committee Agenda Items:** None.
- VII. **Facilities Report:**
  - A. **Motion to Approve Van Recommendations:** Motion to approve van repairs 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 AIU Resolution:** Motion to approve the Resolution was made by BB, seconded by DT. All were in favor.
  - B. **Motion to Approve AIU Notice of Adoption of Policies, Procedures and Use of Funds:** Motion to approve was made by BB, seconded by DT. All were in favor.
- X. **Public Comments on Non-Agenda Items:** None.

- XI. Announcements:** ME says a robotics event will be scheduled in May. Prom is 5/13/22 and graduation in May. Pursuing with library to host artwork.
- XII. Next Meeting:** The next meeting is scheduled for May 18, 2022 at 7:00PM. This meeting will be held in person at Spectrum Charter School with a Google Meet option available. BB requests in-person meeting, DT no objection.
- XIII. Motion to Adjourn:** A motion to adjourn the meeting was made by BB. The meeting adjourned at 8:43PM.