

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
SPECTRUM CHARTER SCHOOL
HELD MAY 18, 2022 AT SPECTRUM CHARTER SCHOOL

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

Staff Present: Dr. Matthew Erickson, John Zahorchak, Natalie Picone

Absent:

Guests:

Public: Ken Fulkerson, Amy Cornelius

DISCUSSION AGENDA ITEMS

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

Pledge of Allegiance:

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

MG has tabled the nomination of Arleen Wheat to the Board since she is not present at the meeting.

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

IV. **CEO/Principal Report:** ME says staff is brainstorming on ideas for the next school year including another art gala. ME and JZ are working on a website proposal. Food service options with Gateway, Plum or a Food Service Vendor are in the proposal stage. Safety Day this Friday. Robotics Day was cancelled due to COVID. The event will be rescheduled. Observations complete. 39 students enrolled for fall. Working on draft for professional development days. ESY has 17 students enrolled. BB complimented the staff on the prom. MG asked about posting prom pictures to the website. ES suggested posting on Facebook and Twitter as well.

V. **Academic Committee Agenda Items:**

A. AIU Annual Agreement:

B. AIU Annual Pricing Guide:

C. AIU Annual Services Guide: ME discussed items A-C. SCS does not use often but this outlines rates and agreements. Move to vote.

D. Access Billing: ME indicates to begin this fall. IEP's need to be collected for students who are billable and paras need to be trained. Documents sent to AIU. BB had a question about who is Access billable. MG had a question about how many Medicaid eligible students currently are enrolled.

E. Cyclical Monitoring Update: ME says part of Improvement Plan. Reviewed areas for needed improvement. ME spoke with auditor who is pleased with the steps taken. Hoping to close out soon as working with auditor to correct. MG had a question about parent training and surveys. ME discussed opening up parent training to the region instead of just school based.

F. Comprehensive Plan Draft / Public Posting: Posted on Monday. Needs to be posted for 28 days. Feedback will be directed to ME. Provides for increased professional development and training.

VI. Finance Committee Agenda Items:

- A. Rivers Therapies Contract:** ME recommends continuing with their services. Move to vote.
- B. Technology Service Proposal:** JZ explained problems with getting current provider on site as they have to travel from Virginia. Empower is currently \$1,500 per month. Kotts Group, LLC has provided a proposal for performing services at the price of \$1,100 per month and agrees to perform computer repairs. ME says servers need to be moved. JZ states full disclosure that Kotts is the spouse of staff member, Amanda Dollish-Kotts. JZ and ES expressed concerns about Kotts' ability to be on site if a problem arises during the day. BB inquired about a six-month contract. ME discussed cost savings and SB asked about other vendors. JZ says cost is the main concern with other vendors. Move to vote contingent on contract being reviewed by counsel.
- C. Monthly Financial Reports:**
 - 1. YTD Activity:** JZ reviewed YTD. Will contact accountant to correct revenue entry. No Federal grants this year. Increases in revenue are due to tuition. Increased expenditures are due to additional students. \$211,000 net operating revenue.
 - 2. Tuition Aging Report:** All districts are up to date.
 - 3. Activity Report:** 4/22/22-5/17/22. DT had a question about the "not specified" entry. JZ indicates PSERS cleanup by moving amounts to individuals' accounts. JZ working to prepare for audit.
 - 4. Budget vs. Actual:** Totals against budget.
 - 5. Cash Flow:** Everything matches – per JZ.
- D. Monthly Purchase Review:**
 - 1. Amazon Orders**
 - 2. VISA Bills:** Move to vote.
- E. Proposed Final Budget:**
 - 1. PDE-2028:** JZ says needs to be posted for 30 days once preliminary approval. Final approval after the 30-day review process. Will add Board approved final budget to the website. Move to vote.
- F. Marketing – 32 Creative:**
 - 1.** JZ reviewed summer marketing campaign which would include Website Audit/recommendations/Enhancements, targeted digital advertising and social media build-up and management. Help with posting on Facebook and Twitter. Targeted advertising/marketing. Cost is \$6,500 for 90 days. Advertising spends to third parties, Google, Facebook, etc. would be \$3,000. Third party spends are not included.
 - 2. Billboards – Monroeville, Murrysville**
- G. Website Proposal:** JZ and ME met with current vendor to discuss upgrading the website. Cost estimated to be \$5,800-\$6,900. Approximately 4-6 weeks to complete update. MG would like to wait until the next meeting to vote. DT wants to move the proposal to a vote. BB agrees. Move to vote.
- H. Van Repair:** JZ says approximately \$6,000 to repair the final van needing work. ES questioned the need for five vans. DT inquired about selling as-is instead of paying for repairs then selling. Used vehicle market discussed. ES suggests repairing, BB agrees. DT would like to get estimate for sale as-is. JZ says SCS would have to pay to have the vehicle towed back to school or to dealer for estimate. Repairing the vehicle could bring higher re-sale value. Move to vote.

- I. **Revised Bank Proposal:** JZ discussed proposal from Dollar Bank which includes a .4% interest rate. Did not have success in obtaining better terms that we currently have from PNC. Looking into Pennsylvania Local Government Investment Trust (PLGIT) as well and will get a proposal from them.

VII. Fundraising / Grants Committee Agenda Items:

A. Fundraising:

1. **Letters to Individual Donors:** MG sent out thank you letters to two individual donors. Will draft letter to other donors as well. Need to determine whether DonorSnap is beneficial.
2. **Heinz Foundation:** MG advised she was informed the Heinz Foundation is not doing much with charter schools.

VIII. Facilities Report:

- A. **Status Report / Proposed Plan for Building Projects:** ME says waiting on detailed bids. Cunliffe backed out on bid for classrooms in school building. One vendor said in the fall, another possibly available for the summer.
- B. **Zoning of House:** Currently zoned as residential. JZ says \$1,000 to apply for special exception to rezone the house for use as office/school building. Zoning Board Meeting will be in July in Monroeville. Currently zoned as residential. AC had a question about additional classroom space. Move to vote.

IX. Personnel Committee Agenda Items: None.

X. Policy Committee Agenda Items:

- A. **Health and Safety Plan Revision:** MG wants to move to mandatory masking based on Allegheny County moving to the yellow phase in COVID cases and as provided by the current Health and Safety Plan. ME wants to remain mask-optional based on vaccination rates and masking optional policy already in place. This would require a modification to the Health and Safety Plan. MG had questions about any feedback from families and staff relating to the masking policy. BB inclined to go with ME recommendation, SB agrees. ES concerned about “slippery slope” and changing the guidelines already in place. Health and Safety Plan was revised within the last two to three months and it was decided to go to masking if the county entered the yellow phase. AC and NP voiced support of the current Plan. ME will get a message out to families and staff updating them of the mandatory masking policy.

XI. Public Comments on non-Agenda Items: KF expressed concern that Empower might raise its prices if we terminate that agreement and then decide to return to Empower. Advised to watch Empower to see if they raise rates if SCS returns to them at some point.

XII. Motion to Adjourn: This portion of the meeting ended at 8:35PM.

VOTING AGENDA ITEMS

- I. **Call to Order:** MG called the meeting to order at 8:35PM.
- II. **Roll Call:** All Board members present.

The Board met in Executive Session on 5/18/2022. Personnel matters were discussed. Approval to accept the April 25, 2022 Board of Trustees Meeting minutes was made by DT, seconded by BB. All were in favor.

III. Public Comments on Agenda Items: None.

IV. Academic Committee Agenda Items:

A. Motion to Approve AIU Annual Agreement: A motion to approve the AIU Annual Agreement was made by BB, seconded by DT. All were in favor.

V. Finance Committee Agenda Items:

A. Motion to Approve Monthly Financial Reports:

B. Motion to Pay the Bills Due through June:

C. Motion to Approve River Therapies Contract:

A motion to approve items A-C was made by DT, seconded by SB. All were in favor.

D. Motion to Approve Proposed Final Budget: A motion to approve the proposed GFB for 2022-2023 was made by SB, seconded by BB. All were in favor.

E. Motion to Approve Technology Service Proposal: A motion to approve the agreement with Kotts Group, LLC at \$1,100 per month for technology service and computer repairs was made by DT, seconded by BB. All were in favor contingent on contract being reviewed by counsel.

F. Website Proposal: A motion to approve JZ and ME to enter into agreement with website vendor to upgrade SCS website was made by DT, seconded by BB. Vote passes 4-0 with MG abstaining from vote.

G. Van Repair: Motion to approve approximately \$6,000 in repairs to final van was made by BB, seconded by ES. Vote passes 4-1 with DT dissenting.

VI. Fundraising/Grants Committee Agenda Items: None.

VII. Facilities Report:

A. Motion to Approve Zoning of House: A motion to approve the \$1,000 application to re-zone the house was made by BB, seconded by SB. All were in favor.

VIII. Personnel Committee Agenda Items: None.

IX. Policy Committee Agenda Items: None.

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

XI. Announcements: May 26, 2022 is graduation at 11am. Six students will be graduating.

XII. Next Meeting: The next meeting is scheduled for June 15, 2022 at 7:00PM. This meeting will be held in person at Spectrum Charter School with a Google Meet option available.

XIII. Motion to Adjourn: A motion to adjourn the meeting was made by ES. The meeting adjourned at 8:45PM.

