

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF
SPECTRUM CHARTER SCHOOL
HELD MAY 19, 2021 VIA ZOOM

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

Staff Present: Dr. Gail Yamnitzky, Scott Domowicz (Zoom – all)

Excused:

Absent:

Guests:

Public:

DISCUSSION AGENDA ITEMS

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

II. Pledge of Allegiance:

III. Roll Call: MG, BB, DT, ES, SB present (via Zoom).

IV. Public Comments on Agenda Items: None.

V. Academic Committee Agenda Items:

A. SB 664: Update from GY. PA Senate Bill 664 would allow for an extended time period for special education students to stay in school for up to one additional year. Applies for this school year only for those who are 21 and scheduled to graduate. Affects two students. MG had a question about current enrollment and graduation if the students in question choose to stay one additional year. GY states that the bill needs to pass and be signed by the governor.

B. SCS Learning Paths 2021-2022: GY reviewed the matrix for math, ELA, social studies and science. Transitions offerings and electives were also reviewed. MG had a question about student levels. GY explained placement is by iReady testing. MG had a question about advancing through different grade levels. GY explained how programs are modified. BB had a question about the arts program expected to be offered. GY states it will be done through the Pittsburgh Arts Council.

VI. Finance Committee Agenda Items:

A. Monthly Budget Report: SD reviewed the report as of 4/30/2021. MG had a question about school district late payments. Appliances were purchased via credit card and will be paid off with the grant money secured by AS grant award. ES had a question about the appliances purchased. Includes a washer and dryer, cooktop and a microwave. Will be used at the house when renovations are complete. SD discussed YTD expenses and re-categorizing information on paid expenses. GY mentioned how SD has brought the information together to compare year-over-year expenses. SD explained expenses by vendor. Reviewing options for Right Hand Technology. MG had a question about the architect. DT had a question about the "Not Specified" category. SD states that everything going forward will be specified by the end of the school year. Reviewed year-over-year comparison document. MG talked about COVID grants that the school received. DT thanked SD for putting the information together. All were in favor of moving the item to the voting agenda.

B. Boiler Repair: SD states that the annual inspection was conducted on April 28, 2021. Failed inspection due to zone valves leaking and the control panel needs to be relocated. School has 30 days to correct. Three proposals were received and Restano was selected at \$4070. They are scheduled to repair by May 25, 2021. School faces a fine if it goes

past 30 days. DT had a question about the bidding process. MG had a question about the terms and conditions and insurance. All were in favor of moving the item to the voting agenda.

- C. ESY and Out-of-District Transportation:** MG explained Indemnification. Current cost is \$41,000 per year to transport. Z-Trip will cost \$150 round trip daily for ESY and \$140 round trip daily during the 2021-2022 school year. All were in favor of moving the item to the voting agenda pending adding language from counsel.
- D. Cleaning Contract:** GY reviewed contract for T. Davis Services for \$975 per month. SD indicates savings on new contract. Individual owner instead of franchise. Start date is 7/1/2021. MG had a question about the on-site cleaning crew. SD indicates the owner will be on-site as part of the crew. Will need additional contract when the house is up and running. All were in favor of moving the item to the voting agenda.
- E. Roof Repair:** SD indicates roof repair for the house is in the budget for the next year. Bid received from Exceptional Exteriors and renovations, Inc. for \$12,800. This includes using a metal roof. Scheduled for repair with next fiscal year after 7/1/2021. ES had a question about timeframe with ESY program. All were in favor of moving the item to the voting agenda.
- F. Asphalt Repair:** SD reviewed contract for repairs. Pro-1 Paving will repair cracks, seal the lot and restripe at a cost of \$2500. ES had a question about performing the work after the roof has been repaired. All were in favor of moving the item to the voting agenda.
- G. Health Insurance Incentive:** SD has a proposal for an incentive of \$300 per month if an employee opts out of insurance. MG had a question about the amounts. All were in favor of moving the item to the voting agenda.
- H. Budget Update:** GY reviewed the budget update for transportation along with the new roof and asphalt. Leave money in fund balance. MG talked about FDIC insurance limits on bank accounts. SD met with personal banking team at PNC Bank. FDIC only insures to \$100,000. SD talked about moving to ACH electronic banking programs and opening a sub-account to the prime account. Can be used for capital projects. SD still researching. MG had a question about two party signatures when changing from payment by check which required two party signatures to electronic transfers. GY advised that she would provide further information on the issue.

VII. Marketing/Grants Committee Agenda Items:

- A. Brochures from Wood Street Communications:** GY reviewed each style (1 and 2). School owns both and we are able to print and use either style.

VIII. Personnel Committee Agenda Items: None.

IX. Policy Committee Agenda Items:

- A. Policy 251 Homeless Students**
- B. Policy 609 Investments**
- C. Policy 616 Payments of Claims**
- D. Policy 614 Payroll Authorization**
- E. Policy 625.1 Procurement Cards**
- F. Policy 611 Purchases Budgeted**
- G. Policy 612 Special Purpose Funds**
- H. Policy 823 Auto External Defibrillator & CPR**
- I. Policy 210.2 Severe Allergy/Epinephrine Auto Injector**
- J. Policy 203 Student Immunization**

MG reviewed all. All were in favor of moving the items A-J to the voting agenda.

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

XI. Motion to Adjourn: Motion to adjourn was made by BB, seconded by DT. All were in favor. This portion of the meeting ended at 8:12PM.

VOTING AGENDA ITEMS

I. Call to Order: MG called the meeting to order at 8:12PM.

II. Roll Call: MG, BB, DT, ES, SB (Zoom). GY, SD (Staff – Zoom).

III. Public Comments on Agenda Items: None.

IV. The Board met in Executive Session on the Following Dates: April 27, 2021 and May 19, 2021. Personnel matters were discussed.

V. Approval of April 21, 2021 Board Meeting Minutes: A motion to approve minutes from the 4/21/2021 Board Meeting was made by BB, seconded by DT. All were in favor.

VI. Academic Committee Agenda Items: None.

VII. Finance Committee Agenda Items:

A. Approval of the Monthly Budget Report: A motion to approve the Monthly Budget Report was made by BB, seconded by DT. All were in favor.

B. Approval to Pay Upcoming Bills: A motion to approve paying upcoming bills was made by DT, seconded by ES. All were in favor.

C. Approval of Proposal from Restano to Repair the Boiler at a Cost of \$4070:

D. Approval of Proposal from Z-Trip for ESY and School Year Transportation for an Out-of-District Student at a Cost of \$75 Per Trip for ESY and \$70 Per Trip During the School Year:

E. Approval of Tevin Davis Cleaning for Monthly Cleaning of the Building at a Cost of \$975 Per Month:

F. Approval of a Proposal from Exceptional Exteriors and Renovations, Inc. for Roof Repair at a Cost of \$12,800:

G. Approval of a Proposal from Pro-1 Paving for Asphalt Repair and Sealing at a Cost of \$2500:

H. Approval to Offer a Health Insurance Incentive of \$300 Per Month to Employees Who Elect to Decline the Health Insurance Coverage:

A motion to approve the items (C-H) was made by DT, seconded by ES. All were in favor.

VIII. Marketing/Grants Committee Agenda Items:

A. Approval to Accept \$1000 Grant from Mission 2025 for Personal Finance Course Curriculum – Next Gen Personal Finance: A motion to approve the acceptance of the \$1000 grant was made by BB, seconded by DT. All were in favor.

IX. Personnel Committee Agenda Items:

A. Approval of the Personnel Agenda as Presented: A motion to approve the 2021-2022 contracts was made by BB, seconded by DT. All were in favor.

X. Policy Committee Agenda Items:

A. Approval of the Following Policies:

1. **Policy 251 Homeless Students**
2. **Policy 609 Investments**
3. **Policy 616 Payments of Claims**
4. **Policy 614 Payroll Authorization**
5. **Policy 625.1 Procurement Cards**
6. **Policy 611 Purchases Budgeted**
7. **Policy 612 Special Purpose Funds**
8. **Policy 823 Auto External Defibrillator & CPR**
9. **Policy 210.2 Severe Allergy/Epinephrine Auto Injector**
10. **Policy 203 Student Immunization**

A motion to approve all policies in this section (1-10) was made by DT, seconded by ES. All were in favor.

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

XII. Announcements:

- A. Safety Day:** SD arranged the day scheduled for May 21, 2021 at the school. Will include police, fire and EMS.
- B. Graduation Day; Thursday May 27, 2021 at 11:00AM:** Lunch included. Students and families are invited.

XIII. Next Meeting: The next Board Meeting is scheduled for Wednesday June 16, 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: A motion to adjourn was made by BB, seconded by DT. All were in favor. The meeting adjourned at 8:18PM.