

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
SPECTRUM CHARTER SCHOOL
HELD AUGUST 17, 2022 AT SPECTRUM CHARTER SCHOOL

Present: Michele Gutman, Barbara Bain, Dorice Tharp, Ellen Szczerba, Seana Banks, Ken Fulkerson,
Arleen Wheat

Staff Present: Dr. Matthew Erickson, John Zahorchak

Absent:

Guests:

Public: Amy Cornelius

DISCUSSION AGENDA ITEMS

I. **Call to Order:** MG called the meeting to order at 7:01PM.

Pledge of Allegiance:

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

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

IV. **New Business:**

A. Discussion Item: Food Services – Plum Borough School District / Parent Survey: ME discussed feedback on survey. Explored Nutrition Inc., Gateway and Plum school districts. JZ met with Plum food service manager to form an agreement. Spectrum will receive information on meals on a weekly basis. Cost is \$4.50 per meal for Spectrum. ME suggests sending a menu each week and surveying for meal requests. MG inquired about cost structure. ME suggested fundraising to offset cost. MG expressed concern about amount spent on lunches. BB suggests we look into. MG proposed a pilot program to assess interest and implement ability. \$2.50 per meal to be paid by Spectrum, \$2.00 per meal to be paid by families. Pilot program will run for nine weeks. Meals will be purchased weekly. DT had a question about management of the process. JZ will manage. Move to vote.

B. Board Committees: MG would like to create assignments and add committee assignments. Assignments will be the following:

Finance: DT, KF

Curriculum / Academic: BB, AW

Fundraising: ES, MG, SB

V. **CEO/Principal Report:**

A. 2022 – Extended School Year (ESY): ME moving this item to next month so LY can attend the meeting. AW had a question about who qualifies for ESY.

B. 2022-2023 Preparations / Professional Development: AIU provided training for behavior support goals, drills, clerical activities and diversity. AW suggested first aid training and asked about teacher input on training.

C. Current Enrollment: 44 students are enrolled for the new school year with the possibility of adding two additional students. ME would like to cap enrollment at 46 for the upcoming school year. A wait list will be created and lottery held if

necessary. AW had a question about capping enrollment. MG explained limited space and staff along with what the charter states. ME to discuss with counsel.

- D. Building Projects:** ME says the new classrooms should be finished by Sunday. Furniture is behind on ordering. ME was able to secure a donation of furniture from the Central Westmoreland County Career and Technical Center. Items include furniture and other items for the classrooms. MG would like to acknowledge the organization for their donation. ME says working on the house becoming functional. Administrative offices and Transitions programs will move there when work is complete. KF suggests holding an open house when the building is ready. MG inquired about whether Spectrum would be ready for an open house by November.

VI. Academic Committee Agenda Items:

- A. 2022-2023 School Based ACCESS Program Agreement to Participate:** ME reviewed the current trainings. ACCESS billable training has been completed. Logs need to be complete for reimbursement. Move to vote.
- B. 2022-2023 Forbes Road Tuition Agreement:** Ten students are enrolled at FTC. MG had a question about who provides transportation. Move to vote.
- C. Emergency Instruction Approval Letter:** ME says the letter has been approved.
- D. Approval for an Agreement with Westinghouse Arts Charter School to Provide Educational Services at a Rate of \$48 Per Hour Pending the Review of the Proposed Contract:** ME says \$48.00 per hour each for a physical education and an art teacher, pending review from counsel. JZ indicates \$48 an hour at three hours per week. MG asked about a budgetary estimate. JZ says the money is in the budget. Move to vote.
- E. Comprehensive Plan:** ME says the plan has been submitted. Returned for revisions with final revisions due by October. ME getting clarification in order to re-submit. MG explained additional stakeholders will be involved for the next planning cycle.
- F. Special Education Audit Status:** ME working with auditor to finalize. ME says everything has been submitted. Adding parent trainings which will begin in the fall.
- G. Waterfront Learning Contract:** ME says to be used for Edgenuity license. Teachers use the program to support learning and not full course work. Fraction of the cost. Move to vote.

VII. Finance Committee Agenda Items:

- A. Monthly Financial Reports:**
- 1. YTD Activity:** JZ reviewed where SCS stands overall. May have to move some funds from the unassigned fund balance to assign for specific purposes due to PDE guidelines. JZ will be reviewing with auditor over the next two days. BB had a question about the pilot program for school lunches.
 - 2. Tuition Aging Report:** JZ reviewed report.
 - 3. Activity Report:** List of expenditures from 6/13/22-8/5/22. JZ says most expenses were due to ESY.
 - 4. Budget vs. Actual:** Tuition received ahead of budget. Admin/consultants largest expense. Credit on water bill due to prior leak. Insurance claim was filed and paid directly to water utility.
 - 5. Cash Flow:** \$650,000 as of today. Usual low point for the year before tuition starts.
- B. Monthly Purchase Review:**
- 1. Amazon Orders:**
 - 2. VISA Bills:**

C. Audit Renewal: JZ says accountant is reviewing renewal of contract. Move to vote.

D. Bank Proposal: (Rate has been increased to 1.14%): PLGIT declined as they are an investment vehicle only. Dollar Bank has increased their rate per JZ. PNC Bank not responsive to working with SCS. JZ explained PNC not interested in school accounts. KF had a question about the minimum amount required for the account. ES had a question about when to unwind the PNC account completely. JZ would like to move \$350,000 to Dollar Bank and start the process from there. Move to vote.

VIII. Fundraising / Grants Committee Agenda Items:

- A. PCCD Grant:** ME discussed \$140,000 grant with \$70,000 for safety and security and \$70,000 for mental health. ME and JZ listed as users of account. ME looking at a part-time social worker with Westinghouse Arts Charter School. BB asked about how many years to spend the grant. JZ says it is obligated over two years of funding. MG asked about security and tinting bottom windows. Steel frames for doors and bollards out front as possible additions. Vestibule and metal detector discussed as being added.
- B. Gift Cards:** ME would like to add the Raise Right fundraising app to the website. Gift card fundraising.
- C. Lions Golf Outing Fundraiser August 20, 2022:** Several Board members are scheduled to attend.

IX. Facilities Report:

- A. Informational Item: Facility Update – House – Improving cosmetics and flooring Inside. Plan to move Transition Services and Business Office over upon completion of work. School Classrooms – Construction concluding soon on two additional classrooms to support growth.** ME looking to add carpet squares to new classroom areas and to the house. DT asked how much is needed. ME getting a quote from Anago to deep clean the house.
- B. Website Status:** JZ says about 80% on the design phase. Wants to create an on-line enrollment form. MG requests that new Board members submit a bio on themselves for the website. JZ hoping for a sneak preview at the next meeting.
- C. School Symbol:** ME says majority has voted to keep the current logo. Website designer wants to modify the logo.
- D. Security Upgrades:** Already discussed.

X. Personnel Committee Agenda Items:

- A. Information Item: PCCD Grant – Pursuing grant funding to support a part-time social worker to support faculty and staff:** Already discussed.
- B. Paraprofessionals:** Three paras have been secured through Grade Pointe. One will be at FTC in the morning.
- C. STAT Nursing Contract:** Expanded hours on-site from 9am-1pm. Updated on the contract. Move to vote pending counsel review.

XI. Policy Committee Agenda Items:

- A. Health and Safety Plan:** MG recommended to authorizing have administration, ME, to have authority to make changes to the health and safety plan based on CDC guidelines. BB in agreement as ME may need to act quickly at times. ME says PDE has a link so Admin can make changes. Move to vote.

- XII. **Public Comments on non-Agenda Items:** None.
- XIII. **Motion to Adjourn:** This portion of the meeting ended at 8:48PM.

VOTING AGENDA ITEMS

- I. **Call to Order:** MG called the meeting to order at 8:49PM.
- II. **Roll Call:** All Board members present.
The Board met in Executive Session on 8/17/2022. Personnel matters were discussed. Approval to accept the June 22, 2022 Board of Trustees Meeting minutes was made by BB, seconded by DT. All were in favor.
- III. **Public Comments on Agenda Items:** None.
- IV. **New Business:**
 - A. **Pilot Lunch Program:** A motion to approve the initiation of a pilot lunch program up to nine weeks at \$4.50 with \$2.50 being paid by SCS and \$2.00 student cost was made by BB, seconded by SB. All were in favor.
- V. **Academic Committee Agenda Items:**
 - A. **Approval of 2022-2023 School Based ACCESS Program Agreement to Participate:** A motion to approve the ACCESS Program agreement was made by BB, seconded by SB. All were in favor.
 - B. **Approval of 2022-2023 Forbes Road Tuition Agreement:** A motion to approve the FTC tuition agreement was made by BB, seconded by KF. All were in favor.
 - C. **Approval of Waterfront Learning Contract:** A motion to approve the Waterfront Learning contract was made by DT, seconded by KF. All were in favor.
 - D. **Approval of Agreement with Northern Westmoreland Career and Technical Center:** Approval to enter into tuition agreement with Northern Westmoreland Career and Tech Center, pending review and agreement by counsel was made by DT, seconded by ES. All were in favor.
- VI. **Finance Committee Agenda Items:**
 - A. **Motion to Approve Monthly Financial Reports:** A motion to approve the monthly financial reports was made by BB, seconded by KF. All were in favor.
 - B. **Motion to Pay the Bills Due through September:** A motion to approve paying bills due through September was made by KF, seconded by BB. All were in favor.
 - C. **Motion to Approve Moving Funds to Dollar Bank:** A motion to approve moving \$350,000 from PNC Bank to Dollar Bank with continued transfer of funds over next couple of months was made by DT, seconded by ES. All were in favor.
 - D. **Audit Renewal:** A motion to approve entering into a contract with the auditor for 2021-2022 was made by KF, seconded by DT. All were in favor.
- VII. **Fundraising/Grants Committee Agenda Items:** None.
- VIII. **Facilities Report:** None.
- IX. **Personnel Committee Agenda Items:**

A. Approval of STAT Nursing Contract: A motion to approve the STAT nursing contract with services from 9am-1pm Monday through Friday was made by BB, seconded by KF, pending review by counsel. All were in favor.

X. Policy Committee Agenda Items:

A. Health and Safety Plan: A motion to authorize the CEO/Principal to update the health and safety plan following CDC guidelines was made by BB, seconded by ES. All were in favor. ME will review CDC guidelines and bring the health and safety plan up to date. AW believes most districts are now mask optional.

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

XII. Announcements: First day of school is August 22, 2022.

XIII. Next Meeting: The next meeting is scheduled for September 21, 2022 at 7:00PM. This meeting will be held in person at Spectrum Charter School with a Google Meet option available.

XIV. Motion to Adjourn: A motion to adjourn the meeting was made by ES. The meeting adjourned at 9:00PM.