

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF  
SPECTRUM CHARTER SCHOOL  
HELD SEPTEMBER 21, 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, Lori Yurkovich

**Absent:**

**Guests:**

**Public:**

**DISCUSSION AGENDA ITEMS**

- I. **Call to Order:** MG called the meeting to order at 7:01PM.
- II. **Pledge of Allegiance:**
- III. **Roll Call:** MG, BB, DT, ES, SB, KF (in person), AW (via Google Meet).
- IV. **Public Comments on Agenda Items:** None.
- V. **CEO/Principal Report:**
  - A. **ESY Presentation:** LY presented a slide show on ESY titled "All About the 'Burgh". Students learned fun facts about Pittsburgh which included different daily activities. Students made different foods and participated in Friday field trips. Approximately 14 students were there each day with three vans used for field trips. AW had a question about SPEAK. LY stated that SCS students IEP goals were not being met by other ESY programs so SCS started an ESY program.
  - B. **Autism Caring Center Luncheon:** Lunch was provided to the school on 9/14/22 by the Autism Caring Center. ME says over 80 participants were present. Kelly from the center along with volunteers from T-Mobile provided lunch. The Autism Caring Center offered to do more events with SCS.
  - C. **PCCD Grant:** JZ has submitted the application for the grant. \$70,000 for safety and another \$70,000 for mental health. MG asked what the grant money would be used for. JZ explained that the mental health portion would fund a social worker – part-time over two years. The safety side would fund security cameras, ID scan, window film, metal doors, metal detector and bollards. MG asked about the timeline. JZ does not have a date for approval.
  - D. **Lunch Program:** MG explained that SCS is buying lunches from the Plum school district. About 20 students on average participate daily. A lot of work goes into the meal prep. ME and JZ are looking into alternatives plus possibly adding a breakfast program. Looking to take the burden off the staff as it pulls them away from other duties. SCS would like to continue the program as it benefits the students,
- VI. **Personnel Committee Agenda Items:**
  - A. **Emergency Substitute Teachers:** ME explained the Emergency Substitute Teacher process and advised that some SCS staff would like to pursue. SCS would also have to approve.

**VII. Academic Committee Agenda Items:**

- A. 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 he is waiting on counsel. Westinghouse needs to send the reviewed contract back to SCS. This item was tabled.

**VIII. Finance Committee Agenda Items:**

**A. Monthly Financial Reports:**

1. **YTD Activity:** JZ reviewed and states revenue is down but that is due to tuition aging from Pittsburgh Public Schools. PPS currently owes \$63,000.
2. **Tuition Aging Report:** JZ reviewed report and states that PPS owes from year-end reconciliation. Payment from Hempfield should be coming.
3. **Activity Report:** List of expenditures from 8/6/22-9/16/22.
4. **Budget vs. Actual:** JZ says SCS is at 21% of revenue and 17% expenditures YTD. JZ changed some account numbers to reflect accuracy. ME says ESY program came in under budget. MG had a question about budget vs. actual – Is the Lion's Club considered fundraising? JZ listed in "other contributions".
5. **Cash Flow:** Over \$600,000 in account. JZ met with Dollar Bank today. Moving money this week from PNC Bank to Dollar Bank. Current interest rate is 1.7%.

**B. Monthly Purchase Review:**

1. **Amazon Orders:**
2. **VISA Bills:** MG had a question about the expenditures at the Meadows. This was for ESY.

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

- A. Lions Golf Outing:** SB had a question about how to split fundraising vs. donations. \$340.00 will be for fundraising and \$290.00 will be for donations from the tournament. MG would like to schedule a meeting for Giving Tuesday.

**X. 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:** JZ says the house interior is being painted by ME. SCS will be receiving furniture from BNY Mellon. Creating a list of what is needed. JZ discussed the ramp on the side of the school is in bad shape. Looking to do repairs. Need to get estimates to repair/replace. Highmark grant was approved for \$7,500. Will be used to improve air quality for the building. ME provided pictures of the ramp in need of repair/replacement. ME provided pictures of the furniture proposed from BNY Mellon. Contractor agreement for classrooms was voted on during the 6/22/22 Board meeting.
- B. Website Status:** JZ says pictures and graphics need to be added. Non-website related: MG had a question about cards that can be purchased (from last Board meeting). ME still looking into and suggests could be used for student activities or lunches. MG wants to know how to get the word out – possibly through the quarterly newsletter. ME suggests using a QR Code. BB had a question about voting on the carpet. ME reviewed the contract.
- C. PCCD Grant Application:** Move to vote.

**XI. Public Comments on non-Agenda Items:** None.

**XII. Motion to Adjourn:** This portion of the meeting ended at 8:04PM.

## VOTING AGENDA ITEMS

- I. **Call to Order:** MG called the meeting to order at 8:04PM.
- II. **Roll Call:** All Board members present.  
The Board met in Executive Session on 9/12/2022 and 9/21/2022. Personnel matters were discussed. Motion to approve the August 17, 2022 and September 12, 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. **Personnel Committee Agenda Items:**
  - A. **Emergency Substitute Teachers:** A motion to approve giving the administration the ability to file paperwork for those who wish to apply as emergency substitute teachers was made by DT, seconded by KF. All were in favor.
  - B. **Motion to Utilize Emergency Substitute Teachers:** A motion to approve utilizing emergency substitute teachers was made by DT, seconded by BB. All were in favor.
- V. **Finance Committee Agenda Items:**
  - A. **Motion to Approve Monthly Financial Reports:**
  - B. **Motion to Pay the Bills Due through October:**

A motion to approve items A-B was made by DT, seconded by SB. All were in favor.
- VI. **Facilities Report:**
  - A. **Approval of Agreement with Ben McNeas to Complete Floor Installation:** A motion to approve the agreement with Ben McNeas to complete floor installation was made by KF, seconded by DT. All were in favor.
  - B. **Motion to Approve the PCCD Grant Application:** A motion to approve the PCCD Grant application submission was made by BB, seconded by ES. All were in favor.
- VII. **Public Comments on Non-Agenda Items:** None.
- VIII. **Announcements:** ME working on the house and hopes to finish in a couple weeks. ME would like to thank DT and BNY Mellon for the furnishings. 46 students currently enrolled with one on the wait list.
- IX. **Next Meeting:** The next meeting is scheduled for October 19, 2022 at 7:00PM. This meeting will be held in person at Spectrum Charter School with a Google Meet option available.
- X. **Motion to Adjourn:** A motion to adjourn the meeting was made by BB. The meeting adjourned at 8:12PM.

