

## Spectrum Charter School Board Meeting – Feb 14, 2023

- I. Call to Order
  - a. 7:01pm
- II. Pledge of Allegiance
- III. Roll Call

Board Members: Dorice Tharp, Ellen Szczerba, Barb Bain, in person; Seana Banks and Michele Guttman via Google Meet  
Staff Present: Matt Erickson, John Zahorchak in person  
Public: Natalie Picone, Amy Cornelius, Anita Land

Approval to accept the Jan 10, 2023 Board of Trustee Meeting Minutes; MG moves to approve minutes, ES seconds and all approved

Previously met on Feb 14, 2023 in Executive Session to discuss student and personnel matters

- IV. Public Comments on Agenda Items
- V. CEO/Principal Report:
  - a. Celebrating Black History Month
    - i. Door decorations
    - ii. Board will select the winner(s)
    - iii. Next month will celebrate Women's History Month
  - b. Movie Night
    - i. Voted and selected "The Night Before Christmas"
    - ii. 11 students with popcorn and treats on a Friday night
  - c. Club Activities (Fine Arts, Culinary, Technology, Newspaper)
    - i. Kickoff the clubs this Friday
  - d. Apparel Sales to benefit Student Activities: <https://spectrumcharter.qbstores.com/home>
    - i. Queensboro is the vendor
    - ii. Will send an email to parents
    - iii. Planning to have a link on our website
  - e. Strategic Planning
    - i. Two meetings held with good progress
    - ii. Working draft in progress - targeting end of month
  - f. Access Billing
    - i. Opportunity to get reimbursed for student services (e.g. speech and language, Occ therapy)
    - ii. Documentation is extensive (multiple factors such as eligibility of student, hours, services, etc.)
    - iii. Reimbursement is quarterly, but have not yet received any reimbursement
    - iv. Targeting fuller picture by next Board meeting
  - g. Enrollment Status
    - i. Projecting 10 students to leave or graduate
    - ii. Currently have 14 prospective students interested
    - iii. Targeting 52 students for next year (46 would be minimum)
  - h. I-Heart Radio - Advertising
    - i. To attract students to enroll
    - ii. Working to get a proposal and quote from them (they also do billboards, etc.)
- VI. Personnel Committee Agenda Items:
  - a. Change of contract for Becky Smail, paraprofessional, to change from 5 day work week to 3 day work week
    - i. Motion to approve change of contract made by ES, second by DT, all approve
  - b. Replacement of one paraprofessional through Grade Point Resources - Start Date: 2/27/23

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- VII. Policy Committee Agenda Items:
  - a. AIU Notice of Adoption of Policies, Procedures, and Use of Funds
    - i. This is the annual list of AIU Policies, Procedures and Use of Funds with which schools must comply
    - ii. Motion to approve by DT, second by MG, all approved
- VIII. Finance Committee Agenda Items:
  - a. Monthly Financial Reports:
    - i. YTD Activity - Jan 7 - Feb 7
    - ii. Tuition aging report - no issues
    - iii. Expense Report
      - 1. ES moves to pay the bills for March and DT seconds, all approve
    - iv. Budget vs Actual
      - 1. On track for revenue targets
      - 2. On track to slightly underspend and finish with a surplus
    - v. Cash Flow
  - b. Monthly purchase review
    - i. Amazon orders
    - ii. Visa Bill
- IX. Fundraising/Grants Committee Agenda Items
  - a. Apparel Sales: <https://spectrumcharter.qbstores.com/OC/SF23206>
    - i. Targeting proceeds to go to student activities
    - ii. Will send notice out to parents
  - b. Raise Right [www.raiseright.com](http://www.raiseright.com)
    - i. Amazon Smile program discontinued, Raise Right will replace Amazon Smile and will be added to webpage
    - ii. Purchase gift cards with a percentage that goes back to school not limited to Spectrum families and staff
    - iii. Have an e-gift option
    - iv. Will send notice out to parents
- X. Facilities Report
  - a. Update on PCCD grant (total amount of \$140,000 awarded to be spent over 2 years)
    - i. Social worker approved
      - 1. Planning to split between two years
      - 2. Will bring proposal to board
    - ii. Security and safety items were approved
      - 1. Doors - will need to bid out
      - 2. Security cameras - no need to bid out
  - b. Update on PA Coalition of Public Charter Schools Grant
    - i. Third year of the grant
    - ii. Deadline to notify of intent to bid is by Mar 1 with bids by Mar 15
    - iii. JZ has checked and advised that likely we would not receive a [grant](#) because school has not expanded sufficiently as they would prefer to fund large grants rather than multiple small grants, MG requested that we follow up with the Coalition and that the Board provide JZ support
  - c. Website Update/Demonstration: <https://testing2.o2da.com/>
    - i. Agreement from board to let the website go live
    - ii. We will have the ability to make changes post-go live
  - d. Architecture Firm Contacts
    - i. Appointments being set up for architects to come in for expansion, etc. of the school
    - ii. VEBH Architects (Draw Collective) <https://www.drawcollective.com/>
    - iii. CORE Architects <https://www.corepgh.com/>
    - iv. Foreman Group <https://www.foremangroup.com/>

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- v. Eckles <https://www.ecklesconstructionservices.com/>
- vi. IKM Architecture <https://ikminc.com/sector/k-12/>
- e. Update on carpet, pipes, furniture
  - i. The following procurements are under the threshold requiring board approval however, these are being presented for information
    - 1. Moving expenses from Weleski Transfer Inc
    - 2. Disassembly and reassembly of office furniture
    - 3. Additional carpeting in the bottom level (MG requested cost breakdown of invoice)
    - 4. Repairing pipes
      - a. Submitted to insurance
  - f. Development of a Maintenance Schedule for Facilities
    - i. ME/JZ recommended hiring part-time facilities manager
    - ii. Pursuing options that will be presented in the next board meeting
  - g. Food Services - posting for position for 23-24
    - i. Currently, staff and administration are preparing food
    - ii. Would like to post for a part-time position starting in the fall.
    - iii. Will bring proposal to board at next meeting
- XI. Public comments on non-Agenda items - none
- XII. Announcements: - no announcements
- XIII. Next meeting: March 14, 2023; 7:00pm at Spectrum Charter School & Google Meeting
- XIV. Motion to adjourn at 8:15pm