

## Minutes – General Session Mar 14, 2023

- I. Call to Order (7:03pm)
- II. Pledge of Allegiance
- III. Roll Call
  - A. Board: Michele Gutman, Barb Bain, Dorice Tharp in person and Ellen Szczerba and Arlene Wheat via Google Meet
  - B. Administration: Matt Erickson, John Zahorchak in person
  - C. Visitors: Brandon Chavola and Tammy Goda

Approval to accept the February 14 2023 Board of Trustee Meeting Minutes as presented. BB moves to approve minutes, MG seconds and all approve; The Board met in Executive Session on the following date: March 14, 2023

- IV. Public Comments on Agenda Items
    - A. None
  - V. CEO/Principal Report
    - A. Enrollment
      - a. 44 students
      - b. Goal next year is 52-53 students
      - c. Break-even for current configuration (building, teachers/paras) is 46 students
    - B. Website - Home - Spectrum Charter School ([spectrumcsi.org](http://spectrumcsi.org))
      - a. Launched on Mar 8 2023
      - b. Receiving good feedback
      - c. Working through a few bugs
      - d. Consider including "thank you" to corporations who have awarded grants or made donations (Highmark, BNY Mellon)
  - C. St. Patrick's Day Dance
    - a. Attended by 34 students
    - b. Good time had by all
  - D. Facilities Update
    - a. House Project - goal is to have house and garden ready by Earth Day (April 22)
    - b. Open House
      - i. Date selected is April 25
      - ii. Setting up a committee whose first meeting is this coming Monday
      - iii. Barb Bain offers to contact the Tribune Review
- VI. Personnel Committee Agenda Items
  - A. Proposal for a maintenance position
    - a. Need a facilities management person
    - b. Proposal to engage an experienced facilities manager
    - c. Brandon Chavola - currently also at Penn Hill School District
    - d. Engaged through Key Solutions for up to 20 hours a week
    - e. Recommended by John Z and contract was reviewed by Legal
    - f. Board approved the position and contract (DT moved / MG second; all approved)
  - B. Food Services Part-Time Position
    - a. This is the first year Spectrum provided lunch to students (via a formal program)
    - b. The position is part-time through June 2023
    - c. The contract was reviewed by Legal
    - d. Candidates were interviewed by school administration
    - e. Selected candidate recommended by Matt E

## Minutes – General Session Mar 14, 2023

- f. Board approved the contract and the position (BB move / DT second; all approve)
    - C. Paraprofessional
      - a. 2 new para-professionals brought in through Grade Point resources
      - b. Full team reinstated
- VII. Academic Committee Agenda Items
  - A. 2023-2024 School Calendar -
    - a. First Day for Faculty to come in is Aug 14 and Aug 21 for students
    - b. Last day of the school year - May 24 with May 28 as last teacher day
    - c. Includes 8 Professional Days and 180 school days
    - d. Christmas Break Dec 22-Jan 2
    - e. April 19 is "Just Because" Day
    - f. There are no scheduled snow days - plan is to do flexible instruction day
    - g. Matt will submit the application for flexible instruction days
    - h. AW moves to approve calendar / ES seconds; all approve
  - B. Physical Education Part time Position
    - a. Westinghouse Charter says they will be able to provide PE instructor during Q4 of the school year
    - b. The backup plan is to use the remaining budget for this year to obtain a part-time PE teacher for remaining year
- VIII. Finance committee items
  - A. Monthly Financial reports
  - B. Monthly Activity - minor decrease due to timing of the payments from schools
  - C. Tuition Aging report
    - a. Pgh public school has negative amounts because they are holding payment until IEPs are resubmitted
    - b. No issues anticipated
  - D. Budget to Actual
    - a. Revenue is on target
    - b. Expenses - overall no issues
    - c. Anticipated \$86k surplus is being tracked
  - E. Current balance is \$915k split among three banks
    - a. Concern about the \$250k limit for FDIC insurance on bank deposits
    - b. John will check with Dollar Bank on ways to mitigate the risk
  - F. Reconciliation Report - No issues or concerns
  - G. Monthly purchase reviews of Visa and Amazon - no issues or concerns
  - H. Approval to pay bills due through April - DT move / ES second; all approve
  - I. Advertising proposals
    - a. Iheart radio proposal
      - i. \$400/week or \$2k/month
      - ii. Radio (e.g. 104.7, 3WS, - other) within 40 miles, streaming services
      - iii. Iheart staff would create the ad based on Spectrum's input
      - iv. Frequency and timing would need to be determined (Matt)
      - v. Request Board to approve one month of advertising - Mar 27 to Apr 27 as this is prime time for students looking for placement
    - b. BB move to approve, AW seconds; all approve
  - J. Fundraising / Grants Committee Agenda Items:
    - a. Update on PA Coalition Grant
      - i. Committee met with representatives from PACG
      - ii. Learned that it is administered over 3-5 year period
      - iii. Typical grant is \$900k with additions of \$100k based on qualifications
      - iv. Difficult for us to qualify due to size of our school, however, there is the possibility of micro-grants being issued later in the program

## Minutes – General Session Mar 14, 2023

- v. Due date is to submit is in May or June and we will consider
  - b. Highmark Grant
    - i. We are eligible
    - ii. Deadline is Apr 28
    - iii. Interested in health and food (possible we could apply it to the lunch program)
    - iv. Going to try for multiple years
    - v. John taking lead on this grant
  - c. Color the Spectrum Grant
    - i. support the transition from school to adulthood in the following three areas: home, work and social
    - ii. Transitions Department could benefit from this grant
    - iii. deadline is April 20
    - iv. Motion to move forward with pursuit of grant by BB, seconded by DT; all approved
  - d. Raise Right
    - i. Gift cards can be purchased and portion of purchase goes to designated school
    - ii. Message sent to families; will reinforce at events; will be in the newsletter; add to website
    - iii. Ellen suggest to send out message more than once and send to families of graduates
- K. Facilities Update
  - a. Website Update
    - i. Went live on Mar 8 2023
    - ii. We can handle most of the edits to the website
    - iii. Charges for changes that we cannot handle are (~\$60/hour)
  - b. Architecture Firms
    - i. Followed up with each firm, but not having much success
    - ii. Lists of other companies have been provided by Matt's contacts
    - iii. Barb Bain suggest to contact the company that is updating the Gateway Middle School
  - c. Garden Materials for Earth Day
    - i. Put in raised beds with fencing around it - would be easy for kids to navigate around and more effective for growing
    - ii. Target is for garden to be in by Earth Day
    - iii. Concerns raised on tending to garden outside the school year, however most agree this would benefit the school
    - iv. Motion to put in the garden contingent on a plan to maintain and distribute the produce by BB with second by MG (DT abstains) all other approve
  - d. House (administration/transition building refrigerator)
    - i. Refrigerator previously in house was moved to school for lunch program
    - ii. This new appliance was purchased at Lowes
    - iii. Now have a stove, refrigerator/freezer, washer/dryer and microwave for use by administration and Transition
  - e. PCCD Grant
    - i. Security System -
      - 1. 16 cameras to cover only the main school building with 2 TVs
        - a. None to cover the admin building (house)
        - b. Can add cameras as needed

Minutes – General Session Mar 14, 2023

2. Badging system is for employees and plan is to have it set up and operate in the house (administration)
3. Reviewed three vendors and selected Sonitrol (not a CoStars vendor, but are under the bid threshold of \$25k at \$23k)

COSTARS (Cooperative Purchasing) - see

<https://www.dgs.pa.gov/COSTARS/Pages/default.aspx>

- IX. Board approved Sonitrol vendor - BB moves / AW seconds all approved
- X. Doors
  - A. Selected vendor, AG Morrow is a Costars vendor so will not need to bid out
  - B. Interior doors aluminum doors with locking systems are preferred
  - C. Quote to be provided at next board meeting
- XI. Other security items not approved to be in PCCD Grant
  - A. Would like to pursue out of our own budget
  - B. Window Film
  - C. Raptor system
  - D. Visitor waiting area
- XII. Other Donation
  - A. Two parents (Anita Martinelli-Land and Bob Pollock) donated a bedroom set for the house
  - B. Will be dropped off next weekend
- XIII. Facility Priority List
  - A. First step in deciding on a maintenance plan
  - B. First draft provided by Brandon Chavola
  - C. AW suggested that maps of the school be provided to the local police department and it was clarified that this has already been done
- XIV. Policy Committee
  - A. Parent/Student Handbook
    - a. McKinney Vento act section is new
    - b. Behavioral health rehabilitation services section was updated to reflect this new language Registered Behavioral Therapists (RBT)
    - c. Reference to two way radios and other minor changes
    - d. Request from AW to consider adding on behavior management and suspension/expulsions that the school could suspend a student for 45 days unilaterally for specific weapons, drugs, serious bodily injury (reference to Chapter 14)
  - B. Board Action: Approval is contingent on addition / clarification of suspension/expulsion as suggested by AW BB move, AW second and all approve
- XV. Public Comments on non-Agenda Items
- XVI. Announcements
  - A. Monroeville Lions Farmers Market will be at the Monroeville Mall starting in May
- XVII. Next Meeting: April 18 2023: 7:00pm; Spectrum Charter School & Google Meet
- XVIII. Motion to Adjourn BB at 8:50pm