



BOARD OF TRUSTEES DISCUSSION AND VOTING MEETING AGENDA
May 16, 2023

DATE: May 16, 2023 TIME: 7:00 PM
LOCATION: Spectrum Charter School and virtual via Google Meet
CEO: Dr. Matthew Erickson

DISCUSSION/VOTING AGENDA ITEMS

I. Call to order: 7:02pm

II. [Pledge of Allegiance](#)

III. Roll call:

- A. Board Members: Michele Gutman, Dorice Tharp in person; Barb Bain, Ellen Szczerba, Seana Banks, and Tammy Goda via Google Meet
- B. School Administration: Dr. Matthew Erickson, John Zahorchak, Brandon Chabola in person; Roger Stedina, Natalie Picone via Google Meet
- C. Members of the Public: None

Approval to accept the April 18,2023 Board of Trustee Meeting Minutes as presented. The Board met in Executive Session on May 16, 2023. Moved by Ellen Szczerba and second by Seana Banks

IV. Public Comments on Agenda Items:

- A. None

V. CEO/Principal Report:

- A. Open House - 4/25/23
 - a. Estimating 50 – 70 attendees across the campus including prospective parents, current parents, members of Gateway School District; thank you to all who made this happen
- B. Visit from Dr. Anne Clark - CEO - PA Coalition of Charter Schools - 5/25

- a. Lunch and a tour are planned
- C. Prom - May 20, 2023
 - a. 6:00 to 6:30 for parents and board members
 - b. Steampunk is the theme
 - c. Estimating 45 attendees
 - d. To be held at the Gateway Firehall #4
- D. Enrollment Update
 - a. 52 students pending completion of paperwork by some families

VI. Personnel Committee Agenda Items:

- A. [Grade Point Resources Contract](#)
 - a. Motion to approve the contract made by Barb Bain and second by Ellen Szczerba and all approve.
- B. Approval of the [Community-Based Experience Coordinator](#) position
 - a. Motion to approve the description with the addition of text “Be an advocate for the community”; Motion to approve made by Barb Bain, second by Seana Banks and all approve.
- C. 23-24 Employee Contracts
 - a. These have been reviewed and approved by our solicitor
 - b. Motion to approve by Dorice Tharp, second by Seana Banks and all approve.

VII. Academic Committee Agenda Items:

- A. [Art/Music/Physical Education Contract](#)
 - 1. Motion to approve with clarification to insurance provision by solicitor made by Ellen Szczerba, Barb Bain seconds and all approved
- B. Recommendation to cap enrollment for the 2023-2024 school year at 54 students
 - 1. Additional Transition class will be held in the house
 - 2. Motion to accept CEO recommendation made by Barb Bain, second by Tammy Goda and all approve

VIII. Finance Committee Agenda Items:

- A. Monthly Financial Reports:
 - 1. Monthly Activity: balance discrepancy is due to timing on posting of check to IRS
 - 2. Tuition aging report: one district over 30 days past due and is on watchlist
 - 3. Expense Report: no issues, no concerns, no questions
 - 4. Budget Vs. Actual: all overages are related to the facilities (took advantage of an opportunity to improve facilities from donation) – no adverse impact
 - 5. Cash Flow – positive cash flow
 - a) Dollar Bank assures that the account is 102% secured as required by the state (John Zahorchak requesting confirmation from the bank)
- B. Monthly purchase review: no questions
 - 1. [Amazon orders](#)
 - 2. [Visa Bill](#)
- B. [Proposed Final Budget](#)

1. Revenue is based on 52 students
 2. Expenses include increased salaries, health care increased 15%) \$140k for capital projects, \$150k carry forward from previous year, unassigned \$400k
 3. Budget will be posted for public inspection and brought forward for final approval in June Board Meeting
 4. Motion to approve proposed budget made by Dorice Tharp, second by Barb Bain and all approved
- D. Approval to pay bills due through June
Board Action: Motion made by Dorice Tharp, second by Seana Banks and all approved

IX. Fundraising/Grants Committee Agenda Items:

- A. Ellen reports that she's been looking at possible grants:
 - a. Giventogrow.org (can be used for food services)
 - b. Pirates Charities – not work for us as we do not have baseball field
 - c. Penguins – possible to be a recipient of the 50/50 raffle (have to put our name in the hat)
 - d. Bayer Foundation – focus on food and nutrition (invitation only but may open for others – Ellen sent email)
 - e. Pittsburgh Foundation; Heinz Endowment; Erie Insurance (safety and environmental); Staunton Farm Foundation (focus on behavioral health)

X. Facilities Report – Brandon Chabola

- A. Facility Renovations
 - a. Replacing stained glass in windows in large room
 - b. Exploring security film for windows
 - c. Quote for roof next week
 - d. Identifying architects
- B. Capital Project List – will include prioritization using a scoring system
- C. Developing a maintenance schedule with reminders and checklists
- D. Analyze current service contracts to see what is offered
- E. Developing checklists for inspection of equipment and infrastructure

XI. Public Comments on non-Agenda Items:

None

XII. Announcements:

None

XIV. Next Meeting: June 20, 2023; 7:00 pm; Virtual only via Google Meet

XV. Motion to Adjourn: Dorice Tharp moved