



BOARD OF TRUSTEES DISCUSSION AND VOTING MEETING MINUTES
June 20, 2023

DATE: June 20, 2023 TIME: 7:00 PM
LOCATION: Virtual via Google Meet
CEO: Dr. Matthew Erickson

DISCUSSION/VOTING AGENDA ITEMS

- I. **Call to order:** Michele Gutman at 7:04pm
- II. [Pledge of Allegiance](#)
- III. **Roll call:**
 - A. Board Members: Dorice Tharp, Ellen Szczerba, Barb Bain, Tammy Goda, Arleen Wheat (Seana Banks unable to attend)
 - B. Administration: Dr. Erickson, John Zahorchak
 - C. Members of the public: Joshua Pollock-School Solicitor, Natalie Picone Patricia Cohen, Jennifer Rimmel

Approval to accept the [May 16, 2023](#) Board of Trustee Meeting Minutes as presented. Board met in Executive Session on June 20 2023 to discuss personnel matters.

- IV. **Public Comments on Agenda Items:**
None

- V. **CEO/Principal Report:**
 - A. Enrollment Update - 53 students (cap is 54)
 - B. Extended School Year - July 5 to 28; theme is "Back to the 'burgh" that will include a tour of PNC Park, Acrisure Stadium, Pittsburgh Zoo, Incline and Ice Cream; 17 students participating

- C. School Security - cameras installed in and outside
- D. Changes for 2023-2024
 - 1. Additional Classroom
 - 2. Elective Options
 - 3. Dual Enrollment

VI. Personnel Committee Agenda Items:

- A. [ESY Contracts](#) - Arleen Wheat moves to approval / Barb Bain seconds / all in favor
- B. Recommendation for the hiring of [Patricia Cohen](#), Special Education Teacher for the 2023-2024 academic year - Barb Bain moves to approval / Ellen seconds / all in favor
- C. Recommendation for the hiring of [Jennifer Rimmel](#), Special Education Teacher for the 2023-2024 academic year - Ellen Sczerba moves to approval / Barb Bain seconds / all in favor
- D. Recommendation for the hiring of [Charlotte Vogel](#), Paraprofessional for the 2023-2024 academic year - Barb Bain moves to approval / Ellen Sczerba seconds / all in favor
- E. Recommendation for hiring a [Licensed Practical Nurse](#) (LPN) for the 2023-2024 academic year - Barb Bain moves to approval / Arleen seconds / all in favor

VII. Academic Committee Agenda Items:

- A. Recommendation for confirmation of approval of [Flexible Instruction Days \(FID\)](#)
 - 1. Ellen Sczerba moves to approval / Barb Bain seconds / all in favor
- B. Recommendation for approval of a [Dual Enrollment agreement](#) with the Community College of Allegheny County
 - 1. Review of how tuition is handled for students who enroll
 - 2. Response due to State by July 31 2023
 - 3. Solicitor will send materials regarding dual enrollment to the board for review along with potential wording for agreement between school and parents on dual enrollment
 - 4. Approval to enter into agreement pending legal review: Dorice moves to approval / Ellen Sczerba seconds / all in favor
- C. [Waterfront Learning Contract and Pricing Document](#)
 - 1. Barb Bain moves to approve / Arleen seconds / all in favor
 - 2. Request from Board to Administration to provide an update on services provided by Waterfront Learning during 2022/2023 school year

VIII. Annual Report

- A. Submission of the annual report is due 8/1/2023 - currently being developed

IX. Finance Committee Agenda Items:

- A. Monthly Financial Reports:
 - 1. Monthly Financial Reports:

2. [Monthly Activity](#) - revenue is down due to tuition being paid in full and expenses continuing - no issues
 3. [Tuition aging report](#) - all as expected - no issues
 4. [Expense Report](#) - graduation expense only outlier from regular bills; Lunch program not receiving reimbursement from parents and Board recommends sending a reminder to families; included in the reminder of what it costs the school to provide the program; Board to explore options with administration on ways to reduce the costs associated with lunch program
 5. [Budget Vs. Actual](#) - running very close to budget but overall no issues
 6. [Cash Flow](#) - no issues
- B. Monthly purchase review: - no issues
1. [Amazon orders](#)
 2. [Visa Bill](#)
- C. Approval to pay bills due through July - Dorice Tharp moves to approve / Tammy Goda seconds / all in favor
- D. [Final Budget](#) - balanced budget is based on 52 student enrollment; increase in budget is due to increase in students; Dorice Tharp moves to approve / Barb Bain seconds / all in favor

X. Fundraising/Grants Committee Agenda Items:

- A. Feedback on PCCD Grant Application - Board and Administration is in receipt of feedback from PCCD which should be used to inform future actions
- B. Establishment of Foundation - Mr. Pollack explained the benefits of establishment of a Foundation; Board requested to schedule a workshop to further explore setting up a foundation

XI. Facilities Report

- A. Recommendation to approve a [contract](#) with KeySolution Staffing to provide technology services from June 1, 2023 until identifying a long-term contracted service provider. Bids are being solicited for the long term.
 - a. Current provider unable to continue providing services
 - b. Anticipate interim contract to last about 5-6 months
 - c. Contract was reviewed by legal
 - d. Ellen Szczerba moves to approve / Arleen Wheat seconds / all in favor
- B. Update regarding municipal code for the house
 - a. Switch from residential to commercial and need an inspection
 - b. In order to get the house inspected, we need to understand code requirements
- C. Phone lines - Quote from Tri-State
 - a. Existing phone lines are old and unable to support the updated phone system (analog vs digital)
 - b. Need to install new phone lines estimated at \$5,000

- D. Architecture proposal/Modular options - Recommendation to form a Project Committee
- Dorice Tharp volunteered for the Project Committee

- XII. Policy Committee Agenda Item:**
 - A. [Title IX Policy](#) - Dorice Tharp moves to approve / Barb seconds / all in favor

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

- XIV. Announcements:** None

- XV. Next Meeting: August 15, 2023; 7:00 pm; Spectrum Charter School & Google Meet**

- XVI. Motion to Adjourn:** Barb Bain moved to adjourn at 8:56pm