

- I. **Call to order:** 7:04pm
- II. [Pledge of Allegiance](#)
- III. **Roll call:**
 - A. **Board: In Person:** Michele Gutman, **Remote:** Ellen Szczerba, Arleen Wheat, Tammy Goda, Dorice Tharp, Lisa Quigley, Dr. Jonathan Duvall
Absent: Barb Bain, Virginia Weber
 - B. **Administration: In Person:** Dr. Matt Erickson **Remote:** Jacob Chapla
 - C. **Public: Remote:** Peter Vancheri

Approval to accept the [November 19, 2024](#) Board of Trustee Meeting Minutes as presented. Michele Gutman moves, Ellen Szczerba seconds, all in favor.

The Board met in Executive Session on December 17, 2024.

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

- V. **CEO/Principal Report:**

- A. Highlights

- 1. Holiday Season Events

- a) Toy Drive - 5th annual event hosted by student Andrew Szczerba
 - b) Holiday Donations - gift card drive raised \$700 (7 families identified)
 - c) Family Trivia Night - scheduled for Jan 7 2025 (this is a fundraiser)
 - d) Career Day scheduled for Jan 17 2025 with speakers coming in
 - e) School Choice Week in January 2025

- 2. Thank you - Giving Tuesday - over \$4,000 donated by end of day on Tuesday

- B. Current Enrollment - 61 students

- VI. **Election of Board of Trustees and Officers**

- A. Nomination of Officers

- a) President: Ellen Szczerba

- (1) Michele Gutman moves, Tammy Goda seconds, all in favor

- b) Vice President: Michele Gutman

- (1) Dorice Tharp moves, Arleen Wheat seconds, all in favor

- c) Secretary: Dorice Tharp

- (1) Arleen Wheat moves, Tammy Goda seconds, all in favor

- d) Treasurer: Tammy Goda

- (1) Michele Gutman moves, Dorice Tharp seconds, all in favor

- VII. **Personnel Committee Agenda Items:**

- A. Motion to hire [Victoria Lyon](#), paraprofessional for the 2024-2025 academic year

- a. Arleen Wheat moves, Tammy Goda seconds, all in favor

- B. Motion to accept the resignation of Dondrea Blackwell effective 1/6/2024

- a. Arleen Wheat moves to accept Dondrea Blackwell resignation effective immediately, Tammy Goda seconds, all in favor

VIII. Academic Committee Agenda Items:

- A. None

IX. Policy Committee Agenda Items:

- A. Informational Item: Comprehensive Planning Team Meeting Update

X. Committee Reports

- A. Finance/Facilities (Dorice/Tammy)
- B. Academics/Curriculum (Arleen/Barb)
- C. Personnel/Student Services (Michele/Ellen)
- D. Grants/Fundraising (Jonathan/Ellen) - working with Dollar Bank on potential grant opportunities

XI. Finance Committee Agenda Items:

- A. Monthly Financial Reports:
 - a. [Statement of Activity](#)
 - b. [Expense Report](#)
 - c. [Budget Vs. Actual](#)
 - d. [Cash Flow](#)
- B. Monthly purchase review:
 1. [Amazon orders](#)
 2. [Visa & Mastercard Bills](#)
- C. Other updates
 1. Ability to set up Paypal for parents to pay for lunch has been established and tested - planning to roll that out at beginning of year
 2. We do not have capability to generate a 30/60/90 report for tuition from schools using Quickbooks but will generate manually on a quarterly basis
 3. PCCD security grant is being held up due to confusion of data on the grant portal and will work with previous business manager **John Zahorchak** to assist

Approval to pay bills due through January
Board Action: Tammy Goda moves, Michele Gutman seconds, all in favor
- D. Review of [Draft Annual Financial Statements](#) and [990 Form](#) -Peter Vancheri

XII. Fundraising/Grants Committee Agenda Items:

- A. Giving Tuesday update - previously updated in CEO report
- B. Foundation Update - approval received from IRS for non-profit status and foundation is legally established; anticipating to start operations at the beginning of the year to discuss role of the foundation

XIII. Facilities Report

- A. Project Updates

- a. Repairs to safety issues reinforcement of wheelchair ramp and stairs, back staircase reinforcement are nearing completion
- b. Kitchen repairs in house have been completed
- c. Progress being made on determining why we have continual issues with plumbing

B. Motion to approve [Food Service Agreement](#) with Nutrition, Inc.

Michele Gutman moves pending clarification of payment terms in the agreement, Arleen Wheat seconds, all in favor

XIV. Public Comments on non-Agenda Items: none

XV. Announcements:

- A. Family Trivia Night - January 7, 2025

XVI. Next Meeting: January 21, 2024; 7:00 pm; Spectrum Charter School & Google Meet - this meeting will be online only

XVII. Motion to Adjourn: Michele Gutman moves to adjourn the meeting at 8:09pm