

**Passport Academy Charter School**

**Board Minutes**

**January 21, 2020 - 4:00 – 6:00 P.M.**

**Board Members Present:** Philip Parr, Carol Wooten, Peggy Harris, Sharon Watkins, Richard Gutkind (phone), and Olga Welch (Phone).

**Members Excused:** John Werling

**Non-Board Members Present:** Solicitor (Carol Flynn), Jeffrey Jackson, Sharon Zaborowski and K12 Administrative Team.

Mr. Philip Parr called the meeting to order at 4:00 p.m. and welcomed everyone in attendance.

**Approval of the December 2019 Board Minutes** – On Motion by Sharon Watkins seconded by Carol Wooten the Minutes of the December 17, 2019 Board Minutes were approved as presented.

**Principal's Report** – Mr. Jeffrey Jackson reported on the following:

**21<sup>st</sup> Century Grant:** The school has received the approval letter for year two in the amount of \$172,500 which is the amount requested.

**Stairwell Pipe Leak** – Last week one of the large fire reserve pipes had a significant leak. Going forward there will be a lock on the valve so it cannot be turned on without a key.

**School Dance** – Part of our attendance/retention initiative there will be a school dance next Friday.

**Enrollment** – Currently we have 132 students, 30 new enrollees, 10 in the process of enrolling and 15 potential candidates. of which 33 are expected to graduate. At the present time there are between 139 - 154 prospective students to start the 2<sup>nd</sup> semester. Mr. McIntire shared with the Board the possibility of offering 2-3 CTE pathways (IT Network Support, Medical Transcribing, Java Script) that the school could make available to the students.

**2020 Board Meeting Dates** – It was proposed that in the months of January through June, the 2020 Board meeting dates will be the third Tuesday of the month from 4:00 – 6:00 p.m. On Motion by Philip Parr, seconded by Peggy Harris and approved by all.

**Education Committee Report** – Dr. Wooten indicated that the first round of interviews for the Curriculum Director have been completed. There are two candidates that will be brought in for a 2<sup>nd</sup> interview. It is hopeful that the candidate will be brought to the Board at the next meeting.

**Treasurer's Report** – Mr. DePersis informed the Board that due to the enrollment drop it has the potential impact to the budget anywhere from \$300,000 to \$600,000. Mr. DePersis will analyze the forecast and have an update at the next Board meeting.

There has been an adjustment to the cash flow forecast of \$102,000. The new estimated cash flow balance is \$402,000.

Mr. DePersis reported that all Title Carryover from FY18 allocations have been spent. Regarding 21<sup>st</sup> Century the school has received all FY19 monies as well as the approved budget for FY20.

Mr. DePersis requested a K12 payment for January in the amount of \$125,000.

Update on the status of the Mendes Contract: - Mendes Consulting is in their final stages of the project. They just must speak with select Board Members, which they are in the process of scheduling and then they will be finalizing their recommendations and next steps.

Motion to authorize the K12 payment in the amount of \$125,000 was made by Sharon Watkins, seconded by Olga Welch and approved by all.

Motion to accept the financial report was made by Olga Welch, seconded by Sharon Watkins and approved by all.

### **Board President's Report**

1. PPS Charter Renewal Documents – Mr. Parr reported that there is only one issue left and they are waiting on PPS's response.
2. Status of the Richard King Mellon Foundation Proposal – Mr. Parr informed the Board that Mr. Jackson and himself met with the foundation the Friday before holiday break. The conclusion was to hire an educational consultant to help develop a plan.

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No Public for Public Comment

No Old Business

New Business

The Board entered Executive Session at 5:00 p.m.

Executive Session ended at 5:07 p.m.

The meeting for General Business was resumed.

Mr. Parr Motioned to accept the legal agreement described to the Board by the school solicitor to settle the matter with Robert Sledge of New Innovations Commercial Cleaning Services, seconded by Carol Wooten and approved by all.

Motion was made to adjourn the meeting at 5:09 p.m. by Sharon Watkins seconded by Philip Parr and approved by all.

Respectfully Submitted