

Passport Academy Charter School

Board Minutes

June 16, 2020 - 4:00 – 6:00 P.M.

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

Non-Board Members Present by phone: Solicitor, Jeffrey Jackson, Sharon Zaborowski and K12 Administrative Team.

Mr. Philip Parr called the meeting to order at 4:03 p.m. and welcomed everyone in attendance.

Approval of the May 21 and 26, 2020 Board Minutes – On Motion by Sharon Watkins seconded by Richard Gutkind the Minutes of the May 21 and 26, 2020 Board meeting were approved as presented.

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

1. **Graduates:** Yard signs were delivered to the seniors. Graduation is set for July 2nd at Soldiers and Sailors Hall. The students will only be allowed 1 guest. It will also be on YouTube Live
2. **Marketing:** Seniors will be given bags with the School's name on it. There was a YouTube Live session with over 8,000 hits and KDKA aired a story with one of our seniors.
3. **School Improvement Plan** – Mr. Jackson will be sending the plan to the Board for their review. Since most of the money was allocated for the Curriculum Specialist, a position for which we did not hire during the first year of the CIP, we will need to reallocate these funds and they must be spent prior to September 30, 2020. One option would be to by Chrome books with internet connection.

Marketing/Recruitment for 2020-2021 - Sharon Watkins informed the Board that she received a marketing plan from Lord Marketing and RDP. They indicated that the school needs a strategic plan. Ms. Watkins will forward the proposals to the Board.

Education Committee Report – Dr. Wooten indicated that she has met with Dr. Sofu to outline items for the retreat which include: discussion of academic goals for students to achieve to receive a diploma; and assessment of the school's curriculum; meeting the CIP and other school improvement goals; hiring the Curriculum Instruction and Assessment position before the school year begins; using the state faculty evaluation system uniformly; developing thorough staff files to be used through school year; using formative and summative student assessments; meeting PDE Future ready indicators; and developing graduation benchmarks for career readiness. The retreat will be July 11th at the school.

Treasurer's Report – Mr. Werling indicated we are still getting clarity on the COVID grant/loan. This year the school will realize a surplus, however there will be additional fixed costs in next year's budget.

Mr. DePersis indicated that there were decreases in expenditures in FY20. There is still some uncertainty with next year's enrollment, therefore the FY21 budget is projecting a deficit. A lower enrollment forecast due to COVID interruption of in-person enrollment is driving a FY21 operating deficit of \$379,000 (based on 141 students).

The projected FY20 ending cash balance is projected at \$905,000, an increase of \$ 97,000 vs. the prior forecast. The projected net asset balance is \$1,043,272.

A motion to accept the financial report including the FY21 budget was made by Dr. Olga Welch, seconded by Philip Parr and approved by all.

Mr. Werling announced that he is resigning from the Treasurer and Board Member. Mr. Werling indicated that with increasing professional and personal commitments he is unable to serve, and he regrets having to resign. Mr. Parr led other board members in thanking John for his dedicated service to the Board over the past several years.

Board President's Report

1. Officer Positions – Mr. Parr proposed to extend the current officers for two months until the August meeting Motion was made by Richard Gutkind, seconded by Carol Wooten and approved by all.
2. Annual Retreat – The event is set for July 11th at the school. It will begin at 9PM and end at 3:30PM.
3. K12 Contract Revisions – Mr. Parr asked the solicitor to inform the Board of an assessment of the proposed amendment to the K12 contract that has been developed. The solicitor stated that the amendment defines the certain business services K12 has provided the school will be brought in house which will require an amendment to the contract, and stated that a review by our law of the document has been approved for recommendation to be brought before the Board for a vote. The rate of the K12 fee to PACS would change from 15% to 8%. The K12 contract revision will be provided to the Board and will be on the June 30th meeting agenda.
4. Mr. Parr stated he would like to call another meeting of the Board within a week so that members could have the opportunity to carefully review the Lord Marketing Group proposal, PA School Improvement Plan and final K12 amendments that were just made available to the Board.

There was no public for public comment.

There was no Old Business

New Business – Mr. Parr announced that the next meeting of the Board would occur on June 30, 2020 at 4:00 p.m.

There being no other business the Meeting was adjourned at 5:35 p.m. on Motion by Mr. Parr, seconded by Dr. Wooten.

Respectfully Submitted