

Passport Academy Charter School

Board Minutes

August 18, 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) 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 June 16, 2020 Board Minutes – On Motion by Carol Wooten seconded by Olga Welch, and approved by all, the Minutes of the June 16, 2020 Board meeting were approved as presented.

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

1. **Personnel Changes, Hires and Recommendations:** Mr. Jackson would like to appoint Shelley Manns as the Assistant Principal for the 2020-2021 school year. Motion to appoint Shelly Manns as Assistant Principal with a salary of \$87,500.00 was made by Richard Gutkind, seconded by Peggy Harris and approved by all. Mr. Jackson introduced Joe Oliphant who is the proposed candidate for the Curriculum Director position. Joe Oliphant was hired as the Curriculum Director at a salary of \$92,000.00 on Motion by Carol Wooten, seconded by Peggy Harris, and approved by all. Vanessa Boyd and Christina Gandy did not accept their contracts that were offered by Passport Academy Charter School and therefore never became school employees. On Motion by Richard Gutkind, seconded by Sharon Watkins and approved by all, Sequala Thomas was appointed as the Director of Student Engagement (salary \$52,500.00) and Sharon Zaborowski will be appointed as the Director of Student Accountability Services (salary \$72,500.00).
2. **Architect Updates: Safety Barriers and Certificate of Occupancy:** – Mr. Jackson is working with a firm to obtain the occupancy permit as well as install plexiglass at the school. The total cost will be \$9,000.00. Motion was made by Philip Parr, seconded by Richard Gutkind and approved by all to expend the \$9,000.00.
3. **Enrollment Update** – Mr. Jackson indicated that there are 103 current students. Mr. McIntire indicated that the confirmed number on K12’s end is lower (between 58-80). Mr. Jackson indicated the 103 includes students still turning in paperwork and he will send the Board the accurate number.
4. **School Start Date:** Mr. Jackson recommended moving the start date of school from September 1, 2020 to September 9, 2020 to ensure that all COVID regulations are in place. Mr. Jackson also indicated that the students will have the option of attending on-line or in person. On Motion by Phil Parr, seconded by Peggy Harris the school year start date will move from September 1, 2020 to September 9, 2020

BOARD MINUTES
PAGE TWO
AUGUST 18, 2020

Mr. Jackson spoke on the pandemic plan and indicated that the cleaning company is being put out to bid. Items to comply with COVID regulations are being ordered. The plan could change depending on CDC and Governor orders. On Motion by Philip Parr, seconded by Olga Welch, and approved by all the Pandemic plan was accepted.

Education Committee Report – Dr. Wooten reviewed the roles and expectations of the Curriculum Director.

Treasurer's Report – Mr. DePersis indicated that it is difficult to estimate enrollment with the Pandemic. For FY21 - 141 enrollment results in a \$379,000.00 deficit. Break-even would be at 165 students. Mr. Jackson's proposed spending cuts are a little less than \$400,000.00. If those cuts happen it would decrease the break-even point.

The projected FY20 ending cash balance is projected at \$238,000.00.

Mr. DePersis indicated that there is some old debt from FY18 that needs written off in the amount of \$76,000.00. The solicitor asked for the details regarding UniPay. It was determined that the only district that there was an issue with receiving UniPay funds from was McKeesport. All other districts were from billing issues and should be written off. The solicitor indicated that his office will review the McKeesport issue.

Mr. DePersis asked the Board to get rid off the debit card altogether until the credit card is received.

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

Board President's Report

1. Maher Duessel Auditing Firm – On Motion by Philip Parr, seconded by Carol Wooten and approved by all, Maher Duessel was selected to perform the FY20 audit.
2. Credit Card – Mr. Parr did contact the bank regarding the credit card, and they indicated they will work immediately on obtaining it. Motion was made by Philip Parr to continue the use of the debit card until the credit card is received. Once received if the receipt is not turned in, the purchaser is responsible for the cost and receipts must be turned in by 30 days. Dr. Welch indicated that a policy needs developed and distributed.

BOARD MINUTES
PAGE THREE
AUGUST 18, 2020

3. Mr. Parr made a Motion to turn the meeting over to Richard Gutkind seconded by Peggy Harris. As Interim President Mr. Gutkind proposed the following officers to serve as the Executive Committee from August 18, 2020 through June 30, 2020. President Peggy Harris, Vice President – Philip Parr, Secretary – vacant and Treasurer – Sharon Watkin, seconded by Carol Wooten with all in favor. There was no public for public comment.

Old Business

New Business

There being no other business the Meeting was adjourned for general business and went to Executive Session at 5:50 p.m.

The Meeting was reopened for general business

The following resolution was made:

Be it resolved, the Board clarifies its earlier vote to employ Sequela Thomas and Sharon Zaborowski.

Be it further resolved, the sole purpose of such earlier vote was to ensure both Ms. Thomas and Ms. Zaborowski were compensated for the work they have performed since August 1, 2020 and going forward as at-will employees to the extent they remain in their positions and until such time as the Board and CEO develop job descriptions for the to-be-named positions as well as appropriate corresponding compensation.

Respectfully Submitted