

Passport Academy Charter School

Board Minutes

December 17, 2019 - 4:00 – 6:00 P.M.

Board Members Present: Philip Parr, Peggy Harris, Richard Gutkind, Olga Welch (Phone), Valerie Thomas-Nije, John Werling (by phone)

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

Mr. Philip Parr called the meeting to order at 4:05 p.m. and welcomed everyone in attendance.

AUDIT PRESENTATION: - Mr. Jeff Kent from Maher Duessel reviewed the 2018-2019 audit draft including the Management Letter and Finance Statements. Mr. Kent indicated that cash is down this year primarily due to a deferred revenue from the previous year.

1. Debit card purchases – recommended additional internal controls. Only the CEO and Business Manager are permitted to use the card.

Mr. Philip Parr Motioned to approve the 2018-2019 audit, seconded by Olga Welch and approved by all.

Approval of the October and November 2019 Minutes – A motion was made by Richard Gutkind to approve the October and November 2019 Minutes, seconded by Peggy Harris and approved by all.

Recommendations to the Board

Expired Board Terms – The terms of Olga Welch, Carol Wooten and Valerie Thomas-Nije are completed as of this meeting. Mr. Parr mentioned that Olga Welch agreed to serve another year, Carol Wooten agreed to serve for an additional three years and Valerie Thomas-Nije was not able to continue to serve on the Board. Valerie thanked the Board for the offer but is unable to do so due to other commitments. The Board thanked her for her service. Motion was made by Mr. Parr to extend Olga Welch’s term for one year, and Carol Wooten’s for three years. The Motion was seconded by Valerie Thomas-Nije and approved by all.

Mr. Parr placed a motion on the floor to have Mr. Richard Gutkind serve as an interim President. The motion was seconded by Peggy Harris with all in favor.

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Mr. Gutkind proposed the following slate of Officers for 6-month terms, seconded by Olga Welch and approved by all:

Phil Parr - President

Peggy Harris – Vice President

Sharon Watkins - Secretary

John Werling – Treasurer

Mr. Gutkind then turned the gavel pack to Mr. Philip Parr, who resumed the role of President for the remainder of the meeting.

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

Comprehensive Plan: The Comprehensive Plan has been submitted to the PDE.

Teacher Evaluation System: The school will be using the State recommended system.

Personnel – Curriculum Specialist – Mr. Jackson met with one candidate yesterday and there are four more. The goal is to have this position in place by the second semester. Mr. Parr indicated that the salary for this position may need to be increased.

Nurse – Mr. Jackson presented Marla Malcolm as a certified school nurse for Passport Academy Charter School. She will work full-time. Mr. Parr made a motion to accept Marla Malcolm as the school nurse, seconded by Valerie Thomas-Nije and approved by all.

Mr. Jackson thanked the Board for all their hard work.

Education Committee Report – Mr. Parr indicated that Carol Wooten and Richard Gutkind as Education Committee members will be participating in the interview process along with him for the position of CIA . Also, the Principal's mentorship process is going very well.

Treasurer's Report – Mr. DePersis indicated that the current net assets are projected to be at \$700,788. Expenses have decreased by \$29,000 which is due in part to reduced student and teacher computer costs.

Mr. DePersis indicated that the cash forecast changed slightly and is \$504,726.

The invoices for the year have been sent out and

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

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Mr. Werling indicated that Mendes Consulting has completed the 1st round of interviews of staff connected to their contract to develop a plan for PACS to operate the business office. Next, they will be completing the 2nd round, and they will also meet with the auditors. It is anticipated to have the recommendations to the Board by January 2020.

Board President's Report

1. PPS Charter Renewal Documents – Mr. Parr reported that our PACS solicitors have been working with those at PPS to develop the language in the conditions related to the graduation rate goals. It is hopeful that by the next meeting there will be a mutual agreeable document.

No Public for Public Comment

No Old Business

New Business

Motion to adjourn the meeting at, 5:25 p.m. by Peggy Harris, seconded by Philip Parr and approved by all.

Respectfully Submitted