

Passport Academy Charter School

Board Minutes

February 18, 2020 - 4:00 – 6:00 P.M.

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

Members Excused: Sharon Watkins

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

Mr. Philip Parr called the meeting to order at 4:06 p.m. and welcomed everyone in attendance.

Approval of the January 2020 Board Minutes – On Motion by Olga Welch seconded by Carol Wooten the Minutes of the January 21, 2020 Board meeting were approved as presented.

Principal's Report – Mr. Jeffrey Jackson indicated that going forward he will present his report in the following format that was requested by the Board to include:

1. Principal's Evaluation Template Goals (Student Achievement, Career Readiness and Policies).
2. Open Items for Discussion
 - A. 20/21 School Calendar – Mr. Jackson presented the draft of the 20/21 calendar which consists of 180 school days. The 1st day for students is September 1, 2020 and the last day for students is June 4, 2021. Discussion ensued as to the feasibility of changing the number of days. The issue is one that will require more deliberation between the administration and the Education Committee. Mr. Jackson did go on record that he has indicated for three years that the schedule needs to be adjusted including the possibility of adding hours to each day.
 - B. Mr. Jackson is working to reschedule the last candidate for the Curriculum Director position
 - C. Enrollment – The 2nd semester started on the 1st Monday of February. To date we have had 10 no-shows. The enrollment now sits at 159.

BOARD MINUTES
PAGE TWO
FEBRUARY 18, 2020

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 2nd interview. Mr. Jackson has checked the references of the 1st candidate and they are working on setting up the interview for the 2nd.

Dr. Wooten also reported that the committee has started working on the Principal's Evaluation and hopes to have it completed by the end of May. Motion was made by Philip Parr to increase the contract with Dr. Sofo to serve as mentor to Mr. Jackson from a maximum of \$5,000 to one of \$10,000 through the 2nd of June. The motion was seconded by Richard Gutkind and approved by all.

Treasurer's Report – Mr. DePersis informed the Board that he has revised the expectations for FY20 funding. Based on 155 students for the end of February the funding forecast has been reduced \$298,000 vs the prior forecast. Expenses decreased \$192,000 versus the prior forecast, from \$3.8 M to \$3.6M. The projected deficit for FY20 is \$17,000 which is a change of \$106,000 from the prior forecast. The expenses have been reviewed very carefully and several categories were able to be reduced. The projected net asset balance for FY20 is \$501,795.

Moving forward, the Board would like to see resources for additional marketing activities that begin prior to the next school year.

Sharon Zaborowski indicated that the 18/19 reconciliations were billed at two different rates (State posted and statutory). The UniPay submissions were not accepted at the Statutory rate. Ms. Zaborowski asked the Board how they would like to proceed? A motion was made by John Werling to submit at the State rate and redirect the balance to PDE, seconded by Philip Parr and approved by all.

Update on the status of the Mendes Contract: Mr. Werling indicated that Mendes Consulting has a 1st draft of their recommendations. The next step is to review the draft with the Executive Committee prior to the final draft being completed.

Motion to accept the financial report was made by John Werling, seconded by Carol Wooten and approved by all.

Board President's Report

PPS Charter Renewal Documents – Mr. Parr reported that there is only one issue left, which are the graduation goals. The School District of Pittsburgh is waiting on the Passport Academy's response to their proposed goals. With them, the graduation rate would need to increase by 1.9% a year for the 4-year cohort. It is recommended that we seek clarity of the language (changing performance goals to graduation targets) prior to an agreement.

BOARD MINUTES
PAGE THREE
FEBRUARY 18, 2020

Status of the Richard King Mellon Foundation Proposal – Mr. Parr informed the Board that The 1st draft of the proposal is being developed and will be submitted this week (3rd week of February). It was agreed that an initial centerpiece of the proposal would be to request support for an educational consultant to help develop a three-year plan. The Foundation is open to three years of support to the school.

No Public for Public Comment

Old Business

1. Mr. McIntire updated the Board on the CTE program for that was suggested for the 2nd semester. Due to timing students were not interested in the program for this year but it is hopeful that the school will be able to utilize the program in the future. Mr. McIntire also informed the Board that K12 acquired a company called Galvanized (Coding Bootcamp) and hopefully there will be additional programs to offer the students.

No New Business

There being no other business the Meeting was adjourned at 5:24 p.m. on Motion by Peggy Harris, seconded by Philip Parr and approved by all.

Respectfully Submitted