

Passport Academy Charter School

Board Minutes

March 17, 2020 - 4:00 – 6:00 P.M.

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

Members Excused: Sharon Watkins

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

Mr. Philip Parr called the meeting to order at 4:10 p.m. and welcomed everyone in attendance.

Approval of the February 2020 Board Minutes – On Motion by Richard Gutkind seconded by Peggy Harris the Minutes of the February 17, 2020 Board meeting were approved as presented.

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

1. School Data – Graduation Cohort/Attendance – PACS is working with the School Improvement Committee to increase the school's graduation rate. The issue that hinders the school it is based on students who graduate either 4 or 5 years from their 9th grade entry date. Since PACS enrolls students who have already dropped out they are often already passed their graduation cohort.
2. Attendance – it is been a priority for all staff to assist in student attendance.
3. Testing – Mr. Jackson indicated that the student's have just completed the CDTs.
4. COVID 19 – Assignments have been created even though they are not mandatory. Communication is the key as things are rapidly changing. The solicitor indicated that if the school is providing instruction to regular education students the school also has to provide it to special education students with an IEP. Mr. McIntire indicated that K12 is available to support the school with their learning needs.

Education Committee Report – Dr. Wooten indicated that the 2nd round of interviews have been completed and a candidate was chosen. The candidate did not accept the position. Mr. Jackson then reached out to Dr. Freeman – the 2nd candidate who indicated he wanted to talk further about the position. Mr. Jackson did try to contact him but was unsuccessful. The Education Committee is seeking additional candidates.

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Dr. Wooten reported on the Principal's Evaluation indicating that the Education Committee and Dr. Sofo met to review the timeframe and still hopes to have it completed by the end of May. The Committee will be utilizing the Principal's template, data from the School Improvement Committee as well as Dr. Sofo (mentor).

Treasurer's Report – Mr. John Werling indicated that overall the school is financially solid. Mr. DePersis informed the Board that FY20 surplus projected at \$80K, primarily driven by higher enrollments, and cost reductions due to decreased expenses from the location move. FY20 cash flow ending balance is projected at \$304.8K which is an increase of \$43.6K vs prior forecast. FY20 net asset balance is projected at \$598K

Mr. DePersis reported on the FY21 projected budget indicating that the merit increase is anticipated at 3.2% and the tuition rate that was utilized is the same as FY20. There will be an increase in occupancy costs in year two. Mr. Parr indicated the Executive Committee will meet to discuss any changes in the budget that they would like to see.

Motion to accept the financial report was made by Olga Welch seconded by Carol Wooten and approved by all.

Board President's Report

PPS Charter Renewal Documents – The school solicitor informed the Board that the changes recommended at the last Board meeting were forwarded to Pittsburgh Public Schools. PACS is waiting to hear back from them.

No Public for Public Comment

No Old Business

New Business

Occupancy Permit – Mr. Jackson indicated that we are working on getting the Occupancy Permit changed and asked if we can bring in an architect to draft the changes.

Mr. Parr would like to call an Executive Session this Thursday, March 19th at 3:30 p.m.

There being no other business the Meeting was adjourned at 4:55 p.m. on Motion by Philip Parr, seconded by Peggy Harris and approved by all.

Respectfully Submitted