

Passport Academy Charter School

Board Minutes

April 21, 2020 - 4:00 – 6:00 P.M.

Board Members Present: Philip Parr (by phone), Peggy Harris (by phone), John Werling (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 (on-site) 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 March 2020 Board Minutes – On Motion by Olga Welch seconded by Carol Wooten the Minutes of the March 17, 2020 Board meeting were approved as presented.

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

1. COVID-19 – The on-line education is going well. The website and other communication systems have been updated continuously. Staff have been trained and are utilizing a hybrid model to provide education to all students. Mrs. Manns and Mr. Rall are also on-site if students need hard copies. Mr. McIntire indicated that the initial staff training was set up very quickly and if staff need additional training it is available.
2. Richard King Mellon Career Readiness Proposal – The application has been submitted.
3. Graduation – The graduation will be postponed but will still take place. The Prom will be cancelled.
4. Presentation of the SY 20-21 Calendar for Board Approval – On Motion by Sharon Watkins, seconded by Carol Wooten with all in favor the calendar for the 2020-2021 school year was approved as presented.
5. Curriculum Director Position – Mr. Friedman has placed a counter-offer on the table to conduct this position part-time with some of it being conducted virtually. Mr. Jackson he plans to conduct this position in this manner and is waiting for Mr. Friedman to present his proposal.

Marketing/Recruitment for 2020-2021. Mr. McIntire indicated that he has been working with Ms. Boyd in-regards to the recruitment for the next school year. Ms. Boyd shared with the Board the outcomes from the meeting to include:

1. Typically, most of the enrollment forms are completed on-site. With the pandemic we are unable to do this at the present time. Therefore, they may need to be completed by virtual means.
2. It is suggested that there be a few “live chats” to inform the public that we are still an option for education.
3. Do positive newsletter mailings.
4. TV Commercials.

Mr. Jackson indicated that timing is an issue and marketing should be done now. Ms. Watkins proposed that we have Passport Academy specific marketing. Mr. McIntire shared with the Board that it is one of the items that has been in discussion. Mr. McIntire will set up a meeting with the K12 Marketing team and the Board’s marketing committee.

Education Committee Report – Dr. Wooten updated the Board on the Principal’s evaluation indicating that the committee will be meeting to determine the process and terminology prior to sending out the final evaluation form for Board approval. It is hopeful to have the evaluation completed in May.

Treasurer’s Report – Mr. John Werling indicated that the revenue has not been significantly impacted at this time with the pandemic. For next year we will see some increased costs and will need to elevate enrollment.

Mr. DePersis indicated that the current budget has been reviewed to reduce costs that will not occur due to the pandemic. The projected surplus is \$93,000 for FY20 with is a positive change of \$13,000 from the prior forecast. The projected net asset balance is \$612,000.

Mr. DePersis reported on the FY21 projected budget indicating that the initial projection would be flat year to year. Expenses will escalate due largely to the addition of occupancy costs. Mr. DePersis indicated that in order to have a balanced budget we would need to increase the enrollment by six students.

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

BOARD MINUTES
PAGE THREE
APRIL 21, 2020

Board President's Report

PPS Charter Renewal Documents – Mr. Parr indicated that PPS did not have any issues with the changes the Board suggested. The renewal documents were approved as agreed upon by PPS and PACS. On Motion by Philip Parr, seconded by Richard Gutkind, the charter renewal document was approved by all.

No Public for Public Comment

No Old Business

New Business – Mr. Parr indicated that it has been suggested that the Board meet via Zoom in the future. Mr. Gutkind will host the Zoom meeting.

Executive Session was called at 5:30 p.m.

There being no other business the Meeting was adjourned at 6:15.

Respectfully Submitted