

Passport Academy Charter School

Board Minutes

May 19, 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)

Board Members Excused: John Werling

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 April 21, 2020 Board Minutes – On Motion by Peggy Harris seconded by Sharon Watkins the Minutes of the April 21, 2020 Board meeting were approved as presented.

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

1. **Passport Academy Virtual Update:** Last day for new materials to be issued was May 15, 2020. This provides all students the opportunity to not fall behind and become overwhelmed by the end of the semester. Mr. Jackson indicated that the last day of school will be May 31, 2020.
2. **Graduation:** We are still hopeful that an in-person graduation can occur. Soldiers and Sailors has been reserved for July 2nd. Our webpage and Facebook have also been updated with information regarding graduation. Signs have been ordered for the seniors and will be delivered.
3. **Virtual leadership seminars** – Mr. Jackson will be participating in upcoming seminars. Mrs. Manns did attend the session today.
4. **Marketing:** Mr. Jackson and school team members met on Monday, May 18th to discuss marketing strategies and what they think will work best for the school moving forward. There will be a meeting held every Monday. Mr. Jackson asked what the PACS marketing budget is through K12. Mr. McIntire indicated that it is included in the management fee and typically performed through request.

Education Committee Report – Dr. Wooten updated the Board on the Principal's evaluation process and indicated that Framework for Education forms are still needed from John Werling and Sharon Watkins. The results will be brought to the Executive Committee on May 26, 2020. Olga Welch thanked the Board for their support in the process.

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Marketing/Recruitment for 2020-2021 - Sharon Watkins informed the Board that she spoke with Pam Collier this morning and a Zoom meeting is scheduled for next week. The marketing committee and the staff committee will be meeting together next week.

Treasurer's Report – Mr. Ed DePersis informed the Board that we did receive the CARES grant in the amount of \$318,000. It was suggested that the school be able to pay the money back if requested to do so.

Mr. DePersis indicated that the FY20 projected surplus is up by \$298,000 versus the prior forecast. The projected surplus is \$391,000 driven primarily by the CARES grant. The projected FY20 ending cash balance is projected at \$807K, an increase of \$408K vs prior forecast. The projected net asset balance is \$910,000.

Mr. DePersis reported on the FY21 proposed budget and indicated that we would need approximately 166 students for a break-even budget. A lower enrollment forecast due to COVID interruption of in-person enrollment is driving a FY21 operating deficit of \$379,000 (based on 141 students).

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

Board President's Report

1. Annual Retreat - Mr. Parr asked if there are recommendations for a facilitator to please let him know.

No Public for Public Comment

No Old Business

No New Business

There being no other business the Meeting was adjourned at 5:13 p.m.

Respectfully Submitted