

HILL HOUSE PASSPORT ACADEMY CHARTER SCHOOL

**BOARD MEETING
October 16, 2018 ~ 3:30 – 5:30 P.M.**

MINUTES

Board Members Present: Philip Parr, John Werling, Dr. Carol Wooten, Richard Gutkind, Peggy Harris (by phone), Sharon Watkins (by phone), Valerie Thomas-Nije and Dr. Olga Welch (by phone).

Board Members Excused:

Non-Board Members Present: Joshua Pollak, Solicitor, Jeffrey Jackson, and K12 Administrative Team.

Mr. Philip Parr called the Meeting to order at 3:38 p.m. and welcomed everyone in attendance.

Approval of the September 18, 2018 Minutes – On Motion by Mr. Richard Gutkind, seconded by Dr. Carol Wooten, with all in favor, the Minutes of the September 18, 2018 Board Meeting were approved as presented.

Principal's Report – Mr. Jackson reviewed the following:

Red Ribbon/Spirit Week – This was initiated by a student and starting next week we will have a Red Ribbon (Drug & Alcohol Awareness)/Spirit Week.

Stipend Report – Mr. Jackson completed the stipend interviews and shared the list with the Board. The total cost came to \$22,000.00.

Student Attendance – Ms. Boyd indicated that the current enrollment is at 169. The goal is to retain the students at this time.

PPS Update – Pittsburgh Public Schools will be at the school on November 30, 2018 to conduct their renewal review. The administrative team has met to go over the required documents. The one facility issue is that the doors swing in and should swing out. The school did have an architect firm to address this several years ago and it is being reviewed.

Student Incentive Program – Ms. Nichols informed the Board that as part of the retention/attendance incentive students receive coupons for items if they are on time and they are also entered in a raffle at the end of the week.

Fab Five presentation – The FAB five has been initiated and is composed of: No cell phones, no hats or hoodies are to be worn at any time, no vulgar or inappropriate language, no fighting and no leaving school without permission.

Employment Resignations and New Hire Candidates – Mr. Jackson indicated that Ms. Coates and Ms. Hembree both resigned. Mr. Jackson recommended the following candidates for hire: Mr. Thomas Trapp, Social Studies - \$40,000, Ms. Sharon Merlack, Reading Specialist/Title I Coordinator - \$45,000 and Rachel Hussey, Special Education Teacher - \$43,000. The proposed resignations and new hire candidates were approved as presented on Motion by Mr. Philip Parr, seconded by Dr. Olga Welch and approved by all.

The Education Program Committee Report – Dr. Wooten reported on the K12 curriculum review session indicating that she and Mr. Gutkind visited the school last week and conducted interviews with the staff which was followed up by a presentation from K12. Dr. Wooten indicated that it is difficult to analyze the curriculum since it is not being fully implemented. Going forward they would like to see:

- Standing meetings with administrative staff.
- Possibly change the curriculum in the 2nd semester.
- Training and professional development sessions.
- Instructional coaching.
- Weekly Tracker review and ensure teachers have access to it.

The Committee will look at tracking the out of school learning time.

Facility Report – Mr. Werling recommended contracting with NAI Commercial Real Estate Inc for securing a new site. The brokerage fee would be approximately 3.5% which would be between \$40,000-\$60,000. This would be a savings of \$15,000-\$20,000. Mr. Werling is recusing himself from any vote on this issue. Mr. Parr made a Motion to engage in NAI Commercial Real Estate Inc., seconded by Ms. Valerie Thomas-Nije, John Werling recusing, with all else in favor.

Treasurer's Report – Mr. John Werling indicated there have been updates to the balance of fiscal year 2018 to the positive of approximate \$76,0000. Some of the increase is expected funding and additional revenue to recognize from IDEA and the reversal of the Title I.

Mr. McIntyre indicated that K12 submitted “Action Items” to the Board for review including additional oversight and a compliance calendar. Mr. DePersis reviewed with the Board the Restricted Funds Summary Report which will be included in the packet every month. Also there will be weekly meetings with the school to review key items.

Mr. DePersis reviewed the financial packet informing the Board that there is an increase in the forecast from \$9,660 last month to \$32,410 this month.

The Treasurer's Report was accepted as presented on Motion by Ms. Valerie Thomas-Nije, seconded by Mr. Richard Gutkind with all in favor.

Board President's Report

1. Hill House Association Update – The Hill House Board has agreed to sell four of their seven buildings; however, the process will be re-opened to include additional community involvement.
2. The Upcoming Annual Meeting – Mr. Parr indicated that the Annual Meeting will be upcoming in December which will be the time to elect officers and also accept the audit. Mr. Parr asked Board Members to recommend individuals for terms and to send them to him by the end of October. Mr. Parr will then forward them to the Executive Committee for review and recommendation.

NEW BUSINESS

Mr. Jackson informed the Board that the Hill House is having a meeting with lease holders. Mr. Parr indicated that Mr. Jackson should attend.

Ms. Thomas-Nije wanted to thank Mr. Jackson for allowing the doctors to attend the school.

THE MEETING WAS CALLED INTO EXECUTIVE SESSION AT 5:19 P.M.

There being no further business the Meeting was adjourned

Respectfully Submitted