

HILL HOUSE PASSPORT ACADEMY CHARTER SCHOOL

BOARD MEETING November 20, 2018 ~ 3:30 – 5:30 P.M.

MINUTES

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

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

Mr. Philip Parr called the Meeting to order at 3:36 p.m. and welcomed everyone in attendance.

Mr. Jackson introduced the potential new student Board Member.

Approval of the September 18, 2018 Minutes – On Motion by Peggy Harris, seconded by Dr. Carol Wooten, with all in favor, the Minutes of the October 20, 2018 Board Meeting were approved as presented.

Presentation of the Audit Draft – Mr. Jeff Kent from Maher Duessel reviewed the “Communication to Those Charged with Governance”.

Mr. Kent also reviewed the financial statements indicating total net assets of \$205,244. The net increase in cash and cash equivalents was \$162,258.

Mr. Kent reviewed the retirement plan and the proposed rates for the upcoming year.

In their opinion this is deemed a “clean audit”.

Mr. Kent shared with the Board the Management Letter with the following recommendations:

1. Subsidy Receivables
2. Debit Card – Ensure timely approvals
3. Tuition Receivables – ensure monthly reconciliation is taking place

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

Student Enrollment Update – Currently there are 49 students are enrolled. Twenty-three are scheduled to graduate in February and approximately thirteen are enrolled for the 2nd semester.

**HILL HOUSE PASSPORT ACADEMY CS
NOVEMBER 20, 2018
MINUTES – PAGE TWO**

Holiday Planned Activities – Mr. Jackson informed the Board that the school will be holding a “feast” for students and families. The Board will receive additional information soon.

Annual Plan Presentation – Mr. Jackson presented a Power Point on the action plan steps and schedule. The goals:

1. Students will increase their attendance percentage from 65% to 90% which will lead to academic growth in all areas.
 - Track daily attendance through phone, notes and home visits.
 - Will conference with at-risk students (attendance) and families to determine causes for attendance issues.
 - Will correlate the importance of attendance and academics and how the two are directly related.
 - Staying consistent with the FAB FIVE.
2. To provide the School Board, faculty, staff and families with the necessary data and communication to be informed of the operation and success of our school.
 - Formal and informal evaluations.
 - A Data Specialist position has been created.
 - An academic data committee will be developed.
3. To establish a workforce development plan that leads to future careers for our students after graduation.
 - Utilize resources provided by the 21st Century Learning Program.
 - The Program Coordinator will create and oversee our workforce development program learning center. Two programs that are proposed are: JumpStart to Success and the Rise program through the Goodwill.

The Education Program Committee Report – Dr. Wooten reported that meetings have been taking place with Mr. Jackson and K12 to work with academic items. There is another meeting that will be held on December 14, 2018.

Facility Report – Mr. Werling indicated that NBI Commercial is now working with the school to secure a location. The Committee toured a facility in the Northside which used to be the old Chatham School and will be looking at additional facilities.

**HILL HOUSE PASSPORT ACADEMY CS
NOVEMBER 20, 2018
MINUTES – PAGE THREE**

Treasurer's Report – Mr. John Werling informed the Board that Mr. Ed DePersis and Ms. Mary Markert have been developing drafts of financial policies in conjunction with what had already been established. The Executive Committee as well as the School Solicitor will be reviewing them.

Mr. Ed DePersis reviewed the financial statements indicating the projected net asset balance is \$236,307 and the ending cash balance is now projected to be \$628,000.

Mr. DePersis indicated that we have invoiced through September 2018 with an increase in enrollment compared to last year. The October and November invoices are being prepared.

Mr. DePersis informed the Board that we have not received the Executed Contract for both 21st Century and Title funding. The school's solicitor will be looking into it.

The Treasurer's Report was accepted as presented on Motion by Dr. Olga Welch, seconded by Ms. Sharon Watkins with all in favor.

Board President's Report

1. Hill House Association Update – The Hill House reopened the bidding process to sell four of their buildings.
2. K12 Issues – The bi-weekly meetings have begun, the Career Pathway curriculum will be discussed at the December 14, 2018 meeting, Special Education is being discussed and computers could be leased through K12.
3. Student and Personnel Handbook – The Student and Personnel handbooks will be on the Agenda at the December meeting.
4. Status of Nominations to the Board – Mr. Parr indicated that he has not received any nominations. Mr. Parr did reach out to individuals who are not available to serve on the Board at the present time. Mr. Werling indicated he has also reached out to an individual regarding serving on the Board. Mr. Werling has not heard back at this time.

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

There being no further business the Meeting was adjourned

Respectfully Submitted