

HILL HOUSE PASSPORT ACADEMY CHARTER SCHOOL

BOARD MEETING December 18, 2018 ~ 3:30 – 5:30 P.M.

MINUTES

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

Non-Board Members Present: Shawn Kerrins, Solicitor, Jeffrey Jackson, and K12 Administrative Team.

Mr. Philip Parr called the Meeting to order at 3:35 p.m. and welcomed everyone in attendance.

Approval of the November 20, 2018 Minutes – On Motion by Philip Parr, seconded by Mr. Richard Gutkind, with all in favor, the Minutes of the November 20, 2018 Board Meeting were approved as presented.

Expired Board Members – Mr. Parr indicated that the following Board Members will have terms expiring: Olga Welch, Richard Gutkind, Sharon Watkins and Michael Self. The Executive Committee recommended extending the terms of: Olga Welch (1 year), Richard Gutkind and Sharon Watkins (3 years). Mr. Parr made a Motion to extend Olga Welch’s term by one year (2019) and Richard Gutkind and Sharon Watkins by three years (2021), seconded by Peggy Harris with all in favor.

Nominations for Board Terms – Mr. Parr indicated that the Executive Committee has approached several individuals to see if they are interested in serving on the Board, unfortunately everyone was unable to do so because of lack of time. Mr. Parr informed the Board that they are still seeking candidates.

Election of 2019 Executive Committee Terms – Mr. Parr made a Motion for Richard Gutkind to be interim president, seconded by Dr. Carol Wooten with all in favor. Mr. Gutkind proposed the following Members to serve on the Executive Committee: Philip Parr– President, Peggy Harris - Vice President, John Werling - Treasurer and Sharon Watkins – Secretary. The proposed Executive Committee was approved as presented on Motion by Dr. Carol Wooten, second by Valerie Thomas-Nije with all in favor.

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

1. Pittsburgh Public School Visit – The visit took place on November 30, 2018 and seemed to go very well. We will have further information as to when the vote by Pittsburgh Public Schools Board will be.

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2. Mr. Jackson indicated that the meetings have been taking place with K12 and school administration regarding professional development.
3. Holiday Feast – This Friday the school is have the Holiday Feast for the students – each staff member will bring a dish to share. This Thursday, the 20th we will have the “Amazing Race” which is a small competition between the students. Also, the students collected approximately 50 toys for Miller Elementary School.
4. School Website – Mr. Jackson indicated that Mr. Rall has begun working on the school’s website. After talking with K12 there are many services they provide that would assist us with staying in compliance.
5. Ms. Boyd indicated that most of our students are only here for approximately one to two years. Once they are enrolled in the school they are given a “Barrier Survey” to see what some of the issues are that are prohibiting them from learning. Mr. Jackson shared with the Board some of the reasons why students choose to leave with the number one reason being “street life”, number two was home life/homelessness, three – pregnancy/kids and four - prison, five – attendance, six – curriculum, seven – transportation and eight – facilities.

The Education Program Committee Report – Dr. Wooten reported that the outcome from the five staff interviews was that there was some confusion on the K12 curriculum. That led into bi-weekly meetings with School Administrative staff and K12 Administrative members to work on academic items. The next step is to go back to the staff and see if there are any improvements.

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, however it has just recently been sold. There may still be a possibility of a lease at that location. The search is still underway.

Treasurer’s Report – Mr. John Werling informed the Board that based on the audit K12 is redrafting some of the policies and procedures which were presented to the Executive Committee for review and they still need approved by the solicitors.

Mr. Ed DePersis reviewed the financial statements indicating the projected surplus decreased by \$19,000 due to the hiring of the nurse and the increase in the legal costs.

Mr. DePersis indicated that we have invoiced through November 2018. We are significantly ahead of where we were at this time last year. The projected Net Asset is \$217,000 and the projected cash balance is \$657,000.

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The 21st Century claims were made for October and November and the 18/19 Title I monies have started coming in.

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

Board President's Report

1. Approval of the FY 18 Audit. The FY 18 Audit as prepared by Maher Duessel was approved as presented on Motion by Philip Parr seconded by Richard Gutkind with all in favor.
2. Approval of the Student and Employee Handbooks – The legal review is still in process and it is anticipated on having them at the January Meeting
3. Hill House Association – Status Report. Mr. Parr indicated that the Hill House Association has agreed to move ahead with the original Omni Cello agreement which allows for the current leases to be protected for two years.
4. Parent Board Member and Student Representation Issues. Mr. Parr indicates that we are in need of a parent Board Member and also a student representative (without voting authority).

There being no further business the Meeting was adjourned Respectfully Submitted