

HILL HOUSE PASSPORT ACADEMY CHARTER SCHOOL

BOARD MEETING

September 18, 2018 ~ 3:30 – 5:30 P.M.

MINUTES

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

Board Members Excused: Sharon Watkins.

Non-Board Members Present: Kevin McKenna, 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.

Approval of the August 17, 2018 Minutes – On Motion by Richard Gutkind, seconded by Dr. Olga Welch, with all in favor, the Minutes of the August 21, 2018 Board Meeting were approved with the following edit “remove \$2,500 for basketball in the salary chart”.

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

- 1 Math Teacher Recommendation** – Mr. William McCulloum was recommended for the Math teacher position. On Motion by Mr. Philip Parr, seconded by Mr. John Werling with all in favor Mr. William McCulloum was approved for the Math teacher position.
- 2. Enrollment Update** – There are 170 students enrolled of which 42 are special education. The school is trying to track students that have not shown up. Currently there are 8 students that are at risk of being absent 10 consecutive days. There have been 317 graduates. Mr. Jackson also reviewed the afterschool activities.
- 3. PPS Update** – Pittsburgh Public Schools will be in for the renewal visit on November 30, 2018
- 4. Principal Evaluation Moving Forward Yearly Plan** – Teachers will be evaluated 4 times a year (two announced and two unannounced). The schedule has been modified to include students moving between classrooms. The school has instituted the Fabulous Five – no phones, no hats/hoodies, no abusive language, no fighting and if they leave early they go home the next day.
- 5. Staff Stipends** – Mr. Jackson reviewed the proposed list of stipends to be paid out ½ in December and the other ½ at the end of the year. No staff member would be allowed to participate in more than two stipend activities. Mr. Parr authorized Mr. Jackson to move forward with interviewing for the stipend positions to be voted upon at the next meeting.

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- 7. Safety Plan** - Mr. Ray Rall informed the Board of the revised safety plan. Mr. Philip Parr Motioned to approve the safety plan pending legal review, seconded by Dr. Olga Welch with all in favor.

Marketing Review – Mr. Todd McIntyre reviewed the marketing tools that K12 currently offers as well as additional resources that are available to the school. Mr. McIntyre welcomed the Board to work with him on any marketing endeavors.

The Education Program Committee Report – Dr. Wooten indicated that Dr. Gutkind and herself visited the school last week and met with some of the staff. Going forward they would like to have representation from K12 and also to have input from Mr. Parr and Mr. Jackson. Mr. Gutkind would like to see the actual curriculum and the work the students are doing.

Facility Report – Mr. Werling indicated that at this time the two options we had are not feasible. The Board has solicited two brokers: Point Bridge Reality Advisors and NAI Commercial. Mr. Werling is anticipating having two term sheets for the Board to review.

Treasurer's Report – Mr. John Werling reviewed the Financial Packet and it is currently at 150 students which with the current enrollment being higher this will change. Also there needs to be a budget analysis with the changes made in staffing and stipends in addition to aligning the increased enrollment with the budget.

Mr. Werling indicated that there is an issue with the Title I funding and at this time both K12 and Charter Choices are looking at it and making sure we are receiving all funding. There should be an additional report at the next Board Meeting.

Title I Monies – K12 has done an internal review and Charter Choices has done a review as well. Prior to next month Mr. Werling would like to review the K12 and Charter Choices analysis as well as the management letter from the auditors.

The Treasurer's Report was accepted as presented by Mr. John Werling, seconded by Mr. Philip Parr and approved by all.

Board President's Report

1. Status of Review of School Business Functions – there will be an Executive Committee in the next few weeks to discuss these issues.
2. New School Website –The Board authorized moving forward with the new School website on Motion by Mr. Philip Parr seconded by Ms. Peggy Harris with all in favor.
3. Hill House Association – Mr. Parr indicated that the Hill House Association has agreed to sell four pieces of property to a reality association. Part of the conditions would be that the realtors respect the lease of the occupants for two years.

Mr. Kevin McKenna informed the Board that their firm has just won two charter school cases which will ultimately affect all charter schools as a whole.

Ms. Peggy Harris announced that Valerie Thomas-Nije recently retired from Bidwell and the Board congratulated her on her work.

There being no further business the Meeting was adjourned

Respectfully Submitted