

HILL HOUSE PASSPORT ACADEMY CHARTER SCHOOL

ANNUAL BOARD MEETING January 15, 2019 ~ 3:30 – 5:30 P.M. MINUTES

Board Members Present: Philip Parr, John Werling (by phone), Carol Wooten (by phone), Peggy Harris (by phone), Olga Welch (by phone) and Sharon Watkins.

Members Excused: Valerie Thomas-Nije and Richard Gutkind.

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

Mr. Philip Parr called the Meeting to order at 3:33 p.m. and welcomed everyone in attendance.

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

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

1. Science Position – Mr. Jackson recommended Mr. Steven Cercone to fill the vacancy for the Science teacher. Mr. Philip Parr Motioned to accept Mr. Steven Cercone as the Science teacher for Hill House Passport Academy Charter School, seconded by Carol Wooten and approved by all.
2. Graduation Update and Speaker - There are approximately 20 students scheduled to graduate this February. There will be a small ceremony on February 7, 2019 with Dr. Katrina Knight scheduled to speak.
3. Second Semester/Enrollment – There are approximately 30 new students enrolled in the second semester, which begins in February, with 170 students.
4. Student Activities – Senior Projects are taking place for students graduating. There will be cultural awareness events scheduled for February and notices will be going out.
5. Workforce Development – Mr. Jackson indicated that the school is working with K12 on curriculum career development courses. Mr. McIntire informed the Board that K12 currently has more than 30 different career pathways with more than 200 courses. Mr. McIntire suggested a follow-up meeting to discuss further details.
6. Mr. Jackson informed the Board that a representative from the 21st Century program met with us on January 9, 2019. Mr. Jackson also indicated that we might have the opportunity to present at an upcoming conference on the program. More information will be forthcoming.
7. ALICE Training – Mr. Rall indicated that there are currently 16 individuals signed up to attend the ALICE Training.

**HILL HOUSE PASSPORT ACADEMY CS
JANUARY 18, 2018
MINUTES – PAGE TWO**

The Education Program Committee Report – Carol Wooten reported that Committee members would like to interview the faculty and administration to see how the K12 curriculum is working. She indicated they would like to spend approximately three days at the school. She also briefed the Board/School about an effective career readiness program called the Learn 2 Earn through the RISE program at the Goodwill.

Facility Report –Mr. Werling indicated that he has been working with the broker reviewing some of the buildings that have already been looked at. There is a tentative meeting scheduled for this Friday. Mr. Werling also indicated that he has a potential funding source through the Heinz Foundation for furniture, fixtures and equipment as well as moving costs when we have identified a building. Mr. Jackson and Mr. Parr shared two other funding opportunities for these expenses as well.

Discussion ensued about whether monies would be available for the state Education Incentive Tax Credit Program (EITC). They are not since these funds are only available to non-profits who have partnership programs with public schools or to parochial or private schools for scholarships for low-income students.

Treasurer's Report –It was reported that the tuition rate for the Pittsburgh Public School district increased by over 8% for regular ed and more than 12% for special ed. This will result in an increase of \$259,000 in our budget for the 18/19 school year. We now project a net asset surplus of \$ 418,574. Federal Funds for Title I have been received and 3 months of 21st Century claims have been filed. We have not received our IDEA allocation, however are anticipating approximately \$40,000 in the near future.

Mr. Werling indicated he is reviewing the fiscal policies and procedures it is anticipated being available at the next Board meeting.

The Treasurer's Report was accepted as presented on Motion by Carol Wooten and seconded by Dr. Olga Welch with all in favor.

Board President's Report

1. Status of Employee and Student Handbook Reviews – Mr. Parr indicated these are still being reviewed and will be brought to the Executive Committee and then to the Board. Going forward these will be approved by the Board annually and distributed to staff/students at the start of the school year with their signature acknowledging they have received the pertinent document.
2. Hill House Association Update – Mr. Parr informed the Board that the Hill House Association will be reopening bids for the sale of four of their properties. Hopefully by the end of April the bidding process will be complete and further direction will be provided.

There being no further business the Meeting was adjourned at 4:54 by Philip Parr seconded by Sharon Watkins and approved by all.

Respectfully Submitted