

**Passport Academy Charter School**

**October 15, 2019 ~ 4:00 – 6:00 P.M.**

**Minutes**

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

**Non-Board Members Present:** Solicitor Kevin McKenna, Jeffrey Jackson, Shelly Manns, Raymond Rall, Jumpstart to Success Representatives, and K12 Administrative Team.

Mr. Philip Parr called the meeting to order at 4:06 p.m. and welcomed everyone in attendance.

**Approval of the September 17, 2019 Minutes** – The Minutes of the September 17, 2019 (held over to September 24, 2019) Board Meeting were approved as presented on Motion by Sharon Watkins, seconded by Carol Wooten with all in favor.

**Principal's Report** – Mr. Jeffrey Jackson reported on the following:

**Student Incident:** Counsel suggested the Board not get involved with all the details due to possibility of discipline decision in the future.

**Future Readiness:** The Jumpstart to Success packet with description and curriculum were distributed to the Board as well as a rubric for assessing resources supporting the career education and work standards. Jumpstart to Success had two representatives come to speak to the Board regarding their program. Testing, job shadowing, job placement/career path planning, financial literacy, Learn and Earn, among other things were mentioned during presentation. Implementation will begin on October 16, 2019 starting the initial phase of the program. Students will be given pre and post tests to assess success of program. It is anticipated that students will enroll in programs following graduation. Cost depends on how many workshops are utilized. There are free programs available as well. Students in program are guaranteed an interview with any Goodwill store if they meet the minimum requirements for that position.

**Educational Committee Report** – Dr. Wooten and Mr. Gutkind provided an update on Principal Mentoring process. There are monthly meetings with Dr. Sofo to review the progress with the goals being leadership and academic achievement. Mr. Parr believes it is off to a good start and appears to be a solid professional mentoring relationship.

**Marketing Committee Report** – Ms. Sharon Watkins passed out possible invitations for the ribbon cutting ceremony on November 7, 2019 and requested that the Board vote on the invitation they liked the best. Ms. Watkins will email the choices out by tomorrow and the Board Members are to send in their vote. Ms. Watkins reported that Mayor Peduto has agreed to attend the ribbon cutting. There is a tentative invite list and if Board Members would like to add individuals, they should turn the names in by the end of the week. The Board authorized Sharon Watkins to find and pay for entertainment. The ribbon cutting ceremony will be a public event.

**Pittsburgh Courier** – Achieve School Choice Guide November 13, 2019 is an advertising option which is \$1500 for half page ad. John Werling suggested a discretionary budget be discussed and approved to be used by the Marketing committee. Discussion ensued regarding the best use of marketing funds and target audiences.

**Marketing Budget** – Long-Term strategic plan with \$5,000 budget was requested to get the name of the school out there and get a marketing blast to battle bad publicity. Motion was made by Mr. Parr to give the marketing committee an expenditure not to exceed \$5000 to use at their discretion to increase student enrollment in the second semester. The motion was seconded by Richard Gutkind and approved by all.

**Treasurer's Report** – Mr. DePersis indicated a surplus increase of \$37,000. The projected FY20 asset balance is \$645,651. Expenses are down by \$26,000 due mainly of a reduction in teacher laptops

Mr. DePersis reported that the State accounts receivable has been completed and all Federal allocations have been received. Sharon Zaborowski is following up on outstanding 21<sup>st</sup> Century payments.

Regarding the FY 19 Audit, the field work occurred last week, and it went well.

K12 payment request of \$125,000 payment for this month and next. It is above the threshold and needs approval.

Motion to accept to accept financial report was made by Philip Parr, seconded by Sharon Watkins with all in favor.

Motion was made by Philip Parr to pay K12 in the amount of \$125,000 for outstanding invoices over the past 90 days seconded by Valerie Thomas-Njie with all in favor.

**Stanley Bid** – Key Fab system bid for \$11,767 and \$144 per month in service fees. Motion was made by John Werling to approve the bid by Stanley Security, seconded by Valerie Thomas-Njie with all in favor.

**Mendes Consulting Contract** – Mr. Werling reached out last week to review fiscal policies and may reach out to several people for feedback and questions.

**Board President's Report**

1. PPS Charter Renewal Documents – Mr. Parr reported that the school's solicitor has sent the documents to PPS and we have not received any feedback yet.
2. The Comprehensive Plan is out for public review for the next month until the next 30 days. Mr. Parr asked the Board to let him know if there are any edits or additions to this within the next 3 weeks. (prior to Election Day)
3. Mr. Jackson and Mr. Parr met with the Executive Director of R.K. Mellon Foundation and they toured the school. He seemed excited about the school and interested in supporting the career readiness. He is taking this one and several other to get a funding stream for at-risk students. No timeline as of now but should hear more prior to the end of the year. Mr. Parr put together a case statement that was edited by Carol Wooten that states who we are, the mission of the school, where we are now, present concerns, and possible "Passport to the Future" with Jumpstart for Success and within 3 years have a maker space and citizen science lab.

No Public for Public Comment

No Old Business

No New Business

There being no further business Motion was made Philip Parr to adjourn the meeting at 5:20 p.m., seconded by Sharon Watkins with all in favor.