

Passport Academy Charter School

Board Minutes

November 19, 2019 - 4:00 – 6:00 P.M.

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

Members Excused: Peggy Harris

Non-Board Members Present: Solicitor, Jeffrey Jackson, Sharon Zaborowski and K12 Administrative Team.

Mr. Philip Parr called the meeting to order at 4:05 p.m. and welcomed everyone in attendance.

Approval of the October 19, 2019 Minutes – Held until December’s meeting.

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

Student Laptops: Mr. Jackson indicated that there are some deserving students that would like to take the laptops home.

Principal Mentorship: Dr. Sofo and Mr. Jackson have been working on accountability folders and they are meeting on a bi-weekly basis. Dr. Sofo is also attending staff meetings.

Website Presentation – Mr. Ray Rall shared a PowerPoint presentation to provide an overview of the new web-site.

Education Committee Report – Dr. Wooten distributed a draft of the job description for the Director of Curriculum, Instruction and Assessment. Dr. Wooten asked for any modifications to be sent to her. Mr. Parr stressed the importance of the position for the school.

Marketing Committee Report – Mr. Parr reported that the ribbon cutting ceremony went very well and he thanked everyone for their hard work.

Treasurer’s Report – Mr. DePersis indicated that funding is up by \$134,000 primarily due to an increased special education population. The projected surplus for the FY20 increased by \$25,000 to \$47,000. The ending cash forecast is \$499,000 with the increase being driven primarily by the increased State funding.

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Mr. DePersis reported on the financial audit and there have been some challenges working with the new audit staff that have been sent to the school this year. It is anticipated having all documents completed by the end of this week.

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. Outstanding AR is \$759,000. Sharon Zaborowski is following up on outstanding 21st Century payments. Grant allocations are \$389,000.

Mendes Consulting – they met today with Sharon Zaborowski, Todd McIntire and Ed DePersis. Recommendations and next steps should be available in January.

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

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 Annual Meeting – December 17, 2019.
3. Richard King Mellon Staff Visit - They have reacted positively to the concept paper and have a visit scheduled later in December.

No Public for Public Comment

No Old Business

New Business – Sharon Watkins asked for a date for a Holiday party.

The Meeting was called into Executive Session at 4:55 p.m.

Executive Session Concluded at 5:35 p.m.

The meeting was adjourned at 5:35 p.m.