

HILL HOUSE PASSPORT ACADEMY CHARTER SCHOOL

**ANNUAL BOARD MEETING
February 19, 2019 ~ 3:30 – 5:30 P.M.**

MINUTES

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

Members Excused: Philip Parr.

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

Ms. Sharon Watkins called the Meeting to order at 3:37 p.m. and welcomed everyone in attendance.

Approval of the January 15, 2019 Minutes – On Motion by Mr. John Werling, seconded by Dr. Olga Welch with all in favor, the Minutes of the January 15, 2019 Board meeting were approved as presented.

Workforce Development Presentation - Mr. John Small from K12 presented on Career and Technical education as a follow-up from last month. Mr. Small indicated they have over 30 career pathways and have partnered with STEM Premier. Mr. Small discussed the opportunities that would be available to the students while they were enrolled. The Board would like to see the expansion of career explorations.

Principal's Report – Mr. Jeffrey Jackson indicated that we are currently at 160 students and there will be an upcoming awards ceremony.

Regarding ALICE there are currently 45 individuals registered to attend the training on March 12th and 13th.

The Education Program Committee Report – Dr. Wooten reported that they will be finalizing their interviews this Thursday which will include administrators. A follow-up report will be forthcoming.

Facility Report – Mr. Werling indicated that they have been touring some facilities as well as looking at additional sites.

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Treasurer's Report – Mr. Werling indicated that he had sent out the Board Financial Policies and he recommended that they be approved with revision dates included. The Financial Policies were approved with the addition of revision dates on Motion by Valerie Thomas-Nije seconded by John Werling and approved by all.

Mr. DePersis indicated that the projected surplus has increased to \$234,900. Mr. DePersis indicated that he did a year to date student analysis by average daily membership (ADM). It was recommended that we use the ADM to record actuals. Mr. DePersis indicated that the projected ending cash balance is \$952,000.

Teacher stipend policy – The Finance Committee discussed other employee compensations such as stipends, employees covering courses, etc. The Finance Committee indicated that their needs to be a policy and job descriptions for stipends and extra duties that includes hours and wages. The Committee asked Mr. McIntire and Mr. Jackson to draft these items for the Board to review prior to approving additional compensations.

The Treasurer's Report was accepted as presented on Motion by Valerie Thomas-Nije, seconded by John Werling and approved by all.

Board President's Report

1. Approval of the Employee and Student Handbooks
 - A. Employee Handbook – The Employee handbook was approved with the addition of revision dates and titles for the Board Members on Motion by John Werling, seconded by Olga Welch and approved by all.
 - B. Student Handbook – The Student Handbook was approved on Motion by Valerie Thomas-Nije seconded by John Werling and approved by all.
2. Nomination of Candidate for Board Membership – Tabled until next month.

There being no further business the Meeting was adjourned at 4:41 on Motion by John Werling seconded by Olga Welch and approved by all.

Respectfully Submitted