

**HILL HOUSE PASSPORT ACADEMY CHARTER SCHOOL**

**BOARD MEETING**

**March 19, 2019 ~ 3:30 – 5:30 P.M.**

**MINUTES**

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

**Members Excused:** Philip Parr.

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

Mr. John Werling called the Meeting to order at 3:36 p.m. and welcomed everyone in attendance.

**Approval of the February 19, 2019 Minutes** – On Motion by Valerie Thomas-Nije, seconded by Carol Wooten with all in favor, the Minutes of the February 19, 2019 Board meeting were approved as presented.

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

**Department of Education School Report:** We were designated as a School for Improvement based on our Graduation Rate and student growth. We have been assigned a team to work with us to improve our scores. This will be a three-year process.

**Data Walls/Principals Quarterback:** This is a professional development series that the school is working with to assist staff in educating the students.

**School Enrollment:** The seconded semester started at 178 students and currently the enrollment is at 167.

**March Madness HHPACS style:** There are several rounds throughout March and April which staff will be playing different games with each other.

**Upcoming HHPACS Fashion Show:** One of our ELA teachers is coordinating this event. It will be held on April 26, 2019. This is the 2<sup>nd</sup> year for this event.

**Alice Training:** There were two days last week where ALICE training was held here at the school. Several outside agencies participated in the event.

**The Education Program Committee Report** – Dr. Wooten reported that they have two teachers and the administrators to be interviewed. As soon as they are finalized a report will be provided to the Board.

**Facility Report** – Mr. Werling indicated that the 933 Penn Avenue building has additional space that has recently become available. It is the former site of the Brightside Academy and it is already set up as a school. Mr. Gutkind questioned as to whether the lease amount would dramatically increase once the initial sub-lease has expired. Also, there is a concern about security with Urban Pathways being in the same proximity.

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**Treasurer's Report** – Mr. DePersis indicated that the projected surplus is \$160,000. We have invoiced 2.2 million dollars and we have received 1.7 million of that. Net assets are projected at \$438,600. We are anticipating ending the year with a cash balance of \$598,500.

Debit card receipt issues – The debit card will only be utilized by Sharon Zaborowski.

The Treasurer's report was approved as presented on Motion by Valerie Thomas-Nije, seconded by Peggy Harris with all in favor.

**Board President's Report:**

1. Timeline for the Charter Renewal Decision from PPS – It is anticipated the decision will be made in May.
2. K12 Contract – The Board is looking at modifying the management contract with K12. They would like to work with K12 and the solicitors to work through the details.
3. Stipend – Job Descriptions and Methods of Reimbursement – Mr. Werling indicated that K12 had recommended that proper protocol is followed when issuing stipends and reimbursements. Mr. Jackson indicated that he asked Ms. Nichols to fill in to cover the Science class. Mr. Jackson indicated that Ms. Nichols kept time sheets to verify the hours. Mr. Werling motioned to pay Shelly Nichols a stipend of \$15,000 for her certification, working after hours and creating assessments, seconded Valerie Thomas Nije with all in favor. Ms. Harris indicated that all personnel issues should be discussed in Executive Session.

**New Business:**

Mr. McIntire informed the Board that Ms. Boyd will be out on leave for approximately four weeks beginning in April.

Mr. Jackson indicated that another special education position needs to be added. Carol Wooten made the Motion to hire a second special education teacher, seconded by Peggy Harris with all in favor.

There being no further business the Meeting was adjourned at 5:02 on Motion by Olga Welch seconded by John Werling and approved by all.

Respectfully Submitted