

HILL HOUSE PASSPORT ACADEMY CHARTER SCHOOL

BOARD MEETING

May 21, 2019 ~ 3:30 – 5:30 P.M.

MINUTES

Board Members Present: Philip Parr, John Werling, Richard Gutkind, Peggy Harris and Olga Welch (by phone).

Members Excused: Carol Wooten, Valerie Thomas-Nije, Sharon Watkins.

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

Mr. Philip Parr called the Meeting to order at 3:34 p.m. and welcomed everyone in attendance.

Approval of the April 16, 2019 Minutes – The Minutes of the April 21, 2019 Board meeting were approved as presented on Motion by Peggy Harris, seconded by John Werling with all in favor.

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

Graduation Speaker: Dr. Mitch Nickols has agreed to be speak at the 2019 graduation, and, also partner with the school in future events. Ms. Watkins has also secured a speaker. Philip Parr made a Resolution that the Executive Committee will follow-up with the principal and decide as to whether the school will have two speakers or one, seconded by Richard Gutkind with all in favor. The graduation will be held at Soldiers and Sailors hall in Oakland at 6:00 p.m.

Principals Quarterback: They are working on data walls and continuing professional development – there will be a session tomorrow and events are being planned for next year.

CDT Testing: A new way to look at data and a new way to instill educational beliefs. The school will be replacing the STAR testing with CDT. This has been in discussions during the school's School Improvement meetings.

Comprehensive School Improvement – The State representative has been in the school approximately bi-weekly this year to draft the School Improvement document. It is anticipated being presented to the Board at the June meeting. The reason the school is designated as Comprehensive School Improvement is primarily the Cohort Graduation Rate.

2019-2020 School Calendar: Mr. Jackson reviewed the proposed 2019/2020 school calendar with the Board. On Motion by John Werling, seconded by Olga Welch with all in favor the 2019/2020 school calendar was approved as presented.

Senior Picnic: The picnic will be held this Friday, May 24th at Highland Park and the Board is invited to attend.

Senior Prom: A great time was had by all on the Gateway Clipper.

Special Education Teacher Candidate – Mr. Jackson recommended Mr. Stanley Manifold for the Special Education teacher. Mr. Manifold has 13 years of experience. Philip Parr made a Motion to hire Mr. Stanley Manifold for the Special Education teacher starting for the 2019/2020 school year, seconded by Richard Gutkind and approved by all.

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The Education Program Committee Report – Mr. Richard Gutkind reported that they have interviewed the remaining staff which has been a pleasurable experience. The Committee decided this year to collect other informative information. They have also secured Mr. Ron Sopho, the former principal of City Charter High to conduct the evaluation. They have also developed an extensive 360 template that will be utilized.

Mr. Parr indicated that all Board Members will be asked to complete the survey. It is anticipated having the report to the Board in June.

Facility Report – Mr. Werling indicated that we have moved forward with lease negotiations. The lessor would like to have a penalty agreement if we default which would be to have a 3rd party guarantee and to pay six month's rent. The school will need to have a Letter of Credit. It is recommended that there be a contingency in the lease. We are still awaiting on the final feedback. Other issues in negotiations are minor – there were 7 parking spots dedicated and the school would like 8, which seems to be fine. Due to unforeseen issues The Pittsburgh Board of Public Education is dealing with, the Charter renewal, the name and location will now be moved from consideration at the May Board meeting until the June meeting. The date of Pittsburgh's Board Agenda Review meeting is June 12, 2019 and its Legislative meeting is June 19, 2019.

Treasurer's Report – Mr. DePersis indicated that the projected surplus is up by \$14,000 which is now anticipated at \$289,000.

2019/2020 Proposed Budget – Mr. DePersis shared the proposed 2019/2020 with the Board which is based on 163 students, salary increase of 2.5% and an additional special education teacher. This budget would realize a surplus of \$49,000.

Mr. Werling and Sharon Zaborowski will be going to Huntington to obtain the Credit Card.

Mr. DePersis indicated that we have invoiced districts almost 3 million thus far this year and have received 2.2 million in payments.

The Treasurer's report was approved as presented on Motion by Philip Parr, seconded by Richard Gutkind with all in favor.

Board President's Report:

1. The K12 Contract Revisions – The solicitors are still in communications.
2. The Potential for a Leadership Development Project and the Board Retreat – Mr. Werling shared with the Board a proposal from Christina Dickenson to incorporate a schoolwide plan. There is potential funding that might be available. Mr. Parr made a Resolution to hold the Meeting open to further discuss this topic on Wednesday, May 29, 2019 at 4:00 p.m. seconded by Peggy Harris with all in favor.

Marketing and Public Relations – Mr. McIntire shared with the Board the marketing and public relations proposal from K12 which will be reviewed by the Board.

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May 29, 2019 – 4:00 p.m.

Board Members Present: Philip Parr, Olga Welch, Sharon Watkins, Valerie Thomas-Nije, Peggy Harris, Richard Gutkind and Carol Wooten.

The meeting was reopened at 4:04 p.m.

The discussion resumed regarding the proposal from Christina Dickenson and the direction of the retreat. The proposal would cost over \$200,000 if fully implemented. It was determined that if the service is desired it would need to go out to bid. The Board unanimously agreed that the proposal was too costly, and they would like to stay focused on items they have currently been working on. Also, the representative from the PDE will be presenting the School Improvement Plan and goals will need to be aligned to it. The Board asked Mr. Jackson to see if the State representatives would be available to present at the retreat. The current time frame for the retreat would be late July to early August.

Also it has been agreed upon to utilize both speakers at graduation.

There being no further business the meeting was adjourned.

Respectfully Submitted