

HILL HOUSE PASSPORT ACADEMY CHARTER SCHOOL

BOARD MEETING

June 18, 2019 ~ 3:30 – 5:30 P.M.

MINUTES

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

Non-Board Members Present: Solicitor, Jeffrey Jackson, K12 Administrative Team, Barbara Mehalov and Ron Sofo.

Mr. Philip Parr called the Meeting to order at 3:31 p.m. and welcomed everyone in attendance.

Approval of the May 21, 2019 and June 6, 2019 Minutes – The Minutes of the May 21, 2019 and June 6, 2019 Board meeting were approved as presented on Motion by Valerie Thomas-Nije, seconded by Olga Welch with all in favor.

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

New Facility Space: Mr. Jackson shared with the Board his vision for the new facility. Classrooms will be on both floors. We will also be seeking grants for School Resources Officers.

Professional Development/Summer Initiatives – The school will still be utilizing the Principal's Quarterback and focusing on data walls as well as teacher/student portfolios.

End of Year Items: Graduation went very well. The speakers were very motivating, and the event was well attended.

Observations – The observations have been completed. Thus far there is only one employee moving out of State. Mr. Jackson asked the Board to open the Math teacher position as well as the Special Programs Coordinator. The Board authorized Mr. Jackson to start interviewing for both positions.

School Improvement Plan: Mr. Jackson indicated that the main reason the school is on CSI is due to the graduation rate. Mr. Werling indicated that possibly a representative from K12 as well as a member of the Educational Committee could sit on the Steering Committee. Ms. Mehalov indicated they can be part of the team for next year as well as be part of the quarterly reviews. Mr. Jackson reviewed the proposed plan with the Board highlighting the goals, strategies and outcomes. Mr. Parr would like to keep the meeting open until next Wednesday, June 26, 2019 at 4:00 p.m. to allow Members to review the plan. Mr. Parr thanked everyone who served on the School Improvement Plan Steering Committee.

Facility Report – Mr. Werling indicated that the lease has been fully executed. The Board is just waiting on the landlord. Also, the final Letter of Credit information has been sent out. Mr. Parr has a meeting scheduled tomorrow to finalize paperwork.

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Treasurer's Report – Mr. DePersis indicated that the projected surplus is up by \$63,000. Expenses are down by \$79,000 which is due in part to some items being carried over into the FY20 school year.

2019/2020 Proposed Budget – There have been some changes to the FY20 budget to include:

- Assumes FY19 per pupil funding plus 3% (\$98K increase)
- Assumes all students will receive a computer (\$161K increase)
- Includes additional 20% (32 computers) for loaners/in-school use
- Assumes staff will receive K12 computers (\$26K)
- Assumes \$31.3K monthly lease beginning September instead of July
- Incorporates updated operating expense assumptions and a facility transition budget of \$75K

These changes result in a \$50,000 difference from the prior version.

Mr. Werling indicated that there will be some transition costs including a Project Coordinator. The transition plan budget is approximately \$75,000. The approval of the budget will be held until the extended meeting next week.

The Treasurer's report was approved as presented on Motion by Peggy Harris, seconded by Carol Wooten with all in favor.

Board President's Report:

1. The K12 Contract Revisions – Mr. Parr indicated it was still in communications.
2. Board Retreat – Mr. Parr asked Board Members to reply by next weekend with their availability.

Mr. Rall presented an overview of Act 44 and reviewed the school's safety plan.

June 26, 2019 – Meeting Continuation

Member's Present: Philip Parr, Olga Welch, John Werling, Richard Gutkind, Valerie Thomas-Nije and Carol Wooten

Non-Board Members Present: Solicitors, K12 Administrative Team, Barb Melahov and Jeffrey Jackson.

Mr. Philip Parr called the Meeting to order at 4:04 p.m. and welcomed everyone in attendance.

School Improvement Plan –The school has met the Career Benchmarks however the Board would like to see what the indicators are. The School Improvement Plan will be utilized at the Retreat. The School Improvement Plan was approved as presented on Motion by Philip Parr, seconded by Carol Wooten with all in favor.

Board Retreat – Mr. Parr indicated that the Board retreat will be tentatively scheduled for June 27th. Mr. Sofu is unable to facilitate the retreat therefore another organizer is being considered. Olga Welch made a resolution to retain the services of Emily Adair for the facilitator of the retreat at an amount not to exceed \$5,000.00 and all the required responsibilities be undertaken, seconded by Richard Gutkind. Mr. Werling abstained from the vote

Law Firm Change – Our Law Firm will change its name from Latsha McKenna P.C. to McKenna and Snyder, LLC. Phil Parr made a resolution to continue our relationship with McKenna and Snyder, LLC., seconded by Valerie Thomas-Nije and approved by all.

2019/2020 Budget – On Motion by John Werling, seconded by Phil Parr the 2019/2020 budget was approved as presented.

There being no further business the meeting was adjourned at 4:38 p.m. on Motion by Carol Wooten, seconded by Valerie Thomas-Nije and approved by all.

Respectfully Submitted