

# HILL HOUSE PASSPORT ACADEMY CHARTER SCHOOL

**BOARD MEETING - July 16, 2019 ~ 3:30 – 5:30 P.M.**

## MINUTES

**Board Members Present:** Philip Parr, Carol Wooten, Sharon Watkins, John Werling, Peggy Harris, and Olga Welch.

**Board Members Excused:** Richard Gutkind

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

Mr. Philip Parr called the Meeting to order at 3:38 p.m. and welcomed everyone in attendance.

**Approval of the June 18, 2019 Minutes** – The Minutes of the June 18, 2019 Board meeting were approved as presented on Motion by Carol Wooten, seconded by Peggy Harris with all in favor.

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

1. Location Move

- All physical items have been moved from Heldman Street and the building has been thoroughly cleaned. This was completed in under three days.
  - Mr. Jackson secured a large donation from Pittsburgh Technical College and the items have been picked up and distributed among the classrooms. Realizing a savings of approximately \$95,000.00.
  - All work orders are place for internet and phones and at the present time we are operational.
  - We are securing parking, signage and have detailed out all remaining project tasks. Thus far Mr. Jackson has located ten areas that areas that can be targeted for parking. Mr. Jackson asked the Board for a price point to secure these spots for our staff. \$45,000 per year for parking is budgeted.
  - Mr. Jackson would like to move forward on securing “mousetrap” entrance prices and would like to have this entrance complete before day one of school. It will have to be determined if “mousetrap” entrance will work in the common entrance area. This will be reviewed with the building owner.

2. Annual Report – We are working on the Annual Report which is due on August 1<sup>st</sup>.

3. Job Descriptions and Administrative Team – I am in the process of developing new job descriptions and job responsibilities to ensure efficiency, trust and teamwork as well as meet the new requirements under ESSA. I will have them available for review prior to the retreat.

4. Career Benchmarks – As a follow-up from our last Board meeting Mr. Jackson provided the Board with the update. Under ESSA the state requires all schools to ensure students are receiving some type of career education. For our school it only applies to our 11<sup>th</sup> grade class. Mr. Jackson sent two staff members to the data conference in March to attend sessions to ensure we are following the guidelines. Since we only start students at the upper grades we are only required to collect 1 document per year per 11<sup>th</sup> grade student. These documents can include: attending a college visit, attending any speaking engagement at the school, exploring a career or anything that relates to a career. Mr. Jackson indicated that he has several guidelines released by the State if anyone would like to review them and he will be working with the educational committee moving forward on this endeavor.

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5. Acceptable Use and Internet Policy – We currently have this policy which was developed by our solicitors and Mr. Jackson included it in the packet. With the addition of students having individual computers, we are going to have the solicitors review it for any modifications. Dr. Ron Sofo and Mr. Jackson also discussed and agreed with the benefits that a one to one laptop initiative would bring to our school. He has agreed to assist in updating the acceptable use policy.
6. Back to school letters will be going out to staff at the end of July and to students the first week of August.
7. In-Service – Mr. Jackson has been developing the back to school in-service based on State and Federal requirements as well as utilizing the end of year staff surveys. Once the calendar is set, it will be distributed to the Board.
8. Domain name change – Mr. Jackson has secured multiple domain sites that are for your voting approval. Once the name is approved it will end with .org and/or .com. They are:
  - PassportCS: 12\$ the first year, 21\$ the following years
  - PassportAcademyCS: prices are the same as above
  - PACPROUD: prices are same as above
  - PACS: \$2,000 per year

The consensus of the Board was “PassportAcademyCS.org”.

9. Program Manager- Mr. Jackson would like to open a discussion and send the education committee a description of what he will need in order to make this position successful. He would also like to discuss the interview process as well.
10. Logo Change/update - In addition to our updated website, Mr. Jackson requested a review and vote on our updated logos. The Board selected the wolfpack logo on the righthand side.

**PDE School Improvement Plan** – This will be reviewed at the retreat in further detail.

It was suggested to have a reception prior to the start of school for the Board and stakeholders to include a tour.

### **Treasurer’s Report** –

**June Finance Packet** - Mr. DePersis indicated that there is an increase in the projected surplus by \$45,000 bringing the projected surplus to \$398,000. The funding projection is down by \$35,000 as well as other income is down by \$35,000. Title/21st Century is up by \$9,000.

Expenses are down by \$80,000, driven primarily by reductions to: teacher’s salaries, stipends and benefits.

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FY19 Projected Net Asset balance is \$604,000. The FY19 ending cash balance was \$212,000 which is a \$199,000 decrease from the prior cash forecast driven by \$158,000 escrow deposit for Letter of Credit transaction in June and \$40,000 lower funding payments for prior year and federal AR than projected.

The FY20 forecasted ending balance is projected to be \$456,000 which is a \$300,000 decrease vs. prior forecast driven by \$199,000 change in June above and an additional \$100,000 in K12 payments scheduled later in FY20.

Regarding the State AR we have invoiced \$2.965M YTD through June, YTD payments of \$2.4M. The total outstanding State Funding AR - \$614,000.

**Status of School Credit Card** – Mr. Werling indicated that the process has been started and it currently being worked out with Huntington Bank.

The Treasurer's report was approved as presented on Motion by Sharon Watkins, seconded by Olga Welch with all in favor.

**Board President's Report:**

1. Principal Evaluation Template – Agreed to renew principal contract through next school year. New template for evaluation will be utilized going forward and will be aligned with the School Improvement Plan.
2. The K12 Contract Revisions – The solicitors are preparing a proposal to review at the August board meeting.
3. Board Retreat Survey – Due 7/16/19 by 11:59 p.m.
4. Board Retreat Date – Saturday July 27, 2019 – 8:30 a.m. – 3:30 p.m. – will take place at the school.
5. Out of town Board Members will be required to attend an annual meeting. Board will pay for travel and lodging. Motion to pay for travel and lodging for out of town Board Members was made by Philip Parr, seconded by Peggy Harris with all in favor (Dr. Olga Welch recused herself).

Motion was made to amend agenda to go into executive session by John Werling, seconded by Sharon Watkins with all in favor to discuss personnel issues.

Motion to close executive session and reopen the general business meeting was made by Philip Parr, seconded by Peggy Harris with all in favor.

There being no further business the meeting was adjourned at 4:45p.m. on Motion by Philip Parr, seconded by Sharon Watkins and approved by all.

Respectfully Submitted