

**PASSPORT ACADEMY CHARTER SCHOOL**

**BOARD MEETING - SEPTEMBER 17, 2019 ~ 4:00 – 6:00 P.M.  
MINUTES**

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

**Board Members Excused:** John Werling.

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

Mr. Philip Parr called the Meeting to order at 4:06 p.m. and welcomed everyone in attendance.

**Approval of the August 13 and 20, 2019 Minutes** – The Minutes of the August 13, 2019 Board Meeting were approved as presented on Motion by Sharon Watkins, seconded by Carol Wooten with all in favor. The Minutes of the August 20, 2019 Meeting were approved as presented on Motion by Philip Parr seconded by Peggy Harries with all in favor.

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

**Janitorial Bids:** Mr. Jackson informed the Board that a bidding RFP is being developed for the new facility.

**Comprehensive Plan:** The administrative team will be working on the PDE mandated Comprehensive Plan. This plan will be coordinated with the school board and school administration. The plan will be submitted to the School Board in mid-October and then put on notice for 28 days before official approval in November.

**New Hires:** Mr. Jackson asked for approval for a math and special education teacher. Christopher Goreman (Math) and Michael Osiecki (Special Education). On Motion by Valerie Thomas-Nije, seconded by Philip Parr and approved by all Christopher Goreman and Michael Osiecki were authorized for hire. The Board would like to see a 90-day probation period added to future contracts.

**School Branding:** We have received a bid for our outside sign. We were able to track down the original sign company who made the outside sign and we are very excited about the possibility of moving forward. On Motion by Philip Parr, seconded by Valerie Thomas-Nije and approved by all the sign in the front of the school will be redone at a cost not to exceed \$4,500 by Shamrock signs.

**School Enrollment update:** We currently are at an enrollment of 181 students of which 18 have not attended. Of this number, 50 are identified as special education students.

**School Open House:** A school open house/ribbon cutting will be held on November 7, 2019 from 4:00 – 6:00 p.m. with invitations to be sent out 30 days previous.

**RK Mellon:** The CEO of RK Mellon (Sam Reimi) will be touring our school on September 20<sup>th</sup>. Mr. Parr and Mr. Jackson have been meeting to prepare the agenda.

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**21<sup>st</sup> Century Approval:** Our official approval letter for grant monies has been received.

**Title I and School Improvement:** All paperwork has been submitted and we will have written approval within the week of our Title I and School Improvement funds.

**CSI Meeting:** Mr. Jackson distributed a calendar with available dates that the School Improvement Committee could meet. Mr. Jackson asked that if any Board Member would like to be a part of the meetings to please select the dates that they would be available.

**Education Committee Report** – Carol Wooten indicated that there were four categories in the principal evaluation. They have also asked Dr. Ron Sofo to be a mentor this year focusing on: Leadership capacity and identifying individual student learning needs to improve achievement. Mr. Sofo will report back to the Board quarterly. On Motion by Philip Parr, seconded by Richard Gutkind with all in favor Dr. Ron Sofo will be contracted with at a cost not to exceed a \$110 per hour/\$5,000 total to mentor the Principal.

Mr. Todd McIntire informed the Board of a career readiness program for the students who have aged out of the regular program.

**Marketing Committee Report** – Sharon Watkins reported that Pam from Lord Marketing had a meeting with Mr. Jackson and K12 regarding branding. Additional funding has been requested for marketing ventures.

On Motion by Carol Wooten, seconded by Philip Parr and approved by all the proposal from Lord Marketing for \$4,500 was approved as presented.

**Treasurer's Report** – Mr. DePersis indicated that there hasn't been much change since the previous month. There is a small projected increase in surplus from \$3,000 to \$6,000. Mr. DePersis indicated that the funding projection is unchanged, expenses are down by \$3,000 due primarily to delayed hiring. The projected FY19 net asset balance is \$610,000.

There are no changes on the State AR from last month.

The auditors are scheduled to be on site October 7-10, 2019.

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

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**Board President’s Report:**

1. K12 Contract Revisions – Mr. Parr indicated that the Board would like to bring in a consultant in to analyze the business department – The meeting will be kept open until Tuesday, September 24<sup>th</sup> to discuss this further.
2. PPS Charter Renewal Documents – Philip Parr reviewed the modification in the Charter Renewal document. Philip Parr made a Motion to accept the modifications and move the revised document to Pittsburgh Public Schools, seconded by Valerie Thomas-Nije with all in favor.
3. The 2019 Board Retreat Report – Philip Parr indicated he has just received and sent the Board Retreat Report to the Board yesterday. He asked the Board to review the report for comment, an item that will be on the agenda of the extension of this Board meeting next Tuesday.

Motion was made by Philip Parr to amend the Agenda to include an Executive Session, seconded by Carol Wooten with all in favor. Another motion was made by Philip Parr, seconded by Sharon Watkins with all in favor to enter an Executive Session for Charter Renewal discussions. After this discussion the meeting was held open until Tuesday, August 24<sup>th</sup> at 4PM.

The Meeting was reopened for General Business

9/24/19 Attendance: Philip Parr, Olga Welch, John Werling, Richard Gutkind, Valerie Thomas-Nije, Peggy Harris and Carol Wooten (Jeffrey Jackson and Sharon Zaborowski).

1. A consultant proposal to review the business operations of PACS and recommend how to configure it when we move these operations from our K12 contract to in house was presented to the Board. The proposal is for financial consulting from Mendes Consulting for \$20,000. It was accepted on Motion by John Werling, seconded by Valerie Thomas-Nije and approved by all.
2. Transportation Issues for Students from the Lower Hill District - Students coming to school from the Hill District typically do not receive a bus pass from PPS due to their residence being under 2 miles from school. This involves walking through the old Civic Arena site where construction is happening. This is a hazardous route for students to walk. On Motion by Phillip Parr, seconded by Peggy Harris and approved by all, a bus pass was approved to be provided to those students by Passport Academy Charter School if the student has completed and submitted a “Hazardous Route” from to PPS and they have been denied.
3. Observations and next steps related to the Board Retreat Report. The Board reviewed the report. It was decided that further work was needed to examine all of the goals and strategies documented in the report for school improvement to distill them into a set of core a few principal ones that would encompass the whole.

There being no further business the meeting was adjourned at 5:05 p.m.

Respectfully Submitted