

Passport Academy Charter School

Board Minutes

December 15, 2020 - 4:00 – 6:00 P.M.

Meeting was held via Zoom conferencing.

Board Members Present: Peggy Harris, Philip Parr, Richard Gutkind, Sharon Watkins and Olga Welch.

Non-Board Members Present by Phone: Solicitor, Jeffrey Jackson, Sharon Zaborowski and K12 Administrative Team.

Ms. Peggy Harris called the meeting to order at 4:03 p.m. and welcomed everyone in attendance.

Approval of the November 17, 2020 Board Minutes – On Motion by Philip Parr seconded by Olga Welch, and approved by all, the Minutes of the November 17, 2020 Board Meeting were approved as presented.

Principal's Report – Mr. Jackson shared a presentation on the following:

- a. Enrollment – Mr. Jackson indicated that 47 affidavits needed signed and currently 44 are completed. They will be sent to Lisa Augustin tomorrow. Currently there are 134 students with 6 possible new enrollees. The school is currently looking at attendance and there might be a few students who need to be dropped within the week. The affidavit is a condition of enrollment for students under 18.
- b. Compulsory Education – Dr. Milke informed the Board that the special education department is contacting their students each day. There are also office hours to provide support. – Dr. Milke proposed that special education be allowed to come into the school by appointment only to provide support.
- c. Curriculum – Mr. Jackson indicated that the students will have its first “Lunch and Learn” tomorrow. This will occur every Wednesday. Mr. Jackson shared an alumnus update with the Board. Mr. Oliphant thanked the teachers for their flexibility with shifting to full virtual. Mr. Oliphant reviewed the engagement tracker with the Board. Teachers are doing Zoom classes daily for each discipline. CDTs will now be taken in January.
- d. Meetings with the CSI team have been on-going, and they are continuing to support the school. Mr. Oliphant shared opportunities for the students on the career and workforce education. There are tours scheduled with Rosedale, Builders Guild and New Century.

The Board thanked Mr. Jackson for the modifications to the principal's report.

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2021 BOARD MEETING DATES – The Board meeting schedule for the 2021 school year will be the third Tuesday of each month from 4:00 – 6:00 p.m. on motion by Olga Welch, seconded by Sharon Watkins and approved by all.

Treasurer's Report – Mr. Goldman reviewed the current forecast. The average enrollment increased by four. The deficit improved by \$81,000 versus the previous month. The projected net asset is \$951,040. The low cash flow in December is due to the reconciliation that took place with Pittsburgh Public Schools and we anticipate seeing funds to start in January 2021.

The K12 payment was adjusted back to \$75,000. Mr. Goldman reviewed the grants and accounts receivable.

On Motion by Olga Welch, seconded by Richard Gutkind and approved by all, the Treasurer's Report was accepted as presented.

Marketing Committee – Sharon Watkins informed the Board that the video is completed.

Legal Updates – There are no legal updates currently.

Board President's Report

1. Mr. Parr indicated that there was a meeting with Pittsburgh Public Schools regarding affidavits. Pittsburgh Public Schools agreed that they would except affidavits for our students under 18. Funding would commence once the affidavit is signed.
2. Response to Staff Letter – The Board has had two executive sessions to review and discuss the issues at hand. Regarding stipends - the Board will develop a bonus program that will be tied to a merit-based performance evaluation. Also, the Board appointed Sequala Thomas to the Director of Student Engagement at an annual salary of \$50,000 retroactive to August 1, 2020.

No Public Comments

New Business – No new business.

There being no other business the Board entered into Executive Session.

Respectfully Submitted