

Passport Academy Charter School

Board Minutes

March 16, 2021 - 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, Sharon Zaborowski and K12 Administrative Team.

Ms. Peggy Harris called the meeting to order at 4:01 p.m. and welcomed everyone in attendance.

Approval of the February 16, 2021 Board Minutes – On Motion by Philip Parr seconded by Olga Welch and approved by all, the Minutes of February 16, 2021 were approved as presented.

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

- A. Student Updates – Mrs. Ratley-Fisher provided an overview of the initiatives that are underway to provide students with career readiness as well as getting them back in the building. Some examples are the award ceremonies, movie night and several activities are planned for Women's Month. The school has been working with the Pittsburgh Promise which is providing the students with several college fairs. In addition, the school is working with Duquesne Light, Manchester Craftsman Guild and Youthworks.
- B. Enrollment – Mr. Oliphant indicated there are currently 116 students of which 31 are special education. There are an additional six applications pending.
- C. Special Education – Dr. Milke indicated that they are working on professional development with Mr. Oliphant as well as the CSI (school improvement) team on MTSS and tiered support. Dr. Milke also informed the Board that the nurse has been working to ensure all staff are vaccinated.
- D. Alumni – Mr. Oliphant shared a success story of one of our previous students who is now a special education aide.
- E. CSI – There have been three separate meetings in the past month. The focus has been to review stakeholder data and to review details to see if items fall into the category of improvement.
- F. RK Mellon Foundation – The school's proposal was not approved, however the foundation indicated they would like to continue to review the school for a possibility in the future. The proposal was focused on community engagement.

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- G. Marketing – Mr. Oliphant indicated that he has been working on targeted ads with Lord Marketing. This will include Facebook, Twitter, Instagram, mailers, newspapers as well as individual targeted ads.
- H. School Calendar – Mr. Oliphant will forward the draft 2021/2022 school calendar for review.
- I. COVID Plan – On Motion by Peggy Harris, seconded by Olga Welch and approved by all the Board accepted the State approved weekly schedule and remote learning plan for the 2020/2021 school year. The Board did initially approve the plan in August 2020, and the Motion was made by Richard Gutkind, seconded by Sharon Watkins and approved by all to amend the August Board meeting Minutes to include the terminology in the Motion “State approved weekly schedule and remote learning plan for 2020/2021”.

Educational Report – Mr. Richard Gutkind indicated that the committee had two meetings this past month. The Committee is looking at duties that staff are undertaking and compensation. The discussions are still in the planning stage and will be presented at the next Board meeting.

Treasurer’s Report – Mr. Goldman reviewed the current forecast. Revenues are up and expenses are down which decreases the deficit by almost 50%. The deficit is now forecasted at \$256,795. The 2nd PPP loan was received this month which primarily is for salary and expenses. Net Assets are forecasted at \$927,303. The cash flow balance is \$824,328. The March 2021 K12 payment it is proposed at \$125,513.77 which includes back balances. On Motion by Sharon Watkins, seconded by Philip Parr the payment of \$125,513.77 to K12 was approved as presented.

Mr. Goldman provided the Board an overview of the restricted funds. The previous years accounts receivable decreased to due

Mr. Goldman provided an update on the 2022 budget with an average enrollment of 150. The draft budget will need to be approved by the Board in May so it will allow for it to be posted for 30 days with final approval and submission in June.

Marketing Committee – Sharon Watkins indicated Mr. Oliphant covered marketing in his report.

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Legal Updates – There are no legal updates currently – school’s will be waiting to see the next round of ESSER funding.

Board President’s Report

1. Ms. Harris indicated that Mr. Parr and Mr. Gutkind did send in a candidate for Board membership.
2. Ms. Harris indicated that they will be working on items for the Board retreat.

Public Comments – No public Comments

New/Old Business – No old or new business.

There being no other business and on Motion by Sharon Watkins, seconded by Olga Welch the meeting was adjourned at 5:27 p.m.

Respectfully Submitted