

HILL HOUSE PASSPORT ACADEMY CHARTER SCHOOL

BOARD MEETING

August 21, 2018 ~ 3:30 – 5:30 P.M.

MINUTES

Board Members Present: Philip Parr, John Werling, Richard Gutkind, Peggy Harris, Sharon Watkins and Dr. Olga Welch (by phone).

Board Members Excused: Dr. Carol Wooten and Valerie Thomas-Nije.

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

Mr. Philip Parr called the Meeting to order at 3:37 p.m. and welcomed everyone in attendance.

Approval of the July 17, 2018 Minutes – On Motion by Philip Parr, seconded by John Werling, with all in favor, the Minutes of the July 17, 2018 Board Meeting were approved as presented.

Principal's Report – Mr. Jackson reviewed the following:

1. **Safety Update** – Mr. Raymond Rall informed the Board that the safety manual has been revised and brought up to standards. The Board will review the plan and seek approval at the September 2018 Board Meeting. The ALICE training will be held in March of 2019.
2. **Enrollment Update** – There are 127 students enrolled of which 31 are special education.
3. **Back To School Update** – Ms. Nichols indicated that we are going back to a four day core subject schedule with Fridays being set aside for journals and other learning. On September 7th there will be a Welcome Back Cookout.
5. **Marketing RFP:** Mr. Jackson shared an RFP for marketing with the Board. There will be a committee in place to discuss the marketing goals and ways to grow the school's profile.
6. **Personnel Changes/New Hires/Stipends** – Mr. Jackson recommended Shelly Nichols for the Dean of Students at a salary of \$66,000. Also Mr. Jackson recommended the Lead Teacher position go to Mr. Ray Rall at an increased salary of \$10,000 per year.

New Hires – English Teacher - Mathew Walters - \$42,000

Math Teacher – John Paul Burkett - \$43,500

Ben Barley - \$40,000 teacher fill-in/IST

Special Education Director – Dr. Ray Milke - a third party contract not to exceed \$85,000.

Mr. Jackson proposed staff stipends totaling \$27,500. The list of stipend positions will be brought to the next meeting.

PPS Meeting on the Student Information System: The Meeting will be held this Thursday.

Education Committee Report – Mr. Philip Parr stated that the Committee has analyzed the findings of the evaluation of the school conducted by staff from the School of Education of Robert Morris University and identified aspects of the school’s education program that need to be examined further. He indicated that the next meeting will be held at the school so that Committee members will be able to interview staff about these matters.

Facility Report – Mr. Philip Parr informed the Board that staff at the Energy Innovation Center had asked the school to raise funds for the renovation of the space identified there for our future facility. Since that procurement of funds to renovate space is the primary responsibility of the landlord, the school will not be participating in finding funds for the renovation. He indicated that we are still waiting on a prospectus for housing the school facility at the Penn Avenue location. At this time we will probably need to engage broker to identify additional options so that we have other choices should the existing ones fall through. Mr. Werling indicated there will be more information at the next meeting.

Treasurer’s Report – Mr. John Werling reviewed the Financial packet which at this point we are only one month into the year. We will need to revise the forecast with proposed staff changes.

Mr. Werling indicated that there is an issue with the Title I funding and at this time both K12 and Charter Choices are looking at it and making sure we are receiving all funding. There should be an additional report at the next Board Meeting.

The Treasurer’s Report was accepted as presented by Mr. John Werling, seconded by Mr. Richard Gutkind and approved by all.

Board President’s Report

1. Status of K12 Amendment – The Board is taking a look at all reimbursements the school should receive. K12 is preparing a report on this matter and the Board has also brought in Charter Choices to examine the situation as well. The amendment has now been placed on hold until both of these reports are in hand, analyzed and reported to the Board.
2. Staff Salaries – Mr. Parr indicated that he has received communications from staff regarding salaries being low. If stipends are approved this would assist in compensating staff. At this time the Board is not pursuing any additional compensatin.

An Executive Session was called for Personnel Related issues at 4:20 P.M to review personnel issues.

The Board reconvened at 5:15PM unanimously approved the following items:

Phil Parr moved and Richard Gutkind seconded the motion that the following resolution be accepted:

1. To add the Dean position to the budget with Shelly Nichols in the position at the salary recommended by the principal.
2. To place Mr. Ray Rall in the position of lead teacher at the increase in salary recommended by the principal.
3. To accept the New Hire Candidates and their salaries as recommended by the principal. The new candidates are Benjamin Barly, Mathew Walters and John Burket.

Phil Parr moved and Olga Welch seconded the motion that the following resolution be accepted:

4. To extend Mr. Jackson's contract another year with an increase in salary of \$5,000 and to have him implement an improvement plan that resulted from the Board's review of his annual evaluation

Phil Parr moved and Sharon Watkins seconded a motion that the following resolution be accepted:.

5. To direct Mr. Jackson to negotiate a month to month contract with Dr. Milke for special education services in an amount not to exceed \$85,000.

The Board also approved unanimously a resolution to submit to the Pennsylvania Department of Education the Lease Reimbursement Application for school year 2017-2018. The motion was put forward by Phil Parr and seconded by Sharon Watkins.

There being no further business the Meeting was adjourned

Respectfully Submitted