

## Passport Academy Charter School

### **Board Minutes**

**October 20, 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 September 15, 2020 Board Minutes** – On Motion by Philip Parr seconded by Richard Gutkind, and approved by all, the Minutes of the September 15, 2020 Board Meeting were approved as presented.

**Principal's Report** – Mr. Jeffrey Jackson indicated that he will be sending the Board an update on Mondays to provide enhanced communications.

Mr. Jackson shared a presentation on the following:

- a. Alumni Update.
- b. Common Lesson Plans – Teachers have continued the use of the UBD framework for planning their instruction.
- c. Professional Development – All teachers have taken a professional development course through the AIU titled “An Introduction to Remote Instructional Design Principles”.
- d. Curriculum Review – Various curriculums are being reviewed and the plan is to have a recommendation for the Board at the November Board meeting.
- e. CSI Plan Data – Mr. Jackson provide an overview of the early warning program.
- f. Graduation – Focus on graduation plans, identifying graduates, graduation team, senior project and job shadowing/career exposure.
- g. Assessment Update – Benchmark testing has been started utilizing the CDT.
- h. Enrollment is currently at 128 with 13 in the pipeline.
- i. Compulsory School Age – Compulsory age in Pennsylvania is now 18. Pittsburgh Public Schools is requesting dropout affidavits for students under 18.
- j. Cleaning Bid –Mr. Jackson informed the Board that we received 3 bids from the R.F.P. and he is recommending we utilize the lowest bid which is Building Star. Building Star was selected for a one-year term on Motion by Richard Gutkind, seconded by Olga Welch and approved by all.

The Board thanked Mr. Jackson for his report.

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**Education Committee Report** – Mr. Gutkind indicated that the committee has met twice since the last Board meeting. They will be meeting on the 2<sup>nd</sup> Tuesday of each month. The focus will be on the comprehensive school improvement plan (curriculum framework ELA/Mathematics), and also to not lose the momentum from the retreat regarding: common teacher lesson plan, review and selection of new curriculum and defining/measure the worth of the diploma. Mr. Parr also indicated that the Board will be interested in the career readiness curriculum. Mr. Oliphant indicated that several partnerships have been made including: CCAC, Manchester Craftsman Guild, and the Citizen’s Science Lab.

**Treasurer’s Report** – Mr. Todd McIntyre informed the Board that Mr. Jordan Goldman has taken over for Ed DePersis. Mary Markert will be providing the report for the Board.

Ms. Markert reviewed the risk analysis with the Board. The current forecast is showing an average enrollment of 147 students. Admin and Governance have been reduced. Ms. Markert indicated that the “Old Board Business” from the August 2020 meeting is not currently in the budget to include: the CFO, Sharon Zaborowski and Sequala Thomas’s new positions as well as the raises for Mr. Jackson and Dr. Milke.

The school ended September with a cash balance of \$768,536. Ms. Markert proposed a November payment to K12 of \$150,000 to pay down back invoices. Ms. Markert reviewed the Federal and State restricted awards.

Josh Pollak indicated that his firm has been working with Sharon Zaborowski on old accounts receivable from McKeesport. His firm has made progress with presenting it to PDE and they are hopeful it will move forward.

On Motion by Philip Parr, seconded by Richard Gutkind and approved by all the October 2020 Finance Report was approved as presented. On Motion by Sharon Watkins, seconded by Philip Parr and approved by all the K12 payment of \$150,000 for November 2020 was approved as presented.

**Board President’s Report**

1. Updates – CFO hiring – Interviews are set up for tomorrow.
2. Board Governance process – Ms. Harris asked the Board to look at what is the upper limit of the Board and to seek diversity and skill sets.

There being no other business the meeting was adjourned for general business and went to Executive Session at 5:40 p.m.

Respectfully Submitted