

## Passport Academy Charter School

### **Board Minutes**

**September 15, 2020 - 4:00 – 6:00 P.M.**

Meeting was held via Zoom conferencing.

**Board Members Present:** Philip Parr, Peggy Harris, 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 4:02 p.m. and welcomed everyone in attendance.

**Approval of the June 30 and August 18, 2020 Board Minutes** – On Motion by Richard Gutkind seconded by Olga Welch, and approved by all, the Minutes of the June 30, 2020 Board Meeting were approved as presented. On Motion by Richard Gutkind, seconded by Olga Welch, and approved by all, the Minutes of the August 18, 2020 Board meeting were approved as presented.

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

1. **Enrollment:** Mr. Jackson indicated that we are currently at 121 students (109 approved and 12 still submitting paperwork). There are 43 students who are on-line, 12 who are hybrid and the remainder are in-person. There are 4-7 families coming in everyday to enroll. We are anticipating 154 students by the end of October. Mr. Jackson indicated that we have been reaching out to community members to promote the school's offerings.
2. **Personnel:** – Mr. Jackson informed the Board that Ms. Manns, the Assistant Principal has resigned. Mr. Jackson recommended not to fill the position at this time.
3. **School Readiness** – There will be a meeting tomorrow with the teachers to assess where we are and provide them with additional tools and resources. Mr. Jackson indicated that the school is following all safety precautions related to COVID.
4. **Curriculum Update:** Mr. Oliphant reported to the Board that he has been reviewing the curriculum and its alignment to standards and our benchmarks. Mr. Oliphant said he has conducted professional development sessions with the teachers and is continuing to assess practices. Mr. Oliphant also informed the Board that he is looking at community partners to assist our students.
5. **Special Education:** Dr. Milke indicated that as of today there are 44 special education students. They are currently working on IEP revisions. It is always difficult to retrieve paperwork from previous schools and typically it is out of compliance. The special education department is preparing to have special office hours for supporting in person and online students. Dr. Milke stated he has been able to obtain a partnership with Duquesne University.

BOARD MINUTES  
PAGE TWO  
SEPTEMBER 15, 2020

**Education Committee Report** – Mr. Gutkind reported that he and Dr. Welch will be meeting to set the direction for the committee this year. Mr. Parr said that it was the goal of the committee to meet monthly to review the goals of the school improvement plan and those established at the retreat.

**Treasurer's Report** – Mr. DePersis indicated that the forecast is based on 145 students. As a result, revenues have increased by \$29,000 and expenses by \$207,000. The teacher costs increased by \$82,000. The projected deficit went from \$379,000 down to \$288,000. At this time last year there were 171 students compared to 121 now. Mr. DePersis reviewed the months throughout the fiscal year. He also mentioned that he has not included Ms. Manns resignation or the hiring of CFO in the forecast. Also, the two items that are still open from the August meeting, which are the raises for Mr. Jackson and Dr. Milke as well as the positions and back pay for Sequala Thomas and Sharon Zaborowski have not been included until the Board votes at the next meeting.

The projected FY21 ending cash balance is now \$202,000.00. Mr. DePersis has also factored in additional payments to K12 including \$75,000 extra in October and an extra \$50,000 in November.

The school has moved forward with Maher Duessel to review the audit items. Field work is scheduled for October 7-9, 2020.

Mr. DePersis indicated that the credit card was received in Mr. Jackson's name. It did come with a lower limit than anticipated. The Board indicated that it will give it a few months to see how it works out and can revisit it then.

On Motion by Philip Parr, seconded by Sharon Watkins the Board authorized the school to apply to the Pennsylvania Department of Education for a lease reimbursement.

On Motion by Richard Gutkind seconded by Philip Parr the September 2020 Financial Report, as well as a K12 payment of \$150,000 for October 2020, were approved.

**Board President's Report**

1. Transition Updates – Mr. Parr indicated that the audit has been addressed as well as the credit card. Mr. Parr ensured that that any bank issues have been resolved.
2. Ms. Harris informed the Board that over the past 30 days we have had staff and Board turnover. Ms. Harris indicated that over the next few months the Board will be focusing on new members.

There being no other business the meeting was adjourned for general business and went to Executive Session at 5:25 p.m.

Respectfully Submitted