

Passport Academy Charter School

Board Minutes

November 17, 2020 - 4:00 – 6:00 P.M.

Meeting was held via Zoom conferencing.

Board Members Present: Peggy Harris, Philip Parr, Richard Gutkind 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 4:01 p.m. and welcomed everyone in attendance.

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

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

- a. Enrollment – Mr. Jackson indicated that currently there are 125 students with 13 possible new enrollees. There are two scenarios – one is to not enroll students under 17 years old and the other is to continue to enroll them. The solicitors had indicated that all students should sign the dropout affidavit.
- b. Cost Savings – Mr. Jackson provided the Board with options for cutting costs with the lower than expected enrollment.
- C. Mr. Jackson proposed the following compensations:
 - Sequala Thomas: \$65,000 (increase of \$22,000 from previous position). Back pay from August 1st was approved at the August 2020 Board meeting.
 - Sharon Zaborowski: \$80,000 and move to Board employee (increase of \$3,000 from previous position). Back pay from August 1st was approved at the August 2020 Board meeting.
 - Dr. Ray Milke: \$2,880 (approved in June's budget).
 - Jeff Jackson: \$3,424 (approved in June's budget).
 - Math (William McCoullum): \$10,000 – due to increased course load.
 - English (Mathew Walters): \$10,000 – due to increased course load.

This item will be tabled

D. K12 Management Fees – Mr. Jackson asked for a breakdown on fees for the next Board meeting.

E. Mr. Jackson asked the Board to please let him know of any specific items they would like presented for the December Board meeting.

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- F. Mr. Oliphant shared student activities that have been going on in class.
- G. Mr. Oliphant reviewed the teacher lesson plans as well as the professional development that the staff are participating in.
- H. Mr. Oliphant indicated that the school will be having an oasis (garden club).
- I. Mr. Oliphant reviewed the college and career readiness opportunities.

The Board thanked Mr. Jackson for his report.

Education Committee Report – Mr. Gutkind indicated that the committee did not hold their regular meeting this month. Mr. Gutkind invited Mr. Jackson and Mr. Oliphant to the December meeting.

Treasurer's Report – Mr. Goldman reviewed the current forecast. The expenses do reflect the reduction of three employees. The under 18 students are reflected as an opportunity of \$536,000.

The decrease revenue is due to the reduction of students as well the under 18 student issue. The reduction in expenses is mainly due to the resignation of three employees.

Cash flow – Monies are not due from PPS in November due to the reconciliation. Also, the K12 payment for November is recommended at \$75,000 with the higher payment of \$125,000 being pushed back. Ms. Markert reviewed the risk analysis with the Board.

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

Marketing Committee – Mr. Jackson informed the Board that the Commercial was being filmed today

Board President's Report

1. CFO – Mr. Parr indicated that the position has been reposted and additional resumes have been received.

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No Public Comments

New Business – Josh Pollak indicated that PDE indicated that the if there are 2 weeks of the county being in “substantial” status it is recommended that schools go totally virtual until there are two weeks of being out of “substantial” status. The Board will be receiving information from Mr. Jackson regarding the virtual plan.

There being no other business the meeting was adjourned on Motion by Mr. Philip Parr, seconded by Richard Gutkind with all in favor.

Respectfully Submitted