

Passport Academy Charter School

Board Minutes

February 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 4:03 p.m. and welcomed everyone in attendance.

Approval of the January 19, 2021 Board Minutes – On Motion by Richard Gutkind seconded by Philip Parr and approved by all, the Minutes of January 19, 2021, with the removal of Jeffrey Jackson from attendance, were approved as presented.

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

- A. Manchester Craftsman Guild – Mr. Oliphant introduced a guest speaker from Manchester Corporation. An overview of the program and how they can partner with Passport Academy was provided to the Board.
- B. February Graduation – Mr. Oliphant reported that 22 students graduated in February. There was a ceremony held at the school. A summary of how many are going to college, working, etc. was also provided.
- C. Enrollment – Ms. Sequala Thomas indicated there are currently 106 students with 6 additional pending. Ms. Thomas informed the Board that the school is working with the CISP program, Family Links, Downtown Partnership, Neighborhood Legal Services as well as the Women's Crisis Shelter.
- D. Dr. Milke provided a special education update indicating that with the start of the 2nd semester there is an increase of IEP meetings. Some students enter the school with IEPs that are already out of date and they are drafting procedures. Also, the school is looking into opportunities for staff to receive the COVID vaccine. Discussion is ongoing regarding inserting special education teachers into the classrooms.
- E. Curriculum – Mr. Oliphant indicated for the start of the 2nd semester all students had an orientation as well as testing. The evaluation system will begin with the PAetep. There are speakers/activities planned for Black History Month. Mr. Walters shared the first poetry publication called "Voices from the PACS" Mrs. Ratley-Fisher indicated that Jump Start will be coming in the school to work with the students on career readiness.

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- F. CSI – Regular meetings are taking place. The focus is on attendance and graduation rate. Student attendance has increased; however, the challenge will continue. Mr. Parr will continue to serve on the steering committee.
- G. June graduation will take place on June 3, 2021 at Soldiers and Sailors.
- H. MOU – There are two MOUs to the Board for approval: On Motion by Philip Parr, seconded by Richard Gutkind and approved by all the Safety and Police MOU was accepted. On Motion by Olga Welch, seconded by Sharon Watkins and approved by all the MOU with the Convention Center was accepted as presented.

Audit Report – Jeff Kent from Maher Duessel reviewed the 2019/2020 audit with the Board, indicating it was a clean audit. Mr. Kent informed the Board that the year ended with net assets of 1.2 million which is an increase from the previous years.

Mr. Kent reviewed the Management letter indicating that accounts receivable as it relates to bad debt allowance be evaluated throughout the year. Also, the auditors recommended formal procedures for the lease/inventory of the computers. Motion was made to approve the audit as presented, pending any changes, seconded by Olga Welch, and approved by all.

Educational Report – Mr. Richard Gutkind indicated that the committee will be meeting soon.

Treasurer's Report – Sharon Watkins thanked Jordan Goldman for the supplemental information. Ms. Watkins will be working with Mr. Oliphant on the financial policies prior to meeting with K12.

Mr. Goldman reviewed the current forecast. Due to the decrease in students the deficit has increased to \$530,121. Expenses have decreased by \$100,851. For the February 2021 K12 payment it is proposed to include the \$75,000 from January and the same amount for February. On Motion by Sharon Watkins, seconded by Philip Parr the payment of \$150,000 to K12 was approved as presented.

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

Marketing Committee – Mr. Oliphant shared with the Board that the school has been utilizing social media and will be doing some targeted marketing. There was a flyer in the Courier and other local initiatives are being done.

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Legal Updates – There are no legal updates currently.

Board President's Report

1. Ms. Harris indicated that the Board met, and each Board Member will be responsible for identifying a candidate for Board membership.
2. Ms. Harris indicated that going forward the Board would like to revisit the school's partnership with K12 and how best to utilize their services.
3. The Board will be revisiting the stipend issue.

Public Comments – No public Comments

New/Old Business – No old or new business.

There being no other business and on Motion by Olga Welch the meeting was adjourned at 5:36 p.m.

Respectfully Submitted