

Board Meeting Minutes

Board of Directors Meeting
August 25, 2020 • 7:00pm
Digital Meeting via Zoom
Pinellas Preparatory Academy
2300 S. Belcher Road, Largo, FL

I. Call To Order: 7:03pm

II. Public Comment: none

III. Roll Call

- Scott Craver: Board Chairman
- William Delgado: Board Vice Chairman
- Nathan Weatherilt: Board Treasurer
- Theresa Jacobowitz: Board Secretary
- Mia Cloud: Board Member
- John Foss: Board Member
- Amanda Matsumoto-Roberts: Director of Business Operations
- Kristin Vollmer: K-8 Principal

IV. Approval of Minutes

Motion:	Scott Craver	To approve the minutes for the June 23, 2020 Board Meeting and July 10, 2020 Special Board Meeting Minutes.
Second:	John Foss	
Passed:	Unanimous	

V. Reports

- Administrative Report:
 - Kristin:
 - Curriculum: No changes
 - Student Enrollment: Primary 314 / Prep 434. Sarah Yack is working to fill open spots (9 primary, 6 prep)
 - Faculty: All instructional positions besides the school counselor have been filled. We are contracting with Dr. Bailey Group to service all students who have minutes required on their IEPs
 - We have 3 out-of-field teachers:
 - 8th Grade Science- Haley Tomberlin
 - Gifted Teacher K-8- Deedra Mannari
 - Primary Art- Laurel McCann
 - Mrs. Kremer is on maternity leave (we are awaiting the delivery of her baby boy any day) Mrs. Marsden is her long term sub

- Mr. Pipes has begun working with Mrs. Ezenwa (who is working virtually as we near her delivery)
- Other: The first day of school was overall a success

Motion:	Scott Craver	Motion to move forward with approving out of Out of Field Teachers: Haley Tomberlin for 8th grade science, Deedra Mannari for Gifted K-8, and Laurel McCann for Primary Art
Second:	William Delgado	
Passed:	Unanimous	

- First day was overall a success. Still some technical difficulties but working through them.
- Amanda:
 - Kristin is doing amazing
 - School culture very positive
 - Gym update: working with Shawn Arnold and Bill Icely. Bill Icely had a few areas of concern with the contract we presented.
 - Steve Tye and Amanda have a meeting early next week with him.
 - If any changes, will bring it back to the board
 - Open Enrollment last week. All employees have made their benefits selections.
 - Employee files have been audited and any necessary items are being updated.
 - New Employee Handbook reviewed by Think HR system
 - Policies to be reviewed by personnel meeting next week
 - Nurse search: interview tomorrow with a grandparent of a student for possibly filling the nurse position.
 - Staff online COVID training: John Foss will pull results to see where employees are with the process.
 - Clean clinic and isolation room: both being manned
- Facilities Report: Presented by Steve Tye
 - Maintenance did a lot of work this summer getting classrooms ready
 - Moving furniture, painting, disinfecting, replaced 6 classroom floors
 - Distancing stickers and hand sanitizer dispensers have been installed
 - Bottle refill stations have been installed
 - All A/Cs running, electric and plumbing: no problems
 - Hired a cleaning company who works during school hours disinfecting the restrooms. Every restroom is being disinfected every 15-20 minutes.
 - Custodial team is disinfecting the 5 lunch areas after every lunch and other high-touch surfaces like doors and handles throughout the day.
 - Night crew is disinfecting the entire school with fog disinfectant machine. Top rated disinfectant for COVID-19.
 - Safety committee meet last week to review all existing processes and is meeting next week to review new policies.
 - AA drill tomorrow, fire drill by end of month
- Staff Report: none
- PTEG Report: none

- Financial Report: Presented by Scott Craver and Nathan Weatherilt
 - Reviewed Detail Report
 - School will show a loss because of the way the bond was restructured. It must be recorded this way for accounting/auditing purposes.

Motion:	Scott Craver	To approve the July 2020 financial reports as presented.
Second:	William Delgado	
Passed:	Unanimous	

- Reviewed Budget: break even budget proposed
- Teacher salary increases budgeted.
- PPP Loan included in budget but will not be utilizing the funds until it's forgiven.

Motion:	Scott Craver	To approve the proposed Prep FY 2021 budget.
Second:	Nathan Weatherilt	
Passed:	Unanimous	

Motion:	Scott Craver	To approve the Proposed Primary FY 2021 budget.
Second:	Nathan Weatherilt	
Passed:	Unanimous	

VI. Committee Updates

- Tech Committee: Presented by William Delgado
 - Committee did not meet but have been working in the background to make sure all teachers and students are up and running.
 - Most of the work being uploaded in the files to Teams
 - Word, Excel, etc. Available to students via Office 365
 - Younger grades: some paper and workbooks went home
- Personnel Committee: did not meet
- Board Development Committee: did not meet
- Buildings and Grounds: did not meet

VII. Old Business: none

VIII. Miscellaneous: none

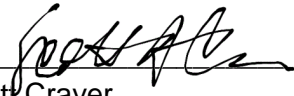
- Mia Cloud: any Feedback from Teachers regarding Traditional vs. Innovative?
 - Kristin: teachers we lost, many of them just did not feel comfortable in a school environment during COVID. There has been some frustration, but we've been working through it. The first few weeks are about setting expectations and getting to know the kids just like if we were all in-person.
 - Internet will be upgraded September 15th. Some lagging until then but they are managing.

- Middle School Cohorts: Teachers are trying to figure out brain breaks for kids stuck in a classroom all day that aren't used to it and are working with their peers who teach younger grades for support.
- Teachers are doing a fantastic job.
- New staff is spot-on and a good fit for the school.
- A lot of questions but teachers are feeling supported and questions are getting addressed.

IX. New Business: none

X. Other: none

Motion:	Scott Craver	To adjourn the meeting at 7:47pm.
Second:	Nathan Weatherilt	
Passed:	Unanimous	

Signature:  9/22/2020
Name: Scott Craver
Title: Chairman of Board of Directors