



## PPA BOARD OF DIRECTORS MEETING MINUTES

May 23, 2017

**Attendance:** Scott Craver, Penny Yanacheck, William Delgado, Nathan Weatherilt, Eon Pereira, Theresa Jacobowitz, Amanda Matsumoto (Principal, Pinellas Preparatory Academy), Nancy Walker (Principal, Pinellas Primary Academy)

**Public Comment:** None

**Meeting Called to Order:** 7:07 pm

**Approval of Minutes:**

**Motion** Scott Craver: To approve minutes as presented. **Seconded** William Delgado **Passed** – Unanimous

**Reports:**

### **Administrative Report (presented by Nancy Walker and Amanda Matsumoto-Roberts)**

- Curriculum:
  - No changes (both schools)
- Personnel:
  - The 2017-2018 placements are almost complete
  - Contracts for instructional personnel will be signed on Thursday
- Student Enrollment:
  - Prep is at 439 – one 8<sup>th</sup> grader enrolled in their high school early and elected to move early in order to help with the transition. The spot will not be filled prior to the end of the 2016-2017 school year
  - Primary is at full enrollment
- School Events (non-PTEG events)
  - All end of year field trips have been completed and were successful
  - 3<sup>rd</sup> grade FSA results are in. PPA scored 71% Level 3 or higher. District score is 56%; State score is 58%
  - District site visit went well – no issues
  - 8<sup>th</sup> grade graduation is Wednesday at 6:30 PM at Pinellas Park High School. Our 8<sup>th</sup> graders will be attending the following high schools. 60 students out of a graduating class of 79 (76%) are enrolled in special high school programs:
    - Boca Ciega, Medical program – 1 student
    - Clearwater, Cambridge program – 1 student
    - Clearwater, Career Academy for International Studies and Commerce (CAICC) – 3 students
    - Dixie Hollins, Digital Arts – 2 students
    - Dixie Hollins, Cambridge program – 5 students
    - East Lake, Performing Arts program – 1 student
    - Lakeland, CAT program – 1 student
    - Largo, EXCeL program – 12 students
    - Largo, IB program – 11 students



- Northeast, Finance program – 1 student
- Osceola Fundamental – 5 students
- Pinellas Park, Criminal Justice program – 6 students
- Pinellas Park, First Responders program – 3 students
- Seminole, CEL program – 1 student
- Private High Schools – 5 students
- Ray Brewer (PPA class of 2015) was injured in a car accident on his way to Disney. He was air flighted to Orlando Regional and has been there since the accident. Many PPA alumni came to Ms. Matsumoto-Roberts to discuss what they could do to help Ray and his family. Alumni and current students will be hosting a talent show on Tuesday, June 6<sup>th</sup> under PPA's covered court. Tickets will be \$10 each.

### **Facilities Report (presented by Steve Tye)**

- Annual Health & Safety inspection was completed – passed with no issues
- Mr. Tye thanked PTEG for providing the new pull up bars for the playground

### **Staff Report - None**

### **PTEG Report (presented by John Foss)**

- Muffins for Mom, Multicultural Night, General Meeting, and PTEG elections were held on the same day. All events were well attended and very successful.
- PTEG Board transition meeting is scheduled for June 6<sup>th</sup>
- PTEG had approved the following expenditures:
  - \$7500 towards additional computers for Prep
  - Play court
  - Shed for Theatre/Sports departments
  - iPads for Primary Arts department
  - Shirts for PPA staff

### **CPA Report**

- Unrestricted Cash for the period ending April 30, 2017 is up \$302K since 6/30/2016 ended and up \$450K since 6/30/2015:
  - Unrestricted cash – Primary \$652K
  - Unrestricted cash – Preparatory \$1,129K
- Restricted cash is up \$19K over prior year ending to \$907K
- Total reconciled cash at April 30, 2017: \$2.7M
- Trailing 13-month report of cash & debt covenants (attached).
- Due from Preparatory to Primary total (net): approximately \$111K relates to allocations of income collected by Prep for Primary
- Current operating budget was approved by Board June 19, 2016. The budget copy was previously provided to Board.
- Full Time Equivalency student counts:
  - Primary 324
  - Preparatory 440



- District compliance:
  - April 2017 financial statements issued to Pinellas School district on 5/14/2017
- Debt Covenant (both schools):
  - EBITDA annualized: \$1.219M (4/30/17: Primary \$396K / Prep \$620K)
  - Debt service coverage annualized (EBITDA divided by \$675K debt service no less than 1.1 required): 1.81
  - Unreserved cash (5% minimum required on \$5.5M total expenses): 32.4%
- Tax matters:
  - Form 990 for the year ending 6/30/2016 was filed on May 12, 2017.
- Audit matters – None at this time
- Long term debt balance at January 31, 2017: \$8.6M

**Motion** Scott Craver: To approve financials as presented. **Seconded** Theresa Jacobowitz **Passed** – Unanimous

### Committee Updates

- Tech Committee –
  - Quick Books has been purchased
  - Back-up system purchased
  - New bell system being deployed
  - System maintenance and clean-up will take place during summer break
- Personnel Committee –
  - Meeting held May 8, 2017 to discuss Principal Contracts for 2017/2018 school year (meeting minutes attached). Committee recommendations were presented to the Board.

**Motion** Scott Craver: To accept recommendations of the Personnel Committee regarding Principal contracts and compensation. **Seconded** Penny Yanachek **Passed** – Unanimous

- Board Development Committee – did not meet
- Buildings and Ground Committee – did not meet

### Old Business –

- Action Items from Board Meeting:
  - Mission Statement – Eon provided a draft revision to the Board prior to the meeting. Tabled discussion until the June Board meeting
  - Schedule a strategic planning session – Scott will forward the facilitator contact information to Amanda to get additional information
  - Determine improvement goals and targets
  - Bylaw review
  - 501C(3) status
  - Board Member agreement measurements
  - Review the financial reports slide from Board Training and determine any changes to current financial reports being provided by McCrady-Hess



**New Business –**

- Principals' Contracts & Salaries – addressed during Personnel Committee updates
- 2017/2018 Budget – tabled until June Board Meeting
- 2017/2018 Returning Board of Directors:
  - All Board members present indicated that would return for 2017/2018
  - Ms. Matsumoto-Roberts will check on the remaining terms for each of the current Board members

**Other –**

- Mr. Craver met informally with a representative from a fingerprinting company that is interested in attending a parent or PTEG meeting to provide free fingerprinting services for PPA volunteers. Ms. Matsumoto-Roberts will check with the District to see if we are required to use the District's vendor for this service.

**Motion** Scott Craver: To adjourn. **Seconded** Penny Yanacheck **Passed** – Unanimous

**Adjourned** – 7:40 p.m.

**Approval of Minutes:**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_



# Board Meeting Agenda

Board of Directors Meeting • June 20, 2017 • 7:00pm  
Pinellas Preparatory Academy  
2300 S. Belcher Road, Largo

**I. Call To Order**

**II. Public Comment**

**III. Roll Call**

**IV. Approval of Minutes**

**V. Reports**

Administrative Report

Facilities Report

Staff Report

PTEG Report

Financial Report

Provide and Review Detail Reports

**VI. Committee Updates**

Tech Committee

Personnel Committee

Board Development Committee

Buildings and Grounds

**VII. Old Business**

**VIII. Miscellaneous**

**IX. New Business**

2017-18 Budget

**X. Other**