

Board Meeting Minutes

Board of Directors Meeting
September 22, 2020 • 7:00pm
Digital Meeting via Zoom
Pinellas Preparatory Academy
2300 S. Belcher Road, Largo, FL

- I. Call To Order: 7:05
- 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
 - Amanda Matsumoto-Roberts: Director of Business Operations
 - Kristin Vollmer: K-8 Principal
- IV. Approval of Minutes

Motion:	William Delgado	To approve the minutes for the August 25, 2020 Board meeting as presented.
Second:	Mia Cloud	
Passed:	Unanimous	

Motion:	William Delgado	To approve the minutes for the September 15, 2020 Special Board meeting as presented.
Second:	Mia Cloud	
Passed:	Unanimous	

- V. Reports
 - Administrative Report
 - Kristin Vollmer: Primary 322, Prep 437
 - Instructional Program:
 - a. Curriculum: no changes both schools
 - b. Student Enrollment:
 - i. Primar: 322
 - ii. Prep 437
 - iii. Sarah Yack has two third grade seats with offers out and is waiting to hear back from parents.
 - Additional Information: A survey was sent out to get a glimpse on parent thoughts on returning. Survey came back 71% want in person and 29% innovative. The reopening committee is looking at the

following: Going back to a traditional schedule, steps to open and sanitize the playground, offering electives, keeping mask mandates, keeping as much social distancing as possible, Continued backpack/individual supplies, spacing/reopening lunchroom spaces, furniture movement etc.

- Amanda Matsumoto-Roberts: Amanda and Antwan met with Vladimir Munez last week to review our bond reporting requirements and the process for invoices and payments for the gym project.
- Facilities Report: presented by Steve Tye via Amanda Matsumoto-Roberts due to technology issues.
 - No issues to report at this time.
 - Continuing to clean and sanitize the building.
- Staff Report: none
- PTEG Report: Presented by Jamie Robinson, PTEG President
 - Held election for 2020-2021 school year this evening
 - Condensed the size of the board and elected new board members this evening
 - October 23rd- Sonny's BBW fundraiser
- Financial Report: presented by Nathan Weatherilt
 - Provide and Review Detail Report: both schools showing as a loss for YTD due to timing of funding and purchasing additional supplies for COVID which will be reimbursed by CARES funding once the funds are spent.
 - Budget approved, not pending as shown on Treasurer's report

Motion:	Nathan Weatherilt	To approve the August financials as presented.
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Second:	Scott Craver
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Passed:	Unanimous
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VI. Committee Updates

- Audit Committee: Presented by Nathan Weatherilt
 - Review of Audit: Auditors completed the annual audit process
 - Auditors issued a clean opinion
 - Notes of financials explain the accounting entries related to the expenses/savings in the bond refinance transaction and overall accounting of the schools.
 - Internal Controls: no material weaknesses
- Tech Committee: did not meet
- Personnel Committee: presented by Theresa Jacobowitz
 - Discussed the Part-Time Hourly Paid Holidays Policy

Motion:	Theresa Jacobowitz	Motion to pay all hourly employees (full time and part time) for the holidays outlined in the employee handbook if they would typically be scheduled to work on the holiday. These holidays are:
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- Independence Day (or the day preceding or following if it falls on a weekend) (only if they are 12 month employees)
- Labor Day
- Thanksgiving (total of 3 days)
- 5 Days at Winter Break
- Martin Luther King, Jr. Day
- Memorial Day

This policy will go into effect at the beginning of this fiscal year (7/1/2020).

Second: Scott Craver

Passed: Unanimous

- Board Development Committee: did not meet
- Buildings and Grounds Committee: did not meet
- Budget Committee: presented by Scott Craver
 - 2020 Staff Retention Bonus: recommends to proceed with paying a bonus to returning teachers which would be allocated to 2019

Motion: Scott Craver

To pay a retention bonus to all returning salaried employees in the amount of 3.1% of their 19-20 paid salary, all returning part time hourly employees a bonus of \$275, and all returning full time hourly employees a bonus of \$500. The total amount of all bonuses is \$79,606.89.

Second: William Delgado

Passed: Unanimous

VII. Old Business: none

VIII. Miscellaneous: none

IX. New Business: presented by Amanda Matsumoto-Roberts

- COBRA management company- switch to Pro Benefits from Wageworks
 - Discussed
- Pinellas County Charter School ALERT Grant: Alyssa's law
 - Requires panic button at all schools
 - Pinellas County received a grant to cover the cost of implementation. Will be using grant for the technology portion. Fees are comparable or less than other vendors they've looked at and ensures compliance with Alyssa's law.
- Gymnasium Construction Project:
 - Approval of updated contract with Icon Consulting

Motion: William Delgado

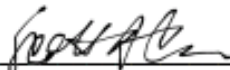
Move forward with revised contract for gym construction

Second: Scott Craver

Passed: Unanimous

- X. Other
- XI. Adjourn

Motion:	William Delgado	To adjourn the meeting at 7:49pm
Second:	Scott Craver	
Passed:	Unanimous	

Signature:  _____
Name: Scott Craver
Title: Chairman of Board of Directors