



**PPA BOARD OF DIRECTORS MEETING MINUTES**  
**June 21, 2016**

**Attendance:** Scott Craver, Penny Yanacheck, Michelle Knight, William Delgado, Amanda Matsumoto (Principal, Pinellas Preparatory Academy), Mike Hess (McGrady Hess)

**Public Comment:** N/A

**Meeting Called to Order:** 7:30 pm

**Approval of Minutes:**

**Motion** Scott Craver: To approve minutes as presented. **Seconded** Michelle Knight **Passed** – Unanimous

**Reports:**

**Administrative Report (presented by Amanda Matsumoto)**

- Curriculum:
  - Primary has purchased Eureka, a new math curriculum, for the 2016/2017 school year.
  - Prep will be purchasing Envision, a new math curriculum, for 4<sup>th</sup> grade for the 2016/2017 school year. This program will run up to 5<sup>th</sup> grade for the 2017/2018 school year.
  - FSA Scores are in. Primary and Prep out-scored State and District in almost all categories.
  - Social Studies Curriculum:
    - Pinellas County Middle School are changing their Social Studies curriculum for the 2016/2017 school year as follows:
      - 6<sup>th</sup> Grade – US History
      - 7<sup>th</sup> Grade – Civics
      - 8<sup>th</sup> Grade – US History
    - At the end of a 3-year transition period courses will be taught in the following order:
      - 6<sup>th</sup> Grade – US History
      - 7<sup>th</sup> Grade – Civics
      - 8<sup>th</sup> Grade – World Culture
    - This change is being made to better prepare students for the Civics EOC exam.
- Personnel:
  - All positions have been filled or an offer letter has been sent.
- Student Enrollment:
  - Both school are prepared to open with full enrollment
- School Events (non-PTEG events):
  - The last week of school was successful even with the arrival of a tropical storm.
  - 8<sup>th</sup> Grade graduation was rescheduled to Tuesday, June 7<sup>th</sup> due to the tropical storm. The event was a success.



- Other Items:
  - Primary, by unanimous vote, had their charter renewed for a 5-year period by the Pinellas County School Board.
  - Board requested, going forward, principals report on the status of specific goals required by their charter.

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

- Maintenance staff is making progress with room changes and primary requests.
- Linoleum flooring in the hallway from the lobby to the covered court exit doors will be replaced with tile.
- Sod will be replaced in both field areas and in front of the school.
- An awning from the side exit door to the covered court will be installed once the permit is in-hand.
- Seven minor roof leaks were detected during the tropical storm.
- Prep cafeteria lights have been delivered and will be installed.

#### **Staff Report – N/A**

#### **PTEG Report - N/A**

#### **CPA Report:**

- Unrestricted Cash for the period ending May 31 ,2016 is up \$79K over prior year ended:
  - Unrestricted cash – Primary \$659K
  - Unrestricted cash – Preparatory \$788K
- Restricted cash is up \$37K over prior year ending to \$870K
- Total reconciled cash at March 31, 2016: \$2.3M
- Due from Primary to Preparatory total (new): approximately \$1K related to payroll (timing of funding from Primary to Prep following payroll and/or shared expense allocations).
- Current operating budget was approved by Board June 16, 2015. The budget copy was previously provided to the Board.
- The FY2017 budget is being presented to the Board for approval.
- District Compliance:
  - May 2016 financial statements issued to Pinellas School district on 6/15/16.
- Debt covenant updates:
  - None at this time.
- Tax matters:
  - None at this time
- Audit matters:
  - None at this time.
- Long term debt balance at May 31, 2016: \$8.7M

**Motion** Michelle Knight: To approve the 2016/2017 Pinellas Preparatory Academy budget as presented. **Seconded** William Delgado **Passed** – Unanimous



**Motion** Michelle Knight: To approve the 2016/2017 Pinellas Primary Academy budget as presented. **Seconded** Penny Yanacheck **Passed** – Unanimous

**Committee Updates**

- Tech Committee –
  - New PPA, Inc. website will be rolled out at for the August 4<sup>th</sup> open houses.
  - Gathering quotes to wire the Prep side
  - Committee is working toward providing budget recommendations in January for budget planning purposes
- Personnel Committee – next scheduled meeting is June 29<sup>th</sup> at 6:30 PM
- Board Development Committee – did not meet
- Buildings and Ground Committee – did not meet

**Old Business –**

- Bond – Chuck Cantonese will be meeting with his boss on June 24<sup>th</sup> to discuss the PPA bond. Scott Craver and Mike Hess will speak to Chuck prior to the meeting to answer any open questions.

**Miscellaneous – N/A**

**New Business –**

- Student Uniform Funding

**Motion** Scott Craver: To continue the current student uniform policy for Pinellas Preparatory Academy. **Seconded** William Delgado **Passed** – Unanimous

**Motion** Scott Craver: To continue the current student uniform policy for Pinellas Primary Academy. **Seconded** Michelle Knight **Passed** – Unanimous

**Motion** Scott Craver: To adjourn. **Seconded** Michelle Knight **Passed** – Unanimous

**Adjourned** – 8:20 p.m.

**Approval of Minutes:**

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

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

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



# Board Meeting Agenda

Board of Directors Meeting • July 19, 2016 • 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**

School Uniform Update

**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**



X. Other