



**PPA BOARD OF DIRECTORS MEETING MINUTES**  
**August 21, 2018**

**Attendance:** Scott Craver, William Delgado, Nathan Weatherilt, Theresa Jacobowitz, Richelle Bradshaw, Nancy Walker (Principal, Pinellas Primary Academy)

**Meeting Called to Order:** 7:10 pm

**Public Comment:** Carrie Esposito

Carrie addressed The Board to express concern over the security changes, specifically Public School/Charter Board rules with new security measures. She asked what changes have been made and how this affects parents and people that belong on school property. She requested additional communication from the school regarding security changes. Scott Craver, William Delgado and Richelle Bradshaw briefly responded to her.

**Approval of Minutes:**

**Motion** Richelle Bradshaw: To approve minutes as presented. **Seconded** Nathan Weatherilt **Passed** – Unanimous

**Reports:**

**Administrative Report (presented by Nancy Walker)**

Instructional Program:

- Curriculum:
  - Both Schools: No changes

Student Enrollment:

- Both schools are full and started the school year full
- Primary lost 2 students early in and they were replaced

Faculty:

- Mrs. Darnold gave her notice 1 week before school started, breaking her contract. At this time Ms. McGuire is subbing.
- Officer Dan Ross started on 8/13/18

Additional Information:

- All new cameras have been installed and are viewable
- Officer Dan has been actively meeting students in the lunchrooms and has gone into the Primary grades to speak with students about citizenship
- We have our first Active Assailant drill scheduled for this month; the focus is on “Run”
- We took delivery of the classroom door barriers today
  - Ryan Armes company, RT Engineering, has nearly completed the delivery of the door barriers. They should be completing the job this week.



- They have worked with Administration, Safety & Maintenance, and Largo PD to make prototypes for all types of doors throughout the school

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

- All inspections have been completed and passed satisfactorily.
- Summer work has been completed including –
  - Installation of fans for covered court (provided by PTEG)
  - Installation of additional refrigerator required for the cafeteria
  - Remaining floor replacement
  - Installation of new counters and sinks in prep bathrooms
  - Painting of building exterior
- Additional Items in Progress -
  - Installation of security fencing in parking area
  - Double entry installation at main entrance

### **Staff Report (presented by Stephanie Schell)**

Very smooth return to school and the staff is excited for a new school year

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

- Teacher appreciation breakfast and mandatory medication administration training was help for all staff before school started
- Back to School Barb-B-Que is August 24, 2018
- PTEG has approved three proposals so far this year
  - iPads
  - Sketch Pads
  - PE Program
- Starting an All Pro Dads chapter at PPA with a lot of interest so far

### **CPA Report**

- Unrestricted Cash for the period ending July 31, 2018 is up \$33K since 6/30/2018, up \$944K since 6/30/2017 and up \$1.5M since 6/30/2016
  - Unrestricted cash – Primary \$1,324K
  - Unrestricted cash – Preparatory \$1,393K
- Restricted cash is down \$28K over prior year ending to \$916K
- Total reconciled cash at July 31, 2018: \$3.7M
- Trailing 13-month report of cash and debt covenants attached to Treasurers Report
- Due from Preparatory to Primary total (net): approximately \$20K relates to allocations to income collected by Preparatory for Primary, net of payroll expenses paid by Preparatory for Primary.



- Current operating budget was approved by Board May 2018. The budget copy was previously provided to Board.
- Full Time Equivalency student counts:
  - Primary – 324
  - Preparatory – 440
- District compliance:
  - July 2018 Financial statements issued to Pinellas School district on 8/15/2018.
- Debt covenant (both schools):
  - EBITDA annualized: \$1.2M (7/31/18: \$328K/Prep \$841K)
  - Debt service coverage annualized (EBITDA divided by \$675K debt service no less than 1.1 required): 1.73
  - Unreserved cash (5% minimum required on \$5.5 total expense): 49.4%
- Long term debt balance at July 31, 2018: \$8.5M
- Tax matters:
  - None at this time.
- Audit matters
  - Client assistance package prepared and uploaded to auditors 7/26/18
  - On site fieldwork is currently being performed by the external auditors

**Motion** Scott Craver: To approve financial report. **Seconded** Nathan Weatherilt **Passed** – Unanimous

#### **Committee Updates**

- Tech Committee (presented by William Delgado) –
  - Committee did not meet
  - New cameras are installed and operational. They have better zoom and tilt and a sharper image
  - Discussion on public records requests related to cameras
- Personnel Committee – Did not meet.
- Board Development Committee (presented by Scott Craver)
  - Received application from Mia Cloud for At Large position
  - Recommendation to The Board from the committee to approve Mia for the position

**Motion** Scott Craver: To approve Mia Cloud for the Pinellas Preparatory Academy, Inc. Board of Directors. **Seconded** Richelle Bradshaw **Passed** – Unanimous

- Buildings and Ground Committee – Did not meet

#### **Old Business –**

- Action Items from Board Meeting:
  - Mission Statement – a draft revision to the Board prior to the meeting. Tabled discussion until the Strategic Planning session



- Determine improvement goals and targets. Tabled until the Strategic Planning session
  - Bylaw review. Tabled until the Strategic Planning session
  - 501C(3) status. Tabled until the March Board meeting
  - Board Member agreement measurements. Tabled until the Strategic Planning session
  - Review the financial reports slide from Board Training and determine any changes to current financial reports being provided by McCrady-Hess. Tabled until the Strategic Planning session
- Strategic Planning: With the number of changes the school is facing related to the Marjory Stoneman Douglas Act and the LICR funding, the Administration would like to postpone the strategic Planning session. The Board discussed the following:
    - Postponing the session until early 2019
    - Holding another Strategic Planning meeting before sending the survey out
    - Recruiting additional school community support for the committee

**Miscellaneous** – None

**New Business** – Mia Cloud Board member application, see Board Development Committee section

**Other** – N/A

**Motion** Scott Craver: To adjourn. **Seconded** William Delgado **Passed** – Unanimous

**Adjourned** – 8:15 p.m.

**Approval of Minutes:**

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

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

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



# Board Meeting Agenda

Board of Directors Meeting • September 18, 2018 • 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
  - 403B Plan Review
  - Copy Machine contract
  
- X. Other