**PPA BOARD OF DIRECTORS MEETING MINUTES**

**May 15, 2018**

**Attendance:** Scott Craver, Penny Yanacheck, William Delgado, Michelle Knight (arrived 7:38 PM), Nathan Weatherilt, Theresa Jacobowitz, Amanda Matsumoto-Roberts (Principal, Pinellas Preparatory Academy), Nancy Walker (Principal, Pinellas Primary Academy)

**Public Comment**: None

**Meeting Called to Order**: 7:05 pm

**Approval of Minutes**:

**Motion** Scott Craver: To approve minutes as presented. **Seconded** Nathan Weatherilt **Passed** – Unanimous

**Reports:**

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

* Curriculum – No changes for either school
* Personnel – No changes for either school
* Student Enrollment –
  + Prep – 439 students (not filling remaining spot to help prepare for 2018/2019 school year)
  + Primary- 324
* Other Items:
  + 8th grade Gradventure was last Friday at Universal Studios. It was a great trip.
  + This year’s graduating class was admitted into the following programs –
    - Largo ExCel – 23
    - Largo IB - 9
    - Zoned high schools – 8
    - Pinellas Tech High – 6
    - Clearwater Cambridge – 6
    - Osceola Fundamental – 5
    - Gibbs PCCA – 4
    - Palm Harbor Medical – 3
    - Boca Ciega – Medical - 2
    - Dixie Hollins – Culinary – 2
    - Northeast – Culinary - 2
    - Pinellas Park – First Responders – 2
    - Pinellas Park – Criminal Justice – 2
    - Private – 2
    - Seminole – CEL – 2
    - Dunedin – Fundamental – 1
    - Seminole - IHAWK – 1
    - Seminole – STEM - 1
  + This year’s graduating class has the following percentages for student choices –
    - 90.4% in special programs
    - 10.7% in IB
  + Primary was named a School of Excellence in September, but was only recently made aware of this recognition. This designation is based on test scores. Primary was one of only thirteen K-5 schools, and one of only two charter schools in Pinellas County to earn this honor.
  + We hosted a district-wide charter school ESE training on May 8h. Participants’ feedback indicated that attendees were impressed with our school and students.
  + On May 24th, the last day of school, school will release at 12:00 PM.
  + Rick Wolfe did the district’s campus visit yesterday. There were no issues noted.
  + There was a District School Safety Meeting yesterday. Mr. Tye and Mr. Youmans, who are members of the PPA Safety Committee, presented our schools.
  + There are ongoing discussions continuing regarding school resource officer requirements, costs, regulations, etc. for the 2018/2019 school year. The Principals will keep the Board updated as conversations continue.

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

* All inspections have been completed and passed satisfactorily.
* Summer work list is in place and contains the following items –
  + Installation of fans for covered court (provided by PTEG)
  + Installation of additional refrigerator required for the cafeteria
  + Installation of security fencing in parking area
  + Double entry installation at main entrance
  + Ongoing floor replacement
  + Installation of new counters and sinks in prep bathrooms
  + Painting of building exterior

**Staff Report -** None

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

* PTEG elections for the 2018/2019 school year have been held
* Multi-Cultural Night was a success with 24 cultures represented and approximately 340 attendees
* There were approximately 350 moms that RSVP’d for Muffins with Mom
* The PTEG calendar for the 2018/2019 school year has been set
* PTEG raised approximately $120K during the 2017/2018 school year
* 22 laptops and a charging station has been purchased for Prep ($13K)

**CPA Report**

* Unrestricted Cash for the period ending April 20, 2018 is up $1.020K since 6/30/2017, up $1,327K since 6/30/2016 and up $1,506K since 6/30/2015
  + Unrestricted cash – Primary $1,242K
  + Unrestricted cash – Preparatory $1,563K
* Restricted cash is up $47K over prior year ending to $1,229K
* Total reconciled cash at April 30, 2018: $4.03M
* Trailing 13-month report of cash and debt covenants attached to Treasurers Report
* Due from Preparatory to Primary total (net): approximately $46K 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 June 2017. The budget copy was previously provided to Board.
* Full Time Equivalency student counts:
  + Primary – 324
  + Preparatory – 439
* District compliance:
  + April 2018 Financial statements issued to Pinellas School district on 5/10/2018.
* Debt covenant (both schools):
  + EBITDA annualized: $2,044K (6/30/18: $911K/Prep $1,133K)
  + Debt service coverage annualized (EBITDA divided by $675K debt service no less than 1.1 required): 3.03
  + Unreserved cash (5% minimum required on $5.5 total expense): 51.0%
* Long term debt balance at April 30, 2018: $8.5M
* Tax matters:
  + None at this time.
* Audit matters
  + None at this time.

**Motion** Scott Craver: To approve financial report. **Seconded** Penny Yanacheck **Passed** – Unanimous

**Committee Updates**

* Tech Committee – Did not meet
* Personnel Committee – Did not meet. Next Personnel Committee meeting set for May 29, 2018 at 2 PM.
* Board Development Committee – Did not meet
* 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: Due to scheduling conflicts and workload at the end of the school year, the Strategic Planning Session has been moved to September 22nd. Surveys will go out to stakeholders during the summer, shortly before the start of the new school year.

**Miscellaneous –** None

**New Business –**

* 2018/2018 Budgets
  + Proposed budgets were presented to the Board for review.

**Motion** Scott Craver: To approve the Pinellas Primary Academy 2018/2019 budget with one correction to reflect Net Income of $ $ 447,669. **Seconded** Michelle Knight **Passed** – Unanimous

**Motion** Scott Craver: To approve the Pinellas Preparatory Academy 2018/2019 budget with one correction to reflect Net Income of $ $ 410,050 . **Seconded** Michelle Knight. **Passed** – Unanimous

**Motion** Scott Craver: To approve the use of $20,000 LCIR funds during the 2017/2018 school year for Prep curriculum. **Seconded** William Delgado. **Passed** – Unanimous

**Other –** N/A

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

**Adjourned –** 8:08 p.m.

**Approval of Minutes**:

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

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

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