



## **PPA BOARD OF DIRECTORS MEETING MINUTES**

### **April 18, 2017**

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

**Public Comment:** None

**Meeting Called to Order:** 7:04 pm

**Approval of Minutes:**

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

**Reports:**

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

- Curriculum:
  - No change at either school for current school year
  - 2017/2018 school year Pinellas Primary will begin a Spanish/PE immersion curriculum
- Personnel:
  - No changes for either school for current school year
  - Many hires have been made for the 2017/2018 school year
- Student Enrollment:
  - Both schools have full enrollment
- School Events (non-PTEG events):
  - 7<sup>th</sup> and 8<sup>th</sup> grade students returned on April 5<sup>th</sup> from another great Washington, DC trip
  - On March 31<sup>st</sup> 8<sup>th</sup> graders in NJHS attended Give Kids the World and volunteered.
  - Beauty and the Beast was performed at Pinellas Park High School on April 13<sup>th</sup> & 14<sup>th</sup>.

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

- 1 year fire sprinkler inspection was conducted – no discrepancies were found
- PTEG provided 4 new picnic tables and 4 portable basketball systems to PPA

**Staff Report – (presented by Mrs. Sill)**

- Thank you to PTEG for all they do for the PPA teachers and staff
- Thank you to Mrs. Walker and Ms. Matsumoto for being so supportive of staff and being open and available



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

- Moe's Spirit Night being held today
- Daddy Daughter Dance is on Saturday
- May 1<sup>st</sup> – 5<sup>th</sup> is Staff appreciation week; many events are planned
- May 9<sup>th</sup> – Muffins for Mom
- May 9<sup>th</sup> – Multicultural Event
- May 9<sup>th</sup> – PTEG General meeting and elections
- In addition to the picnic tables and portable basketball systems, PTEG will be providing a shed for the use by the athletic and theatre departments

### **CPA Report**

- Unrestricted Cash for the period ending March 31, 2017 is up \$285K since 6/30/2016 ended and up \$433K since 6/30/2015:
  - Unrestricted cash – Primary \$673K
  - Unrestricted cash – Preparatory \$1,090K
- Restricted cash is up \$16K over prior year ending to \$904K
- Total reconciled cash at March 31, 2017: \$2.7M
- Trailing 13-month report of cash & debt covenants (attached)
- Due from Primary to Preparatory total (net): approximately 70K 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 the Board
- Full Time Equivalence student counts:
  - Primary 324
  - Preparatory 440
- District Compliance:
  - March 2017 financial statements issued to Pinellas School district on 4/15/2017
- Debt covenant (both schools):
  - EBITDA annualized: \$1.223M (3/31/17: Primary \$449K/Prep \$774K)
  - 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): 32.0%
- Tax matters:
  - Form 990 for the year ending 6/30/16 is due on or before 5/15/2017 on a 6-month extension (original due date 11/15/16). The auditors have been engaged to prepare the return.
- Audit matters
  - None at this time



- Long term debt balance at January 31, 2017: \$8.6M

During review of the Treasurer's Report the following revision was made to bullet point #5:

"Due from Preparatory to Primary..."

**Motion** Scott Craver: To approve financials with noted change. **Seconded** Nathan Weatherilt **Passed** – Unanimous

### **Committee Updates**

- Tech Committee – did not meet
- Personnel Committee – did not meet. Next meeting scheduled for May 8<sup>th</sup> at 4 PM
- Board Development Committee – did not meet
- Buildings and Ground Committee –
  - Working on 5-year maintenance plans
  - Reviewed work scheduled during the summer break

### **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 May 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
- Victor Jimenez has passed his tests.

### **Miscellaneous - None**

### **New Business –**

- Principals' Contracts – will be addressed at the May 8<sup>th</sup> Personnel Committee meeting

### **Other - None**

**Motion** Scott Craver: To adjourn. **Seconded** Nathan Weatherilt **Passed** – Unanimous

**Adjourned** – 7:36 p.m.



**Approval of Minutes:**

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

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

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



# Board Meeting Agenda

Board of Directors Meeting • May 23, 2017 • 7:00pm  
Pinellas Preparatory Academy  
2300 S. Belcher Road, Largo

- I. Call To Order**
- II. Roll Call**
- III. Public Comment**
- 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 Principal's Contracts and Salaries

2017-18 Budget

2017-18 Returning Board of Directors

**X.     Other**