

Board Meeting Minutes

Board of Directors Meeting
January 26, 2021 • 7:00pm
Digital Meeting via Zoom
Pinellas Preparatory Academy
2300 S. Belcher Road, Largo

I. Call To Order: 7:13pm

II. Public Comment

III. Roll Call

- Scott Craver: Board Chairman
- Nathan Weatherilt: Board Treasurer
- Theresa Jacobowitz: Board Secretary
- Kristin Vollmer: K-8 Principal
- Amanda Matsumoto-Roberts: Director of Business Operations

IV. Approval of Minutes

Motion: Scott Craver **To accept the December 2020 financials as presented.**

Second: Nathan Weatherilt

Passed: Unanimous

V. Reports

- Administrative Report
 - ⌘ Kristin Vollmer:
 - No changes to curriculum - Currently 2 teacher teams are evaluating our Math and Science curriculum/scope and sequence and looking at future replacements. Considering K-8 consistency with curriculum.
 - We have finally been able to implement more professional development since COVID began. 4 book studies happening, data studies, and even yoga for self-help.
 - Enrollment:
 - ⌘ Approx. 89% of students are in-person now
 - ⌘ We have 4 openings in Prep
 - ⌘ Primary is full however with the addition of the K/1 class we have physical space for 4 students in the school so we are working on filling those spaces so we will even out.
 - Prepping for our open house with COVID precautions in place. Thanks to Aimee Wickstrom we are developing a great video and flyers to support PPA and showcase who we are.
- Facilities Report: Amanda Matsumoto-Roberts
 - No known problems
 - Waxed floors during break
- Staff Report: none
- PTEG Report: Jamie Robinson
 - Tijuana Flats spirit night 2/10/21
 - ⌘ Discussed auction
 - ⌘ Will be discussing an apparel sale coming soon
- Financial Report
 - ⌘ Provide and Review Detail Report: presented by Nathan Weatherilt and Amanda Matsumoto-Roberts

- Submitted \$31,000 in CARES funds and will be submitting another \$37,000 which will be reimbursed.
- The bank requested that we add another payroll period to ensure we are 100% forgiven solely through payroll and don't need utilities.
- Scott will receive the forgiveness signature page in approximately 48 hours. That will then push the forgiveness application to SBA. SBA has 90 days to review.
- Tax docs coming due: Accounting firm will be sending to Scott for signature

Motion: Nathan Weatherilt **To accept the December 2020 financials as presented.**

Second: Scott Craver

Passed: Unanimous

VI. Committee Updates

- Tech Committee: did not meet
 - Amanda Matsumoto-Roberts: working on what we will need for next year
- Personnel Committee: did not meet
- Board Development Committee: did not meet
- Building and Grounds Committee: Amanda Matsumoto-Roberts
 - Gymnasium Project:
 - Gym committee continues to meet weekly
 - Antwan and Amanda met with Sunflower Bank last week. First round of construction payments went out.
 - ARC 3 is in their final stage
 - Civil Engineers begin their work this week
 - Soil sample occurs on Saturday
 - Once all of this information is obtained we will move onto the next step
 - Plan for PE and recess during construction has been made. Parking lot will be closed during the school day to ensure our students have a PE/recess field that is gated. Will be broken into 6 different fields.
 - Ordered a POD which will be delivered 2/28 so that the shed can be emptied and removed.

VII. Old Business

- School Merger: Amanda Matsumoto-Roberts
 - Contract received from Amy Hayes
 - Shawn Arnold is working with PCSB attorney at this point
 - Expect this process to be completed before the end of the school year
- Lunch Updates - Moving forward with School Lunch Coalition. They do all of the paperwork for FRL, NSL, and the procurement process to find a vendor. Costs for next year will be similar to 20-21.

VIII. Miscellaneous: none

IX. New Business: Presented by Amanda Matsumoto-Roberts

- ACA Compliance: All ACA compliance documents were submitted this week
- 21-22 Enrollment
 - ⊗ Kristin and Amanda had a meeting last week with all department heads to discuss adding 36 students next year.
 - ⊗ The decision was made to move forward
 - ⊗ We will be adding a K and 1
 - ⊗ This will help us prepare for the potential budget cuts that may come in 21-22
- Substitute Update: Moving forward with Kelly services for substitutes.

- ⌘ Should be up and running by March.
- ⌘ Will cost a little bit more but has been covered in fundraising

X. Other

Motion:	Scott Craver	To adjourn the meeting at 7:39pm.
Second:	Theresa Jacobowitz	
Passed:	Unanimous	

3/9/2021

Signature: _____

Name: Scott Craver

Title: Chairman of Board of Directors