



**PPA BOARD OF DIRECTORS MEETING MINUTES**  
**January 15, 2019**

**Attendance:** Scott Craver, Penny Yanacheck, William Delgado, Nathan Weatherilt, Theresa Jacobowitz, Richelle Bradshaw. Mia Cloud, 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 with one correction. **Seconded** Theresa Jacobowitz **Passed** – Unanimous

**Reports:**

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

- Curriculum – No changes for either school
- Personnel –
  - Mr. Draper give notice before Winter Break. Ms. Pettit has been hired to teach 4<sup>th</sup> grade at a long-term sub. Ms. Pettit is certified in MS ELA and is currently working on her Elementary certification. Once she had met all components of the Elementary K-6 certification, Ms. Pettit will become the teacher of record.
- Student Enrollment – Both schools are at full enrollment
- Other Items:
  - Prep teachers will not have meetings or professional development from February through early April. Teachers have requested this additional time to meet with their struggling learners. Due to the additional drills and responsibilities this year, we are really feeling the loss of time in the classroom. Teachers requested more time with these struggling learners to help fill the academic gaps. Each Prep teachers is providing an hour study session per week for an invited group of students.
  - Open House for potential new students and their families will be held on February 2<sup>nd</sup>.
  - Active Assailant drill was held yesterday and it went very well.

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

- Sod has been installed on the Prep side.
- No building issues at this time.

**Staff Report - None**



### **PTEG Report (presented by Melanie Gollnitz)**

- TI Fun Center fundraiser is Monday
- PTEG Business Meeting is Monday
- Tijuana Flats Spirit Night – January 23<sup>rd</sup>
- PTEG General Membership Meeting – January 29<sup>th</sup>
  - Recognizing members' volunteer hours
  - First 30 kids can receive free bike helmets
  - Mathnasium will be presenting
- Box Tops starts in February

### **CPA Report**

- Unrestricted Cash for the period ending December 31, 2018 is up \$122K since 6/30/2018, up \$1MK since 6/30/2017 and up \$1.3M since 6/30/2016:
  - Unrestricted cash – Primary \$1.3M
  - Unrestricted cash – Preparatory \$1.5M
- Restricted cash is down \$20K over prior year ending to \$1M
- Total reconciled cash at December 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 \$70K relates to allocations to income collected by Preparatory for Primary, net of payroll expenses paid by Preparatory for Primary.
- Board approved current operating budget May 2018. The budget copy was previously provided to Board.
- Full Time Equivalency student counts:
  - Primary – 324
  - Preparatory – 440
- District compliance:
  - December 2018 financial statements issued to Pinellas School district on 1/10/2019.
- Debt covenant (both schools):
  - EBITDA annualized: \$1.5M (12/31/18: \$674K/Prep \$843K)
  - Debt service coverage annualized (EBITDA divided by \$675K debt service no less than 1.1 required): 2.25
  - Unreserved cash (5% minimum required on \$5.5 total expense): 51.0%
- Long term debt balance at December 31, 2018: \$8.4M
- Tax matters:
  - No matters pending at this time.
- Audit matters
  - No matters are pending at this time.

**Motion Scott Craver:** To approve financial report as presented. **Seconded Richelle Bradshaw Passed – Unanimous**



### Committee Updates

- Tech Committee –
  - Working on LCIR list of expenditures
  - IT planning meeting next week
- Personnel Committee – Did not meet
- 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 has been forwarded to the Board. Tabled discussion until the Strategic Planning session
  - Determine improvement goals and targets. Tabled until the Strategic Planning session
  - 501C(3) status. Tabled until the March Board meeting
  - Corporate Policy & Procedures Task Force –
    - Task Force will meet at 4:30 PM on January 29<sup>th</sup> to review Chapters 1 & 2 of the existing Corporate Policy & Procedure Manual.
- Strategic Planning:
  - After the Board approves the Corporate Policy & Procedures manual, a date will be determined for the Strategic Planning session.
  - The survey for the Strategic Planning session will be send out at least 6 weeks prior to the Strategic Planning session.

### Miscellaneous – None

### New Business –

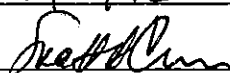
- Mr. Delgado suggested that the Board send out a climate survey to all PPA, Inc. employees. Respondents would remain anonymous and responses would be received and reviewed by the Board. Ms. Matsumoto-Roberts requested that the survey be distributed prior to the start of testing in May. The Board will discuss the questions for the survey at the February meeting.

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

**Adjourned** – 7:45 p.m.

### Approval of Minutes:

Date: 19 Feb 2019

Signed: 

Title: Board Chair