

PPA BOARD OF DIRECTORS MEETING MINUTES
July 18, 2017

Attendance: Scott Craver, Penny Yanacheck, William Delgado, Nathan Weatherilt, Theresa Jacobowitz
Amanda Matsumoto – Roberts (Principal, Pinellas Preparatory Academy)

Public Comment: N/A

Meeting Called to Order: 6:02 pm

Approval of Minutes:

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

Reports:

Administrative Report (presented by Amanda Matsumoto-Roberts)

- Curriculum – no changes (both schools)
- Staff/Personnel:
 - Out-of-field teacher(s) –
 - Lucia Barker. Mrs. Barker is certified and highly effective in K-6 and ESOL. Mrs. Barker will be teaching 6th grade Social Studies next year which she is certified to teach. Since the District teaches 8th grade social studies (U.S. History and Career Planning) in 6th grade, Mrs. Barker is out-of-field in the curriculum but in-field for the grade level. She will work towards being in-field during the 2017/2018 school year but can remain out-of-field and stay a highly effective teacher.
- Student Enrollment – Both schools are at full enrollment for the 2017/2018 school year with substantial waiting lists.
- Other Items:
 - Section 1003.455, Florida Statutes, was revised during the 2017 legislative session to include a state-level requirement for recess. Beginning with the 2017-2018 school year, students in grades K-5 are required to receive 100 minutes of unstructured, free-play recess each week so that there is a minimum of 20 consecutive minutes each day. Charter school and full-time virtual students are exempt from the recess requirement.
 - Both Prep and Primary have scheduled recess for K-8 every day next year. Students will not necessarily have 20 minutes as we already exceed PE and Health requirements, our students have over the required minutes for physical activity weekly.

Facilities Report – No report

Staff Report – No report

PTEG Report – (presented by Amanda Matsumoto-Roberts)

- Scheduled events:
 - Read-a-Thon
 - Fun Run will replace the annual auction. This event will guarantee a minimum of \$31K in fundraising dollars.

CPA Report

- Unrestricted Cash for the period ending June 30, 2017 is up \$297K since 6/30/2016 ended and up \$475K since 6/30/2015.
 - Unrestricted cash – Primary \$716K
 - Restricted cash – Preparatory \$1,057K
- Restricted cash is up \$24K over prior year ending to \$912K
- Total reconciled cash at June 30, 2017: \$2.7M
- Trailing 13-month report of cash & debt covenants (attached).
- Due from Preparatory to Primary total (net): approximately \$73K released to allocations of income collected by Prep for Primary.
- Current operating budget was approved by Board June 19, 2016 as amended May 23, 2017. The budget copy was previously provided to the Board.
- Full Time Equivalency student counts:
 - Primary – 324
 - Preparatory – 440
- District Compliance:
 - June 2017 financial statements issued to Pinellas School district on 7/8/2017.
- Debt covenant (both schools):
 - EBITDA annualized: \$1.13M (6/30/17: Primary \$478K / Prep \$648K)
 - Debt service coverage annualized (EBITDA divided by \$675K debt service no less than 1.1 required): 1.67
 - Unreserved cash (5% minimum required on \$5.5M total expenses): 32.34%
- Long term debt balance at January 31, 2017: \$8.6M
- Tax matters:
 - Form 990 for the year ending 6/30/16 was filed on May 12, 2017
- Audit matters – None at this time

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

Committee Updates

- Tech Committee – Did not meet
- 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 – Eon provided a draft revision to the Board prior to the meeting. Tabled discussion until the August Board meeting
 - Schedule a strategic planning session – Scott forwarded the facilitator contact information to Amanda to get additional information
 - Determine improvement goals and targets. Tabled until the August Board meeting
 - Bylaw review. Tabled until the August Board meeting
 - 501C(3) status. Tabled until the August Board meeting
 - Board Member agreement measurements. Tabled until the August Board meeting
 - Review the financial reports slide from Board Training and determine any changes to current financial reports being provided by McCrady-Hess. Tabled until the August Board meeting
 - Ms. Matsumoto-Roberts will check on the remaining terms for each of the current Board members. Tabled until the August Board meeting
 - Ms. Matsumoto-Roberts checked with the District and we are required to use the District's vendor for volunteer fingerprinting services.

Miscellaneous – N/A

New Business –

- Updated Policy of Student Pickup –
 - (4.4) **Releasing a Student From School:** Pinellas Preparatory Academy, Inc. is concerned about the safety of our students. Students will only be released to people who are their parents or legal guardians, unless we have received written permission to release the student to another adult. Pinellas Preparatory Academy, Inc. will release students to any authorized individual and will not honor requests to enforce timesharing plans, unless said plans contain language limiting the custodial rights of a particular parent (which would make them unauthorized to ever pick up the child). Pinellas Preparatory Academy, Inc. is not a third-party mediator or facilitator of a visitation schedule.

Motion Scott Craver: To approve updated Policy of Student Pickup as presented. **Seconded** Penny Yanacheck **Passed** – Unanimous

- Health Benefit Proposal for 2017/2018 school year

Motion Theresa Jacobowitz: To approve 2017/2018 school year benefits as described by Bouchard Insurance. If unlimited the unlimited PPO dental plan is close in price to the current dental plan the unlimited PPO dental plan will be selected. **Seconded** William Delgado **Passed** – Unanimous

- Collaborative Labs – Tour and Presentation
 - Laurie Hill provided the Board a tour of the Collaborative Labs, St. Petersburg College facility and presented an extensive presentation of the services they could provide to

help facilitate a successful strategic planning session. Ms. Hill will provide a proposal/statement of work that the Board can review at the August Board meeting.

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

Adjourned – 7:56 p.m.

Approval of Minutes:

Date: _____

Signed: _____

Title: _____