



PPA BOARD OF DIRECTORS MEETING MINUTES September 20, 2016

Attendance: Scott Craver, Penny Yanacheck, Michelle Knight (arrived at 7:18 PM, William Delgado, Nathan Weatherilt, Amanda Matsumoto (Principal, Pinellas Preparatory Academy), Nancy Walker (Principal, Pinellas Primary Academy)

Public Comment: N/A

Meeting Called to Order: 7:11 pm

Approval of Minutes:

Motion Scott Craver: To approve minutes as presented. **Seconded** William Delgado **Passed** – Unanimous

Reports:

Administrative Report (presented by Amanda Matsumoto)

- Curriculum:
 - No change
 - Primary has notified parents there is a Homework Helper workbook available for K-3 students for the new Eureka Math program. It is available for \$14.95.
- Personnel:
 - Ms. Bobbi's last day will be Friday, September 30th. We are currently looking for her replacement
 - Mrs. Glenn was unsuccessful in her last attempt at her Essay test for certification. We currently have Ms. Moreno as a long-term substitute. Mrs. Walker will consider replacing Mrs. Glenn but has put the decision on hold until October 30th as to whether to fill the opening with an interim or permanent teacher.
 - Ms. Moreno has a Florida Professional Educator's certificate in Spanish K-12.
- Student Enrollment:
 - Primary is at full enrollment, but have been notified one student will be moving. Calls were made today to fill the spot. We currently have 102 students on the first grade waiting list.
 - Prep is at full enrollment
- School Events (non-PTEG events):
 - Primary had a 9/11 remembrance assembly on 9/9 that went very well
 - Primary inducted this year's Safety Patrol at the assembly on 9/16.
 - 8th Grade is having a Presidential Debate Watching Party on 9/26
 - The DOE informed Pinellas County that hurricane days do not need to be made up



- Other Items:
 - We are currently looking at an alternative breakfast option, in addition to our breakfast program. This option would have breakfast carts set up at the entrances of both schools. Students would have the opportunity to take something off the cart, free of charge, and take it with them to class.
 - The Florida Teachers Classroom Supply Assistance Program (referred to as Lead money) has been sent to PCSB. We will process the \$245 per teacher prior to the deadline of September 20th.
 - The annual audit was completed approximately two weeks ago.
 - Out of Field Teachers for 2016/2017 school year:
 - Mrs. Meloy – Gifted
 - Mr. Darin – Gifted
 - Ms. Doecker – Gifted

Motion Penny Yanacheck: To approve the list of out of field teachers as presented by Ms. Matsumoto. These teachers, Mrs. Meloy, Mr. Darin, and Ms. Doecker, are all rated “highly qualified” and all hold professional certificates. **Seconded** Scott Craver **Passed** – Unanimous

Facilities Report (presented by Nancy Walker)

- There were a few minor roof leaks discovered during the hurricane. There were no other issues due to the extreme weather.
- Air quality testing was done two weeks ago – no issues were found.
- Temperature and humidity testing continues on a regular schedule. Records are available for review.

Staff Report (Ms. Mac Donald) – great start to the new school year!

PTEG Report (presented by John Foss)

- Sonny’s BBQ Spirit Night was a huge success, even with the hurricane postponement and the rain the day of the event.
- Read-a-thon fundraiser is going well. \$11,095 has been raised to date with an additional 9 days to go.
- PTEG General Board meeting will be September 27th featuring a free baked ziti dinner followed by fingerprinting services provided by the Largo PD.
- 9/28 – Donuts with Dad under the covered Court
- 10/15 – Fall Festival
- Liberty Lanes (owned by PPA parent, Alex Ross) opens to PPA families every 1st Friday afternoon. You can bowl for only \$5 and 100% goes back to PTEG.



CPA Report

- Unrestricted Cash for the period ending August 31, 2015 is up \$71K since 6/30/16 ended and \$162K since 6/30/15:
 - Unrestricted cash – Primary \$793K
 - Unrestricted cash – Preparatory \$756K
- Restricted cash is up \$5K over prior year ending to \$875K
- Total reconciled cash at August 31, 2016: \$2.4M
- Trailing 13-month report of cash & debt covenants provided for Board review.
- Due from Primary to Preparatory total (net): approximately \$94K relates to payroll (timing of funding from Primary to Prep following payroll and or share expense allocations).
- Current operating budget was approved by Board June 19.2016.
- Full Time Equivalence student counts:
 - Primary 324
 - Preparatory 440
- District Compliance:
 - August 2016 financial statement issued to Pinellas School district on 9/13/16.
- Debt covenant (both schools):
 - EBITDA annualized: \$1.56M (8/31/16: Primary \$120K / Prep \$140K)
 - Debt service coverage annualized (EBITDA divided by \$675K debt service no less than 1.1 required): 2.3
 - Unreserved cash (5% minimum required on \$5.5M total expenses): 28%
- Tax matters:
 - Form 990 for the year ending 6/30/16 is due on or before 11/15/16. The auditors have been engaged to prepare the return.
- Audit matters
 - The Auditors (La Manna Hernandez, PA) were onsite for fieldwork from August 24-26 and August 29 through September 2. We anticipate receiving the final audit report on or before September 30, 2016.
- Long term debt balance at August 31, 2016: \$8.7M

Motion Scott Craver: To approve financial reports as presented. **Seconded** Michelle Knight
Passed – Unanimous

Committee Updates

- Tech Committee –
 - Replacing firewall – will need to be completed prior to going live with new phone service. We will need to update the electronic door locks and fobs.
 - Looking to merge Google and Sycamore services to streamline checking homework assignments, etc.



- Personnel Committee –
 - Committee is working on how to move forward on a benefit package
 - Staff survey was reviewed at last meeting
 - Next meeting is 10/5 – meeting with Bouchard representative regarding questions posed by the committee based on the staff survey
- Board Development Committee – did not meet
- Buildings and Ground Committee – did not meet

Old Business – Board training will be held at the November 15th Board meeting

Miscellaneous – N/A

New Business – N/A

Other – N/A

Motion Scott Craver: To adjourn. **Seconded** Penny Yanacheck **Passed** – Unanimous

Adjourned – 7:38 p.m.

Approval of Minutes:

Date: _____

Signed: _____

Title: _____