



## PPA BOARD OF DIRECTORS MEETING MINUTES June 20, 2017

**Attendance:** Scott Craver, Penny Yanacheck, Michelle Knight (called in at 7:40 PM to discuss budget), William Delgado, Nathan Weatherilt, Theresa Jacobowitz Amanda Matsumoto (Principal, Pinellas Preparatory Academy), Nancy Walker (Principal, Pinellas Primary Academy – via speaker phone)

**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:
  - Both schools – no changes
- Personnel:
  - All contracts have been signed
  - Fingerprinting has been completed for most of the new teacher and teachers that needed renewal
- Student Enrollment:
  - Both schools are full for 2017-2018 with substantial waiting lists
- School Events (non-PTEG events):
  - Primary FSA Scores –
    - Reading - Students scoring a Level 3 or higher
      - Primary 71%
      - District 56%
      - State 58%
    - Math – Students scoring a Level 3 or higher
      - Primary 77%
      - District 60%
      - State 62%



- Prep FSA Scores –

- ELA – Students scoring a Level 3 or higher

	<b>PPA</b>	<b>District</b>	<b>State</b>
4 <sup>th</sup> Grade	67%	54%	56%
5 <sup>th</sup> Grade	59%	50%	53%
6 <sup>th</sup> Grade	77%	52%	52%
7 <sup>th</sup> Grade	82%	50%	52%
8 <sup>th</sup> Grade	73%	54%	55%

- Math – Students scoring a Level 3 or higher

	<b>PPA</b>	<b>District</b>	<b>State</b>
4 <sup>th</sup> Grade	64%	66%	64%
5 <sup>th</sup> Grade	58%	58%	57%
6 <sup>th</sup> Grade	87%	44%	51%
7 <sup>th</sup> Grade	84%	59%	53%
8 <sup>th</sup> Grade	77%	36%	46%

- Algebra I - Students scoring a Level 3 or higher

- Prep 95%
    - District 56%
    - State 60%

- Geometry I – Students scoring a Level 3 or higher

- Prep 100%
    - District 51%
    - State 53%

- Civics – Students scoring a Level 3 or higher

- Prep 98%
    - District 66%
    - State 69%

- Science – Students scoring a Level 3 or higher

	<b>PPA</b>	<b>District</b>	<b>State</b>
5 <sup>th</sup> Grade	43%	53%	51%
8 <sup>th</sup> Grade	49%	50%	48%

- Other Items:

- Graduating 8<sup>th</sup> graders have selected specialized high school programs (Magnet program or Career Academy) or Fundamental High Schools. Per the Boards request, the breakdown of programs selected for the past three graduating classes is as follows:

- Class of 2017 – 76% of graduating 8<sup>th</sup> graders have selected specialized programs (60 students out of 79 graduates):

- Boca Ciega HS – Medical Magnet – 2 students
      - Clearwater HS – Cambridge Program – 5 students



- Clearwater HS – CAICC (Career Academy for International Studies of Culture and Commerce) – 3 students
- Dixie Hollins HS – Digital Arts program – 2 students
- Dixie Hollins HS – Cambridge Program – 5 students
- Dixie Hollins HS – Culinary Arts Program – 2 students
- East Lake HS – Performing Arts Program – 1 student
- Lakewood HS – CAT (Center for Advance Technologies) Program – 1 student
- Largo HS – ExCeL Program – 12 students
- Largo HS – IB Program – 12 students
- Northeast HS – Finance Program – 1 student
- Osceola Fundamental HS – 5 students
- Pinellas Park HS – Criminal Justice Program – 6 students
- Pinellas Park HS – First Responders Program – 3 Students
- Private High Schools – 5 students
- Seminole HS – CEL Program – 1 student
- Class of 2016 – 92% of graduating 8<sup>th</sup> graders selected specialized programs (72 students out of 78 graduates):
  - Clearwater HS – Cambridge Program – 6 students
  - Clearwater HS – CAICC (Career Academy for International Studies of Culture and Commerce) – 3 students
  - Dixie Hollins HS – Graphic Arts program – 1 student
  - Dixie Hollins HS – Entertainment Arts Program – 1 student
  - Dixie Hollins HS – Career Academy – 1 student
  - Dixie Hollins HS – Cambridge Program – 2 students
  - Dunedin HS - Architecture Program – 1 student
  - East Lake HS – Engineering Program – 2 students
  - Gibbs High School – PCCA (Pinellas County Center for the Arts) – 2 students
  - Lakewood HS – CAT (Center for Advanced Technologies) Program – 1 student
  - Lakewood HS – AMSET (Aquatic Management Systems and Environmental Technology – 1 student
  - Lakewood HS – Marine Biology Program – 1 student
  - Largo HS – ExCeL Program – 11 students
  - Largo HS – IB Program – 5 students
  - Northeast HS – Finance Program – 4 students
  - Northeast HS AOIT (Academy of Technology) – 1 student
  - Osceola Fundamental HS – Career Academy – 1 student
  - Osceola Fundamental HS – Culinary Arts Program – 1 student



- Osceola Fundamental HS – 6 students
- Palm Harbor University High School – 1 student
- Pinellas Park HS – Criminal Justice Program – 5 students
- Pinellas Park HS – First Responders Program – 5 Students
- Private High Schools – 3 students
- Seminole HS – CEL (Center for Education and Leadership) Program – 4 students
- Seminole HS – iHawk Program – 1 student
- St. Petersburg HS – IB Program – 1 student
- Tarpon Sprints HS – Cambridge Program – 1 Student
- Class of 2016 – 71% of graduating 8<sup>th</sup> graders selected specialized programs (53 students out of 75 graduates):
  - Clearwater HS – AICE (Advanced International Certificate of Education) – 5 students
  - Clearwater HS – CAICC (Career Academy for International Studies of Culture and Commerce) – 3 students
  - Eastlake HS – Engineering Program – 1 student
  - Dixie Hollins HS – Graphic Arts Program – 1 student
  - Gbbs HS – BETA (Business, Economics, Technology Academy) – 1 student
  - Largo HS – ExCeL Program – 11 students
  - Largo HS – IB Program – 4 students
  - Lakewood HS – CAT (Center for Advanced Technologies) – 1 student
  - Osceola Fundamental HS – 10 students
  - Northeast HS – Automotive Program – 1 student
  - Northeast HS – Culinary Program – 1 student
  - Pinellas Park HS – Criminal Justice Program – 5 students
  - Pinellas Park HS – First Responders Program – 3 students
  - Private High Schools – 3 students
  - Seminole HS – CEL (Center for Education and Leadership) – 3 students

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

- Staff is working on summer programs including installation of new flooring, renovation of the computer lab, plumbing issues, teacher room moves, and installing two cement pads in the play area.
- Former PPA 8<sup>th</sup> grade students are volunteering to hours needed toward Bright Futures.

**Staff Report** – No report

**PTEG Report** - No report



## CPA Report

- Unrestricted Cash for the period ending May 31, 2017 is up \$319K since 6/30/2016 ended and up \$497K since 6/30/2015:
  - Unrestricted cash – Primary \$653K
  - Unrestricted cash – Preparatory \$1,142K
- Restricted cash is up \$22K over prior year ending to \$910K
- Total reconciled cash at May 31, 2017: \$2.7M
- Trailing 13-month \$119K report of cash and debt covenants (attached).
- Dur from Preparatory to Primary total (net): approximately \$119K relates to allocations of income collected by Prep for Primary
- Current operating budget was approved by Board June 19, 2016 as amended May 23, 2017.
- Full Time Equivalency student counts:
  - Primary 324
  - Preparatory 440
- District Compliance:
  - May 2017 financial statements issued to Pinellas School district on 6/12/2017.
- Debt covenant (both schools):
  - EBITDA annualized: \$1.19M (5/31/17: Primary \$428K / Prep \$661K)
  - Debt service coverage annualized (EBITDA divided by \$675K debt service no less than 1:1 required): 1.76
  - Unreserved cash (5% minimum required on \$5.5M total expenses): 32.46%
- Tax matters:
  - Form 990 for the year ending 6/20/16 was filed on May 12, 2017.
- Audit matters:
  - None at this time.
- Long term debt balance at January 31, 2017: \$8.6M

## Committee Updates

- Tech Committee – did not meet
- Personnel Committee – did not meet
- Board Development Committee – did not meet but anticipate receiving an application from Mr. Abati before the July Board meeting
- 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 June 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
- Ms. Matsumoto-Roberts will check on the remaining terms for each of the current Board members
- Ms. Matsumoto-Roberts will check with the District to see if we are required to use the District's vendor for volunteer fingerprinting services.

#### **Miscellaneous – N/A**

#### **New Business –**

- 2017/2018 Budget was presented and discussed.

**Motion** Scott Craver: To accept Primary budget for 2017/2018 as presented. **Seconded** Penny Yanacheck **Passed** – Unanimous

**Motion** Scott Craver: To accept Preparatory budget for 2017/2018 as presented. **Seconded** Penny Yanacheck **Passed** – Unanimous

- Retirement Plan management options
  - Due to the approved change to the benefit package for the 2017/2018 school year, the Personnel Committee needs to meet to discuss any possible changes to the retirement plan and review the management options available for the plan.
  - Meeting is tentatively scheduled for June 26<sup>th</sup> at 6 PM. Ms. Matsumoto-Roberts will confirm of the availability of the plan/management presenters and advise the committee if the meeting date/time needs to be rescheduled.
- Strategic Planning specialists
  - Collaborative Labs – Mr. Craver presented a video that outlined the services they can provide.

**Motion** Scott Craver: To move the July 2017 Board meeting to Collaborative Lab's facility in St. Pete. **Seconded** William Delgado **Passed** – Unanimous

- Mr. Craver provided the contact for another strategic planning group that works with non-profit organizations. Ms. Matsumoto-Roberts will schedule a representative to attend a future Board meeting to provide a presentation of their services and fees.

#### **Other – N/A**

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



**Adjourned** – 8:19 p.m.

**Approval of Minutes:**

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

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

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