



## PPA BOARD OF DIRECTORS MEETING MINUTES May 17, 2016

**Attendance:** Scott Craver, Penny Yanacheck, Michelle Knight, William Delgado, Nathan Weatherilt, Eon Pereira, Amanda Matsumoto (Principal, Pinellas Preparatory Academy), Nancy Walker (Principal, Pinellas Primary Academy)

**Public Comment:** N/A

**Meeting Called to Order:** 7:02 pm

**Approval of Minutes:**

**Motion** Scott Craver: To approve minutes with email correction emailed by Mike Hess. **Seconded** Michelle Knight **Passed** – Unanimous

**Reports:**

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

- Curriculum:
  - All State standardized assessments were completed last week
  - NWEA has begun for both schools
- Personnel:
  - Prep and Primary would like to hire an Academic Success Coordinator for next year. Both schools have made adjustments to their staffing for the 2016/2017 school year to fund this position. A job description was provided to the Board.
- Student Enrollment:
  - Prep's enrollment is at 438. The open seats will not be filled in preparation of the 2016/2017 school year.
  - Primary is at 100% enrollment
- School Events (non-PTEG events):
  - The 8<sup>th</sup> graders had a wonderful time at GradVenture at Universal Studios on May 6<sup>th</sup> & 7<sup>th</sup>.
  - Mr. Rowland and Ms. Matsumoto returned Saturday with the students that participated in the Washington, DC trip. They had a fantastic time and had the opportunity to participate in a Wreath Laying Ceremony at Arlington National Cemetery.
  - The kindergarteners raised over \$700 for Sea Turtle research by hosting Sea Turtle Night Out on May 6<sup>th</sup>.
  - The kindergarten teachers are currently screening the 2016/2017 kindergarteners.
  - The Talent Show is this Friday May 20<sup>th</sup>.
  - Kindergarten step-up ceremonies are the week of May 23<sup>rd</sup>.
  - The Athletic Banquet is Wednesday May 25<sup>th</sup> at Banquet Masters.



- The 6<sup>th</sup> graders' end of year field trip is May 26<sup>th</sup> – 27<sup>th</sup> at the Dude Ranch.
- The 8<sup>th</sup> grade formal is June 6<sup>th</sup> at Banquet Masters.
- 5<sup>th</sup> grade step-up is May 2<sup>nd</sup>.
- The 5<sup>th</sup> graders' end of year field trip is June 3<sup>rd</sup> at Sea World.
- The 4<sup>th</sup> graders' end of year field trip is May 26<sup>th</sup> at St. Augustine.
- 8<sup>th</sup> grade graduation is 6 PM on June 6<sup>th</sup> at Pinellas Park High School.
- Other Items:
  - Nancy has submitted the charter renewal documents to the PPA attorney for review and comments.

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

- Safety and Health Inspection was completed. Everything was found to be satisfactory.

### **Staff Report – No report**

### **PTEG Report (presented by John Foss)**

- PTEG purchased \$7,100 worth of musical instruments for the music departments.
- Movie Night was held with a showing of Goosebumps. The cheerleaders ran the concession stand.
- PDQ Spirit Night netted a \$218 profit.
- Sonny's Spirit Night netted a \$286 profit.
- Teacher Appreciation week was a success.
- Muffins for Mom was held earlier this month.
- PTEG will be hosting an end-of-year bowling event at Liberty Lanes for PPA teachers and staff on the last day of school.
- May 24<sup>th</sup> PTEG will be hosting a Multi-Cultural Event prior to their quarterly meeting and annual elections.
  - Atleast 15 countries will be represented
  - Ms. Doust and her 6<sup>th</sup> graders will be providing information about different cultures at 6 tables at the event.
  - Mrs. Hackett will be giving extra credit to her 5<sup>th</sup> graders that attend the event and write a paragraph about what they saw.

### **CPA Report**

- Unrestricted Cash for the period ending April 30, 2016 is up \$84K over prior year ended:
  - Unrestricted cash – Primary \$721K
  - Unrestricted cash – Preparatory \$731K
- Restricted cash is up \$34K over prior year ending to \$867K
- Total reconciled cash at March 31, 2016: \$2.3M



- Due from Primary to Preparatory total (net): approximately \$143K relates to payroll (timing of funding from Primary to Prep following payroll and/or shared expense allocations).
- Current operating budget was approved by Board June 16, 2015.
- The semi-annual budget amendment is being presented to the Board for approval. **Motion** Michelle Knight: To approve the semi-annual budget amendment as presented. **Seconded** Scott Craver **Passed** – Unanimous.
- District Compliance:
  - April 2016 financial statements issued to Pinellas School district on 5/13/16.
- Debt covenant updates – none at this time
- Tax matters – none at this time
- Audit matters – none at this time
- Long term debt balance at April 30, 2015: \$8.7M

### **Committee Updates**

- Tech Committee –
  - Committee met to discuss the 3-year plan that was distributed to the Board at the April Board meeting
  - Board requested that approximate costs be included in the 3-year plan. The Board would like to review and believe it would benefit the principals when working on the annual budgets.
- Personnel Committee – did not meet
- Board Development Committee – did not meet
- Buildings and Ground Committee – did not meet

### **Old Business –**

- Chuck Catonese needs some additional information regarding the bond rating. Scott will meet with Nancy and Amanda to get the documentation he needs.

### **Miscellaneous – N/A**

### **New Business – N/A**

**Motion** Scott Craver: To adjourn. **Seconded** Michelle Knight **Passed** – Unanimous

**Adjourned** – 7:39 p.m.

### **Approval of Minutes:**

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

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

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



# Board Meeting Agenda

Board of Directors Meeting • June 21, 2016 • 7:00pm  
Pinellas Preparatory Academy  
2300 S. Belcher Road, Largo

- I. Call To Order**
- II. Public Comment**
- III. Roll Call**
- IV. Approval of Minutes**
- V. Reports**

Administrative Report

Facilities Report

Staff Report

PTEG Report

Financial Report

Provide and Review Detail Reports

- VI. Committee Updates**

Tech Committee

Personnel Committee

Board Development Committee

Buildings and Grounds

- VII. Old Business**
- VIII. Miscellaneous**
- IX. New Business**



## Student Uniform Funding

### **X. Other**