



PPA BOARD OF DIRECTORS MEETING MINUTES August 15, 2017

Attendance: Scott Craver, Penny Yanacheck, Michelle Knight, William Delgado, Theresa Jacobowitz Amanda Matsumoto (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 as presented. **Seconded** Michelle Knight **Passed** – Unanimous

Reports:

Administrative Report (presented by Nancy Walker)

- Curriculum:
 - No changes (both schools)
- Personnel:
 - No changes (both schools)
- Student Enrollment:
 - Both schools are at full enrollment with substantial waiting lists
- Other Items:
 - Largo PD has been at drop off and pick up every day. We will be sending home information for parents to donate so we can maintain Largo PD's presence and guidance for the remainder of the school year. Mrs. Walker has been in communication with Sargent Starling, Head of Traffic, and she was at car circle this morning. The cost is approximately \$180 per day for 2 officers at drop off (2 hour shift) and pick up (2 hour shift). Mrs. Walker has also checked with the Pinellas County Sheriff's Office for the same service but their per hour rate is high is higher and they require each shift to be a minimum 3 hours.
 - Starting Monday, August 21st, the north entrance will be an entrance only (no exit) during car circles.
 - Monday, August 21st, we will be excusing absences and early pick-ups due to the solar eclipse. Students will not go outside for PE or recess after 12:45 PM that day. Students will have lessons about the solar eclipse during science classes.
 - The 6th grade math FSA investigation has been completed. We are waiting for the superintendent to sign off on the investigation and send it to the State. We estimate that the paperwork will be in Tallahassee within the next 30 days. As soon as it is sent, Mrs. Roberts will contact the State regarding our grade and funding.



- Mrs. Walker has sent Adam Miller our request for High Performing Status for Pinellas Primary. In order to facilitate this request, the last three assessments have been sent to Mr. Miller. We expect a response soon.

Facilities Report (presented by Steve Tye)

- All Prep teachers have been moved into their classrooms
- The following work was completed over the summer:
 - All floors cleaned
 - Walls painted
 - 3 new exhaust units for the bathrooms were installed on the roof
 - New sod was installed on the playing fields
 - Cement slabs were installed
 - New mulch was placed in the landscaped areas
 - New overhang by Prep side door was installed
 - Room 144 – computer/math room was completed
 - New outside shed installed
- Annual fire inspection has been completed – no issues
- Thank you to all the student volunteers that helped maintenance during the summer (4 – 7 rising 9th graders)

Staff Report (presented by Mrs. Adkins)

- Thank you to PTEG for a wonderful Welcome Back Breakfast for teachers & staff
- The schools look great – thank you to the maintenance staff
- The school year is off to a great start

PTEG Report (presented by John Foss)

- PTEG covered the cost for the first 3 days of Largo PD being in before and after school car circles
- August 25th – annual Back to School BBQ on the covered court
- Read-a-Thon and Barnes & Noble night will be held in September
- Apex Fun Run will be held in place of the Auction in the Spring

CPA Report

- Unrestricted Cash for the period ending July 31, 2017 is up \$5K since 6/30/2017, up \$301,066 since 6/30/2016, and up \$480K since 6/30/2015:
 - Unrestricted cash – Primary \$746K
 - Unrestricted cash – Preparatory \$1,032K
- Restricted cash is up \$30K over prior year ending to \$919K
- Total reconciled cash at July 31, 2017: 2.7M
- Trailing 13-month report of cash & debt covenants has been provided to the Board



- Due from Preparatory to Primary total (net): approximately \$87K related to allocations of income collected by Prep for Primary
- Current operating budget was approved by Board June 2017.
- Full Time Equivalency student counts;
 - Primary 324
 - Preparatory 440
- District Compliance:
 - June 2017 financial statements issued to Pinellas School district on 8/11/2017
- Debt covenant (both schools):
 - Debt EBITDA annualized: \$1.1M (6/30/17: Primary \$579K / Prep \$67K debt)
 - Debt service coverage annualized (EBITDA divided by \$675K debt service no less than 1.1 required): 1.63
 - Unreserved cash (5% minimum required on \$5.5M total expenses): 32.37%
- Long term debt balance at January 31, 2017: \$8.6M
- Tax matters – none at this time
- Audit matters
 - Auditors will be onsite conducting their fieldwork the weeks of August 21st and August 28th.
- Other matters
 - The CPA firm name has officially changed from McCrady Hess to Grennan Fender Hess & Poparad, LLP.
- **Motion** Scott Craver: To approve financial report as presented. **Seconded** Penny Yanachek **Passed** – Unanimous

Committee Updates

- Tech Committee –
 - Laptops have been reinitialized and new primary laptops have been setup
 - Wireless has been upgraded and WiFi has been increased
 - New firewall has been installed
 - Working on the deployment of the new phone system
- Personnel Committee – Did not meet
- Board Development Committee –
 - Committee has received Eon Pereira's resignation from the Board, effective July 31, 2017
- 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 Strategic Planning session



- Determine improvement goals and targets. Tabled until the Strategic Planning session
- Bylaw review. Tabled until the Strategic Planning session
- 501C(3) status. Tabled until the September Board meeting
- Board Member agreement measurements. Tabled until the September 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 September Board meeting
- Ms. Matsumoto-Roberts will check on the remaining terms for each of the current Board members. Tabled until the September Board meeting
- Ms. Matsumoto-Roberts will contact Laurie Hill at Collaborative Labs for a proposal/statement of work that the Board can review at the September Board meeting.

Miscellaneous – N/A

New Business –

- Personnel Committee Meeting and Budget Committee Meeting scheduled for September 16, 2017 at 6 PM.

Other – N/A

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

Adjourned – 7:50 p.m.

Approval of Minutes:

Date: _____

Signed: _____

Title: _____