



PPA BOARD OF DIRECTORS MEETING MINUTES June 19, 2018

Attendance: Scott Craver, Penny Yanacheck, Nathan Weatherilt, Theresa Jacobowitz, Richelle Bradshaw, Amanda Matsumoto-Roberts (Principal, Pinellas Preparatory Academy), Nancy Walker (Principal, Pinellas Primary Academy)

Public Comment: None

Meeting Called to Order: 7:04 pm

Approval of Minutes:

Motion Scott Craver: To approve minutes with one change. **Seconded** Richelle Bradshaw **Passed** – Unanimous

Reports:

Administrative Report (presented by Amanda Matsumoto-Roberts)

- Personnel –
 - Mrs. Adkins, Ms. Youngs, and Mrs. Moses will not be returning. Mrs. Youmans has been hired to teach 8th grade ELA and English I; Mr. Draper has been hired to teach 4th grade; Ms. Velez has been hired to teach 4th grade.
 - Mrs. Zanfardino had an opportunity present itself at her former school. Due to the lateness of her resignation, Mrs. Walker is in the process of interviewing.
 - We are continuing to interview for the Assistant Principal position. If a good candidate can not be found, we will review other options.
- Student Enrollment – both schools will be full for the start of the 2018/2019 school year
- Other Items:
 - We finished the school year strong
 - Graduation was smooth and enjoyed by families and graduates
 - FSA scores were released –
 - Prep's overview has been emailed to the Board. All students enrolled in high school credit courses passed their EOCs
 - Primary outperformed both district and state with:
 - 76% in reading, district 53%, state 57%
 - 71% in math, district 62%, state 62%
 - We had our Safe Schools Assessment conducted with Largo PD and the district on 6/12
 - A few suggestions were given that are easily implemented
 - We should receive our final outcome soon
 - There will not be a change to the school uniform policy for the 2018/2019 school year for either Primary or Prep



Facilities Report (presented by Steve Tye)

- Floor repairs and outside painting is scheduled to be completed by Friday
- Covered court fans have been installed
- Front door security changes are pending the final drawing
- We are waiting for the permit to install the fencing for the parking lot
- A bottle refill station has been installed on the Primary side
- All floors have been cleaned and waxed
- 50% of carpeted classrooms have been cleaning. The balance will be completed prior to the start of the 2018/2019 school year
- Classroom changes have been completed
- The dedicated line for the new refrigerator has been run

Staff Report - None

PTEG Report - None

CPA Report

- Unrestricted Cash for the period ending May 31, 2018 is up \$1M since 6/30/2017, up \$1, 305K since 6/30/2016 and up \$1,484K since 6/30/2015
 - Unrestricted cash – Primary \$1,295K
 - Unrestricted cash – Preparatory \$1.488K
- Restricted cash is up \$33K over prior year ending to \$942K
- Total reconciled cash at May 31, 2018: \$3.73M
- Trailing 13-month report of cash and debt covenants attached to Treasurers Report
- Due from Preparatory to Primary total (net): approximately \$11K relates to allocations to income collected by Preparatory for Primary, net of payroll expenses paid by Preparatory for Primary.
- Current operating budget was approved by Board June 2017. The budget copy was previously provided to Board.
- Full Time Equivalency student counts:
 - Primary – 324
 - Preparatory – 434
- District compliance:
 - May 2018 Financial statements issued to Pinellas School district on 6/11/2018.
- Debt covenant (both schools):
 - EBITDA annualized: \$1,998K (6/30/18: \$892K/Prep \$1,106K)
 - Debt service coverage annualized (EBITDA divided by \$675K debt service no less than 1.1 required): 2.96
 - Unreserved cash (5% minimum required on \$5.5 total expense): 50.6%
- Long term debt balance at May 30, 2018: \$8.5M

- Tax matters:
 - None at this time.
- Audit matters
 - None at this time.

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

Committee Updates

- Tech Committee –
 - In the process of migrating servers
 - 75 new cameras will be installed in and outside the school in July
 - Internet and phone updates will be completed soon
 - Entering into a new contract with Spectrum
- Personnel Committee – met to sign staff contracts
- Board Development Committee – Did not meet
- Buildings and Ground Committee – reviewed ongoing projects which were presented by Mr. Tye as part of the Facilities Report

Old Business –

- Action Items from Board Meeting:
 - Mission Statement – 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 March Board meeting
 - Board Member agreement measurements. Tabled until the Strategic Planning session
 - Review the financial reports slide from Board Training and determine any changes to current financial reports being provided by McCrady-Hess. Tabled until the Strategic Planning session
- Strategic Planning: Surveys will go out to stakeholders around the start of the new school year.

Miscellaneous – N/A

New Business – None

Other – N/A

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

Adjourned – 7:23 p.m.



Approval of Minutes:

Date: 17 Jul 2018

Signed: Scott Crum

Title: Board Chairman