

## Board Meeting Minutes

Board of Directors Meeting  
February 23, 2021 • 7:00pm  
Digital Meeting via Zoom  
Pinellas Preparatory Academy  
2300 S. Belcher Road, Largo

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I. Call To Order: 7:04pm

II. Public Comment: none

III. Roll Call

- Scott Craver: Board Chairman
- William Delgado: Board Vice Chairman
- Nathan Weatherilt: Board Treasurer
- Theresa Jacobowitz: Board Secretary
- John Foss: Board Member
- Mia Cloud: Board Member
- Kristin Vollmer: K-8 Principal
- Amanda Matsumoto-Roberts: Director of Business Operations

IV. Approval of Minutes

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<b>Motion:</b>	<b>Scott Craver</b>	<b>To accept the January 2021 financials as presented with changes as discussed.</b>
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<b>Second:</b>	Nathan Weatherilt
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<b>Passed:</b>	Unanimous
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V. Reports

- Administrative Report: Presented by Kristin Vollmer
  - Curriculum: Both Schools: No Changes. Looking at adopting EnVision (the current 4-5 curriculum and basis for digits) K-8
  - Student Enrollment: Primary 323 / Prep 425
  - Open House was on Saturday. We had a pretty good turnout. Parents were appreciative that we had a small group event.
  - Sarah Hutchings has left PPA. Peter Russo who has worked for us in the past – has taken over the class.
  - Jennifer Gillum moved to South Carolina. Scott Davis has taken her place in Kindergarten. He did a demonstration lesson and was dubbed Bill Nye the Science guy... The kids loved his lesson.
- Facilities Report: Presented by Steve Tye
  - No issues with the school. Everything running well with no major problems.
  - Annual fire Safety Inspection and quarterly Department of Health Inspection. Both passed.
  - Continuing nightly fogging with disinfectant.
  - Cleaning crew for restrooms. Approximately every 30 minutes each restroom is cleaned.
  - Working on summer contracts. Floor replacements, add aluminum awnings over sidewalks, Add LED sign out front.
- Staff Report: none
- PTEG Report: Presented by Stacey Borst
  - Spirit night at Sonny's BBQ March 11th.
  - Moving forward with an online auction week of April 18th

- Elections for new board members will be held in April.
- Financial Report: Presented by Nathan Weatherilt and Amanda Matsumoto-Roberts
  - Provide and Review Detail Report
    - Outperformed budget for January.
    - Under budget for the year. Attributed to PPP loan forgiveness which is being reviewed by SBA. Approval/forgiveness is expected by April.
    - Tax return filed

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**Motion:**    **Scott Craver**                      **To accept the January 2021 financials as presented.**

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**Second:**   Nathan Weatherilt

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**Passed:**    Unanimous

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#### VI. Committee Updates

- Tech Committee: Presented by Amanda Matsumoto Roberts
  - Has been meeting frequently to manage technology needs for in-person and remote learners.
  - Getting ready for summer projects
- Personnel Committee: did not meet
- Board Development Committee: Presented by Scott Craver
  - Did not meet but received an application and will schedule a meeting to review.
- Building and Grounds Committee: Presented by Amanda Matsumoto-Roberts
  - Gymnasium Project:
    - Gym committee continues to meet weekly.
    - 2 rounds of checks have been paid.
    - Scott will receive the next batch to sign off on tomorrow.
    - Civil Engineers have finished their report and have provided our next steps.
    - Due to the delay with Civil Engineering we will not begin construction until the end of the school year.
    - We are still on schedule to finish before our required September date, just not before the school year started like I had wanted. In order for us to be in compliance with the bank we need to spend 85% of the allotted funds by the September date. We should not have any problem doing this.
    - We had the pre-permitting meeting today with the City of Largo. Meeting went well. Submitting to Largo next week for permits.
    - Right after Spring Break we will begin selling bricks. Families will have the opportunity to put their name on a paver that will be in the walkway leading up to the gym. The funds raised will help offset the cost of the additional items like the gym equipment, additions for the concession stand, additional speakers and sound equipment.

#### VII. Old Business

- School Merger: Presented by Amanda Matsumoto-Roberts
  - Shawn Arnold and PCSB's attorney have agreed on the terms of our K-8 contract.

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**Motion:**    **Scott Craver**                      **To authorize The Board Chairman permission to sign the Charter School Agreement as presented.**

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**Second:**   William Delgado

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**Passed:**    Unanimous

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- Substitute Update: Presented by Amanda Matsumoto-Roberts

- Have successfully transferred to Kelly Services
- First Substitute was in the building Monday
- 2021-22 Enrollment: Presented by Amanda Matsumoto-Roberts
  - Our intent to increase enrollment by 36 students has been submitted to PCSB prior to the March 1<sup>st</sup> deadline.
- APEX Fun Run
  - The fun run is scheduled for Thursday
  - The color battle is scheduled for Friday
  - As of 6:30 AM this morning we have brought in approximately \$20k.
  - All funds raised will be used on student technology devices

VIII. Miscellaneous: none

IX. New Business: none

X. Other

<b>Motion:</b>	<b>Scott Craver</b>	<b>To adjourn the meeting at 7:26pm.</b>
<b>Second:</b>	Theresa Jacobowitz	
<b>Passed:</b>	Unanimous	

Signature:  3/29/2021  
 Name: Scott Craver  
 Title: Chairman of Board of Directors