

# PEPIN ACADEMIES



## BOARD OF DIRECTORS MEETING

Pepin Distributing Company  
4121 N. 50<sup>th</sup> Street  
Tampa, FL 33610

**DECEMBER 15, 2015**

MINUTES

**CALL TO ORDER: 5:30 P.M.**

**Board Members In Attendance:**

Jeff Skowronek - Present  
Scott Strepina - Absent  
Brigitte Shaw - Present  
Laurel Moore Lee - Present  
Sandra Setin - Absent  
Shelley Sharp - Absent  
Stacy Hahn - Present  
Kelsey Lehtomaa - Present  
Brandon Selph - Absent  
Chris Denome - Present  
Melissa Ortiz - Present

**Discussion:**

**1.) Public Comment**

- N/A

**Discussion & Action:**

**2.) Agenda Accepted**

Laurel Moore Lee moved to approve December agenda  
2<sup>nd</sup> – Brigitte Shaw

All in Favor – No Opposed

<p><b>Discussion:</b></p>	<p><b>3.) Community Relations Report</b></p> <p><b>Daviera:</b></p> <ul style="list-style-type: none"> <li>• Pre-Gasparilla Concert &amp; Gasparilla Event – January 29<sup>th</sup> and 30<sup>th</sup>; need volunteers (We will be the only beer vendor at concert)</li> <li>• New Event in conjunction with The Spring; Brains and Beer Trivia Event. In planning stages. Will be held at TPepin in August.</li> </ul>
<p><b>Discussion:</b></p>	<p><b>4.) Finance Report</b></p> <ul style="list-style-type: none"> <li>• Charles Burke went over financial report.</li> <li>• Topics discussed: Forecast of \$69,000 to the good. Slight change from previous month of \$72,000. 695 students for FTE (<u>\$12,650</u>/student). Current FTE 692. Changes: increased gross revenue to \$22,500 (reduced lunch receipts and increased donations; split between Hillsborough and Pasco). Expenses went up as well due to bonuses. Bumped up payroll for payroll taxes (overtime, etc.). Also, reduced staff benefits by \$20,000 (insurance rate decreased)</li> <li>• Jeff – Any progress on increasing participation in benefits program</li> <li>• Charles – It has increased and there is a lot more interest.</li> <li>• Craig – Amount still doesn't include IDEA funding.</li> <li>• Charles – Checking on status of the IDEA funding. We should be reimbursed, but we are waiting to get final total before adding it. We want to be as accurate as possible.</li> <li>• Brigitte – Variance in budget?</li> <li>• Charles – Fixed purchases changed (office supplies, etc.)</li> <li>• Jeff – We want to be sure that we budget correctly for these items.</li> </ul>
<p><b>Discussion:</b></p>	<p><b>5.) Fundraising Report</b></p> <p><b>Natalie:</b></p> <ul style="list-style-type: none"> <li>• We have hosted interviews for the new Development Officer. We believe we will have a candidate by December 20<sup>th</sup>. It will be nailed down by the end of the year.</li> <li>• In the final stages of wrapping up the search for the Pasco county communication assistant position.</li> </ul>
<p><b>Discussion:</b></p>	<p><b>6.) Principal's Report</b></p> <p><b>Craig:</b></p> <ul style="list-style-type: none"> <li>• Topics Discussed: <ul style="list-style-type: none"> <li>- Will need help from board members for the Riverview expansion.</li> <li>- It will be a busy next few months.</li> <li>- We have seen data that our kids are progressing very well.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Overall tone is positive; we are in a good place. Moving forward together as a team. Happy with the current state of the school.</li> <li>- Winter production – so impressed with our students</li> </ul> <ul style="list-style-type: none"> <li>• Jeff – Would like Craig to come up with a wish list of things that we can start reviewing for the future.</li> </ul>
<b>Discussion &amp; Action:</b>	<p><b>7.) Approval of October Minutes</b></p> <p>Chris Denome moved to approve the October minutes 2<sup>nd</sup> – Brigitte Shaw</p> <p>All in Favor, No Opposed, 2 abstained</p>
<b>Discussion &amp; Action:</b>	<p><b>8.) Approval of November Minutes</b></p> <p>Brigitte Shaw Moved to approve the November minutes 2<sup>nd</sup> – Kelsey Lehtomaa</p> <p>All in Favor, No Opposed</p>
<b>Discussion:</b>	<p><b>9.) Membership on Finance Committee</b></p> <ul style="list-style-type: none"> <li>• Jeff – The committee will remain the same – Jeff, Scott, Brigitte, &amp; Stacy</li> </ul>
<b>Discussion &amp; Action:</b>	<p><b>10.) Approval of Batson-Cook Initial Contract</b></p> <ul style="list-style-type: none"> <li>• Craig – Spoke to Frank and gave him target (1.5 for build out). Initial contract is \$133,000 to start project before giving guaranteed maximum price.</li> <li>• Frank – Move to schematic plan (floor plan) quick – done by December 30<sup>th</sup>. Design development (permitting) by end of January. Final GMP by beginning of February.</li> <li>• Craig – Level of commitment is impressive and they are eager to get the project done. This is the first step to make sure we can.</li> <li>• Chris – Have Change of Use Permit process concerns</li> </ul> <p>Brigitte Shaw moved to approve Batson-Cook Initial Contract pending legal review 2<sup>nd</sup> – Kelsey Lehtomaa</p> <p>All in Favor, No Opposed</p>
<b>Discussion &amp; Action:</b>	<p><b>11.) Election of Board President</b></p> <ul style="list-style-type: none"> <li>• Brigitte Shaw nominates Jeff</li> </ul>

	<p>Brigitte Shaw moved to elect Jeff Skowronek 2<sup>nd</sup> – Melissa Ortiz</p> <p>All in Favor, No Opposed</p>
<b>Discussion &amp; Action:</b>	<p><b>12.) Election of Board Vice-President</b></p> <p>Jeff Skowronek moved to elect Scott Strepina 2<sup>nd</sup> – Brigitte Shaw</p> <p>All in Favor, No Opposed</p>
<b>Discussion &amp; Action:</b>	<p><b>13.) Election of Board Secretary</b></p> <p>Brigitte Shaw moved to elect Stacy Hahn 2<sup>nd</sup> – Kelsey Lehtomaa</p> <p>All in Favor, No Opposed</p>
<b>Discussion:</b>	<p><b>11.) Other Business</b></p> <ul style="list-style-type: none"> <li>• Craig – Thanks the board for all they do for the school and for the continued support.</li> </ul>
	<p style="text-align: center;"><b>ADJOURNMENT: 6:19 p.m.</b> Laurel Moore Lee moved to adjourn 2<sup>nd</sup> – Chris Denome</p>
	<p style="text-align: center;"><b>The Next Meeting of Pepin Academies Governing Board will be at 5:30 p.m. on</b></p> <p style="text-align: center;"><b>January 25, 2016</b> <b><u>Pepin Distributing Company:</u></b> 4121 N. 50<sup>th</sup> Street, Tampa, Florida 33610</p>