

# PEPIN ACADEMIES



## BOARD OF DIRECTORS MEETING

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

**FEBRUARY 29, 2016**

**MINUTES**

**CALL TO ORDER: 5:45 P.M.**

**Board Members In Attendance:**

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

**Discussion:**

**1.) Public Comment**

- N/A

**Discussion &  
Action:**

**2.) Agenda Accepted**

Scott Strepina moved to approve January agenda  
2<sup>nd</sup> – Melissa Ortiz

All in Favor. No Opposed

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| <b>Discussion:</b> | <p><b>3.) Community Relations Report</b></p> <ul style="list-style-type: none"> <li>• Gasparilla Event – Successful despite location. Overall traffic was down. The tent made more than others in the same location, but less than in years past -- \$8,000, while in past years we made \$16,000 - \$18,000. Discussion about better locations and reliance on these fundraising dollars followed.</li> <li>• In the process of determining other potential fundraisers. Pepin Academies’ leadership to meet with Holly to generate ideas.</li> <li>• Blues and BBQ is the next event taking place on April 9. In the planning states at this time.</li> <li>• The Whole Foods grant was received for the Gardening Club. Buying more raised beds and will work more with the greenhouse.</li> </ul>   |
| <b>Discussion:</b> | <p><b>4.) Finance Report</b></p> <ul style="list-style-type: none"> <li>• There is a forecasted surplus of \$235,000 this year. The majority of revenue is derived from FTE dollars. The main difference from the prior month is that \$196,000 IDEA money was wired February 29.</li> <li>• Forecasting \$12,600 multiplied by 688 FTE. This is down a couple of students since last forecast.</li> <li>• Current cash balance is \$1.6 million.</li> <li>• Curriculum purchases are just about done and there shouldn’t be many more changes before year’s end.</li> <li>• Scott asked why there is a variance on rent/property and liability insurance (actual vs. budget). Charlie explained that much of the dollars spent were front loaded and it will even out by year’s end. Next year these amounts will be front loaded in the budget.</li> <li>• The audit is complete and shows that the school is in compliance with no findings in regard to internal controls.</li> </ul> |
| <b>Discussion:</b> | <p><b>5.) Fundraising Report</b></p> <ul style="list-style-type: none"> <li>• Holly Lisle, the new fundraising officer, was introduced. She comes to Pepin Academies from the USF and is a Florida native. As of now, Holly is making appointments and working with the donor database.</li> <li>• The Gala is scheduled for October 27. The theme is TBD. Save the Date cards are being developed and sent shortly.</li> <li>• Craig said that there is a March 23 strategy meeting to start a long-term development plan.</li> </ul>  |
| <b>Discussion:</b> | <p><b>6.) Principal’s Report</b></p>  |

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|  | <p><b>Craig:</b></p> <ul style="list-style-type: none"> <li>• Topics Discussed: <ul style="list-style-type: none"> <li>- Compliance reporting</li> <li>- Numerous recent events</li> <li>- Riverview – fast track for change of use permitting.</li> <li>- Upcoming Events</li> <li>- Need for three board members at every event.</li> </ul> </li> </ul>   |
| <p><b>Discussion &amp; Action:</b></p> | <p><b>7.) Approval of January Minutes</b></p> <p>Scott Strepina moved to approve the January minutes<br/>2<sup>nd</sup> – Melissa Ortiz</p> <p>All in Favor. No Opposed.</p>  |
| <p><b>Discussion &amp; Action:</b></p> | <p><b>8.) Riverview Lease</b></p> <ul style="list-style-type: none"> <li>• Finance Committee reviewed the projections for 2016-17 and it looked feasible. The lease was originally negotiated for three years, but there is need for an additional year and it was extended for one more year at the same price. On January 17, if a new school wants to move into the space, the school would be free and clear of the lease.</li> </ul> <p>Brigitte Shaw moved to sign the lease.<br/>2<sup>nd</sup>—Scott Strepina</p> <p>No questions.</p> <p>All in Favor. No Opposed.</p> |
| <p><b>Discussion &amp; Action:</b></p> | <p><b>9.) Increase in Support Staff</b></p> <ul style="list-style-type: none"> <li>• Discussion about this issue. Recommendation from board is when developing staffing plan for next year, staff should determine a recommendation on using floating paraprofessionals.</li> </ul>   |
| <p><b>Discussion</b></p>               | <p><b>10.) Legislative Update</b></p> <ul style="list-style-type: none"> <li>• Key issue is the capital outlay for charter schools. Feeling is the House will push to fund the capital outlay and the Senate wants to build eligibility for schools to receive dollars.</li> <li>• Per pupil funding could increase.</li> <li>• Looking for equitable funding and predictability from year to year. \</li> <li>• More will be known by the next board meeting.</li> </ul>   |

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| <b>Discussion:</b> | <b>11.) Other Business</b> <ul style="list-style-type: none"><li>• Scott asked about investing in local marketing. Craig said he wanted to wait until the facilities are done.</li></ul>      |
|                    | <b>ADJOURNMENT: 6:33 p.m.</b><br>Brigitte Shaw moved to adjourn.  |
|                    | <b>The Next Meeting of Pepin Academies<br/>Governing Board will be<br/>March 28, 2016<br/><u>Pepin Distributing Company:</u><br/>4121 N. 50<sup>th</sup> Street,<br/>Tampa, Florida 33610</b> |