

# PEPIN ACADEMIES



## BOARD OF DIRECTORS MEETING

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

**SEPTEMBER 26, 2016**

MINUTES

**CALL TO ORDER: 5:40 P.M.**

### **Board Members In Attendance:**

Jeff Skowronek - Present  
Scott Strepina - Present  
Brigitte Shaw - Present  
Laurel Lee Moore - Present  
Shelley Sharp - Present  
Kelsey Lehtomaa - Absent  
Chris Denome - Present  
Melissa Ortiz - Present

### **Discussion:**

#### **1.) Public Comment:**

- **Craig:** Welcomed guests from UT (graduate students working in partnership with Pepin)

### **Discussion & Action:**

#### **2.) Agenda Accepted**

- **Jeff :** Made slight adjustment and added item 7a – Removal of Board Member

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

	All in Favor, No opposed
<b>Discussion:</b>	<p><b>3.) Community Relations Report</b></p> <p><b>Daviera:</b></p> <ul style="list-style-type: none"> <li>• Food Truck Festival is on Oct. 8<sup>th</sup> (11-2 p.m.) at the Tampa Campus (Joint event with Riverview campus)</li> <li>• Working on Gala</li> <li>• Golf Tournament is on November 5<sup>th</sup> (Packets available – still looking for sponsorships)</li> <li>• Pepin was chosen again for Gasparilla</li> </ul>
<b>Discussion:</b>	<p><b>4.) Finance Report</b></p> <p>Charles Burke went over financial report.</p> <ul style="list-style-type: none"> <li>• A lot going on in regards to purchasing instructional materials (\$150,000 spent)</li> <li>• Revenue – don't have IDEA funding yet, but we have confirmation from district that we should get \$300,000 in installments.</li> <li>• Haven't received capital outlay funding yet, but we should know amount soon</li> <li>• End of year forecast – 11,000,000 in revenues. Bumped up cost for staff benefits because more staff have joined our 401K plan.</li> <li>• Should end up with a surplus of \$84,000 for the year and this is based on projected FTE count</li> <li>• <b>Jeff:</b> Are we going to be effected by the new labor laws?</li> <li>• <b>Charlie:</b> If you are making under \$40,000 and depending on the position you have, you are subject to receive overtime. We are looking at our current staffing to make sure we are following the labor laws. We do a good job at communicating with staff in regards to overtime.</li> </ul>
<b>Discussion:</b>	<p><b>5.) Fundraising Report</b></p> <p><b>Holly:</b></p> <ul style="list-style-type: none"> <li>• Working on presentation for a possible opportunity to be the recipient of the Annual Avila Charity Tennis Tournament funds (Tournament in April). If chosen, we will be the recipient for two consecutive years. Presentation is in October.</li> </ul>

	<ul style="list-style-type: none"> <li>• Have collected \$94,000 in sponsorships/ donations for Gala so far. Invites will be going out. Currently working on videos for the event.</li> </ul>
<b>Discussion:</b>	<p><b>6.) Executive Director’s Report</b></p> <p><b>Craig:</b></p> <ul style="list-style-type: none"> <li>• Compliance report</li> <li>• Enrollment Update</li> <li>• School Improvement Rating <ul style="list-style-type: none"> <li>• Pepin is in the Maintaining range (presented report)</li> </ul> </li> <li>• Construction Update (presented report)</li> <li>• Recent Events</li> <li>• Upcoming Events</li> </ul>
<b>Discussion &amp; Action:</b>	<p><b>7.) Approval of August Minutes</b></p> <p>Scott Strepina moved to approve August Minutes  2<sup>nd</sup> – Melissa Ortiz</p> <p>All in favor, no opposed</p>
<b>Discussion &amp; Action:</b>	<p><b>7a.) Removal of Board Member</b></p> <ul style="list-style-type: none"> <li>• <b>Jeff:</b> We appreciate Sandra’s service while on the board. She hasn’t been in attendance to any of the 2016 meetings. An email was sent asking for her resignation because she is unable to attend meetings at this time.</li> </ul> <p>Scott Strepina moved to remove Sandra Setin from the Pepin Academies Board  2<sup>nd</sup> – Chris Denome</p> <p>All in favor, no opposed</p>
<b>Discussion &amp; Action:</b>	<p><b>8.) Teacher Out of Field Letter</b></p> <ul style="list-style-type: none"> <li>• <b>Craig:</b> Annual letter that must go out to parents to let them know that there may be a teacher that is teaching their child that is out of field and is currently working to complete certification (ESE/ ESOL).</li> </ul> <p>Brigitte Shaw moved to approve Teacher Out of Field Letter  2<sup>nd</sup> – Laurel Moore Lee</p>

	All in favor, no opposed
<b>Discussion &amp; Action:</b>	<p><b>9.) Best and Brightest Scholarship</b></p> <ul style="list-style-type: none"> <li>• <b>Craig:</b> To be eligible for the Best and Brightest Scholarship, you must be rated as highly effective and have scored in the 80<sup>th</sup> percentile on the SAT. One of our teachers may qualify.</li> </ul> <p>Shelley Sharp moved to approve the scholarship for Maria Nicholson 2<sup>nd</sup> – Chris Denome</p> <p>All in favor, no opposed</p>
<b>Discussion:</b>	<p><b>10.) PASS Funds Distribution</b></p> <ul style="list-style-type: none"> <li>• <b>Jeff:</b> Pass Board has recommended that they be able to with-hold a percentage of the gala funds to build the PASS Foundation’s infrastructure. Want board’s opinion on the matter.</li> <li>• A discussion was had in regards to building the PASS boards’ funds so they can support all three schools.</li> <li>• Concerns were expressed in regards to how funds would be collected and distributed; criteria for distribution.</li> <li>• Discussion will continue at future board meetings</li> </ul>
<b>Discussion:</b>	<p><b>11.) Other Business</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
	<b>ADJOURNMENT: 6:50 p.m.</b>
	<p><b>The Next Meeting of Pepin Academies Governing Board will be at 5:30 p.m. on</b></p> <p><b>October 24, 2016</b>  <b><u>Pepin Distributing Company:</u></b>  4121 N. 50<sup>th</sup> Street,  Tampa, Florida 33610</p>