

# PEPIN ACADEMIES



## BOARD OF DIRECTORS MEETING

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

**MARCH 27, 2017**

**MINUTES**

**CALL TO ORDER: 5:37 P.M.**

**Board Members In Attendance:**

Jeff Skowronek - Present  
Scott Strepina - Absent  
Brigitte Shaw – Present  
Colleen O’Brien - Present  
Kelsey Lehtomaa – Absent  
Chris Denome – Present  
Melissa Ortiz – Present  
Sera Caceres – Absent  
Eric Deraspe- Present

**Discussion:**

**1.) Public Comment**

- Mrs. Martinet provided the board with letters from the students who presented at the last board meeting and reiterated how big of a learning experience it was for her students.

**Discussion & Action:**

**2.) Approval of Agenda**

- The Finance Committee asked to move finance up to the 4<sup>th</sup> item of business.
- Brigitte moved to approve the Agenda Amendment.

	<ul style="list-style-type: none"> <li>• Eric—2<sup>nd</sup></li> <li>• Brigitte moved to approve the Agenda.</li> <li>• Chris—2<sup>nd</sup></li> </ul>
<b>Discussion:</b>	<p><b>3.) Community Relations Report</b></p> <p><b>Daviera:</b></p> <ul style="list-style-type: none"> <li>• The revamping the website is ongoing. Daviera sent emails to all of the principals and directors and decided on the layout. We will start to tackle the content. Daviera will be receiving an estimate from the company tomorrow, or at the latest Wednesday based on the changes that we sent to them. The end goal is to make the information easier to find.</li> <li>• Brews and Brains will be bigger and better than last year. We believe it's going to be a huge success. It will be on August 11<sup>th</sup> at 7:00 p.m.</li> <li>• Blues and Barbeque will be on April 22<sup>nd</sup> at the Tampa Campus from 12:00-4:00.</li> <li>• Daviera is working on securing a location for the golf tournament. By this time we meet next week we will have a location.</li> <li>• Mr. John Dawson was nominated as Cinta's Janitor of the Year. He will receive up to \$5,000 as a prize. Daviera gave the link to the website to vote.</li> </ul>
<b>Discussion:</b>	<p><b>4.) Finance Committee Report</b></p> <p><b>Topics Discussed</b></p> <ul style="list-style-type: none"> <li>• <b>Bridgette</b></li> <li>• The agenda items were:</li> <li>• 1. Request for approval for auditor. They will get and RFP out and will give companies 30 days to respond.</li> <li>• 2. Charlie took the committee through metrics.</li> <li>• 3. The Finance Committee went through the financial statements to get a better idea of the variances.</li> </ul>
<b>Discussion:</b>	<p><b>5.) Fundraising Report</b></p> <p><b>Holly:</b></p> <ul style="list-style-type: none"> <li>• Pepin Academies was announced in October as the Charity of Choice for Avila. The tournament is this weekend and Holly will attend to get the lay of the land. She will also attend their Friday night dinner. Tournament would be 2018.</li> <li>• Craig and Charlie talked and requested technology for the tournament, but also requested smart boards for each classroom. It would be okay with us financing the white boards for this school year and using the funds. Can guarantee about \$75,000, probably closer to \$90,000.</li> </ul>

	<ul style="list-style-type: none"> <li>• Will have some of the teachers look at the technology and choose a provider.</li> <li>• Holly applied for \$30,000 grant from TD Bank and she should hear back next month. It was a joint effort between Pepin and USF.</li> <li>• Sent out Gala save the dates.</li> <li>• Creating an Annual Fund appeal.</li> <li>• HCI Foundation will be donating 100 backpacks to Hillsborough Charter. Mid-May to Mid-July—will be ready for end of July.</li> <li>• Participate in Give Day Tampa Bay.</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>• Monthly Financials to HCSD</li> <li>• Fire Drills were performed on both campuses.</li> <li>• Enrollment Projections: Tampa: (Grades 3-12) 450, Riverview: (Grades 3-10) 300, Transitional: 50 Total: 800</li> <li>• Upcoming Events: Talent shows, Riverview MS Dance, Riverview PBS Pep Rally, Spring Break, Open Houses, Best Buddies Movie Day.</li> <li>• CSL Tallahassee Trip to meet with legislators.</li> <li>• Spring Concert, May 18<sup>th</sup> at Berkeley Prep.</li> <li>• Spring Formal/Prom May 5<sup>th</sup></li> <li>• Lottery for ’17-’18 May 9<sup>th</sup>.</li> <li>• Health Fair April 14<sup>th</sup></li> </ul>
<b>Discussion &amp; Action:</b>	<p><b>7.) Approval of February Minutes</b></p> <ul style="list-style-type: none"> <li>• Bridgette moved to approve the February Board Minutes.</li> <li>• 2<sup>nd</sup>—Colleen</li> </ul>
<b>Discussion</b>	<p><b>8.) Finance Report</b></p> <ul style="list-style-type: none"> <li>• Reduced the EOY forecast by \$74,000.</li> <li>• Capital Outlay purchases.</li> <li>• Increased food costs.</li> <li>• Reduced by \$16,000.</li> <li>• Revenue close to \$11 Million.</li> <li>• Expenditures close to 20 Million.</li> <li>• Operating cash about 1.7 Million.</li> <li>• 57 days of Cash on hand.</li> </ul>
<b>Discussion &amp; Action:</b>	<p><b>9.) Dress Code Revision</b></p> <ul style="list-style-type: none"> <li>• As discussed at the last board meeting, to allow students to have more freedom in expressing their socks. The board moved to approve the socks revision.</li> <li>• Bridgette moved to approve the dress code revision.</li> <li>• 2<sup>nd</sup>—Chris</li> </ul>

<b>Discussion:</b>	<p><b>10.) Revising Mission Statement</b></p> <ul style="list-style-type: none"> <li>• The concerns for the mission statement stems from the meeting we had at PASS. UT MBA Students went through the structure of the Academies and concluded that the Mission Statement was glaringly outdated.</li> <li>• The students felt that it doesn't completely represent the brand.</li> <li>• Bridgette mentioned that Kelsey has a background in creating Mission Statements. Daviera would like to help Kelsey.</li> </ul>
<b>Discussion</b>	<p><b>11.) Other Business</b></p> <ul style="list-style-type: none"> <li>• The April Board Meeting will be held at the Riverview Campus.</li> <li>• Any donations towards the Joe Williams Scholarship should go to Charlie.</li> <li>• Agendas at Riverview Campus. (Change on Agenda.)</li> </ul>
	<p><b>12.) Adjournment</b></p>
	<p style="text-align: center;"><b>ADJOURNMENT: 6:49 P.M.</b> Jeff moved to adjourn</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>April 24, 2017</b> <b><u>Pepin Academies – Riverview Campus:</u></b> 9304 Camden Field Parkway Riverview, FL 33578</p>