

PEPIN ACADEMIES



BOARD OF DIRECTORS MEETING

Pepin Distributing Company
4121 N. 50th Street
Tampa, FL 33610

MAY 22, 2017

MINUTES

CALL TO ORDER: 5:30 P.M.

Board Members In Attendance:

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

Discussion:	1.) Public Item <ul style="list-style-type: none">• Recognition of Student – Perfect Attendance grades K-12• Previously honored at Hillsborough County School Board Meeting; Student at meeting and given gift card and round of applause from Board.
Discussion & Action:	2.) Agenda Accepted <ul style="list-style-type: none">• All in Favor—No opposed
Discussion:	3.) Community Relations Report

	<p>Daviera:</p> <ul style="list-style-type: none"> • Successful blood drive; check to be coming from One Blood. • Daviera is continuing work on website. Likely will be completed by beginning of next school year. • Brews and Brains – Aug. 11th in conjunction with the Spring. Right now there is a Save the Date on Facebook. Will be sending out team registration info soon. • Golf Tournament at Saddlebrook – Nov 4th.
<p>Discussion:</p>	<p>4.) Finance Report</p> <p>Topics Discussed</p> <ul style="list-style-type: none"> • Charles Burke went over budget report through April. • Projecting approximately \$10.9 million in gross revenue. Most of expenses for the year have been incurred. • In the red a little this year. • \$1.7 million cash in the bank. 57 days of cash on hand. This has gone up a little because the only expenses left are primarily office supplies and payroll. • Finance Committee Meeting Report: <ul style="list-style-type: none"> ○ Auditor Selection. Request for Proposals – Early April. Requests went to 6 local CPA firms that have experience in Tampa Bay charter schools. ○ 2 responses. Best proposal from original auditor. CFO and Finance Committee recommend retaining current auditors. Familiar with bonds involved in Riverview campus. Agreement to retain for 3 years allowed for slight price reduction. ○ Recommend different eyes from within the same firm. Firm is going to switch the partner. Partner to be utilized has lots of experience with other charter schools.
<p>Discussion:</p>	<p>5.) Fundraising Report</p> <p>Holly:</p> <ul style="list-style-type: none"> • Holly shared that Tom Pepin agreed to provide \$25,000 for the USF Pepin Summer Institute. • The Foundation Board voted to spend up to \$4,000 to provide promotional items – lapel pins, pens, portable chargers; Allow for distribution opportunities in the community. Jeff added that this is forward thinking in terms of growth and name recognition. • The Pepin Academies Foundation also voted to hire a grant writing service for next year. Service will survey the needs from the campuses and compile a list of foundations that they can apply to for grants. Service has a track record of over 400% ROI. • The Pepin Academy Foundation Board will have its own tab on the revised website.

	<ul style="list-style-type: none"> • Coordination of golf tournament and Gala to work together. <ul style="list-style-type: none"> ○ Combined sponsorship options. Silent auction donation form within the sponsorship packet for cross-promotion. This will hopefully result in more sponsors and more items for both events. ○ Presenting and Premier sponsorship options to be tied to scholarships for Pepin students.
Discussion:	<p>6.) Executive Director’s Report</p> <p>Craig:</p> <ul style="list-style-type: none"> • Lots of end of school year compliance requirements completed – monthly financial reports to district, drills at both campuses, IT technology survey, and annual facilities survey – how many new and expected classrooms, etc. • Enrollment projections for 2017-2018 school year – 800 students. • Lottery just completed. • Many recent events: <ul style="list-style-type: none"> ○ State assessment completed; results rolling in. <ul style="list-style-type: none"> ▪ 3rd grade results first because it is a mandatory retention year. ▪ Many of students still at level one but more scoring at level 2; level 2 is closer to on par for grade level. ▪ This is not unexpected with ESE student body. ○ Spring Formal (combination event with both campuses) ○ Spring Concert last week at Berkley Prep – Jungle Book ○ Middle school dances on both campuses ○ Tampa PBS Celebration • Upcoming Events: <ul style="list-style-type: none"> ○ Final Exams ○ Riverview PBS Celebration ○ Graduation June 1st at Pepin Hospitality Center ○ Grade Level Ceremonies ○ Field Trips ○ Senior Ceremony ○ FLDOE Task Force on Charter Accountability • Natalie reported on legislative updates. Legislative session is concluded and it was very contentious on a lot of issues. Lots of good charter school legislation (<i>e.g.</i>, allow charter schools to share in millage) but the legislature compiled all issues into a single conforming bill. Makes it an all or nothing proposition. It remains to be seen what will happen but she feels the prospect of none of the legislation going through is high.
Discussion & Action:	<p>7.) Approval of April Minutes</p> <ul style="list-style-type: none"> • Scott Strepina moved to approve the April Minutes. • 2nd- Melissa Ortiz • All in Favor—No Opposed.

<p>Discussion:</p>	<p>9.) Bylaws</p> <ul style="list-style-type: none"> • Colleen updated on progress; Goal of review to ensure internal consistency and accuracy in the document and an accurate portrayal of how the Board operates. • Discussion of Treasurer and Secretary roles as currently articulated as well as Executive Director and CFO. • Colleen will have draft for everyone to review prior to next meeting.
<p>Discussion & Action:</p>	<p>10.) Purchase of interactive white board technology for classrooms and Executive Director Expenditure Increase</p> <ul style="list-style-type: none"> • Purchase of interactive white board technology for classrooms (up to \$75,000 to be funded next Spring by Avila Grant but purchased in advance). <ul style="list-style-type: none"> ○ Training on the boards. ○ Good chance grant may be a little above \$75,000 in which case more may be able to be purchased at that time. ○ Craig sought Board approval for purchase of boards in advance. ○ Brigitte Shaw moved to approve. ○ 2nd – Eric Deraspe. ○ All in Favor – No Opposed. • Jeff moved to increase ceiling of expenses that Executive Director can incur without seeking prior Board approval. Currently Bylaws set amount at \$15,000. Discussion that this would be for emergencies such as building issues and would be rare. All in Favor – No Opposed. Revised Bylaws will include new ceiling.
	<p>11) Selection of Audit Firm and approval of engagement letter</p> <ul style="list-style-type: none"> • Based on recommendation by CFO and review by Finance sub-committee, Board approved selection of Audit Firm and approval of engagement letter. All in Favor – No Opposed.
	<p>11) Other Business</p> <ul style="list-style-type: none"> • Jeff noted that the Foundation board has agreed to continue to support the Joe Williams Scholarship with a match UP TO \$500 • If Hills board does not reach \$500 then the scholarship would not make it to \$1000 • Subsequently, all members of the board contributed monies to reach out \$500 goal
	<p>12.) Adjournment</p>
	<p style="text-align: center;">ADJOURNMENT: 6:30 P.M. Jeff moved to adjourn</p>

	<p>The Next Meeting of Pepin Academies Governing Board will be at 5:30 p.m. on</p>
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June 26, 2017

Pepin Distributing Company:

4121 N. 50th Street,
Tampa, Florida 33610