

# PEPIN ACADEMIES



## BOARD OF DIRECTORS MEETING

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

**JUNE 26, 2017**

**MINUTES**

**CALL TO ORDER: 5:35 P.M.**

**Board Members In Attendance:**

Jeff Skowronek - Present  
Scott Strepina - Present  
Brigitte Shaw – Absent  
Colleen O’Brian – Present  
Melissa Ortiz - Present  
Kelsey Lehtomaa - Present  
Chris Denome – Absent  
Sarah Caceras – Present  
Eric Deraspe – Absent

**Discussion:**

**1.) Public Comment**

- N/A

**Discussion & Action:**

**2.) Agenda Accepted**

Colleen O’Brian moved to approve May meeting minutes  
2<sup>nd</sup> – Melissa Ortiz

All in Favor. No Opposed

<p><b>Discussion:</b></p>	<p><b>3.) Community Relations Report</b></p> <ul style="list-style-type: none"> <li>• Brews and Brains event taking place Aug. 11. The PA board will have a table for the fundraising event.</li> <li>• Gala activity is underway</li> </ul>
<p><b>Discussion:</b></p>	<p><b>4.) Finance Report</b></p> <ul style="list-style-type: none"> <li>• Next year’s budget, while still in draft form, is forecasted to see close to \$11 million in revenue.</li> <li>• Many of the expenditures have been tried up going into the end of the year. Currently close to \$90,000 in the red, which is down from \$47,000 reported at the last meeting.</li> <li>• While the changes stemming from the legislature are still unknown, expected that there will be a forecasted surplus of \$163,000.</li> <li>• Additional unknowns include payroll, which is still being worked out, and in addition to an increase in FTE, we’re waiting to hear if there will be an increase for capital outlay.</li> </ul>
<p><b>Discussion:</b></p>	<p><b>5.) Fundraising Report</b></p> <ul style="list-style-type: none"> <li>• Aug. 11, Brews and Brains will take place from 6:30 – 10 p.m. Early board special was distributed and will expire on June 30.</li> <li>• The sponsorship packets for the Gala will be going out to past sponsors and new prospects throughout the summer months.</li> <li>• The Foundation received a check for Children Across Borders for \$15,000.</li> <li>• The Yankees check was received for \$10,000.</li> <li>• The HCI backpack delivery will take place on Aug. 1.</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>- School year has come to an end.</li> <li>- There was a huge win the legislature as property and millage tax will now be share with charter schools. While we’re budgeting conservatively, it’s expected to impact our budgets substantially.</li> <li>- Staffing is going well into the next school year.</li> <li>- We’re taking steps to add more classrooms in the Riverview space as it’s going to be close to capacity soon.</li> <li>- Walgreens is looking into leaving its space early, and we’ve sent an inquiry to look into the matter.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- We've been selected as an advance partner for the performing arts center. We're not sure what it entails at this time, but it will give the performance arts program more resources.</li> <li>- We're meeting with the Department of Education to help design a framework to better determine how ESE and alternative education won't be negatively impacted by a school improvement rating.</li> <li>- Four weeks until teachers come back to school and five weeks until students come back.</li> <li>-</li> </ul>
<b>Discussion &amp; Action:</b>	<p><b>7.) Review of New Bylaws</b></p> <ul style="list-style-type: none"> <li>• Motion to amend the bylaws by Melissa Ortiz, seconded by Kelsey Lehtomaa</li> <li>• Board agrees that it's a more accurate reflection of its role and duties.</li> <li>• Colleen and Chris lead the review and reworked the previous bylaws into the current form.</li> </ul>
<b>Discussion &amp; Action:</b>	<p><b>8.) 2017-18 Budget</b></p> <ul style="list-style-type: none"> <li>• There are needs and improvements for the respective Hillsborough County schools that we need to start doing to better the schools.</li> <li>• AC units, beautification projects need to be considered over the next year. The budget, as shown, does allocate more for operating expenses. It's anticipated that these projects will need substantial investment in the future</li> <li>• Current staff numbers total 183, with payroll making up the largest expense.</li> <li>• School is getting big enough to add its own balance sheet for Riverview. Give the board a better idea where the school stands. \$1.7 million in reserves.</li> <li>• Scott Strepina makes the motion to approve, Melissa Ortiz seconds.</li> <li>• Budget approved.</li> </ul>
<b>Discussion &amp; Action:</b>	<p><b>9.) Approval of 2017-18 Board Meeting Schedule</b></p> <ul style="list-style-type: none"> <li>• Colleen O'Brian makes motion to approve, Scott Strepina seconds.</li> <li>• 2017-18 Board meeting schedule approved.</li> </ul>
<b>Discussion</b>	<p><b>10.) PTO Retention Plan</b></p> <ul style="list-style-type: none"> <li>• Agenda item is a proposal to amend Pepin Academies Hillsborough Campus Personal Time Off (PTO) policy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Current policy makes it challenging when all time off is used. The solution is to amend the current policy and offer a consistent payout for unused time.</li> <li>• The new plan rewards longevity and allows staff with more than five years of employment to carry time over. If employed for less than five years, there is no payout.</li> <li>• Asked if this plan is comparable to the district plan. Answer: We can't compete with the school district's plan that allows carryover in larger amounts every year. They lead to large payouts.</li> <li>• Teachers expressed that if they could rollover time, they would and wouldn't feel the need to use all of their vacation each year. Gives them peace of mind they're not throwing days away.</li> <li>• Asked how the plan will be viewed by teachers, and Dr. Butz stated positively.</li> <li>• Clarified the new policy doesn't include vacation time and only 12-month employees get vacation time.</li> <li>• Motion to change the personal time off policy made by Scott Strepina, Melissa Ortiz seconds.</li> <li>• Amended PTO policy is approved.</li> </ul>
<b>Discussion:</b>	<p><b>11.) Other Business</b></p> <ul style="list-style-type: none"> <li>• No other business discussed.</li> </ul>
	<p><b>ADJOURNMENT: 6:33 p.m.</b></p>
	<p><b>The Next Meeting of Pepin Academies Governing Board will be July 31, 2017</b></p>