

19

**PALM BAY ACADEMY (PBA)
ZOOM BOARD OF DIRECTORS(BOD) MEETING
February 12, 2024, @5:00 pm
AGENDA**

I. Meeting Called To Order

- A. Roll call
- B. BOD Approval of Minutes of November 13, 2023

II. Board of Directors Report

- A. PBA BOD Meetings remainder 2023-2024 school year
FUTURE PBA BOD Meetings will be held the second Monday of the month through May 2024.

III. CEO Report

- A. Update on the following:
 - 1. Elementary Student Population Number: _____
 - 2. Middle School Student Population Number: _____
 - 3. Policy and Procedure update
 - 4. Transportation Bus Update
 - 5. Safety Additions – Cameras & Tinted Windows

IV. Financial Update

- A. Financial Advisors
- B. Bond Holders Update
- C. Budget Update
- D. Auditor Update
- E. Unforeseen expenses

V. Dr. Scott Herber Report

VI. Old Business

- A. Administration update Elementary School
- B. Administration update Middle School
- C. Assistant Principal Dr. John Harrison update
- D. Teacher Updates

VII. New Business

- A.
- B.
- C.

VIII. Public Forum (limited to 3 minutes)

**Palm Bay Academy Charter School (PBA)
Board of Directors Meeting (BOD)
February 19, 2024 @5:00 PM
Minutes**

CALL TO ORDER

The ZOOM PBA BOD meeting was called to order at 5:15 pm by PBA BOD Chairwoman, Martha Wolf. Due to technical problems the BOD meeting was delayed.

ROLL CALL

Martha Wolf	Board Chairwoman	Present
Jeanne Cunningham	Vice Chairwoman	Present
Brendan Purcell	Secretary	Present
Margaret Wilson	Board Member	Excused

STAFF MEMBERS

Madhu Longani	Director of PBA	Present
Dr. Scott Herber	Middle School, Director of STEAM	Present

NO AUDIENCE MEMBERS

BOARD MINUTES

The PBA BOD minutes of November 13, 2023, were presented for approval. J. Cunningham made the motion for approval. B. Purcell seconded the motion. The motion passed unanimously.

BOARD CHAIRPERSON

The next PBA BOD meetings will be held through July 2024. If possible, meetings will be held the second Monday of each month. BOD scheduling and Brevard School calendar will cause meeting dates to be adjusted.

CEO REPORT

Ms. Madhu Longani reported the following:

1. PBA presently has 391 students enrolled between the Elementary and Middle School campuses.
2. The PBA Administration is working on PBA's Policy and Procedure; some of the wording needs to be refined. BOD will be kept posted on the progress.
3. Buses are running smoothly. PBA does not need to purchase additional buses.
4. Cameras have been installed on both PBA's campuses.
5. PBA would like to install tinted windows on both campuses. The PBA Administration is searching for a company to aid them in this effort. J. Cunningham told Ms. Madhu that she may be able to supply her with a supplier.
6. The PBA Administration is continuing to hire teachers as positions become available. The Elementary School is fully staffed. The Middle School just hired a Social Studies teacher. The BOD will remain posted.

7. Parents Teacher Organization (PTO) is getting organized. A meeting will be held at the elementary school.

FINANCIAL UPDATE

1. The PBA is investigating hiring Tom Flavin & Associates as Financial Advisors. PBA is negotiating the cost and time for their services. The PBD will remain posted.

2. NEW BUSINESS

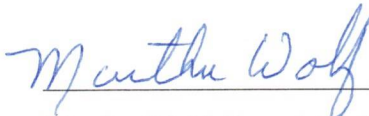
Dr. Scott Herber reported the following:

The Farmers Market project is underway. PBA's Insurance is collaborating with him as to what is covered or not covered on the PBA campuses. The BOD will be kept posted on the progress.

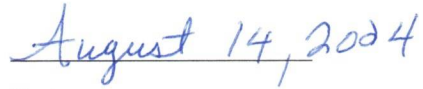
Building Hope is working with PBA Administration with finances. Primarily they are working to negotiate the financial amount that PBA is presently paying the Bond Holders. The BOD will be kept posted.

ADJOURNMENT.

With no other business to come before the BOD. J. Cunningham motioned to adjourn the BOD meeting. Seconded by B. Purcell. The motion passed unanimously at 5:35 pm.



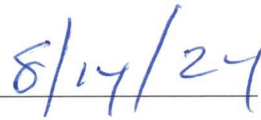
Martha Wolf, Board Chairwoman



Date



Brendan Purcell, Secretary



PALM BAY ACADEMY (PBA)
ZOOM BOARD OF DIRECTORS(BOD) MEETING
April 8, 2024 2024, @5:00 pm
AGENDA

I. Meeting Called To Order

- A. Roll call
- B. BOD Approve Minutes of February 19, 2024

II. Board of Directors Report

- A. PBA BOD Meetings remainder 2023-2024 school year
FUTURE PBA BOD Meetings will be held the second Monday of the month through July, 2024. No meeting in June.

III. CEO Report

- A. Update on the following:
 - 1. Elementary Student Population Number: _____
 - 2. Middle School Student Population Number: _____
 - 3. Policy and Procedure update
 - 4. Transportation Bus Update
 - 5. Safety Additions – Cameras & Tinted Windows
 - 6. Building Hope

IV. Financial Update

- A. Financial Advisors
- B. Bond Holders Update
- C. Budget Update
- D. Auditor Update
- E. Unforeseen expenses

V. Dr. Scott Herber Report

VI. Old Business

- A. Administration update Elementary School
- B. Administration update Middle School
- C. Assistant Principal Dr. John Harrison update
- D. Teacher Updates

VII. New Business

Saved: ZOOM PBA BOD AGENDA April 8, 2024

VIII. Public Forum (limited to 3 minutes)

**Palm Bay Academy Charter School (PBA)
Board of Directors Meeting Minutes (BOD)
April 8, 2024 @5:00 PM**

CALL TO ORDER

The ZOOM PBA BOD meeting was called to order at 5:10 pm by PBA BOD Chairwoman, Martha Wolf.

ROLL CALL

Martha Wolf	Board Chairwoman	Present
Jeanne Cunningham	Vice Chairwoman	Present
Brendan Purcell	Secretary	Excused
Margaret Wilson	Board Member	Present

STAFF MEMBERS

Madhu Longani	Director of PBA	Present
Dr. Scott Herber	Middle School, Director of STEAM	Present

NO AUDIENCE MEMBERS

BOARD MINUTES

The PBA BOD minutes of February 19 were presented for approval by M. Wolf. The motion was made by J. Cunningham to approve the minutes. Seconded by M. Wilson. The motion passed unanimously.

The next PBA BOD meeting is scheduled for June 10, 2024. There will be no meeting in July. PBA will schedule a meeting in August 2024. The date will be determined depending on BOD availability. The BOD will remain flexible.

CEO REPORT

Ms. Madhu Longani reported the following:

1. **PBA STUDENT BODY:** Presently PBA has 391 students enrolled between the Elementary and Middle School campuses.
2. **POLICY & PROCEDURE (P&P):** The PBA Administration is working on the P&P final wording. Administration is finalizing the wording regarding administration, teachers, and staff taking time off during critical days. BOD will be kept posted on the progress. The PBA BOD will receive the final P&P copy soon.
3. **TRANSPORTATION:** Buses are running smoothly. PBA currently does not need to purchase additional buses.
4. **SAFETY:** Administration has installed cameras on both PBA's campuses. PBA would also like to install tinted windows on both campuses.

5. **TEACHERS:** PBA Administration is continuing to hire teachers as positions become available. Florida has a shortage in teachers throughout the state. The Middle School was able to hire a Social Studies teacher for the 2024-2025 school year. The BOD will remain posted.
6. **END-OF-THE-YEAR:** PBA is working towards celebrating graduations, recitals, and activities that are under way. Administration, teachers, staff, and students are working earnestly towards the end of the school year events.
7. **BUILDING HOPE:** Dr. Herber is working with Building Hope on a variety of projects to assist PBA's budget and expenses.
8. **ROBOTICS:** Dr. Herber is working to seek funds to assist the Robotics programs at PBA. He has been able to raise funds. He will keep the BOD posted with a report.

FINANCIAL UPDATE

Tom Flavin is working with Administration to address the balancing of ledgers and finalizing the financial numbers for the audit due August 30, 2024.

Mr. Flavin recommended PBA hire HLB Gravier a certified public accountant to manage the audit. M. Wilson made the motion to hire HLB Gravier. Seconded by J. Cunningham. The motion passed unanimously.

A Bond meeting is being schedule soon to discuss the finances of PBA. PBA continues to be solvent, and all is progressing well. BOD will be kept posted.

OLD BUSINESS

The Administration is working towards hiring a principal at the Middle School. Dr. Herber is assisting in this effort. He will report to the BOD how things are progressing.

NEW BUSINESS

1. Ms. Madhu reported that the PBA Elementary campus parking lot needed to be resealed and restriped. The work was completed on April 6 and 7. This was an unforeseen expense that needed to be addressed.
2. The lunchroom needed a new water heater. A new one was installed at a cost of \$14,000.
3. **Dr. Scott Herber** continues to work on a variety of projects which include:
 - a. The hiring of teachers
 - b. Working with Building Hope
 - c. Working with implementing the Multiple Intelligence Methodology Program
 - d. The Robotics program
 - e. Assisting PTO with their Yard Sale on May 11

- f. Grants
- g. PBA Website

The BOD has requested he put a report together. Ms. Wolf said the report would be added as an attachment to the minutes.

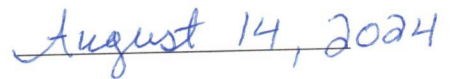
ADJOURNMENT

With no other business to come before the BOD. J. Cunningham motioned to adjourn the BOD meeting at 5:55. The next PBA BOD meeting will take place as a ZOOM on May 13, 2024 at 5:00 pm. Seconded by M. Wilson. The motion passed unanimously.



Martha Wolf, Board Chairperson

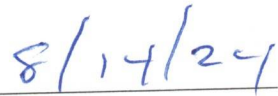
Date





Brendan Purcell, Board Secretary

Date



**PALM BAY ACADEMY (PBA)
ZOOM BOARD OF DIRECTORS (BOD) MEETING
PBA BOD AGENDA MAY 13, 2024 @5:00 pm
AGENDA**

I. Meeting Called to Order

- A. Roll call
- B. BOD Approval of Minutes of April 8, 2024

II. Board of Directors Report

- A. PBA BOD Meetings remainder 2023-2024 school year
FUTURE PBA BOD Meetings will be held the second Monday of the month
through August, 2024 (No meeting in July)

III. CEO Report

- A. Update on the following:
 - 1. Elementary Student Population Number: _____
 - 2. Middle School Student Population Number: _____
 - 3. Policy and Procedure update
 - 4. Transportation Bus Update
 - 5. Safety Additions – Cameras & Tinted Windows

IV. Financial Update

- A. Financial Advisors
- B. Bond Holders Update
- C. Budget Update
- D. Auditor Update
- E. Unforeseen expenses

V. Dr. Scott Herber Report

VI. Old Business

- A. Administration update Elementary School
- B. Administration update Middle School
- C. Assistant Principal Dr. John Harrison update
- D. Teacher Updates

VII. New Business

- A.
- B.
- C.

VIII. Public Forum (limited to 3 minutes)

**Palm Bay Academy Charter School (PBA)
Board of Directors Meeting Minutes (BOD)
May 13, 2024 @5:00 PM**

CALL TO ORDER

The ZOOM PBA BOD meeting was called to order at 5:10 pm by PBA BOD Chairwoman, Martha Wolf.

ROLL CALL

Martha Wolf	Board Chairwoman	Present
Jeanne Cunningham	Vice Chairwoman	Present
Brendan Purcell	Secretary	Excused
Margaret Wilson	Board Member	Present

STAFF MEMBERS

Madhu Longani	Director of PBA	Present
Dr. Scott Herber	Middle School, Director of STEAM	Present

NO AUDIENCE MEMBERS

BOARD MINUTES

The PBA BOD minutes of April 8, 2024, the BOD did not present the minutes. BOD will present them at the next scheduled PBA BOD meeting.

The next PBA BOD is scheduled for June 10, 2024. There will be no meeting in July. PBA will schedule a meeting in August 2024. The date will be determined depending on BOD availability. During the summer PBA BOD must remain flexible.

CEO REPORT

Ms. Madhu Longani reported the following:

1. PBA presently has 391 students enrolled between the Elementary and Middle School campuses.
2. The PBA Administration is working on PBA's Policy and Procedure (P&P); the PBA administration is finalizing the wording. BOD will be kept posted on the progress. The PBA BOD will receive the final copy soon.
3. Buses are running smoothly. PBA does not need to purchase additional buses.
4. Administration have installed cameras on both PBA's campuses.
5. PBA would also like to install tinted windows on both campuses. The PBA Administration is searching for a company to aid them in this effort. J. Cunningham told Ms. Madhu that she may be able to supply her with a supplier.
6. The PBA Administration is continuing to hire teachers as positions become available...
The Middle School just hired a Social Studies teacher for the 2024-2025 school year. The BOD will remain posted.

7. Ms. Madhu reported that the following events will be taking place at PBA:
 - a. May 21: 2024 music k-5 concert 5:30 on middle stage.
 - b. May 22: 2024 Immersion at 6:00 pm presenting a theme of traveling around the Spanish world.
 - c. May 23: Kindergarten graduation at elementary
 - d. May 23: Middle school graduation 4:00 pm
 - e. May 24: Fifth graders are being promoted to Middle school.
8. The garden is doing well. Vegetables are being planted.
9. Robotics is also going well. Grant came through for \$200,000 divided into four payments. Melinda Maier is working with PBA. The BOD will remain posted on the progress.
10. Parent Teacher Organization is in the process of getting organized.

FINANCIAL UPDATE

1. The PBA is finalizing hiring Tom Flavin & Associates as Financial Advisors. PBA is negotiating the cost and time for their services. The PBA will remain posted.
2. Building Hope is refinancing the Bond with PBA Administration. They are planning a meeting the Bond personnel soon.
The BOD will remain posted when details are finalized.
3. J. Cunningham made the motion to have the BOD notified when the Bond meeting would be held. The Board Chairperson, M. Wolf would attend the meeting on behalf of PBA BOD with administration, Building Hope Personnel, and the financial advisors. M. Wilson seconded the motion. The motion passed unanimously.

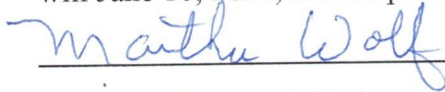
NEW BUSINESS

1. Dr. Scott Herber reported that he is engaged in a lot of projects, as well as grants, and the STEAM program on behalf of PBA. The BOD is optimistic with his involvement in each of the projects. He will submit a report detailing the progress of each project.
2. Summer school will be starting June 30. Title I will be funding this endeavor.
3. Middle School Administration: Dr. Harrison has expressed the possibility that he may be leaving PBA. Dr. Demon is overseeing the duties required by a principal, he may be stepping up as a permanent principal for middle school? Dr. Herber stated that he would find out what are their intentions for the 2024-2025 school year and report back to the BOD.

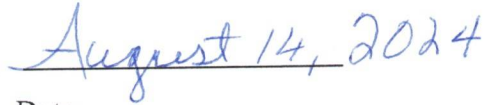
4. Building Hope is working with PBA Administration with finances. Primarily they are working to negotiate the financial amount that PBA is presently paying the Bond.

ADJOURNMENT.

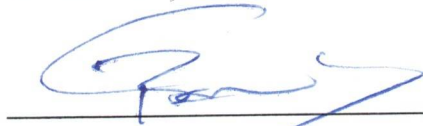
With no other business to come before the BOD. J. Cunningham motioned to adjourn the BOD meeting. Seconded by M. Wilson. The motion passed unanimously at 5:45 pm. The next meeting will June 10, 2024, at 5:00 pm.




Martha Wolf, Board Chairwoman



Date



Brendan Purcell, Secretary



PALM BAY ACADEMY (PBA)
ZOOM BOARD OF DIRECTORS(BOD) MEETING
June 10, 2024, @5:00 pm
June 24th
AGENDA

I. Meeting Called To Order

- A. Roll call
- B. BOD Approve Minutes of May 13, 2024

II. Board of Directors Report

- A. PBA BOD Meetings remainder 2023-2024 school year
FUTURE PBA BOD Meetings will be held the second Monday of the month through August 2024. No meeting in July.

III. CEO Report

- A. Update on the following:
 - 1. Elementary Student Population Number: _____
 - 2. Middle School Student Population Number: _____
 - 3. Policy and Procedure update
 - 4. Transportation Bus Update
 - 5. Safety Additions – Cameras & Tinted Windows

IV. Financial Update

- A. Financial Advisors
- B. Bond Holders Update
- C. Budget Update
- D. Building Hope
- E. Auditor Update
- F. Unforeseen expenses

V. Dr. Scott Herber Report

VI. Old Business

- A. Administration update Elementary School
- B. Administration update Middle School
- C. Assistant Principal Dr. John Harrison update
- D. Teacher Updates

VII. New Business

VIII. Public Forum (limited to 3 minutes)

**Palm Bay Academy Charter School (PBA)
Board of Directors (BOD) Meeting
June 24, 2024 @5:00 PM
Minutes**

CALL TO ORDER

The ZOOM PBA BOD meeting was called to order at 5:03 PM by PBA BOD Chairperson Martha Wolf.

ROLL CALL

Martha Wolf	Board Chairperson	Present
Jeanne Cunningham	Vice Chairperson	Present
Brendan Purcell	Secretary	Present
Margaret Wilson	Board Member	Present

ADMINISTRATION

Madhu Longani	Director/CEO of PBA	Present
Dr. Scott Herber	Director of STEAM	Present

NO AUDIENCE MEMBERS IN ATTENDANCE

BOARD MINUTES

The PBA BOD Minutes of May 13, 2024, were presented for approval. J. Cunningham made the motion to accept the minutes as presented. Seconded by M. Wilson. The motion passed unanimously.

BOARD CEO REPORT

Ms. Madhu reported that the end-of-the-year activities at PBA went well. The student's graduation ceremony was also successful.

Ms. Madhu reported that the number of students enrolled for the FALL 2024-2025 PBA school year cannot be decided until late August 2024. Most of the PBA fifth grade students have enrolled for PBA Middle school. When a firmer number is decided she will report the figures to the BOD. Ms. Madhu and Dr. Scott Herber are actively working towards exploring various methodologies for encouraging students to enroll for PBA.

Marilyn Kinsal, PBA Office Manager emailed all BOD members the names and contracts of the teachers that are being considered for teaching positions at the elementary and middle school campuses. Ms. Madhu reported that they were informed of the POLICY & PROCEDURE rules set up by the PBA Administration and approved by the BOD. PBA's attorney Shawn Arnold advised all those concerned that the (P&P) rules were in order. The main change in the P&P are that teachers and staff must request days off in advance, and they must have approval from the PBA Administration.

FINANCIAL UPDATE

Ms. Madhu reported that Tom Flavin will be working with PBA's finances. Presently his firm is preparing the financial material needed to follow the 2023-2024 audit.

Their accounting firm will also aid the PBA administration with putting together a budget for the 2024-2025 school year. The BOD will be kept posted on their progress.

Ms. Madhu is searching for a bookkeeper to work part-time at PBA. She believes she might have found a candidate. She will report to the BOD at the next meeting.

The PBA Administration staff, Building Hope, and Flavin & Associates are setting up a Bond meeting. Ms. Madhu will report when the BOD meeting will be held.

Dr. Scott Herber

Dr. Scott Herber engaged in a variety of activities. He will draft a report updating the BOD on how items are progressing. The report will be attached to the minutes.

OLD BUSINESS

- A. The staff at the PBA elementary school are staying the same. Between Ms. Madhu and Ms. Kinsel the students, teachers, and staff are running efficiently. There are teachers who are showing an interest in moving into assistant principal status. Ms. Madhu is hoping that they will complete their certification and possibly move into a higher position at PBA. The BOD will remain posted.
- B. Administration update in Middle School
Dr. John Harrison is Vice-Principal in training. Dr. Herber will talk to him about how his journey to finish his qualifications for certification is progressing. Dr. Herber will report to the BOD at the next meeting.
- C. Teacher Updates
Ms. Madhu reported that finding teachers in the state of Florida is a challenge for all schools. Dr. Herber and her have made progress. They will report to the BOD at the next meeting as to how their efforts are progressing.

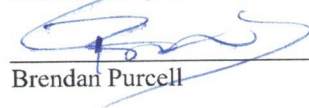
NO NEW BUSINESS

ADJOURNMENT

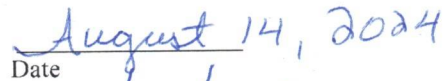
With no other business to come before the BOD. B. Purcell motioned to adjourn the BOD meeting. Seconded by M. Wilson. The motion passed unanimously at 5:38 pm. The next meeting will be held on August 12, 2024, at 5:00 pm.



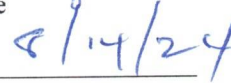
Martha Wolf, Board Person



Brendan Purcell



Date



Date

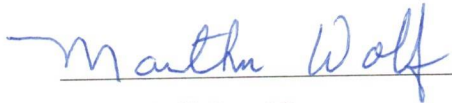
VII. New Business

- A. Dr. John Harrison resigned as Assistant Vice Principal in training.
- B. Dr. Latanya Hairiston was hired as Principal of the PBA Middle School
- C. PBA is adding electronically automated equipment on both campuses.

ADJOURNMENT

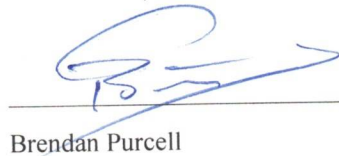
Ms. Wolf reported to the BOD that she would be out of the country in September. Dr. Herber asked if she could possibly meet on September 3, 2024 @5:00 pm for a PBA BOD meeting. She said, yes, she could make herself available because she was not leaving until September 4, 2024. Margaret Wilson made the motion to hold the meeting on September 3, 2024. J. Cunningham seconded the motion. The motion passed unanimously.

With no other business to come before the BOD. M. Wilson motioned to adjourn the BOD meeting. Seconded by C. Cunningham. The motion passed unanimously at 6:17 pm. The next meeting will be held on September 3, 2024 @5:00 pm.



Martha Wolf, Board Person

8/14/24.
Date


Brendan Purcell

8/14/24
Date