

**Palm Bay Academy Charter School (PBA)  
ZOOM Board of Directors (BOD) Meeting  
August 12, 2024 @5:00 PM  
Minutes**

**CALL TO ORDER**

The ZOOM PBA BOD meeting was called to order at 5:10 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 PBA STEAM Present
Dr. Latanya Hairiston	Principal PBA Middle School Present

**NO AUDIENCE MEMBERS IN ATTENDANCE**

**I. BOARD MINUTES**

The PBA BOD Minutes of April 8, 2024 and June 24, 2024 were presented by M. Wolf for approval. **J. Cunningham made the motion to accept the minutes as presented. Seconded by M. Wilson. The motion passed unanimously.**

Ms. Wolf reminded Dr. Herber that he had agreed to draft a report on projects and activities he would be working on for PBA. He agreed to write a report before the next meeting.

**II. BOD CHAIRPERSON**

The BOD requested the budget for the 2024-2025 school year. Ms. Madhu and Dr. Herber said they were putting a working budget together with Building Hope. When the budget is completed, they will present it to the BOD for approval.

The Chairperson reported she had questions about the employment contract between teachers and the PBA Administration. Ms. Madhu said that some of the language will be edited, and BOD will receive a finalized copy by the next PBA BOD meeting.

Chairperson Wolf said she would be available this week to sign approved minutes and any PBA forms needing BOD signature. Secretary Purcell said he would also sign the needed paperwork. B. Purcell made the motion to sign the needed paperwork on behalf of the BOD. Seconded by M. Wilson. The motion passed unanimously.

**III. CEO/DIRECTOR REPORT**

1. **SCHOOL POPULATION:** Ms. Madhu reported that presently the PBA school population is as follows:

Elementary 245

Middle 141

Total 386

She added that the school population is not a firm number as students are still enrolling. There will be a firmer number by the end of the month.

2. **Policy & Procedure (P&P) Update:** The P&P has been completed. Each member of the BOD should receive a copy for approval before the next meeting.

3. **Bus Transportation:** Ms. Madhu reported that finding qualified bus drivers and good running buses has

been a challenge. She has turned to Brevard School District, Ivory Lucky, for aid. He is helping PBA with bus drivers and buses. She will keep the BOD posted on this matter.

4. PBA School Safety: Ms. Madhu reported that there were qualified security personnel on each campus. The officers are paid \$41.00 an hour and work a 40-hour week. The funds to pay their salary are distributed through FTE.

5. Cameras are in place on both campuses.

6. Tinted windows are being installed. Material and a contractor have been hired. Ms. Madhu said that she would report to the BOD as the project progresses.

6. The Brevard School District is requiring PBA entrances to the PBA campuses to be electronically controlled. Dr. Herber said he would collaborate with local contractors to aid him in following the district's requirements. Ms. Wolf suggested he investigate Hoover's Middle School and Gemini Elementary School. They presently are electronically controlling anyone wanting to enter the school premises. Entering the campus with a car is not an issue. Entering the building is another matter. Dr. Herber said he would investigate the matter. He will keep the BOD posted on the matter.

5. Ms. Madhu presented Dr. Latanya Hairiston to the BOD. PBA hired her as the principal of the PBA's Middle School. Her background includes over 20 years of working in education. Her doctorate degree is in education research and curriculum data. She looks forward to creating a positive environment for students, teachers, and staff. The BOD welcomed Dr. Hairiston to PBA.

6. Ms. Madhu explained the "Mental Health Plan" to the BOD. Primarily it is a method to help struggling students. The monies that are spent on this program are centered around providing educational aids, counseling and information to help struggling students succeed. Parents will also be given learning tools on how to help their struggling child's behavioral needs at home. "Stepping Stone" method will aid in implementing this program. Ms. Madhu will provide the BOD with the exact language by the next meeting. The cost is \$24,039.00.

**J. Cunningham made the motion to give PBA permission to implement the "Mental Health Plan" at PBA. M. Wilson seconded the motion. The motion passed unanimously.**

7. PBA has hired new teachers. Teachers have strategically been placed in classrooms that would flourish with their teaching experiences. PBA is searching for a physical education teacher. One of the teachers served as a coach last year and will again serve as a coach this school year. The BOD will remain posted as this matter progresses.

#### **IV. FINANCIAL UPDATE**

A. The Financial Advisors from Flavin & Associates are diligently working with the Brevard School District and PBA on all financial matters. They are also working with Dr. Herber, Ms. Madhu and Building Hope to complete a working budget.

B. Bond Holders: A meeting will be held in September with the PBA Administration, Flavin & Associates, and Building Hope to discuss refinancing PBA's loan with the Bond Holders. The BOD will remain posted on the matter.

C. Auditor Update: The audit is being prepared for PBA. Flavin & Associates are aiding the auditors in all financial requests.

D. Unforeseen Expenses: Funds will be distributed to follow the Brevard School District requirement to electronically automate PBA campuses.

#### **V. Dr. Scott Herber Report**

Dr. Scott Herber reported on his different projects. He will attach his written report to these minutes.

**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 meet on September 3, 2024 @5:00 pm for a PBA BOD meeting. Ms. Wolf agreed to meet on September 3. The motion was made by Margaret Wilson to hold the meeting on September 3, 2024. The motion was seconded by J. Cunningham. 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.

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Martha Wolf, Board Person

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Brendan Purcell

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

9/3/24

**Palm Bay Academy Charter School (PBA)  
ZOOM Board of Directors Meeting Minutes (BOD)  
September 3, 2024 @5:00 PM**

**CALL TO ORDER**

The ZOOM PBA BOD meeting was called to order at 5:06 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 PRESENT**

**BOARD MINUTES**

The PBA BOD minutes of August 12, 2023 were presented by the Board Chairperson for approval. J. Cunningham made the motion to accept the minutes as presented with one minor change. Ms. Madhu said, "Stepping Stone Organization" was the correct wording. M. Wilson seconded the motion. The motion passed unanimously.

**BOARD CHAIRPERSON**

M. Wolf said that the BOD will be meeting, when possible, on the second Monday of every month. There will be no meeting in December or July. The next meeting will be held October 14, 2024.

**CEO DIRECTOR --- Ms. Madhu presented the report:**

**BUDGET:** A summary of the budget 2024-2025 was presented to the BOD. Ms. Wolf said, "There was not enough information to pass the budget as presented." Ms. Madhu agreed that the budget was not sufficiently prepared. She said that the problem was the three-year projection being put together by Building Hope. The Brevard School Board would be notified as to the reason for the delay. Ms. Madhu said she would present the finished budget by the next BOD meeting. Presently Tom Flavin and Associates are PBA's CPA. He or an associate would be presenting the 2024-2025 budget to the BOD at the next meeting.

**BUS PROBLEM:** PBA needs three buses to transport students to and from school. Finding drivers and getting the necessary buses is a challenge. Ms. Madhu is working with Lucky and the district to resolve the problem.

**SAFETY FEATURES:** Automation Contractors are needed to follow the Brevard School Boards automation requirements. PBA are looking to hire a contractor to work on equipment to enter PBA campuses. The automated equipment should be controlled by PBA staff members. No

one should be able to enter or drive onto the school premises without PBA's permission. This is a safety feature that is mandatory for all schools in the state of Florida.

Tinted windows should be finished for all PBA school buildings by the end of the school year.

**FINANCES:** Ms. Madhu reported that Bond holders are scheduling a meeting with Building Hope. Tom Flavin will make the introductions. PBA staff members will be in attendance. The BOD will remain posted.

**AUDIT:** The 2023-2024 PBA Audit was completed. It was due August 31, 2024. Eight copies were distributed.

**Dr. Scott Herber:** Presented a summary of everything he is working on for the school. It was brief, but to the point. He is working with Building Hope, Robotics, grants, school clubs, and finding teachers to hire. The BOD recognizes that he is working diligently on many projects and saving money for PBA.

**GRANTS:** Melinda Maiers sent an email stating there were some issues with a variety of grants given to PBA. Ms. Madhu said she was managing the matters.

One of the problems was the Robotic Grant. Ms. Madhu explained she did not get the invoices on time, and hiring staff to run the Robotic problem was a challenge.

The other grant was not due until the end of September, so she still was working on the needed material.

### **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 5:43 pm. The next meeting will be held on October 14, 2024 at 5:00 pm.

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Martha Wolf, Board Chairwoman

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Date

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Brendan Purcell, Secretary

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Date

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