

**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