

**BOARD OF DIRECTORS MINUTES**  
**DECEMBER 3<sup>RD</sup>, 2018**

The meeting was called to order by Martha Wolf at 5:09 P.M.

ROLL CALL: See attached.

Mrs. Cunningham made the motion to accept the board minutes, with a few minor corrections presented, Brendan Purcell seconded the motion, and the motion passed unanimously.

BOARD REPORT: MarthaWolf recommended that the board appoint a point person to work with the parents and serve as a liaison between the governing board, administration, and the parents. Ms. Wolf requested Cynthia Harris consider this position. Ms. Harris wanted to think and carefully consider before accepting it.

Mrs. Wolf further recommended that the board meetings needed to follow a set schedule to follow the state statute and the board members needed to comply by following the calendar. The board tabled the recommendation and decided to meet the fourth Monday of every month at 5:00 P.M. unless it was a holiday.

FINANCE UPDATE: Tom Flavin walked the board members through the balance sheet from July 1<sup>st</sup> to October 1<sup>st</sup>. Tom is also working on developing a dashboard which will inform the board members about the Monthly budget vs. income.

STAFF UPDATE: Palm Bay Academy middle school is still looking for a 6<sup>th</sup> grade science teacher. The administration is still in the process of evaluating the need to hire additional TAs for elementary classrooms.

MARKETING UPDATE: Look marketing has been diligently working the social media channels to market the school. The administration currently is trying to evaluate the effectiveness of their strategy for 2019-2020 enrollment.

MIDDLE SCHOOL REPORT BY PAUL EICHELKRAUT: Paul informed the board members of a new discipline plan that he had implemented in the middle school. The students are rewarded with Panther Bucks and are recognized for their leadership qualities that they display. The number of student referrals seemed to have dropped since the implementation of this program. He wanted to rework the school cell phone policy as the present policy was creating numerous issues.

The meeting was adjourned at 6:45 P.M. The next meeting was scheduled for January 28<sup>th</sup> at 5:00 P.M.

Martha Wolff

President

Allison F. Cunningham

Secretary

Submitted by Mrs. Madhu Longani

3-25-2019

Date

3/25/19

Date