

**Palm Bay Academy Charter School (PBA)
Board of Directors Meeting (BOD)
October 16, 2023, @5:00 PM**

CALL TO ORDER

The ZOOM PBA BOD meeting was called to order at 5:20 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	Present

STAFF MEMBERS

Madhu Longani	Director of PBA	Present
Dr. Scott Herber	Middle School, Director of STEAM	Present
Tito Cevallo	Music & Theatre Teacher	Present
JoAnne Vasquez	Title I, Elementary School	

NO AUDIENCE MEMBERS

BOARD MINUTES

The PBA BOD minutes of September 18, 2023, were presented for approval. J. Cunningham made the motion to accept the minutes as presented. M. Wilson seconded the motion. The motion passed unanimously.

CEO REPORT

Ms. Madhu reported the following:

1. Both campuses at PBA are staffed and running smoothly. Between the two campuses there are 391 students enrolled.
2. Policy & Procedure (PP) were emailed to all BOD members. Ms. Madhu requested that BOD look over PP. If there were no changes needed, she requests that the BOD pass PP at the next BOD meeting. The BOD said they would look over the PP submitted and let her know in advance if there were any issues that needed to be discussed or changed.
3. PBA is still looking for a school bus. Finding the right match for the school is still being investigated.
4. PBA is still looking into purchasing and installing cameras and adding tinted windows on both school campuses. The BOD will remain posted.
5. Ron Dedmond is working parttime as Assistant Principal on the PBA Middle School campus. His background as a fulltime principal is having a positive effect on the students and staff at PBA. He also continues to encourage and mentor Dr. John Harrison.



FINANCIAL REPORT

1. **BOND HOLDERS UPDATE:** Ms. Madhu reported that PBA remains in contact with the Bond administration. PBA's promptly responds to any inquiries they may have.
2. Ms. Madhu is still looking into hiring a financial advisor to assist PBA since Tom Flavin & Associates left PBA. The BOD will remain posted.
3. **BUDGET:** The Budget was emailed to all BOD members by PBA. Ms. Wolf asked the BOD members if there were any inquiries or changes, if not she asked the BOD to make a motion to pass the Budget report as submitted. **B. Purcell made the motion to pass the 2023-2024 Budget as submitted by PBA. M. Wilson seconded the motion. The vote passed unanimously.**
4. **Audit:** Ms. Madhu reported that the 2022-2023 Audit was submitted to the Brevard District late. The Audit was due August 30, 2023. Due to the new company handling the PBA Audit certain items became complicated. Ultimately inquiries were resolved and professionally handled. The Brevard District now has the Audit. Ms. Madhu will keep the BOD posted if there are any matters that need to be addressed. **B. Purcell motioned to have the 2022-2023 Audit passed as submitted. Seconded by J. Cunningham. The motion passed unanimously.**
5. **Bookkeeper:** Ms. Madhu reported that PBA's current bookkeeper was retiring. She is currently looking for a replacement. PBA ideally wants a bookkeeper who can work on the PBA premises. She will keep BOD posted.
6. **Teacher Lead Money:** Teachers from PBA have received \$300 each to purchase supplies for the school year. The funds came from the FTE (full-time Equivalent) funds. These are funds given from the Florida Department of Education.

OLD BUSINESS

1. **PLANT SALE:** The plant sale held on October 10 was well received. Dr. Scott Herber reported he'd like to expand the plant sale with other local entrepreneurs. He will keep the BOD posted.
2. No replacement has been found for the Vice Principal position at the PBA Elementary campus. Ms. Madhu and Ms. Kinsel continue to share the administrative responsibilities. The BOD will remain posted.
3. Dr. John Harrison is still working on finishing his classes for Vice Principal. He remains Assistant Principal at PBA Middle School.

NEW BUSINESS

1. Dr. Scott Herber reported on a variety of subjects, i.e., he has gotten local businesses to place banners on PBA's fences advertising their establishments; working on developing a Farmers Market at PBA Middle School; working with local colleges to tutor PBA

students; working with staff to assist in developing sports for PBA students. As items develop, he will keep the BOD posted.

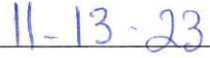
2. Joanne Vasquez, Title I PBA Coordinator, introduced herself to the BOD. She is looking forward to working at PBA. Presently she is also helping to establish a PTO on both campuses. She will keep the BOD posted.
3. Tito Cevallo, Music & Theatre teacher at PBA, introduced himself to the BOD. He is looking forward to teaching the students an appreciation for music and theatre. He also has a background in soccer and will work with students to enhance their skills in the sport.

ADJOURNMENT


M. Wolf said that the next meeting is scheduled for November 13, 2023, at 5:00 pm. With no other business to come before the BOD. J. Cunningham motioned to adjourn the BOD meeting. B. Purcell seconded the motion. The motion passed unanimously at 6:15 pm.



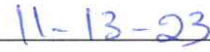
Martha Wolf, Board Chairwoman



Date



Brendan Purcell, Secretary



Date