

**PALM BAY ACADEMY (PBA)  
ZOOM BOARD OF DIRECTORS (BOD) MEETING  
June 13, 2022**

**CALL TO ORDER**

The ZOOM PBA BOD meeting was called to order at 5:04 pm by Board Chairman M. Wolf.

**BOARD MEMBERS PRESENT OR EXCUSED**

Martha Wolf	Board Chairman	Present
Brenden Purcell	Vice -Chairman/Secretary	Present
Jeanne Cunningham	Board Member	Present
Margaret Wilson	Board Member	Present

**NON-BOARD MEMBERS PRESENT OR EXCUSED**

Madhu Longani	Director	Present
Tom Flavin	Financial Adviser	Excused
Dr. John Harrison	Assistant Principal Middle School	Present

**BOARD MINUTES**

The PBA BOD minutes of May 9, 2022, were presented by M. Wolf for approval. J. Cunningham motioned to accept the minutes as presented. B. Purcell seconded the motion. The motion passed unanimously.

**POLICY AND PROCEDURES**

Ms. Madhu, PBA Director, and Ms. Kinsel, PBA Office Manager will work during the summer on revising the PBA Policy and Procedures Rules. When completed they will request BOD approval.

**CEO'S REPORT**

1. **PLAYGROUND:** It has come to PBA's attention that the mulch material on the playgrounds is not conducive to safety standards. Ms. Madhu requested the BOD allow her to purchase a new ground cover. Which material to purchase is being investigated. The Board requested that whatever material is purchased that safety professionals advise PBA. Ms. Madhu was given the authority to purchase the playground cover. The cost would not exceed \$13,000. B. Purcell made the motion. Seconded by M. Wilson. The motion was unanimously passed. BOD will remain posted on the outcome.
2. **SAFETY ADDITIONS:** Doors are being propped open during school hours. For safety purposes, Ms. Madhu has requested something be done. She recommended various ideas, including alarms, video cameras, and/or iron gates. The BOD recommended she hire a safety consultant to assist in what would best service PBA. B. Purcell made the motion. Seconded by M. Wilson. The motion passed unanimously.
3. **KILM (pottery oven):** Ms. Madhu is considering hiring an art teacher for PBA Middle School. He would like to include using clay and a pottery oven to enhance their art education. B. Purcell made the motion to include purchasing the KILM and hiring licensed personnel for the project. Seconded by J. Cunningham. The motion passed unanimously.
4. **TRANSPORTATION:** Ms. Madhu stated that PBA needs to procure their own buses and drivers to transport the PBA students. B. Purcell made the motion to give Ms. Madhu the authority to purchase buses for PBA and hire their drivers and/or lease buses if necessary. Responsible, licensed bus drivers would be hired to transport the students safely. B. Purcell made the motion. Seconded by M. Wilson. The motion passed unanimously.
5. The Bond people were pleased with PBA paying the principal funds as agreed. See May minutes for details.



### NEW BUSINESS

**According to the Brevard School District, out-of-field teacher forms must be signed by July 8, 2022.**

Ms. Madhu requested that the BOD give her permission to procure these positions and allow M. Wolf, Board Chairman to sign the necessary forms required by the Brevard School District or the Department of Florida. Ms. Madhu stated she would make every effort to meet the deadline date. M. Wilson made the motion. Seconded by B. Purcell. The motion passed unanimously

**BOARD MINUTES:** The Brevard School District has required that all PBA BOD minutes to date be approved, signed, and posted by July 31, 2022. C. Cunningham made the motion. Seconded by M. Wilson. The motion passed unanimously.

### SCHOOLS ANNUAL BUDGET

PBA will work towards meeting the Brevard School District's deadline of August 1, 2022. If necessary, the BOD will hold an emergency meeting in July to approve the budget.

### ANNUAL INDEPENDENT FISCAL AUDIT

Ms. Madhu reported that she would talk to Brevard School District regarding their August 1, 2022, deadline for the annual independent fiscal audit. She believes that August 30, 2022, is more realistic. The PBA BOD will be kept posted. The PBA BOD supported Ms. Madhu's need to request an extension.

**BOD members, names, titles, and contact numbers are submitted to Brevard School Board by July 31, 2022.** The BOD voted on the new titles. They will be submitted by July 30, 2022.

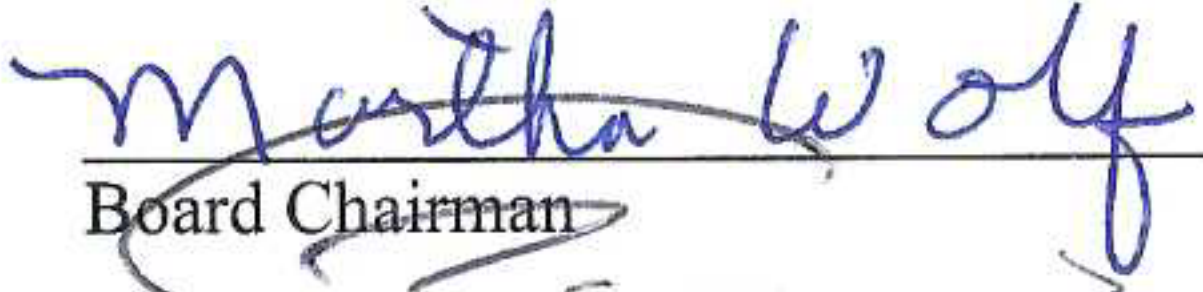
- a. J. Cunningham motioned to have Martha Wolf serve as Board Chairman. Seconded by Ms. Wilson. The motion passed unanimously.
- b. B. Purcell motioned to have Jeanne Cunningham serve as Vice Chairman. Seconded by M. Wilson. The motion passed unanimously.
- c. M. Wilson motioned to have Brendan Purcell serve as secretary. J. Cunningham seconded the motion. The motion passed unanimously.
- d. B. Purcell motioned to have Margaret Wilson serve as a Board member. Seconded by J. Cunningham. The motion passed unanimously.


### **PBA BOD Meeting Dates Schedule for the Year 2022-2023**

M. Wolf was given the project to put together the PBA BOD meeting calendar/roster. B. Purcell made the motion to give M. Wolf the responsibility with the caveat she would email the draft copy to all BOD members for input and use the Brevard District School Calendar to keep conflicts minimal. The BOD has agreed to meet on the second Monday of each month. J. Cunningham seconded the motion. The motion passed unanimously.

### ADJOURNMENT

With no other business to come before the Board, J. Cunningham motioned to adjourn the meeting. Seconded by M. Wilson. The motion passed unanimously at 5:53 pm. The next PBA BOD meeting is scheduled for August. The exact date is TBA.

 Date: 7-18-22  
Board Chairman

 Date: 7-18-22  
Secretary