

Palm Bay Education Group, Inc.  
Palm Bay Prep Academy  
Palm Bay Elementary School  
Central High School  
Organizational Board Meeting (12:00 pm) &  
Board Workshop (immediately following meeting)  
1104 Balboa Avenue, Panama City Florida  
July 21, 2017  
12:00 PM  
*Minutes*

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*Call to Order: 12:39 pm Attendance: Mrs. Bunce, Mr. Danzey, Mr. Thornton Mr. Hearn, Mr. Willis, Mr. Knapp, Dr. Fontaine, Mrs. Lovett, School Financial representatives Absent: Mrs. Adcock*

**I. APPROVAL OF AGENDA**

*Motion to approve as presented: Danzey; 2<sup>nd</sup>: Bunce Unanimously Approved*

**II. Reappoint Ron Danzey to Palm Bay Education Group, Inc. Board**

*Motion to reappoint Mr. Danzey: Thornton; 2<sup>nd</sup>: Bunce Unanimously Approved.*

**III. Nomination and Selection of Board Chair, Vice-Chair and Secretary/Treasurer for 2017-2018**

*Nomination to appoint Mr. Danzey as Chair, Mrs. Bunce as Vice-Chair and Mrs. Adcock as Secretary/Treasurer for 17-18: Danzey; 2<sup>nd</sup>: Thornton Unanimously approved.*

**IV. APPROVAL OF MINUTES: Board Meeting, June 22, 2017**

*Motion to approve minutes as presented: Bunce; 2<sup>nd</sup>: Thornton Unanimously approved.*

**V. HEARING FROM THE PUBLIC**

*None*

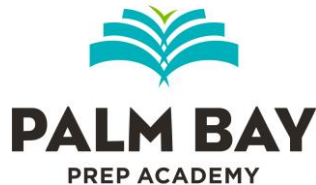
**VI. CONSENT AGENDA**

**A. Schools Operations Update**

1. Financial reports

*Motion to approve financial reports: Thornton; 2<sup>nd</sup>: Bunce Unanimously approved.*

2. Palm Bay Prep – Principal's Report
  - a. Enrollment Update
  - b. Facility Update
  - c. Staffing Update
  - d. School Grade Update
3. Central High School – Principal's Report
  - a. Enrollment Update
  - b. Facility Update
  - c. Staffing Update
  - d. School Improvement Rating Update
4. Palm Bay Elementary School



- a. Enrollment Update
- b. Facility Update
- c. Staffing Update
5. Cafeteria/Kitchen Update
6. Parking Lot Lease with Bay County

*All items reviewed and discussed.*

## **VII. ACTION ITEMS**

### **A. Select Meeting Dates and Times for 2017-2018**

*Motion to approve the following meeting dates and times for 17-18: Bunce; 2<sup>nd</sup>: Thornton Unanimously Approved.*

*Thursday, August 24, 2017 at 5:00 pm  
Thursday, September 21, 2017 at 5:00 pm  
Thursday October 19, 2017 at 5:00 pm  
Thursday November 16, 2017 at 5:00 pm  
Thursday December 14, 2017 at 5:00 pm  
Thursday January 18, 2018 at 5:00 pm  
Thursday February 15, 2018 at 5:00 pm  
Thursday March 15, 2018 at 5:00 pm  
Thursday April 19, 2018 at 5:00 pm  
Thursday May 17, 2018 at 5:00 pm  
Thursday June 21, 2018 at 5:00 pm*

### **B. Budgets 2017-1018**

- a. Palm Bay Prep Academy
- b. Palm Bay Elementary School
- c. Central High School

*Motion to approve all 3 school budgets: Bunce; 2<sup>nd</sup>: Thornton Unanimously approved.*

### **C. Organization Chart with Approved Positions 17-18**

*Motion to approve: Bunce; 2<sup>nd</sup>: Thornton Unanimously approved.*

### **D. Letter of Credit from Centennial Bank for Gulf Power**

*Motion to approve: Thornton; 2<sup>nd</sup>: Bunce Unanimously approved.*

### **E. Renewal of Line of Credit with Centennial Bank - Resolution**

*Motion to approve: Thornton; 2<sup>nd</sup>: Bunce Unanimously approved.*

### **F. Employee Handbook 17-18**

*Motion to approve: Bunce; 2<sup>nd</sup>: Thornton Unanimously approved.*

### **G. Related Staff Members (nepotism policy)**

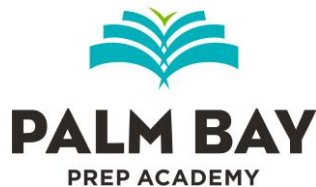
*Motion to approve: Thornton; 2<sup>nd</sup>: Bunce Unanimously approved*

### **H. Wellness Policy**

*Motion to approve: Thornton; 2<sup>nd</sup>: Bunce Unanimously approved*

### **I. Procurement Code of Conduct for USDA/NSLP**

*Motion to approve: Bunce; 2<sup>nd</sup>: Thornton Unanimously approved.*



**J. Lease for Technology Equipment and Phones**

*Motion to approve: Bunce; 2<sup>nd</sup>: Thornton Unanimously approved.*

**K. Sublease for Central High School facility**

*Motion to approve: Thornton; 2<sup>nd</sup>: Bunce Unanimously approved.*

**VIII. INFORMATION ITEMS**

- **Palm Bay Volunteer Work Day – Sat. July 22 – 8 am – 3 pm**
- **Palm Bay Ice Cream Social – Thursday, July 27 at 5:00 pm-7:00 pm**
- **Central High Teachers Return – Mon. July 31**
- **Palm Bay Teachers Return – Mon. August 7**
- **Central High – 1<sup>st</sup> day of school – August 15**
- **Palm Bay Orientation – August 16, 2 – 5 pm**
- **Palm Bay – 1<sup>st</sup> day of school – August 17**

**IX. GOOD OF THE ORDER**

- **Florida Charter School Conference – Nov. 1 - 3**

*Mr. Danzey, Mrs. Bunce, Mr. Thornton to attend*

**X. Meeting Adjournment - 3:00 pm**

**Board Workshop Agenda**

*Call to order : 3:15 pm*

**I. Review of HB 7069 – John Hearn**

*Reviewed and discussed*

**II. Procedures/Policies for selection of Executive Director – John Hearn**

*Proposed job description for Executive Director reviewed and discussed*

**III. Good Governance**

- **Training by Board Attorney, John Hearn**

*Presented*

**IV.. Goal Discussion**

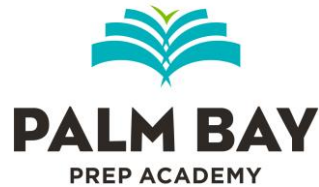
**A. Short Term Goals**

**B. Long Term Goals**

*Reviewed and discussed*

**IV. Questions, Concerns, Other Topics**

*Reviewed and Discussed – including adding sports at PBPA and having reevaluation of appraisal now that facility at Balboa has been cleaned.*



*Executive Director, Carla Lovett discussed the following:*

- Possibility of Restitution*
- APEX*
- Goals: Refine Job Descriptions, Salary Guidelines and Employment Agreement Templates*
- Needs: IT on-site support, paras for PBES, additional office support for PBPA, more repairs*

*Board Attorney, John Hearn made the following recommendations:*

- Financial representatives on call during board meetings at least once a month*
- Revise and clean up By-laws*
- Add another board member*
- Consider Annual meeting in January*
- Strategic Planning Session (Vision, Mission, Core Values)*
- Create Board Handbook (a collection of policies)*
- Add "Items for the next meeting" at the end of each agenda*

*Workshop Adjourned at 4:30 pm*