



Palm Beach Maritime Academy

A division of Palm Beach Maritime Museum, Inc.

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Minutes of Meeting of the Board of Trustees of Palm Beach Maritime Museum, Inc. d/b/a Palm Beach Maritime Academy #2801 and PBMA High School #3924

December 4, 2014

Present were board members, Bill Burckart (BB), chairman, and Scott Shelley (SS). Steve Bolin was out of town.

Also participating were John Grant (JG), Gary Troast (GT), Dan Rishavy (DR), Marie Turchiaro (MT), Nancy Swenson, Gina Stafford (parent liaison), several teachers, parents and students, and Kim Sexton.

The meeting was called to order by the chairman at 4:40 p.m. and a quorum was established.

The chairman asked for approval of the minutes from the 11/24/14 meeting. SS made the motion to approve the minutes, seconded by BB and the minutes were approved by a 2-0 vote.

The chair nominated Harry Moidell to join the board. There was discussion about the need to expand the board and suggestions for members, including educators, attorneys, minorities and women. It was also noted that there is a procedure in the bylaws for nominating board members. SS requested that this paragraph be corrected to reflect that the board was notified (at the meeting) by JG that a board member intended to resign, that the board required 3 members to conduct business so it was not a normal nomination. Subsequent to the 12/4 meeting Melissa Gross-Arnold sent the procedure from the bylaws for nominating new members. The nomination was tabled with no vote.

The chair recognized Terrence Hart, a parent who had a grievance with the school. He suggested that there be just one point of entrance to the school with a security guard. He expressed his appreciation to the chairman for his telephone call.

The grievance procedure was discussed briefly noting that the Student/Parent Handbook includes the procedure which generally states that the grievance first goes to the classroom, then the principal and then the board if necessary, and each step has a timeframe for a response. It was discussed that an email address should be established for the board.

The chair recognized Steve Allen to report on maritime concerns and ideas. He talked about his experience at the Showcase of Schools and read his report which was handed out to the board. He said that our maritime program needs to be more clearly defined, especially for high school if we are to remain competitive. He had a number of suggestions, which are included in his report.

The chair recognized Marie Turchiaro (MT) for the principal's report:

- School Improvement Plan (SIP) for the high school that was approved at the last meeting was submitted. She said the District sent some follow up items that need to be addressed. Also, it was noted that the required Parent Involvement Plan will be posted on the website.
- Florida Standards Assessment – MT provided a handout “Too Much Stuff” which included examples of questions to demonstrate how much is being expected from the students.
- MT handed out the 2014-2015 Fall Diagnostic Data and Analysis and reviewed for the board. She said that the results compared the school to the District only and that we did well in some areas and not-so-good in others. NS stated that almost 50% of students are level 1. Jackie Terrazas said that the AP's need more time in the classroom, but are busy providing other services. Deborah Ward stated that the majority of students are Spanish speaking. Gina Stafford recommended the Student Teacher Program and MT said that she has had a hard time getting a reply from them. All of the above affect student performance.

BB recognized Dan Rishavy for the financial review. He asked first that the board have a vote about the discussion at the last meeting about not making the bond payment. SS motioned to ratify the decision to not make the \$203K bond payment based upon counsel's recommendation, which was seconded by BB and carried 2-0.

DR stated:

- Lantana 2 is expensive to operate
- Cost per class as efficient as in the past
- Fund balance through October is <69,600>. The deficit would be higher Nov-June if we paid the \$203k bond payments, which we are not making.
- Based on October financials and with no bond payment, the projected fund balance at year end is \$453K. We have budgeted \$1.4 million between rent and bond payment and if we can stick to that plan we can move forward.

SS asked GT about the accuracy of the numbers. GT said that the projections through Oct are being reviewed by the bond holders and it is expected that we will downsize the bond and be left with loan payments on L1 and rent payments on L2.

SS asked how long we can rent L2 without overpaying again and DR said the rate of increase is tied to the increase of FTE so should be manageable.

DR asked that it be clarified that the board did not approve the amended budget that included making the bond payments and requested the board to follow up discussions to adopt an amended budget at the next meeting.

After discussion and review, SS made a motion to approve the financial statements as presented, which was seconded by BB and carried 2-0.

BB recognized GT to elaborate on the Addendum to Lease for 4512. GT said that we are moving from

Suite 206 to Suite 306, which has approximately 500 sq.ft. more space to accommodate staff and only an additional \$180 per month in rent. After discussion, SS motioned to approve the addendum, seconded by BB and passed 2-0.

BB asked Dan about the request for a corporate credit card. DR stated that a debit card (which was approved at the last meeting) did not have the same protection as a credit card and after speaking with a First Bank rep he was assured that personal data or guarantee would not be required. The credit limit will be \$3,000. In the absence of approval by the bank, we would use the bank account that was approved at the previous meeting, but with paypal and no debit card. SS motioned for approval, seconded by BB and carried 2-0.

The DC trip was brought up and a parent passed out information about the trip which would cost \$880 per student by train and \$930 by plane with 25 paying individuals. The board requested more information be brought back to the next meeting for approval.

There being no further business, the meeting was adjourned at 7:00 p.m.



Judy Lehman, Board Secretary

3/30/2015

Date