

Pataula Charter Academy, Inc (Serving Pataula Charter Academy and Spring Creek Charter Academy)

July 2025 Board Meeting

Date and Time

Monday July 21, 2025 at 6:00 PM EDT

Location

Spring Creek Charter Academy Lunchroom

Agenda

	Purpose
I. Opening Items	
A. Record Attendance	
B. Call the Meeting to Order	
C. Approve Agenda	Vote
D. Approve Minutes	Approve Minutes
Approve minutes for June 2025 Board Meeting on June 23, 2025	
E. Approve Executive Session Minutes	Vote
F. Public Comment	
G. Potential Board Member Interview	Vote
H. Executive Session - Personnel	Vote
I. Executive Session - Legal	Vote
II. Superintendent Report	

	Purpose
A. SCCA Para Hire	Vote
- Brittany Kelly	
B. Personnel Policy revision	Vote
- Amended to include Donor Leave per HB 235 requirements and Social Security Notice per HB 37 requirements.	
C. Attendance Policy	Vote
-updated to include requirements of HB 268 - referrals to DFACS and RESA for failure to attend school for 30 consecutive days without notification of withdrawal, enrollment in another school, or intent to homeschool; chronic absenteeism and attendance review teams.	
D. FERPA Policy	Vote
- Updated to meet requirements in SB 212 (restriction on disclosure of PPI to political persons/groups) and HB 268 (timeframe for inspection and revisions to records). Further clarification on legal definitions and guidelines for both disclosing and accessing student records.	
E. Enrollment Policy	Vote
- updated to comply with new guidelines from HB 268 - disclosures and documents required for permanent enrollment	
F. Student Record Transfer Policy	Vote
- Updated to comply with new requirements under HB 268 - new timelines for record transfer, new requirements for what is included in student education records	
G. Parents' Bill of Rights Policy and Procedures update	Vote
- updated to meet new requirements of HB 268 - annual review date and timely record transfer	
H. 2025-2026 504 Manual	Vote
I. 2025-2026 Special Education Manual	Vote
J. 2025-2026 MTSS Manual	Vote
K. PCA - Operational CPF Dashboard	FYI
- On target to meet on Operational CPF	
L. SCCA - Operational CPF Dashboard	FYI
- On target to meet on Operational CPF	

Purpose

M. Enrollment Updates

FYI

- The lotteries for the 2025-2026 SY were held in January. PCA has 580 tentatively enrolled (18 short of full) with 89 on the waiting list. SCCA has 513 tentatively enrolled (39 short of full; from 52 last month) with 86 on the waiting list.

III. CFO/Business Director Report

A. PCA INC -Employee Group Life Insurance Coverage

Vote

Approval to purchase \$25,000 life insurance for each employee for life & AD&D for a total annual premium of \$11,108. This will be coverage for all employees at SCCA and PCA

B. PCA Monthly Financial Reports

FYI

review financials through May 2025

C. PCA - Custodial Position Hire

Vote

Approval to hire the following for Custodial Personnel

Full time - Larry Leavette

Parttime - Otis Davis

D. SCCA Monthly Financial Reports

FYI

Review financials through May 2025

E. SCCA - Bus Purchase

Vote

F. SCCA - Construction Update

FYI

G. SCCA - School Nutrition Hire

Vote

Whitney Olds resigned her permission as SNP manager so we will promote from within for that position. this is approval to fill that vacant position with Pam Snipes

H. SCCA - School Resource Office hire

Vote

Approval to hire Shannon Fisher for vacant SRO position

IV. Governance Committee Report

A. Board Member Resignation

FYI

- Jennifer Sanders has submitted her resignation from the Board.

	Purpose
B. Annual Board Self-Assessment Complete the annual Board Assessment on BoardOnTrack by June 20.	FYI
C. Annual Board Commitment Agreements and Conflict of Interest Disclosure - Board members who were absent last month need to complete.	FYI
V. Ad Hoc Superintendent/CFO Evaluation Committee	
A. Superintendent/CFO Evaluation Policy - Supt. and CFO Evaluation Survey for Board Members	FYI
VI. Ad Hoc Facility Committee	
VII. Closing Items	
A. Adjourn Meeting	Vote