APPROVED

Pataula Charter Academy

Minutes

May 18, 2020 Board Meeting

Date and Time
Monday May 18, 2020 at 6:00 PM

Location
Virtual Meeting due to COVID-19 Closure - Board Members will use the Zoom link provided. The general public may still "attend" the meeting by joining the teleconference with the instructions below:

Call in number: (701) 802-5366
Access Code: 8532300

*Please note that the public phone line will be muted for Executive Session. If you get on the line after the meeting has begun and hear silence, that is why. The line will be taken off of mute at the conclusion of Executive Session.

Directors Present
B. Brock (remote), E. Lenz (remote), J. Sanders (remote), M. Tabb (remote), R. Collins (remote), R. Hanks (remote), R. Lane (remote), T. Bruner (remote), T. Smith (remote)

Directors Absent
D. Hendrickson

Directors who arrived after the meeting opened
R. Hanks, T. Smith

Ex Officio Members Present

C. Weathersby (remote), K. Holley (remote)

Guests Present
B. Eubanks (remote), Jeff Homan, L. Adkinson (remote), L. Miller (remote), R. Beamon (remote)

I. Opening Items

A. Record Attendance

R. Hanks arrived.
T. Smith arrived.

B. Call the Meeting to Order

T. Bruner called a meeting of the board of directors of Pataula Charter Academy to order on Monday May 18, 2020 at 6:02 PM.

C. Approve Minutes

M. Tabb made a motion to approve the minutes from April 20, 2020.
E. Lenz seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
M. Tabb	Aye
R. Hanks	Absent
T. Bruner	Aye
T. Smith	Absent
J. Sanders	Aye
R. Lane	Aye
B. Brock	Aye
E. Lenz	Aye
R. Collins	Aye
D. Hendrickson	Absent

D. Approve Agenda

Kylie Holley, Superintendent, requested to add recommendation for paraprofessional for hire, Shelia Herendeen, to Superintendent's Report as item II.-K for an item for action. Kylie requested to correct the name for counselor for SCCA under II.-J from Julie Bellweather to Julie Bellflower. Kylie requested to remove item II.-D, recommendation to create district position for Director of Development and Marketing as this item was approved at the previous board meeting. Cheryl Weathersby, CFO, requested to change Item III.-B from an item for information to an item for action.
M. Tabb made a motion to approve the agenda as presented with the changes requested by Kylie and Cheryl.

E. Lenz seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
B. Brock	Aye
J. Sanders	Aye
R. Collins	Aye
D. Hendrickson	Absent
M. Tabb	Aye
R. Lane	Aye
T. Bruner	Abstain
E. Lenz	Aye
T. Smith	Absent

E. Public Comment

Marilynn Duke attended the meeting via telephone and requested that her public comment be after discussion of the PCA athletic fields, item III.-D on the agenda. Tiffany Bruner allowed public comment to be moved.

II. Superintendent Report

A. Executive Session - Personnel

M. Tabb made a motion to to enter executive session.
R. Collins seconded the motion.
Executive Session was entered at 6:11 PM to discuss the appointment, employment, compensation, hiring, disciplinary action or dismissal or periodic evaluation or rating of a public officer or employee, but not for receiving evidence or hearing argument on charges filed to determine disciplinary action. At this time, the public phone conference line was placed on mute.

Executive session was exited at 6:34 PM.
The board **VOTED** to approve the motion.

Roll Call	
R. Lane	Aye
D. Hendrickson	Absent
R. Collins	Aye
B. Brock	Aye
M. Tabb	Aye
J. Sanders	Aye
E. Lenz	Aye
T. Bruner	Abstain
T. Smith	Absent

B. COVID-19 Re-Entry Update

Kylie Holley informed the board that at this time there are no updates in regards to re-entry to school in response to the COVID-19 crisis as the state still is on hold in providing guidance for re-entry. At this time though, administration for both schools are working on developing several different scenario templates for return to school for the next school year.

C. CSP Grant Budget

Kylie presented the CSP grant budget that was submitted and subsequently approved by grant administrators. This grant will be split over 5 years and will be used to pay for many of the new positions previously requested. Funds from this grant will also be used for EL training for SCCA teachers as well as new computers for new staff at SCCA.
M. Tabb made a motion to approve the CSP Grant budget as presented.
J. Sanders seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Sanders	Aye
R. Lane	Aye
D. Hendrickson	Absent
B. Brock	Aye
T. Smith	Absent
R. Hanks	Aye
T. Bruner	Abstain
E. Lenz	Aye
M. Tabb	Aye
R. Collins	Aye

D. Recommendation to Create District Position:

Item removed from agenda with approval vote of agenda and changes recommended.

E. PCA - Graduation Plan

Kylie presented the graduation plan to the board in response to the COVID-19 crisis. Kylie was informed that she would need to discuss the graduation plan with the local health department, and she presented it to the Director of the Calhoun County Health Department. The Director from the Calhoun County Health Department was concerned about public restroom use, taking up tickets, and the number of guests allowed for each graduating student. With this graduation plan, graduation will occur on June 13, 2020 which is the day after the shelter in place directive for individuals over 65 expires but any directives in place at the time of graduation will be adhered to. Graduating seniors will be allowed 6 guests each which with administration staff present at the graduation would have the total count below 250 people. Feedback from seniors and their parents is that this is the best case scenario for providing our students with a graduation this year.
M. Tabb made a motion to approve the graduation plan as presented.
E. Lenz seconded the motion.

The board **VOTED** to approve the motion.

Roll Call	
R. Collins	Aye
T. Smith	Absent
T. Bruner	Abstain
R. Hanks	Aye
E. Lenz	Aye
R. Lane	Aye
D. Hendrickson	Absent
M. Tabb	Aye
J. Sanders	Aye
B. Brock	Aye

F. PCA - Teacher Resignation

Kylie informed the board that Jared Lovering submitted his resignation effective for the 2020/2021 school year.

G. PCA - SCSC FY20 Monitoring CAP Response

Kylie presented the final findings of the SCSC FY20 Monitoring CAP and items that were previously flagged for improvement were corrected and corrections were submitted to the SCSC in the response to the FY20 Monitoring. The school will be given partial credit points for these items that were corrected in the response.

H. SCCA - SCSC FY20 Monitoring CAP Response

Kylie presented the final findings of the SCSC FY20 Monitoring CAP and items that were previously flagged for improvement were corrected and corrections were submitted to the SCSC in the response to the FY20 Monitoring. The school will be given partial credit points for these items that were corrected in the response.

I. SCCA - Recommendation to add Position:

Kylie requested the board to approve another Intervention Teacher position at SCCA. Currently there are 2 intervention teacher positions approved at SCCA, one of which is being paid for with Title I funds and the other position was previously approved contingent upon approval of the CSP Grant budget. The CSP grant budget actually includes 2 intervention teacher positions at SCCA.
R. Hanks made a motion to approve the addition of another intervention teacher position at SCCA.
R. Collins seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
R. Lane	Aye
R. Collins	Aye

Roll Call

T. Bruner	Abstain
R. Hanks	Aye
M. Tabb	Aye
T. Smith	Aye
E. Lenz	Aye
D. Hendrickson	Absent
J. Sanders	Aye
B. Brock	Aye

J. SCCA - Recommendations for Hire:

Kylie presented Julie Bellflower as the applicant for the Guidance Counselor position at SCCA for the 2020/2021 school year.
E. Lenz made a motion to approve the hire of Julie Bellflower as guidance counselor.
J. Sanders seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Smith	Aye
R. Lane	Aye
R. Hanks	Aye
B. Brock	Aye
E. Lenz	Aye
J. Sanders	Aye
R. Collins	Aye
T. Bruner	Abstain
D. Hendrickson	Absent
M. Tabb	Aye

Kylie requested to add Sheila Herendeen as a paraprofessional for hire with the approval of the agenda for the 2020/2021 school year.
M. Tabb made a motion to approve the hire of Sheila Herendeen as a paraprofessional.
E. Lenz seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

B. Brock	Aye
T. Bruner	Abstain
D. Hendrickson	Absent
R. Hanks	Aye
E. Lenz	Aye
M. Tabb	Aye
J. Sanders	Aye
R. Collins	Aye
T. Smith	Aye
R. Lane	Aye

III. Facilities/Finance

A. FY 2021 Budget Update

Cheryl Weathersby informed the board that at this time the state still has not approved the state school budget for FY2021 but the state budget will be cut by 14% in response to the COVID-19 crisis which has resulted in a decline in revenue. Cheryl stated that she was not sure how these budget cuts would affect the upcoming school year but that a 14% cut from the state could result in a $1.2 million cut in revenues between both schools.

B. Daycare Building Purchase

Cheryl informed the board that a sealed bid of $88,000 was submitted to the City if Edison to purchase the day care building and she received notification that the bid was approved by the City of Edison. She is requesting that the purchase of this building be split between the two schools as this building will be used for a district office.
M. Tabb made a motion to approve the purchase of the day care building to be split between the two schools.
B. Brock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Smith	Aye
R. Hanks	Aye
T. Bruner	Abstain
R. Lane	Aye
E. Lenz	Aye
B. Brock	Aye
J. Sanders	Aye
R. Collins	Aye
D. Hendrickson	Absent
M. Tabb	Aye

C. PCA - CPF Financial Assessment Report

Cheryl presented the CPF Financial Assessment for March 2020 to the board. She informed the board that the Finance Committee had approved the March Financials but that according to the March financials, the departments for maintenance, operations, and student transportation were out of budget for the year thus far. She is intending to present April and May financials at the next board meeting and hopes that with school being out due to the COVID-19 crisis, these departments will come into budget for the year and there will be no need to present a budget for amendment.

D. PCA - Athletic Fields

Cheryl informed the board that Todd West, head football coach for the upcoming school year, has graciously volunteered to take over maintenance of the athletic fields and has been in contact with the contractor that built the athletic fields to determine needs to maintain the fields. Cheryl is currently working with the architect about fencing needs for the softball and baseball fields in hopes that pricing can be obtained to have fencing installed on the softball field so that home games can be held here rather than at Andrew College's softball fields in the fall.

At this time Marilynn Duke requested to speak for public comment. She inquired as to the funds received from the CARES Act paycheck protection loan and since this loan was awarded to the schools, if this would free up money within the budget to complete the athletic fields. Kylie informed Marilynn that without knowing what the budget cuts will look like from the state, this loan will be used to pay employees and that it will free up money for both schools if they potentially have a $1.2 million cut from their budgets.

E. SCCA - CPF Financial Assessment Report

Cheryl presented the CPF Financial Assessment for March 2020 financials for SCCA. At this time, the budget for SCCA is on track and there are no concerns by the Finance Committee.

F. SCCA - Land Purchase Request

Cheryl informed the board that she has been approached by a real estate agent for Dollar General in inquiries to purchase 2 acres of land from SCCA for $150,000. Cheryl informed the board that she will have many guidelines she will need to research to determine if SCCA could have a Dollar General that close. Board members stated that the sale of this lot of land would only be feasible if they would agree to purchase the lot and also install sewage to the school which would cost approximately half a million dollars to install.

G. SCCA - New Modular Building

Cheryl informed the board that she has submitted the plans to the State Fire Marshal's office for the addition of the modular building at the SCCA campus. At this time it could two weeks or longer before the plans are finalized by the State Fire Marshal's office and that is dependent on their incoming plans needing approval as anything to do with COVID-19 takes precedence. Cheryl informed the board that turnaround time for installation of a modular building is roughly two weeks depending on weather conditions and that the re-entry plan will factor into time for installation.

Jeff Homan, representative of the GCSA and advisor for the governing board for PCA and SCCA, informed board members that the state commission will need to be notified of the potential sale of the 2 acre lot at the SCCA campus as well as the purchase of the day care building for a district office location for both schools.

IV. Governance

A.

Resolution Approval

Kylie presented to the board the formal resolution for any organizations raising money in the name of Pataula Charter Academy or Spring Creek Charter Academy and asked that they approve this resolution until policies can be put into place for these organizations to adhere to.
M. Tabb made a motion to approve the resolution presented for organizations raising money in the name of PCA or SCCA.
E. Lenz seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Bruner	Abstain
M. Tabb	Aye
J. Sanders	Aye
D. Hendrickson	Absent
R. Lane	Aye
E. Lenz	Aye
B. Brock	Aye
R. Collins	Aye
T. Smith	Aye
R. Hanks	Aye

V. Other Business

A. BoardOnTrack Member Profiles

Kylie informed the board that BoardonTrack is up and running for board members. Kylie is hoping that next month we can meet in person in the cafeteria at PCA so that we can have a training session on BoardonTrack. At this time board members need to log into their accounts and complete their profiles.
Kylie informed the board that with Melissa Tabb resigning from the board at the end of June 2020, there will be two open positions on the board and so there will need to be a search conducted for replacements but focus needs to be on representation from the SCCA area as well as someone specializing in academics.

VI. Closing Items

A. Next Meeting

Next meeting will be June 15, 2020 potentially in the cafeteria of PCA to adhere to social distancing guidelines.

B. Adjourn Meeting

T. Smith made a motion to adjourn the meeting.
J. Sanders seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Sanders	Aye
D. Hendrickson	Absent
M. Tabb	Aye
R. Lane	Aye
T. Bruner	Abstain
R. Hanks	Aye
R. Collins	Aye
B. Brock	Aye
T. Smith	Aye
E. Lenz	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:22 PM.

Respectfully Submitted,
T. Bruner