APPROVED

Pataula Charter Academy

Minutes

July 2020 Board Meeting

Date and Time
Monday July 20, 2020 at 6:00 PM

Location
Pataula Charter Academy Lunchroom - There will not be a call-in or virtual option for this meeting.

Directors Present
D. Hendrickson, E. Lenz, J. Sanders, R. Collins, R. Lane, T. Bruner

Directors Absent
B. Brock

Ex Officio Members Present
C. Weathersby, K. Holley

Guests Present
H. Worsley, L. Adkinson, R. Beamon

I. Opening Items

A. **Record Attendance**

B. **Call the Meeting to Order**

T. Bruner called a meeting of the board of directors of Pataula Charter Academy to order on Monday Jul 20, 2020 at 6:03 PM.

C. Approve Minutes

D. Hendrickson made a motion to approve the minutes from June 2020 Board Meeting on 06-15-20.
J. Sanders seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Approve Agenda

R. Collins made a motion to Approve the Agenda with the following Amendments: III. Facilities/Finance Add Item E: PCA Part Time Custodial Position - Vote Add Item F: SCCA Septic System Vendor Selection - Vote Add Item G: MOU between PCA and SCCA - Vote.
D. Hendrickson seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. Public Comment

No public comment.

F. Public Comment on FY21 Amended Budgets

No public comment.

II. Superintendent Report

A. Executive Session

D. Hendrickson made a motion to enter Executive Session at 6:08 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 when receiving evidence or hearing argument on charges filed to determine disciplinary action.
E. Lenz seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Executive Session was exited at 6:12 PM.
R. Lane made a motion to Approve named personnel designated as Armed Personnel as discussed in Executive Session.
D. Hendrickson seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Charter Contract 1 Year Extensions

Kylie notified the **Board** that with no testing/no accountability last year due to COVID-19, the State Charter Schools Commission was extending all Charter Contracts for one year.

C. COVID-19 Re-Entry Plan

A school re-entry plan with four different scenarios for re-entry for the upcoming school year was presented to the **Board** at the last meeting for review. The plan was shared with the public for parental review and parents were asked to complete a survey based on their opinion of each scenario. Kylie shared the results of this survey with the **Board**. Kylie researched local systems regarding their re-entry plans and shared that with the **Board** also.

Kylie's recommendation for PCA was based on survey results, DOE Guidance and information from local and State DPH.

Kylie recommends re-entry plan Scenario B: K-8 Students return to traditional school with enhanced preventive practices and social distancing. High School students would Distance Learn for the first grading period with re-evaluation before the October break. K-8 students would remain in the same group cohort and the same physical space as much as possible. Masks required during transition and where social distancing is more difficult. Masks may be worn in the classroom but not required. No group gatherings larger than allowed by the Governor's Executive Order. Limited visitors to the school.
D. Hendrickson made a motion to approve Scenario B re-entry plan for PCA with K-8 Students returning to traditional school and High School students Distance Learning for the first grading period.
R. Lane seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

A school re-entry plan with four different scenarios for re-entry for the upcoming school year was presented to the **Board** at the last meeting for review. The plan was shared with the public for parental review and parents were asked to complete a survey based on their opinion of each scenario. Kylie shared the results of this survey with the **Board**. Kylie researched local systems regarding their re-entry plans and shared that with the **Board** also.

Kylie's recommendation for SCCA was based on survey results, DOE Guidance and information from local and state DPH.

Kylie recommends re-entry plan Scenario B: K-8 Students return to traditional school with enhanced preventive practices and social distancing. K-8 students would remain in the same group cohort and the same physical space as much as possible. Masks required during transition and where social distancing is more difficult. Masks may be worn in the classroom but not required. No group gatherings larger than allowed by the Governor's Executive Order. Limited visitors to the school.
E. Lenz made a motion to approve Scenario B re-entry plan for SCCA.
R. Lane seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

R. Collins	Aye
D. Hendrickson	Aye
B. Brock	Absent
E. Lenz	Aye

Roll Call

T. Bruner	Abstain
J. Sanders	Aye
R. Lane	Aye

D. Amended 2020-2021 School Year Calendar

R. Lane made a motion to Approve the Amended 20-21 SY Calendar.
D. Hendrickson seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. PCA - Pandemic Coordinator Position

Kylie presented the need for this position to coordinate Pandemic information and response within our 7 county service area. The **Board** had approved for the position to be advertised and several candidates have applied. The intent is to hire a separate coordinator for each school. However, due the this position being a temporary hire using Grant funds it may be more feasible to hire one coordinator between the 2 schools.
R. Collins made a motion to Create a temporary Pandemic Coordinator Position at PCA to be funded by Grant Funds.
D. Hendrickson seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. SCCA - Pandemic Coordinator Position

Kylie presented the need for this position to coordinate Pandemic information and response within our 3 county service area. The **Board** had approved for the position to be advertised and several candidates have applied. The intent was to hire a separate coordinator for each school. However, due the this position being a temporary hire using Grant funds it may be more feasible to hire one coordinator between the 2 schools.

R. Collins made a motion to Create a temporary Pandemic Coordinator Position at SCCA to be funded by Grant Funds.
D. Hendrickson seconded the motion.
The board **VOTED** to approve the motion.

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

G. SCCA Paraprofessional Hire

Kylie presented Ashley Wimberly to fill the paraprofessional position at SCCA for the 2020-2021 school year.
E. Lenz made a motion to approve the hire of Ashley Wimberly to fill the paraprofessional position at SCCA for the 2020-2021 school year.
D. Hendrickson seconded the motion.
The board **VOTED** to approve the motion.

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

III. Facilities/Finance

A. PCA FY 21 Amended General Operating Budget

The Finance Committee presented the PCA FY 21 Amended General Operating Budget to the **Board** for review. This budget was posted for public review and comment last week. The budget includes the 11% State budget cuts due to COVID-19 and includes 5 year financial projections. It will be approved after the second public hearing in August.

B. SCCA FY 21 Amended General Operating Budget

The Finance Committee presented the SCCA FY 21 Amended General Operating Budget to the **Board** for review. This budget was posted for public review and comment last week. The budget includes the 11% State budget cuts due to COVID-19 and includes 5 year financial projections. It will be approved after the second public hearing in August.

C.

SCCA - Part-Time Office Clerk Hire

Cheryl presented Lisa Spooner as a hire for the Part Time Office Clerk position at SCCA for the 2020-2021 school year.
D. Hendrickson made a motion to to approve the hire of Lisa Spooner for the 2020-2021 school year.
R. Lane seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. SCCA - New Modular Building Update

The new modular building for SCCA has been delivered and will be placed beside the existing K5 building. Contractors should begin working on the inside by Wednesday of next week. The pending septic system install should not affect the Fire Marshall issuing us a CO although it may affect the local Health Department inspection. Cheryl is pushing the contractors for a August 15 completion date.

E. PCA Part Time Custodial Position

Cheryl presented the **Board** with the need to add a Part Time Custodial Position at PCA. The CDC has issued guidelines requiring more stringent cleaning and disinfection procedures Due to COVID-19; having additional staff after student dismissal will aid in meeting these requirements. The funding is available in the budget for this position.
R. Collins made a motion to approve the addition of a Part Time Custodial Position at PCA.
D. Hendrickson seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. SCCA - Septic System Vendor Selection

The DPH informs us that our septic system is not big enough to handle the growth of the additional modular building at SCCA. They are requiring the installation of another 1000 gallon tank as well as another 2000 gallon tank to meet health department requirements. SCCA cannot open for school until this project is completed. The motion to approve a Septic System vendor was tabled at the last meeting as there were no bids submitted. A bid from Mike Floyd Paving has now been submitted in the amount of $53,079.00 for this installation. Cheryl is recommending the **Board** accept this bid.
D. Hendrickson made a motion to accept the bid from Mike Floyd Paving in the amount of $53,079.00 for the installation of required septic system at SCCA.
R. Collins seconded the motion.
The board **VOTED** to approve the motion.

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

G. MOU between PCA and SCCA

The finance committee presented the Board with a Memorandum of Understanding between PCA and SCCA for executive and instructional support services. PCA agrees to provide these services to SCCA through services performed by the positions listed in the approved SCCA Budget.
D. Hendrickson made a motion to to approve the MOU between PCA and SCCA.
E. Lenz seconded the motion.
The board **VOTED** to approve the motion.

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

IV. Governance

A. Amended Attendance Policy for COVID-19

Kylie presented updated Board policies for approval. These policies were updated either to reflect changes needed for COVID-19 requirements or the need for the individual policy to be updated.

D. Hendrickson made a motion to approve the recommended policy.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Amended Infectious Disease Policy

D. Hendrickson made a motion to approve the recommended policy.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Amended School Sponsored Events Policy

D. Hendrickson made a motion to approve the recommended policy.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Amended Assessment Policies and Procedures

D. Hendrickson made a motion to approve the recommended policy.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Amended Bullying Policy

D. Hendrickson made a motion to approve the recommended policy.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Amended School Visitor and Volunteer Policy

D. Hendrickson made a motion to approve the recommended policy.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Amended Personnel Policy - Temporary COVID-19 Leave

D. Hendrickson made a motion to approve the recommended policy.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

H.

Amended Special Education Policy and Procedure Manual

D. Hendrickson made a motion to approve the recommended policy.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Amended 504 Policy Manual

D. Hendrickson made a motion to approve the recommended policy.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Closing Items

A. Adjourn Meeting

D. Hendrickson made a motion to Adjourn the meeting.
R. Lane seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Sanders	Aye
R. Lane	Aye
T. Bruner	Aye
R. Collins	Aye
D. Hendrickson	Aye
E. Lenz	Aye
B. Brock	Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:39 PM.

Respectfully Submitted,
T. Bruner