

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

## Minutes

### August Finance Meeting

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#### Date and Time

Monday August 24, 2020 at 5:00 PM

#### Location

PCA Media Center

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#### Committee Members Present

C. Weathersby, R. Beamon, R. Collins, T. Bruner

#### Committee Members Absent

K. Holley, L. Miller

#### Guests Present

B. Eubanks

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

C. Weathersby called a meeting of the Finance Committee of Pataula Charter Academy, Inc (Serving Pataula Charter Academy and Spring Creek Charter Academy) to order on Monday Aug 24, 2020 at 5:23 PM.

#### C. Approve Minutes

R. Collins made a motion to approve the minutes from July 20, 2020 July 2020 Finance Committee Meeting on 07-20-20.

T. Bruner seconded the motion.

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

**Roll Call**

R. Collins Aye  
T. Bruner Aye  
D. Hendrickson Absent  
B. Eubanks Abstain  
L. Miller Absent  
R. Beamon Aye  
K. Holley Absent  
C. Weathersby Aye

**D. Agenda**

Cheryl requested to add as an item for discussion a potential closeout schedule for FY21.  
C. Weathersby made a motion to approve the amended agenda as presented.  
R. Collins seconded the motion.  
The committee **VOTED** to approve the motion.

**Roll Call**

C. Weathersby Aye  
D. Hendrickson Absent  
T. Bruner Aye  
R. Beamon Aye  
R. Collins Aye  
B. Eubanks Abstain  
K. Holley Absent  
L. Miller Absent

**II. Finance**

**A. PCA FY 21 Amended General Operating Budget**

Cheryl presented the amended general budget for FY21. Cheryl stated this amended budget includes changes to included adjustments to the Title funds to include all revenue to offset the expenses as well as adjustments to salaries to reflect actuals from what was presented in the budget before. This amended budget also includes the added position for the Pandemic Coordinator. Cheryl also stated that the long-term sub bus driver would not be returning this year.

T. Bruner made a motion to approve the submittal of the amended budget as presented to the board for final approval.

R. Collins seconded the motion.

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

**Roll Call**

R. Beamon Aye  
C. Weathersby Aye  
K. Holley Absent  
L. Miller Absent

**Roll Call**

B. Eubanks Abstain  
D. Hendrickson Absent  
T. Bruner Aye  
R. Collins Aye

**B. PCA - CPF Financial Assessment Report**

Cheryl presented CPF Financial Assessment Report for fiscal year ending 2020. Cheryl informed the committee that PCA finished out the year overspent on the budget by 4% but that these figures could change because of journal entries she may potentially have to make after the year end audit is completed.

**C. PCA Bus Monitor Positions**

Cheryl is requesting to add positions for 2 more bus monitors to the budget. She stated that since the long term sub is not returning, she has allotted funds from this budgeted position to pay for these bus monitor positions. Of the 6 bus routes, 2 do not have bus monitors and with the added COVID precautions being taken this year, each bus route will need a bus monitor to assist.

R. Collins made a motion to to present the request to add 2 bus monitor positions to the board.

T. Bruner seconded the motion.

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

**Roll Call**

K. Holley Absent  
C. Weathersby Aye  
B. Eubanks Abstain  
L. Miller Absent  
D. Hendrickson Absent  
T. Bruner Aye  
R. Collins Aye  
R. Beamon Aye

**D. SCCA FY 21 Amended General Operating Budget**

Cheryl presented the FY21 Amended General Operating Budget. Changes to the amended budget include adding the school nurse position, adding the instructional coach salary in under Title funds, and changing the part-time custodian position to full-time. Cheryl also stated that she added in the revenue from the US ED Replication grant to the budget as well as expenses associated with this grant which includes the Assistant Principals salary and supplies.

R. Collins made a motion to approve the submittal of the amended budget as presented to the board for final approval.

T. Bruner seconded the motion.

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

**Roll Call**

C. Weathersby Aye  
B. Eubanks Abstain  
L. Miller Absent  
D. Hendrickson Absent  
R. Beamon Aye  
K. Holley Absent  
R. Collins Aye  
T. Bruner Aye

**E. SCCA \_ CPF Assessment Report**

Cheryl presented CPF Financial Assessment Report for fiscal year ending 2020. Cheryl informed the committee that PCA finished out the year underspent on the budget by 10% but that these figures could change because of journal entries she may potentially have to make after the year end audit is completed.

**F. SCCA New Modular Building - Change Order**

Cheryl presented a change order from Vanguard to the committee in reference to the new modular building installation at SCCA. The change order includes a change in the pricing on the booster pump which was originally quoted as \$35,000 but is now only costing \$9,700 as well as an additional \$7,800 for decking for walkways.

T. Bruner made a motion to approve the presentation of the change order from Vanguard to the board for approval.

R. Collins seconded the motion.

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

**Roll Call**

L. Miller Absent  
D. Hendrickson Absent  
T. Bruner Aye  
C. Weathersby Aye  
K. Holley Absent  
R. Collins Aye  
R. Beamon Aye  
B. Eubanks Abstain

**G. SCCA Fulltime Custodial Position**

Cheryl informed the committee that she needs to change the part-time custodian position to a full-time position due to the lack of interest in the part-time opening.

T. Bruner made a motion to approve asking the board for approval of changing the part-time custodian position to a full-time position.

R. Collins seconded the motion.

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

**Roll Call**

|                |         |
|----------------|---------|
| T. Bruner      | Aye     |
| R. Collins     | Aye     |
| L. Miller      | Absent  |
| B. Eubanks     | Abstain |
| R. Beamon      | Aye     |
| C. Weathersby  | Aye     |
| D. Hendrickson | Absent  |
| K. Holley      | Absent  |

**III. Other Business**

**A. Potential Close Out Schedule**

Cheryl presented a potential close out schedule for monthly financial reports. Cheryl stated she was concerned about repercussions of presenting the month close out financials a month behind as current protocol has been. Rhonda advised that as a CPA, many companies present their month end financials a month behind and there shouldn't be any issues continuing this policy.

**IV. Closing Items**

**A. Adjourn Meeting**

T. Bruner made a motion to adjourn the meeting.

R. Collins seconded the motion.

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

**Roll Call**

|                |         |
|----------------|---------|
| T. Bruner      | Aye     |
| L. Miller      | Absent  |
| K. Holley      | Absent  |
| R. Beamon      | Aye     |
| B. Eubanks     | Abstain |
| D. Hendrickson | Absent  |
| R. Collins     | Aye     |
| C. Weathersby  | Aye     |

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:46 PM.

Respectfully Submitted,

C. Weathersby