APPROVED

Pataula Charter Academy

Minutes

October 2020 Board Meeting

Date and Time
Monday October 19, 2020 at 6:00 PM

Location
PCA Library

The Pataula Charter Academy, Incorporated Governing Board (serving Pataula Charter Academy and Spring Creek Charter Academy) will meet in the PCA Library to allow for social distancing. Masks are required for all Board members and visitors.

Directors Present
B. Miller, E. Lenz, J. Sanders, R. Collins, R. Lane, R. Sapp

Directors Absent
B. Brock, D. Hendrickson, T. Bruner

Ex Officio Members Present
C. Weathersby, K. Holley

Guests Present
Charlie Matthews, Southern Tribune, L. Adkinson

I. Opening Items

A.

Record Attendance

Jennifer arrived at 6:08.

B. Call the Meeting to Order

E. Lenz called a meeting of the board of directors of Pataula Charter Academy to order on Monday Oct 19, 2020 at 6:02 PM.

C. Approve Minutes

R. Lane made a motion to approve the minutes from September 2020 Board Meeting on 09-21-20.
B. Miller seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Approve Executive Session Minutes

R. Collins made a motion to approve the minutes from Executive Session January 20, 2020.
R. Lane seconded the motion.
Delay in approving minutes due to COVID-19.
The board **VOTED** to approve the motion.

Roll Call

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

R. Lane made a motion to approve the minutes from Executive Session February 24 2020.
R. Collins seconded the motion.
Delay in approving minutes due to COVID-19.

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

Roll Call

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

R. Collins made a motion to approve the minutes from Executive Session March 16, 2020.

R. Lane seconded the motion.

Delay in approving minutes due to COVID-19.

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

Roll Call

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

R. Lane made a motion to approve the minutes from Executive Session April 20, 2020.

R. Collins seconded the motion.

Delay in approving minutes due to COVID-19.

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

Roll Call

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

R. Collins made a motion to approve the minutes from Executive Session May 18, 2020.

R. Lane seconded the motion.

Delay in approving minutes due to COVID-19.

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

Roll Call

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

R. Lane made a motion to approve the minutes from Executive Session June 15, 2020.
R. Collins seconded the motion.
Delay in approving minutes due to COVID-19.
The board **VOTED** to approve the motion.

Roll Call

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

R. Lane made a motion to approve the minutes from Executive Session July 20, 2020.
R. Collins seconded the motion.
Delay in approving minutes due to COVID-19.
The board **VOTED** to approve the motion.

Roll Call

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

R. Collins made a motion to approve the minutes from Executive Session August 24, 2020.
R. Lane seconded the motion.
Delay in approving minutes due to COVID-19.
The board **VOTED** to approve the motion.

Roll Call

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

E. Approve Agenda

R. Collins made a motion to Approve the Agenda as amended.
J. Sanders seconded the motion.
Amend the agenda as follows:
Facilities/Finance: Table Item F, Site Work - Vote
Facilities/Finance: Add Item H, Hot Spot purchase - Vote
Facilities/Finance: Add Item I, Bus Bids - Vote
Governance: Add item E, Financial Policies amendment - Vote

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

Roll Call

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

F. Public Comment

There was no public comment.

II. Superintendent Report

A. COVID-19 Update

Kylie gave the Board an update on COVID-19 cases since school started. There have been 2 students (siblings) and one staff member at PCA who tested positive for COVID-19 since school opened on August 27. This required the quarantine of 2 classes and their teachers for 2 weeks. There have been 2 students (siblings) at SCCA who tested positive

since school opened on August 31, requiring SCCA to shut down for 2 weeks due to the number of staff/staff children being quarantined.

B. Skye Strategies contract for CSP Evaluation services

R. Sapp made a motion to sign a 2 year contract with Skye strategies for CSP Evaluation Services.
J. Sanders seconded the motion.
Kylie recommended the Board sign a contract with Skye Strategies consulting firm to assist with overseeing the 5 year CSP Replication Grant from US Ed. Skye Strategies' fee for this service is $22,500 per year - paid with CSP grant funds. Kylie indicated this assistance was needed due to the scope of Logic Model Planning and Evaluation required through the grant. US Ed has only allocated Pataula Charter funds for 2 years of the grant at this time; Kylie recommends only signing a 2 year agreement with Skye Strategies. This firm was highly recommended by another school who received the CSP grant.
The board **VOTED** to approve the motion.

Roll Call

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

C. PCA Operational Checklists

Kylie presented the June, July, August and September Operational Checklists to the Board for their review. Due to COVID-19 the summer checklists were combined. School started later than usual which resulted in the September checklist running behind schedule, however, no deadlines or state reports were missed and all operations on track to meet on the CPF.

D. SCCA Operational Checklists

Kylie presented the June, July, August and September Operational Checklists to the Board for their review. Due to COVID-19 the summer checklists were combined. School started later than usual which resulted in the September checklist running behind schedule, however, no deadlines or state reports were missed and all operations are on track to meet on the CPF.

E. SCCA - Paraprofessional Hire

R. Collins made a motion to hire Valarie Poff for the paraprofessional position open at Spring Creek.
J. Sanders seconded the motion.
Linda Miller is recommending Valerie Poff for the paraprofessional position that became open at Spring Creek due to a staff member's resignation.
The board **VOTED** to approve the motion.

Roll Call

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

III. Facilities/Finance

A. Pataula - CPF Financial Assessment Reports

The Finance Committee presented the CPF Financial Assessment Reports for Board review. PCA is a little over budget this time due to one time school start-up expenses with 18% of the budget spent.

B. Pataula - Local Supplement Increases

R. Lane made a motion to approve the Local Supplement Increase for all salaried employees to $2500.
R. Sapp seconded the motion.
The Finance Committee and school administration would like to show their appreciation to staff for their hard work and dedication through this difficult time. The Committee is recommending the Board increase the Local Supplement for salaried employees to $2500. Incentive Leave money of $20,000 had already been allocated in the budget; this would replace that at a cost of only $60,000. PCA is still expected to have a surplus at the end of the year.
The board **VOTED** to approve the motion.

Roll Call

D. Hendrickson	Absent
E. Lenz	Abstain
B. Brock	Absent
R. Collins	Aye
B. Miller	Aye
R. Sapp	Aye
J. Sanders	Aye

Roll Call

R. Lane	Aye
T. Bruner	Absent

C. Pataula - Athletic Field Update

R. Lane made a motion to allocate $60,000 towards completing the baseball field fence at the PCA Athletic Complex.
R. Sapp seconded the motion.
The PCA Athletic Boosters used their monies toward completing the fencing of the softball field at the PCA Athletic Complex. Through their "Fund the Fence" campaign, they have remaining funds of approximately $10,000 for the baseball fencing. The Finance Committee is requesting permission to allocate $60,000 toward completing the baseball field fencing. Seeing the finished product of our athletic complex will work towards expanding the public perception of our commitment to the goals and mission of PCA.
The board **VOTED** to approve the motion.

Roll Call

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

D. Spring Creek - CPF Financial Assessment Reports

The Finance Committee presented the CPF Financial Assessment Reports for Board review. SCCA is within budget with 18% of the budget spent.

E. Spring Creek - Local Supplement Increases

R. Sapp made a motion to approve the Local Supplement increase for all salaried employees to $1500.
B. Miller seconded the motion.
The Finance Committee and school administration would like to show their appreciation to staff for their hard work and dedication through this difficult time. The Committee is recommending the Board increase the Local Supplement for salaried employees to $1500. This would be an increase of $45,000 to the budget. SCCA is still expected to have a surplus at the end of the year.
The board **VOTED** to approve the motion.

Roll Call

B. Miller	Aye

Roll Call

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

F. Spring Creek - Site Work

This item was tabled.

G. PCA INC - Amended CSP Grant Budget

R. Sapp made a motion to accept the PCA, Inc. Amended CSP Grant Budget.
R. Lane seconded the motion.
The amended budget includes the Skye Strategies fee and the changes made to allocated funds due to personnel changes - hiring paraprofessionals instead of another Intervention teacher, the Director of Marketing position not filled.
The board **VOTED** to approve the motion.

Roll Call

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

H. Hot Spot Purchase

R. Collins made a motion to approve the purchase of additional Verizon Hot Spots at a cost of $6,749.55.
B. Miller seconded the motion.
200 Verizon Hot Spots were purchased - due to the number of Distance Learners additional Hot Spots are needed. The Finance Committee is requesting approval to purchase 45 more Hot Spots at a cost of $6,749.55.
The board **VOTED** to approve the motion.

Roll Call

B. Brock	Absent
R. Lane	Aye
B. Miller	Aye

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

I. Bus Bids

R. Lane made a motion to approve the submission of a bid of $5000 per bus to Seminole County for 2 used buses.
R. Sapp seconded the motion.
The Finance Committee is requesting approval to submit a Bid of $5,000 per bus to Seminole County for 2 used buses. The buses are equipped with air conditioning.
The board **VOTED** to approve the motion.

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

IV. Governance

A. Governance Training

Kylie reminded everyone of the required training sessions that will be held virtually this year. There are 3 dates to choose from. The link was sent to each member to sign up for one of the sessions and please send Kylie a copy of your confirmation. It was decided that everyone should try to sign up for either the November or February dates, preferably the same date, leaving the April date as the "if needed" date. Kylie will try to schedule the "break out" sessions here for a Board retreat. There may be a fee to hold the sessions here. 12 hours of training is required.

B. Finalize Committees and Members

Due to COVID-19 Committees have not been finalized. The Finance Committee is working well with Rhonda, Tiffany, David, Cheryl, Kylie, and school Principals serving as members. The Governance Committee needs members with only Erin, Jennifer, Cheryl, and Kylie as members. Blake will be added to the Governance Committee to even things out. Kylie is excited about forming the Academic Committee now that we have educators

as Board members. Ronnie, Rochelle and Beth expressed interest in serving on the Academic Committee, along with Kylie, school Principals, and instructional coaches.

C. Set Governance Committee Meeting Date

Kylie would like to set the date and time for a Governance Committee meeting after finalizing Committee members. It was determined that the meeting will be held on November 9, 2020 at 5:00.

D. Board member annual Conflict of Interest forms to be completed

Once a year Board members are required to sign a Conflict of Interest form. Members present completed forms tonight. Absent members will be asked to complete a form as soon as possible.

E. Financial Policies

R. Sapp made a motion to approve the Financial Policies Handbook as amended.
R. Lane seconded the motion.
The Financial Policies Handbook was approved in March with the requirement for 2 signatures on purchases over $50,000. This is not feasible with payroll, benefits and taxes. The Policy needs to be amended to require 2 signatures for disbursements over $50,000 excluding Payroll and other items related to payroll.
The board **VOTED** to approve the motion.

Roll Call

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

V. Closing Items

A. Adjourn Meeting

R. Lane made a motion to adjourn the meeting.
R. Collins seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Sanders	Aye
D. Hendrickson	Absent
R. Collins	Aye

Roll Call

R. Sapp	Aye
E. Lenz	Abstain
R. Lane	Aye
B. Miller	Aye
B. Brock	Absent
T. Bruner	Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:50 PM.

Respectfully Submitted,
E. Lenz