APPROVED

Pataula Charter Academy

Minutes

October 2020 Finance Meeting

Date and Time
Monday October 19, 2020 at 5:00 PM

Location
conference room

Committee Members Present
C. Weathersby, K. Holley, R. Collins, T. Bruner

Committee Members Absent
None

Guests Present
B. Eubanks

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 to order on Monday Oct 19, 2020 at 5:14 PM.

C. Approve Minutes

K. Holley made a motion to approve the minutes from September 21, 2020 Finance Committee Meeting on 09-21-20.
C. Weathersby seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call	
T. Bruner	Aye
B. Eubanks	Abstain
K. Holley	Aye
C. Weathersby	Aye
R. Collins	Aye

D. Approve Agenda

Chery informed the committee that she needed to add Facility Grant as an item for information, Hot Spot Purchase as an item to vote on, Bus Bids as an item to vote on to the agenda, and modification of the financial policies to exclude the requirement of 2 signatures on disbursements over $50,000 for payroll items.
T. Bruner made a motion to to approve the agenda with the amendments presented.
R. Collins seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call	
T. Bruner	Aye
K. Holley	Aye
R. Collins	Aye
C. Weathersby	Aye
B. Eubanks	Abstain

II. Finance

A. PCA - CPF Financial Assessment Report

Cheryl informed the committee that as of the end of August, PCA is about 18% spent on its budget but do to some errors, it should actually only be about 16% spent. The budget assessment does not include COVID grant money, Pre-K budget money, or the purchase of the daycare building as a central office location. The assessment for next month will be a more accurate financial measure as it will include all the salaries and have grant drawdown money included.

B. Pataula - Local Supplement Increase

Cheryl informed the committee that she would like to request a supplement increase of $1,000 for all salaried staff at PCA as a thank you for all the hard work the staff has put in this year due to all of the changes in relation to COVID.
T. Bruner made a motion to present a supplement increase of $1,000 to salaried staff of PCA for the board to approve.
R. Collins seconded the motion.

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

Roll Call	
R. Collins	Aye
C. Weathersby	Aye
K. Holley	Aye
B. Eubanks	Abstain
T. Bruner	Aye

C. Pataula - athletic fields

Cheryl informed the committee that the PCA Athletic Booster's asked for PCA to donate the funds needed to fence in the baseball field and for some necessary erosion control. The PCA Athletic Booster's raised the money and paid for the fencing of the softball field and they presented a quote for $62,000 to Cheryl for the fencing of the baseball fields. Cheryl informed the committee that there is money in the budget to allocate for this donation but Rhonda advised PCA would have to pay for the fence installation instead of donating the funds due to accounting practices.
R. Collins made a motion to to present the request to allocate $62,000 from the PCA budget to pay for fencing of the baseball fields to the board for approval.
T. Bruner seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call	
K. Holley	Aye
R. Collins	Aye
C. Weathersby	Aye
B. Eubanks	Abstain
T. Bruner	Aye

D. SCCA _ CPF Assessment Report

Cheryl informed the committee that as of the end of August, SCCA is about 17% spent on its budget. The budget assessment does not include COVID grant money, Pre-K budget money, or the purchase of the daycare building as a central office location. The assessment for next month will be a more accurate financial measure as it will include all the salaries and have grant drawdown money included.

E. Spring Creek - local supplement increase

Cheryl informed the committee that she would like to request a supplement increase of $1,000 for all salaried staff at SCCA as a thank you for all the hard work the staff has put in this year due to all of the changes in relation to COVID.
T. Bruner made a motion to present a supplement increase of $1,000 to salaried staff of SCCA for the board to approve.
R. Collins seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

T. Bruner	Aye
K. Holley	Aye
C. Weathersby	Aye
B. Eubanks	Abstain
R. Collins	Aye

F. SCCA Site Work

Cheryl informed the committee that Mike Floyd Paving submitted the invoice for the septic and site wok for the new modular building installation at SCCA. Cheryl stated that the original quote submitted by Mike Floyd was under the $50,000 which was approved by the board, but during the work, there was a change order that the company failed to submit for a 6" line to be used in place of what was on the original quote and Mike Floyd has now submitted an invoice for $103,539 for the work performed. Tiffany Bruner is recommending that the budget for the Walton Grant be modified to have funds allocated for $50,000 for the septic and site work and the remainder of the invoice will need to be addressed separately since the change order was not approved.
T. Bruner made a motion to submit the Walton Grant budget to the board for approval with $50,000 budgeted for the septic and site work.
K. Holley seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

C. Weathersby	Aye
T. Bruner	Aye
K. Holley	Aye
B. Eubanks	Abstain
R. Collins	Aye

G. PCA Inc - CSP Replication Grant Budget

Cheryl presented the budget for the CSP Replication Grant to the committee for approval. Cheryl informed the committee that the budget was modified from what was originally presented to include the addition of the Assistant Principal's salary for SCCA to the budget, the Intervention Teacher positions were changed to Paraprofessional positions, and the position for Director of Development and Marketing was removed. The fees for the consultation firm that advised on the best way to allocate funds from the grant over a 5 year period was also included in with the budget.
R. Collins made a motion to to present the CSP Replication Grant budget to the board for approval.
T. Bruner seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

K. Holley	Aye
C. Weathersby	Aye

Roll Call

B. Eubanks	Abstain
T. Bruner	Aye
R. Collins	Aye

H. Facility Grant for PCA and SCCA

Cheryl informed the committee that both schools were each awarded a grant for $39,034 to use towards facility payments of a permanent structure or facility work already performed. Cheryl is recommending that PCA's grant be used to pay the facility payment for the school and that SCCA's grant be used to pay the remaining balance of the Mike Floyd Paving invoice for septic and site work for the new modular building installation at SCCA.
K. Holley made a motion to to present to the board the grant award of funds for both schools and the intended use of these funds for each school.
R. Collins seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

R. Collins	Aye
K. Holley	Aye
T. Bruner	Aye
C. Weathersby	Aye
B. Eubanks	Abstain

I. Hot Spot Purchase

Cheryl informed the committee that SCCA needs 45 additional hot spots for a total cost of $67,499.55. These devices will be added to the inventory under PCA, Inc. Cheryl also informed the committee that service for these devices will be bought through the Department of Education as their service fees are cheaper than Verizon.
T. Bruner made a motion to to present to the board for approval the purchase of 45 new hot spots for SCCA for the amount of $67,499.55.
K. Holley seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

K. Holley	Aye
C. Weathersby	Aye
R. Collins	Aye
T. Bruner	Aye
B. Eubanks	Abstain

J. Bus Bids for PCA

Cheryl informed the committee that Jeremy Pritchett, the transportation director, informed her of some buses being sold from Seminole County School Systems that have air conditioner on them. Cheryl is recommending the purchase of these buses at $5,000

each as the cost of having air conditioners added to current buses will be more expensive than the purchase of these buses.
T. Bruner made a motion to to approve the purchase of the buses for $5,000 each from Seminole County School Systems.
R. Collins seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

C. Weathersby	Aye
T. Bruner	Aye
R. Collins	Aye
K. Holley	Aye
B. Eubanks	Abstain

K. Financial Policies Amendment

Cheryl informed the committee that the current financial policy requires 2 signatures for every disbursement over $50,000 and she is advising that this be amended to exclude disbursements related to payroll including payroll, TRS payments, and State Health Insurance benefits as examples.
R. Collins made a motion to to present to the board the amendment to the financial policy to exclude disbursements over $50,0000 related to payroll expenses requiring 2 signatures.
C. Weathersby seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

R. Collins	Aye
K. Holley	Aye
C. Weathersby	Aye
B. Eubanks	Abstain
T. Bruner	Aye

III. Closing Items

A. Adjourn Meeting

T. Bruner made a motion to to adjourn the meeting at 5:52 PM.
R. Collins seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

R. Collins	Aye
B. Eubanks	Abstain
C. Weathersby	Aye
K. Holley	Aye
T. Bruner	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:52 PM.

Respectfully Submitted,
C. Weathersby