APPROVED

Pataula Charter Academy

Minutes

November 2020 Board Meeting

Date and Time
Monday November 16, 2020 at 6:00 PM

Location
Spring Creek Charter Academy lunchroom

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

Directors Present
B. Brock, B. Miller, E. Lenz, R. Collins, R. Lane, T. Bruner

Directors Absent
D. Hendrickson, J. Sanders, R. Sapp

Ex Officio Members Present
C. Weathersby, K. Holley

Guests Present
L. Adkinson, L. Miller

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 Nov 16, 2020 at 6:02 PM.

C. Approve Minutes

R. Lane made a motion to approve the minutes from October 2020 Board Meeting on 10-19-20.
R. Collins seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Approve Agenda

Cheryl requested the agenda be amended as follows:
III. Facilities/Finance - Remove D. Spring Creek Site Work
III. Facilities/Finance - Replace D. with PCA - Opus Software - vote
III. Facilities/Finance - Add E. SCCA - Opus Software - Vote
III. Facilities/Finance - Add F. Annual Audit - FYI
E. Lenz made a motion to Approve the Agenda as Amended.
R. Lane seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. Public Comment

There was no public comment.

II. Superintendent Report

A. COVID-19 Update

Kylie updated the Board on COVID-19 positive cases at each school: As of today, the 53rd day of school for PCA, 2 students and 1 teacher have tested positive; today, the 51st day of school for SCCA, 3 students and 1 teacher have tested positive. Since September when it was approved for High School students to return to Face to Face learning, for Middle School students to move from class to class and students to begin eating in the cafeteria PCA has not had any new cases. Safety protocols seem to be working as there has not been a lot of spread in these cases. 26% of students at PCA are still virtually learning which is down from around 40%; 18% of students at SCCA are still virtually learning which is down from 29%. Our protocols are working, however, Kylie recommends that we continue to offer Distance Learning for second semester due to the increase in positive cases - state wide.

B. PCA Operational Checklists

Kylie presented Operational checklists for PCA for the month of October. We are getting back on track since the pandemic started. PCA is meeting all targets and all state reporting is on track.

C. SCCA Operational Checklists

Kylie presented Operational checklists for SCCA for the month of October. We are getting back on track since the pandemic started. SCCA is meeting all targets and all state reporting is on track.

D. Executive Session - Personnel

E. Lenz made a motion to Enter Executive Session at 6:12 pm.
R. Collins seconded the motion.
The board entered Executive Session 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. Executive Session was exited at 6:16.
The board **VOTED** to approve the motion.

Roll Call

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

Roll Call

R. Collins	Aye
D. Hendrickson	Absent

E. SCCA - Paraprofessional Resignation

Linda Miller advised the Board that Lauren Stone, a paraprofessional at Spring Creek, had tendered her resignation.

F. SCCA - Add Paraprofessional Position

Mrs. Miller advised the Board that due to the high number of SPED students enrolled at Spring Creek there is a need for an additional paraprofessional position. This additional person will allow us to better serves the needs of these students. Cheryl noted that surplus funds at SCCA would cover this addition to the budget.
R. Collins made a motion to add an additional SPED Paraprofessional position at Spring Creek.
B. Brock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

G. SCCA - Paraprofessional Hire

Mrs. Miller recommend the Board hire Ashton Griffin as a paraprofessional at Spring Creek. She will replace Lauren Stone who resigned. Ms. Griffin comes highly recommended.
R. Lane made a motion to hire Ashton Griffin for a paraprofessional position at Spring Creek.
E. Lenz seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Sanders	Absent
R. Sapp	Absent
R. Collins	Aye
T. Bruner	Abstain
R. Lane	Aye
B. Brock	Aye

Roll Call	
B. Miller	Aye
D. Hendrickson	Absent
E. Lenz	Aye

III. Facilities/Finance

A. Pataula - CPF Financial Assessment Reports

The Finance Committee submitted the PCA CPF Financial Assessment Reports and monthly reconciliation reports through September for Board review. At approximately a quarter through the school year 24.6% of the budget has been spent.

B. Spring Creek - CPF Financial Assessment Reports

The Finance Committee submitted the SCCA CPF Financial Assessment Reports and monthly reconciliation reports through September for Board review. At approximately a quarter through the school year 25.4% of the budget has been spent.

C. Pataula - Baseball Fence Vendor Selection

The Board previously approved an expenditure of approximately $63,000 to complete the Baseball fencing at PCA. Cheryl submitted the project for bids and 2 bids were returned. Quality Fence submitted a bid for $56,538 and Pro Fence submitted a bid for $70,896.52. The finance committee recommends the Board accept the bid from Quality Fence.
R. Collins made a motion to accept the $56,538 bid from Quality Fence to complete the fencing at the baseball field at PCA.
R. Lane seconded the motion.
The board **VOTED** to approve the motion.

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

D. PCA - Opus Software

Cheryl and the finance committee is recommending the purchase of Opus Software for PCA in the amount of $5880. This software is through the company Avalon that was used to help close out financial reports in the past. At this time Cheryl is creating formulas for budgeting and creating spreadsheets for reports by hand. . This software will help Cheryl

with creating reports, mapping expenditures to accounts, auto pulling salary and benefits. The company will do on-boarding of information which will save Cheryl time.
B. Brock made a motion to purchase Opus Software for PCA in the amount of $5880.
R. Collins seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. SCCA - Opus Software

Cheryl and the finance committee is recommending the purchase of Opus Software for PCA in the amount of $5880. This software is through the company Avalon that was used to help close out financial reports in the past. At this time Cheryl is creating formulas for budgeting and creating spreadsheets for reports by hand. . This software will help Cheryl with creating reports, mapping expenditures to accounts, auto pulling salary and benefits. The company will do on-boarding of information which will save Cheryl time.
B. Brock made a motion to purchase Opus Software for SCCA in the amount of $5880.
R. Collins seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. Annual Audit

Pataula and Spring Creek received their annual audit reports from Mauldin & Jenkins, the CPA company used to audit our financial records. Pataula received one finding from the audit process. The finding was related to updates to the capital asset schedule. Spring Creek received two findings on their audit. One was in regards to revenue recognition where a loan was classified as revenue and should have been coded a

liability and small revenue entries that were coded incorrectly. The other finding was tied to the expenses in the capital asset schedule. There are no other material weaknesses reported and no significant deficiencies. The financial audit was submitted to the DOE and Commission before the deadline.

IV. Governance

A. Governance Training

Kylie and Cheryl completed their training in November. Kylie reminded the others to sign up for their training and to remember there were 8 additional 1 hour sessions with a mandatory quiz at the end. Kylie reminded everyone that Board members are allowed two "call-in" meetings a year due to medical reasons and that Board emails are subject to the open records act.

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

Members who had not previously completed the Conflict of Interest forms completed them tonight. It was decided that the December meeting be cancelled.

V. Closing Items

A. Adjourn Meeting

T. Bruner made a motion to Adjourn the meeting.
B. Brock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:37 PM.

Respectfully Submitted,
T. Bruner