APPROVED

Pataula Charter Academy

Minutes

February 2021 Board Meeting

Date and Time
Monday February 22, 2021 at 6:00 PM

Location
The February Board meeting will be held virtually due to COVID-19. Board members will be emailed a Google Meet link for session. The public may call-in using the following:
Phone number - (701) 802-5366
Access Code - 8532300

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. Brock (remote), B. Miller (remote), E. Lenz (remote), J. Sanders (remote), R. Collins (remote), R. Lane (remote), R. Sapp (remote), T. Bruner

Directors Absent
None

Ex Officio Members Present
C. Weathersby, K. Holley

Guests Present

Becki English, Kathy Bantz, L. Adkinson, L. Miller (remote), 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 Feb 22, 2021 at 6:06 PM.

C. Approve Minutes

E. Lenz made a motion to approve the minutes from January 2021 Board Meeting on 01-25-21.
R. Sapp seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Approve Agenda

The Agenda was amended as follows:
II. Superintendent Report
add Item N. Teacher Retirement.
R. Collins made a motion to Approve the Agenda as amended.
R. Sapp seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Roll Call

B. Brock	Aye

E. Public Comment

There was no public comment.

F. Public Comment - FY 2021 Amended General Operating Budget

There was no public comment on the FY2021 Amended General Operating Budget.

II. Superintendent Report

A. Executive Session - Personnel

E. Lenz made a motion to Enter Executive Session at 6:11 p.m.
R. Collins seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. Lenz made a motion to not renew the teaching contract of Rebecca English for the 2021-2022 School Year.
R. Lane seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

R. Lane made a motion to not renew the teaching contract of Shebbie Williams, III for the 2021-2022 School year.
R. Collins seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. PCA - Recommendation for Para Hire

A PCA para requested a move to the School Nutrition Program. This left a paraprofessional position open. Kylie recommends that long-term sub, Crystal Waltman, be hired for this open permanent position.
E. Lenz made a motion to hire Crystal Waltman for the permanent paraprofessional at PCA.
R. Lane seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. COVID-19 Update

Kylie gave the Board the updated COVID information:
PCA has had 23 positive COVID cases and SCCA has had 13 positive cases since the beginning of the school year. At this time PCA has 3 classes quarantined - 59 students and staff. SCCA has all of middle school and 1 other class quarantined at this time with 95 students and staff involved. 27% of PCA students are learning virtually, with 9% at SCCA.

D. PCA January Operational Checklists

PCA is 100% compliant for SCSC Operational CPF.

E. SCCA January Operational Checklists

SCCA is 100% compliant for SCSC Operational CPF.

F.

PCA 2020-2021 SY Annual SCSC Monitoring

Kylie presented PCA's annual SCSC Monitoring and Corrective Action Plan. There was was one minor "finding" and "adverse practice" that were easily remedied with a form change and procedure change. The CAP has been submitted to the SCSC, but we have not yet received a response.

G. SCCA 2020-2021 SY Annual SCSC Monitoring

Kylie presented PCA's annual SCSC Monitoring and Corrective Action Plan. There was was one minor "finding" and "adverse practice" that were easily remedied with a form change and procedure change. The CAP has been submitted to the SCSC, but we have not yet received a response.

H. PCA 2019-2020 SCSC Comprehensive Performance Framework Results

The SCSC Comprehensive Performance Framework grades schools in 3 areas: Academic, Financial and Operational. For the 2019-2020 school year PCA met standards in Financial and Operational areas. Academics was not applicable due to the cancellation of Milestones and CCRPI with the COVID shutdown of schools in March of 2020. PCA met in Financial areas with a score of 90 and in Operational areas with a score of 96.

I. SCCA 2019-2020 SCSC Comprehensive Performance Framework Results

The SCSC Comprehensive Performance Framework grades schools in 3 areas: Academic, Financial and Operational. For the 2019-2020 school year SCCA met standards in Financial and Operational areas. Academics was not applicable due to the cancellation of Milestones and CCRPI with the COVID shutdown of schools in March of 2020. SCCA met in Financial areas with a score of 80 and in Operational areas with a score of 96.

J. PCA 2021-2022 Calendar

Kylie presented the Board with the proposed 2021-2022 School Calendar for PCA. The administration and leadership team have reviewed and approved the proposed calendar. The calendar assumes we will have a five day in-person week; tentative for COVID.
R. Collins made a motion to adopt the proposed PCA 2021-2022 Calendar.
R. Sapp seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Roll Call

B. Miller	Aye
J. Sanders	Aye

K. SCCA 2021-2022 Calendar

Kylie presented the Board with the proposed 2021-2022 School Calendar for SCCA. The administration and leadership team have reviewed and approved the proposed calendar. The calendar assumes we will have a five day in-person week; tentative for COVID.
R. Collins made a motion to adopt the proposed SCCA 2021-2022 Calendar.
R. Sapp seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

L. PCA Summer School Approval

Due to the loss of instructional time last year and this year due to COVID related quarantines, Kylie is recommending that PCA hold Summer School this year. For K-8 Summer School would be required for some students for promotion and strongly recommended for others. High School would use this for Credit Recovery and Offer SAT prep classes in Math and Writing for remediation. The budget would include salaries for teachers, paraprofessionals, bus drivers, school nutrition workers, a stipend for Administration, and monies for curriculum purchases. The proposed budget for PCA's Summer School is $82,890. CARES II grant money will be used to cover the costs.
R. Collins made a motion to approve the proposed Budget for Summer School for PCA.
B. Miller seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Roll Call

B. Miller Aye

M. SCCA Summer School Approval

Due to the loss of instructional time last year and this year due to COVID related quarantines, Kylie is recommending that SCCA hold Summer School this year. Summer School would be required for some students for promotion and strongly recommended for others. The budget would include salaries for teachers, paraprofessionals, bus drivers, school nutrition workers, a stipend for Administration, and monies for curriculum purchases. The proposed budget for SCCA's Summer School is $64,890. Kylie has acquired a grant of $30,000 from Calder Foundation to cover part of the costs. CARES II grant money will be used to cover the remaining costs. .
E. Lenz made a motion to approve the proposed Summer School Budget for SCCA.
B. Brock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

N. Teacher Retirement

Kylie informed the Board that Donna Bernstein, middle grades teacher at PCA, has decided to retire this year.

III. Facilities/Finance

A. PCA - FY 2021 Amended General Operating Budget

The finance committee presented the amended FY 21 General Operating Budget for PCA to the board for their review. This is the second and final amendment for this fiscal year. PCA originally amended the budget to account for austerity cuts. However we received 60% of those cuts back in our newest allotment projections from the state. The amended budget shows an overall revenue increase due to austerity reductions and carryover from federal grant awards last year. PCA also received a COVID relief grant through the charter school program. Expenses increased as well due to an increase in our RESA contract for special education services and COVID related expenses. The committee also noted that transportation and school nutrition expenses decreased drastically due to our current four day school week. PCA's projected surplus increased

overall due to these factors. The finance committee will present this amended budget again at the March meeting and ask for a vote.

B. Pataula - CPF Financial Assessment Reports

The CPF Financial Assessment reports show 52% of the budget spent through the month of December. PCA is on track with budget spending.

C. SCCA - FY 2021 Amended General Operating Budget

The finance committee presented the amended FY 21 General Operating Budget for SCCA to the board for their review. This is the second and final amendment for this fiscal year. SCCA originally amended the budget to account for austerity cuts. However we received 60% of those cuts back in our newest allotment projections from the state. This allotment also shows a decrease in QBE funding based on actual student enrollment. The amended budget shows a small overall revenue increase due to austerity reductions and carryover from federal grant awards last year. Expenses increased as well due to an increase in our RESA contract for special education services and COVID related expenses. The budget also captures some salaries that were omitted in the last budget amendment. SCCA's projected surplus decreased overall due to these factors. The finance committee will present this amended budget again at the March meeting and ask for a vote.

D. Spring Creek - CPF Financial Assessment Reports

The CPF Financial Assessment reports show 52% of the budget spent through the month of December. SCCA is not on track with budget spending until the budget deficit/long term debt issue is hopefully resolved in the next audt or the debt is paid down.

E. SCCA - deficit reduction monthly report

The SCCA Deficit Reduction Plan must be submitted o the Department of Education monthly until our fund balance is out of its deficit. The finance committee presented the monthly reports through December 2020. The deficit should finally start decreasing in January's report due to grant money being received..
R. Collins made a motion to approve December's Deficit Reduction Report.
E. Lenz seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

IV. Governance

A. Resignation of Board Member David Hendrickson

Tiffany received an email from David Hendrickson that he was resigning from his position as Board member. This will leave an open position on the Board that will be addressed at the Board retreat.

B. 2020-2021 Board Goals

The Governance Committee met in December to finalize the selection of Board goals based on the assessment Board members completed early in the school year. Those goals were identified as:
1. Formalize Committee Work
2. Board Member recruitment for the 2020-2021 school year
The committee is asking the Board to approve these goals.
R. Lane made a motion to adopt the Board Goals as presented.
B. Miller seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Governance Committee Job Description

All committees will be drafting a Job Description for their committee. The Governance Committee is submitting their job description for Board approval. The other committees will work on this at the Retreat.
E. Lenz made a motion to approve the Job Description for the Governance Committee.
R. Lane seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Roll Call

R. Collins Aye

D. PCA Inc. Annual Board Calendar

The Governance Committee approved the amended Annual Board Calendar and is submitting it for full Board approval.
R. Collins made a motion to Approve the amended Annual Board Calendar.
R. Sapp seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. Amended PCA Inc. By-Laws

The Governance Committee presented the amended By-Laws to the Board for approval. The By-Laws were amended to reflect the committee structure changes and to clarify the check signing policy.
E. Lenz made a motion to approve the Amended PCA, Inc. By-Laws.
B. Miller seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. Board Annual Retreat

A tentative date of April 10th had been set for the annual Board Retreat. However, several Board members have conflicts with this date. The Governance Committee will meet on Monday, March 1, 2021 and will set a new tentative date at this time.

G. Governance Training

Don't forget the recorded trainings after participating in the live training. There is a test at the end.

V. Closing Items

A. Adjourn Meeting

E. Lenz made a motion to adjourn the meeting at 7:55 pm.
R. Collins seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:55 PM.

Respectfully Submitted,
T. Bruner