APPROVED

Pataula Charter Academy

Minutes

May 2021 Board Meeting

Date and Time
Monday May 24, 2021 at 6:00 PM

Location
Meetings are now being held virtually due to COVID-19. Board members will be emailed a Google Meet link for the 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 virtually.

Directors Present
B. Brock (remote), E. Lenz (remote), J. Sanders (remote), R. Collins (remote), R. Lane (remote)

Directors Absent
R. Sapp, T. Bruner

Directors who arrived after the meeting opened
J. Sanders

Ex Officio Members Present
C. Weathersby (remote), K. Holley

Guests Present

L. Adkinson, L. Miller (remote)

I. Opening Items

A. Record Attendance

J. Sanders arrived at 6:13 PM.

B. Call the Meeting to Order

E. Lenz called a meeting of the board of directors of Pataula Charter Academy to order on Monday May 24, 2021 at 6:04 PM.

C. Approve Minutes

R. Lane made a motion to approve the minutes from April 2021 Board Meeting on 04-19-21.
R. Collins seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Executive Session Minutes - April 19, 2021

R. Collins made a motion to approve the minutes from Executive Session April 19, 2021.
R. Lane seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. Approve Agenda

Agenda amended as follows:
II. Superintendent Report add item J: Resignation of David Kirkland, SCCA Assistant Principal
R. Lane made a motion to Approve the Agenda as amended.

R. Collins seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. Public Comment

There was no public comment.

II. Superintendent Report

A. Executive Session - Personnel

R. Lane made a motion to Enter Executive Session at 6:07.
R. Collins seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. SCCA - Recommendations for New Hires for 2021-2022 School Year

B. Brock made a motion to Approve the Hiring of Sarah Thompson for a Teaching Position at SCCA for the 21-22 School Year.
J. Sanders seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C.

PCA - Recommendation to add 3 part-time intervention teachers for the 2021-2022 SY

20% of the American Rescue Plan Act grant fund that we are receiving must go toward making up learning loss. We also recognize the need for additional support for learning loss, based on standardized testing score. Kylie is recommending hiring 3 part-time Intervention Teachers to work toward this goal. These are temporary positions for this year only, and possible next year pending grant fund balance. This is not in the approved budget. However, PCA's anticipated surplus will cover these expenses while still maintaining a surplus.
R. Collins made a motion to Approve the hiring of 3 part-time Intervention Teachers at PCA for the 21-22 School year.
J. Sanders seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. SCCA - Recommendation to add 3 part-time intervention teachers for the 2021-2022 SY

20% of the American Rescue Plan Act grant fund that we are receiving must go toward making up learning loss. We also recognize the need for additional support for learning loss, based on standardized testing score. Kylie is recommending hiring 3 part-time Intervention Teachers to work toward this goal. These are temporary positions for this year only, and possible next year pending grant fund balance. This is not in the approved budget. However, SCCA's anticipated surplus will cover these expenses while still maintaining a surplus.
J. Sanders made a motion to Approve the hiring of 3 part-time Intervention Teachers at SCCA for the 21-22 School Year.
B. Brock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. SCCA - Recommendation for New Position - Specials Para

Kylie is recommending an additional Paraprofessional position at SCCA for the 21-22 School Year. Yearly growth shows the need for additional Specials instruction. This would be a non-certified position but we hope to hire someone with expertise in Music, Art or Drama.
B. Brock made a motion to Approve the hiring of an additional Para at SCCA for the 21-22 School Year.
J. Sanders seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. PCA - Operational CPF Dashboard

The monthly Operational CPF report is attached. We are still on target to meet with a projected score of 85 for PCA.

G. SCCA - Operational CPF Dashboard

The monthly Operational CPF report is attached. We are still on target to meet with a projected score of 91 for SCCA.

H. COVID-19 Update

We are following the new CDC guidance for individuals who are fully vaccinated that no longer requires wearing a mask. Faculty and staff are required to provide proof of vaccination to the Pandemic Coordinator. The Board has approved the plan for No Distance Learning next year, with those who may need a medical exemption required to return the Physician Documentation by July 1, 2021 for administrative approval. The Pandemic Coordinator is keeping abreast of all the CDC Guidance and will continue to make recommendations to admin. Administration has Board approval to make all policy changes regarding these recommendations without a Board vote.

I. Pataula Charter Academy Inc. Replication Plan

There is no new information requiring a vote since the Retreat. CSGF and the GCSA are working on funding sources. If the replication plan does not go forward the Board will discuss if/when we will need to form a separate Incorporation for SCCA.

J.

Resignation of David Kirkland

David Kirkland, Assistant Principal of SCCA tendered his resignation effective May 24, 2021.

III. Facilities/Finance

A. PCA - CPF Financial Assessment Reports

B. PCA Technology Vendor Award - computers

The FY 22 general operating budget included the purchase of 25 new computers for the high school business lab. We advertised for bids on the GA Procurement Registry. The Finance Committee is recommending we accept the bid of $17,915 from Prologic. This was the lowest bid and will include a 3 year warranty.
J. Sanders made a motion to Award the Bid for PCA high school lab computers to Prologic in the amount of $17,915.
R. Lane seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. PCA Technology Vendor Award - interactive panels

The FY 22 general operating budget included the purchase of 22 interactive panels to replace obsolete smartboards in some of the classrooms. We advertised for bids on the GA Procurement Registry. The Finance Committee is recommending we accept the bid from Trafera of $54,758.
R. Lane made a motion to Award the Bid for PCA Interactive Panels to Trafera.
B. Brock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D.

PCA Architectural Services - Award Contract

The FY 22 general operating budget included a line item for a new gym to be constructed next school year. The first step in that process is to select an architect. We advertised the project on the GA Procurement Registry. IPG, the firm we currently use for the athletic complex, has entered a bid of 5.62% of the construction cost, for their Architectural Services. The Finance Committee is recommending we accept their bid based on price, it is the lowest bid, and school construction experience.
J. Sanders made a motion to Award the Architectural Services contract for an additional Gym at PCA to IPG.
R. Collins seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. PCA - Athletic Complex Site plan

IPG has developed a Challenge Goal Flyer for completion of the Athletic Complex. The Finance Committee suggest that we allow the athletic department and school leadership to drive the next steps in this process including priority order. This flyer may help the athletic director as he applies for grants to offset construction prices.

F. SCCA - CPF Financial Assessment Reports

SCCA CPF financials look well. We are meeting on some standards and approaching on some standards: SCCA is projected to fail on Debt to Asset ratio due to the fact that SCCA has more liability than assets. SCCA is 68% in budget spending in March and has 61% or revenue received with the mid term allotment and are waiting on federal Replication Grant funds. There have been some glitches in the report portion of the new financial software but these should be corrected with the next month reports.

G. SCCA - deficit reduction monthly report

The SCCA deficit reduction monthly report must be submitted to the State. The deficit is not going down as fast as the Finance Committee hoped due to the lag in revenue.
R. Collins made a motion to Approve the SCCA Deficit reduction monthly report to be sent to the State.
R. Lane seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

H. SCCA Cleaning Service Vendor - award contract

The FY 22 general operating budget included a line item for custodial services. We advertised the bid on the GA Procurement Registry. The Finance Committee is recommending that this contract be awarded to LRL Business Ventures based on price (48,626) and their current work experience. They agree to provide 2 full time custodial staff, one 190 day contract and one 200 day contract from 7:30 - 3:00 each day.

J. Sanders made a motion to Award the Cleaning Service Contract at SCCA for the 21-22 School Year to LRL Business Ventures in the amount of $48,626.
R. Lane seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

I. SCCA classroom construction

Administration at SCCA has requested 2 large classrooms in the administration building be split to make 4 individual classrooms. The smaller classrooms could provide space for special ed, intervention, counselor, etc.. We have to contract the work through Vanguard since they own the building and we lease from them. They submitted an estimate of $7200 to complete this project.
B. Brock made a motion to Accept the bid of $7200 from Vanguard to construct a wall in two classrooms at SCCA.
J. Sanders seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

R. Lane	Aye
B. Brock	Aye
E. Lenz	Aye

Roll Call

J. Sanders	Aye
R. Sapp	Absent
R. Collins	Aye
T. Bruner	Absent

J. SCCA - Bus Bid Approval

Jeremy Pritchett, Transportation Director, found 4 school buses for bid from Seminole County with air conditioning already installed. The Finance Committee is recommending we submit a bid of $5000 per bus to purchase these buses for SCCA.
R. Lane made a motion to Submit a bid of $5000 per bus to Seminole County for 4 school buses to be used at SCCA.
J. Sanders seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

IV. Governance

A. Approval of "Standard Operating Policy for Committees of the Board"

The Governance Committee is submitting the "Standard Operating Policy for Committees of the Board" for Board approval.
J. Sanders made a motion to Approve the Standard Operating Policy for Committees of the Board as presented.
R. Lane seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Governance Training

Kylie reminded everyone to complete their recorded trainings by the deadline coming up in June.

V. Closing Items

A. Adjourn Meeting

J. Sanders made a motion to Adjourn the meeting.
R. Collins seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:14 PM.

Respectfully Submitted,
E. Lenz