APPROVED

Pataula Charter Academy

Minutes

October 2021 Board Meeting

Date and Time
Monday October 18, 2021 at 6:00 PM

Location
PCA Board Room

The Pataula Charter Academy, Incorporated Governing Board (serving Pataula Charter Academy and Spring Creek Charter Academy) will meet virtually.

Directors Present
E. Lenz, G. Flowers, J. Sanders, K. Gilbert, R. Collins, R. Lane, R. Sapp, T. Bruner

Directors Absent
B. Brock

Ex Officio Members Present
C. Weathersby, K. Holley

Guests Present
H. Worsley, L. Adkinson, R. Beamon

I. Opening Items

A. Record Attendance

Kakeya Gilbert arrived at 6:10 and Rochelle Sapp arrived at 6:38. Mr. Charlie Mathews of the Southern Tribune was also in 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 Oct 18, 2021 at 6:00 PM.

C. Approve Minutes

R. Lane made a motion to approve the minutes from August 2021 Board Meeting on 08-23-21.
E. Lenz seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Executive Session Minutes - Aug. 23, 2021

R. Lane made a motion to Approve the minutes from Executive Session on August 23, 2021.
E. Lenz seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve Agenda

Cheryl Weathersby requested the following amendments to the agenda:
III. F. Create District Bus Mechanic Position
III. G. Elminate PCA Custodial positions due to restructuring
III. H. Create District Maintenance Position
E. Lenz made a motion to Approve the Amended Agenda.
J. Sanders seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Public Comment

There was no public Comment.

II. Superintendent Report

A. Executive Session - Personnel

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

B. PCA - Part-Time Intervention Teacher Recommendation for Hire

R. Lane made a motion to Hire Karan Ragan as a Part-Time Intervention teacher for the remainder of the 2021-2022 school year.
J. Sanders seconded the motion.

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

C. PCA - FY21 SCSC Monitoring CAP response

Kylie Holley presented the SCSC October 2020 Monitoring CAP Response for PCA. The CAP was approved, and we were given partial points for the corrected finding.

D. SCCA - FY21 SCSC Monitoring CAP response

Kylie Holley presented the SCSC October 2020 Monitoring CAP Response for SCCA. The CAP was approved, and we were given partial points for the corrected finding.

E. PCA - Operational CPF Dashboard

Operational CPF started over July 1, 2021. PCA is on target to meet on the Operational CPF Dashboard this year. At this time PCA is 100% met.

F. SCCA - Operational CPF Dashboard

Operational CPF started over July 1, 2021. SCCA is on target to meet on the Operational CPF Dashboard this year. At this time SCCA is 100% met.

G. Covid-19 Update

Kylie presented the recommended changes to the COVID-19 Protocol Plan. One other change was requested from Board members; when visitors are allowed, they are encouraged to wear masks, but not required.
R. Collins made a motion to Approve the updated COVID-19 Protocol Plan with the one recommended change regarding masks for visitors.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. COVID Bonuses for classroom teachers

Due to high transmission rates of COVID in our communities, we maintained a high number of students in quarantine during the first few months of school. Classroom teachers of academic subjects have been teaching face-to-face 5 days a week, plus providing distance learning for quarantined students. This is stressful and time-consuming for teachers. Unfortunately, there was nothing we could do to alleviate that extra work on teachers during this time of high transmission rates. So, we would like to show our appreciation by giving a monthly COVID stipend to classroom and special education teachers (required to meet the guidelines for instructing quarantined students) for the time period of high transmission rates. The stipend will be $500 monthly and would include the months of September and October at this time. If new quarantine guidance is approved, the stipend should not be necessary after October, unless circumstances drastically change again. However, Superintendent Holley would like to reserve the right to reinstate the stipend for up to an additional 3 months (within this

school year) if transmission rates and/or outbreaks increase again, forcing us to change quarantine protocols and virtual learning for quarantines again.
G. Flowers made a motion to Approve the COVID Bonuses for classroom Teachers.
R. Collins seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Finance/Facilities Committee Reports

A. PCA - CPF Financial Assessment Reports

Cheryl Weathersby presented the July and August CPF Financial Assessment Reports. PCA is on track to pass with 16% of the budget spent.

B. PCA - Athletic Field Update

It was approved at an earlier meeting for Georgia Power to install lights on the Football field. Installation should begin in early December with completion before the beginning of Baseball season. Bids will close on the Football home grandstand, Press Box and water pipe installation on October 25th.The silt fencing must remain due to insufficient vegetation growth. Since installation of the plaza will begin soon, there should no need for more topsoil.

C. SCCA - Recommendations for Hire

E. Lenz made a motion to Hire Regina Madray for the full-time SNP position.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. SCCA - CPF Financial Assessment Reports

Cheryl Weathersby presented the July and August CPF Financial Assessment Reports. SCCA is on track to pass with 15% of the budget spent.

E. SCCA - deficit reduction monthly report

SCCA was able to resolve their deficit in FY 21 . However, we must continue to report this monthly until our FY 21 final audit is submitted at the end of October. August fund balance is $884,780.61
E. Lenz made a motion to Approve the SCCA monthly deficit reduction report as presented.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Create District Level Bus Mechanic position

R. Lane made a motion to Create a District Level Bus Mechanic position with a salary level as discussed in Executive Session.
J. Sanders seconded the motion.

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

G. Eliminate 3 Custodial positions at PCA

The finance committee proposes the elimination of 3 custodial positions at PCA due to restructuring of Custodial duties through contract services. It was discussed among administration, CFO, Superintendent and recommended by the Custodial Services consultant. We will extend services from our current custodial vendor to service Pataula. This will take effect January 1, 2022. The salary from the 3 eliminated positions will cover the Contract services.
R. Collins made a motion to Approve the elimination of 3 custodial positions at PCA due to restructuring.
R. Sapp seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Create District Level Maintenance Position

R. Lane made a motion to Create a District Level Maintenance position with a salary level as discussed in Executive Session.
J. Sanders seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Governance Committee Reports

A. Personnel Policy

Kylie presented the recommended revision to the Personnel Policy.
R. Lane made a motion to Approve the Change to the Personnel Policy as written.
R. Sapp seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Conflict of Interest Policy

Kylie presented the recommended revisions to the Board Conflict of Interest Policy to include SB153 guidelines.

E. Lenz made a motion to Amend the Board Conflict of Interest Policy as written.
J. Sanders seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. GBI/GCIS Policies

Policies updated to be in compliance with our annual GBI audit that assess how we handle the security of fingerprinting information:

1. Applicant Notification Policy for Information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network

2. Man-Made/Natural Disaster Policy for information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network
3. Disciplinary Policy for violation or actions involving misuse of information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network
4. Media Protection Policy for information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network
E. Lenz made a motion to Approve revised GBI/GCIS Policies.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Annual Board Governance Trainings Dates

There will be one day in person and one day live virtual this year. The in-person dates are:
Option 1 - November 10 @ Callaway Gardens Hotel and Resort
Option 2 - February 9 @ UGA Center for Continuing Education and Hotel
Option 3 - April 13 @ Loudermilk Conference Center
*We prefer everyone complete Option 1 or 2, only using Option 3 if an emergency comes up preventing Option 1 or 2.

Kylie asked for confirmation of who would be attending the November 10th session so that Cheryl could make hotel reservations.

V. Academic Excellence Committee Report

A. PCA Academic Committee Update

1. The committee reviewed 2020-2021 Milestones scores as compared to local districts, state average, other charters in SWGA, as well compared to previous years' performance. PCA outperformed the local districts overall, but needs improvements in some of the other areas. PCA needs to focus on increasing the number of students scoring Level 3 and 4.
2. Beginning of Year MAP Benchmark data was reviewed. This data shows that more students are starting the year off below grade level. However, projected proficiency on Milestones show more students passing Milestones in both subjects and more Proficient in ELA than last year.
3. 2020-2021 SAT data was reviewed. In the past 3 years, median scores have continuously risen. Last year's scores outperformed local districts, local charters, and were very close to the state average.

B. SCCA Academic Committee Update

1. The committee reviewed 2020-2021 Milestones scores as compared to local districts, state average, other charters in SWGA. SCCA outperformed the local

districts in 8/22 areas and PCA in 12/18 areas. Just as with PCA, SCCA needs to focus on increasing the number of students scoring Level 3 and 4.
2. Beginning of Year MAP Benchmark data was reviewed. This data shows that more students are starting the year off below grade level. However, projected proficiency on Milestones show more students passing Milestones in both subjects and more Proficient in ELA than last year.

C. General Academic Committee Updates

1. Due to concerns with scores, loss of learning due to COVID, and some teacher concerns with curriculum rigor due to students being behind, leadership has implemented an improvement plan.
2. First step was to meet with all K-8 teachers to discuss concerns/issues to help determine root causes.
3. Main root cause is COVID learning loss, but we also determined some weaknesses in our K-2 Phonics and Fluency Instruction.
4. Created a short-term and long-term plan of improvement.
5. Short-term includes – Hired additional teachers and rearranged schedules for more Intervention time for more struggling students; purchase research-based Intervention programs; provide support and resources to supplement existing curriculums. (Continue exposing students to rigorous instruction, while filling gaps as well.)
6. Long-term plan includes – continue providing more intervention time as long as we can; Literacy Committee will research Phonics/Fluency programs, other Reading programs, and other initiatives to increase literacy; Use Wit and Wisdom to customize our own Reading Curriculum; research Eureka 2.0 to see if it has the necessary changes to make math instruction more accessible for students. If it meets our needs we will adopt it; if not we will customize Eureka to ensure if offers the rigor students need, but is more accessible to all students regardless of reading level.

VI. Closing Items

A. Adjourn Meeting

R. Lane made a motion to Adjourn the meeting.
R. Sapp seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:11 PM.

Respectfully Submitted,
T. Bruner