APPROVED

Pataula Charter Academy

Minutes

October Finance Meeting

Date and Time
Monday October 18, 2021 at 5:00 PM

Location
PCA Conference room

Committee Members Present
C. Weathersby, G. Flowers, H. Worsley, K. Holley, R. Collins, T. Bruner

Committee Members Absent
R. Beamon

Guests Present
B. Eubanks

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

R. Collins called a meeting of the Finance Committee of Pataula Charter Academy to order on Monday Oct 18, 2021 at 5:02 PM.

C. Approve Minutes

T. Bruner made a motion to approve the minutes from August 23, 2021 August Finance Meeting on 08-23-21.
R. Collins seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Approve Agenda

Cheryl Weathersby informed the committee of additions to the Finance section for the following items:
D.) Addition of a district level Bus Mechanic Position
E.) Addition of a district level Building Maintenance Position
F.) Elimination of custodial positions due to restructuring
K. Holley made a motion to to approve the amended agenda as presented.
R. Collins seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Finance

A. PCA - CPF Financial Assessment Report

Cheryl presented the August CPF Financial Assessment to the committee. Currently Pataula Charter Academy is approximately 16% spent on their budget which is lower than the average of 17% spent for the CPF financial indicators. There will need to be a budget amendment later in the fiscal year to account for the creation of a payroll clearing account for flexible benefits as well as amendments made for purchased services and supplies not planned for with the original budget.

B. SCCA - CPF Assessment Report

Cheryl presented the August CPF Financial Assessment to the committee. Currently Spring Creek Charter Academy is approximately 15% spent on their budget which is lower than the average of 17% spent for the CPF financial indicators. There will need to be a budget amendment later in the fiscal year to account for the creation of a payroll clearing account for flexible benefits as well as amendments made for purchased services and supplies not planned for with the original budget. CPF for Spring Creek looks much better than in previous years due to starting the fiscal year with a lot less debt.

C. SCCA - Deficit Elimination Monthly Reports

Cheryl presented the deficit elimination monthly reports Spring Creek. Cheryl informed the committee that even though the debt was eliminated in fiscal year 2021, these reports will still have to be submitted to the Georgia Department of Education until the audit report for fiscal year 2021 is submitted.
K. Holley made a motion to approve the submission of the deficit elimination reports to the board for approval.
T. Bruner seconded the motion.

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

D. Addition of District Level Bus Mechanic Position

Cheryl informed the committee that a new mechanic position needs to be created in order to provide assistance to the Transportation Director. Upon advisement from the committee, this position is recommended as a district level position instead of being isolated to just one school. Cheryl stated that the salary will be included in the budget amendment and discussed further in executive session at the whole board meeting.
T. Bruner made a motion to present to the board for approval the addition of a district level bus mechanic position.
R. Collins seconded the motion.
The committee **VOTED** unanimously to approve the motion.

E. Addition of District Level Building Maintenance Position

Cheryl informed the committee that a new position needs to be created for building maintenance at a district level. Candidates for this position will need to have industrial/building maintenance experience in their background and will be responsible for making general repairs to the buildings and maintaining records for preventative maintenance. Cheryl stated that the salary would be included in the amended budget and discussed further in executive session at the whole board meeting.
R. Collins made a motion to present to the board for approval the addition of a district level building maintenance position.
G. Flowers seconded the motion.
The committee **VOTED** unanimously to approve the motion.

F. PCA - Elimination of Custodial Positions due to Restructuring

Cheryl reminded the committee that Pataula has been working with a consultant over the past few weeks (LRL Ventures) on how to restructure their custodial department. After several weeks of them working with our custodians and meeting with school leadership, we are recommending that LRL take over this department. If this is approved, then Pataula would no longer employ custodians and LRL would manage all custodial responsibilities on January 1, 2022. Therefore we would need the board to eliminate these positions. The school would use funds towards the expense of LRL managing this and LRL will staff this department with 3 full time and 1 part time custodian.
R. Collins made a motion to request the board to approve the termination of the current three full-time custodian positions for Pataula Charter Academy.
G. Flowers seconded the motion.
The committee **VOTED** unanimously to approve the motion.

III. Closing Items

A. Adjourn Meeting

K. Holley made a motion to adjourn the meeting.

T. Bruner seconded the motion.
The committee **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 5:57 PM.

Respectfully Submitted,
R. Collins