APPROVED

Pataula Charter Academy

Minutes

November 2021 Board Meeting

Date and Time
Monday November 15, 2021 at 6:00 PM

Location
Spring Creek Charter Academy Lunchroom

Directors Present
E. Lenz, G. Flowers, R. Collins, R. Lane, R. Sapp, T. Bruner

Directors Absent
B. Brock, J. Sanders, K. Gilbert

Directors who arrived after the meeting opened
T. Bruner

Directors who left before the meeting adjourned
T. Bruner

Ex Officio Members Present
C. Weathersby, K. Holley

Guests Present
B. Eubanks, H. Worsley

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 15, 2021 at 6:07 PM.

C. Approve Minutes

R. Lane made a motion to approve the minutes from October 18, 2021 October 2021 Board Meeting on 10-18-21.
R. Sapp seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Executive Session Minutes - Oct. 18, 2021

E. Lenz made a motion to approve the minutes from executive session on October 18, 2021.
R. Sapp seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve Agenda

Cheryl informed the board that under the Finance and Facilities section that SCCA freezer vendor selection needed to be added as an item for vote and PCA water and sewage vendor needed to be added as an item for vote. Kylie informed the board that under the Governance Committee section an item for information regarding a board member resignation needed to be added.
R. Collins made a motion to approve the amended agenda as presented.
R. Sapp seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Public Comment

No public comment was made.

II. Executive Session

A. Executive Session - Personnel

R. Sapp made a motion to enter executive session at 6:14 PM.
E. Lenz seconded the motion.
The board **VOTED** unanimously to approve the motion.
Executive session was exited at 6:16 PM.
T. Bruner left at 6:16 PM.
R. Lane made a motion to enter executive session at 6:17 PM.
R. Sapp seconded the motion.

The board **VOTED** unanimously to approve the motion.
Executive Session was exited at 6:28 PM.
T. Bruner arrived at 6:30 PM.

III. Superintendent Report

A. SCCA Para Resignation

Kylie informed the board of a resignation notice submitted by Ashton Griffin effective November 9, 2021. Kylie has requested the board to not eliminate the position but due to a decrease in SPED students at SCCA, the position will not be filled at this time.

B. PCA - I-Ready purchase

Kylie presented the I-ready purchase to the board for approval. The purpose of purchasing this program is to provide intervention services to students in grades 7 - 8. However, a pilot of the program will be available for all students to use. The pilot is free with the purchase of 3 professional development sessions for $5,250.00. This is actually less expensive than the original quote for use of the program for just 7th and 8th grade, and professional development is required in order to purchase or pilot the program.
R. Collins made a motion to approve the purchase of the 3 professional development sessions of I-Ready in order to have a free pilot of the software for students to use for the remainder of the school year.
R. Sapp seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. PCA - Operational CPF Dashboard

Kylie informed the board that PCA is currently projected to score a 100 on the CPF operational dashboard for the 2021-2022 school year.

D. SCCA - Operational CPF Dashboard

Kylie informed the board that SCCA is currently projected to score a 100 on the CPF operational dashboard for the 2021-2022 school year.

E. Covid-19 Update

Kylie informed the board that both schools were entering their 6th week without any positive COVID cases. Kylie also informed the board that the school's lawyer has been contacted about the federal mandate that is slotted to go into effect on 01/01/2022 regarding businesses receiving federal money requiring employees to either be vaccinated or have weekly COVID testing. The lawyer is reviewing the mandate and other guidelines to see if it will apply to our schools and will draft a policy to present to the board in December in the event that the mandate does go into effect and will apply to our schools.

IV. Finance/Facilities Committee Report

A. PCA - CPF Financial Assessment Reports

Cheryl presented the CPF Financial Assessment report to the board based on September financials which concluded the first quarter for fiscal year 2022. Overall expenses are at 22.8% spent for the first quarter and the CPF financial assessment predictor for PCA is a 95.

B. PCA - Football Grandstands

Cheryl presented the 8 bids for the construction of the grandstands and press box for the football fields. The finance committee is recommending awarding the contract to Dant Clayton. This is based on Dant Clayton presenting the lowest bid, but also based on recommendations from the architect for the athletic field complex, IPG. Original cost projections for the grandstands were approximately $270,000 but the lowest bid is at $329,000 due to current market increases in supplies. This will also likely impact the remaining items needed to complete the athletic field complex. Cheryl will factor this projected increase into the amended budget.
R. Collins made a motion to approve the award of the football grandstand and pressbox to Dent Clayton based on their bid of $329,000.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. PCA - Recommendations for Hire

Cheryl presented Keisha Jackson as a new hire to fill the vacant position in school nutrition at PCA.
E. Lenz made a motion to approve the hire of Keisha Jackson for school nutrition at PCA.
R. Sapp seconded the motion.
The board **VOTED** unanimously to approve the motion.
Cheryl presented Timothy Hudson, currently employed as a school custodian, to fill the district level bus mechanic position.
R. Lane made a motion to approve the hire of Timothy Hudson to fill the district level bus mechanic position.
R. Collins seconded the motion.
The board **VOTED** unanimously to approve the motion.
Cheryl presented William Bruner as a new hire to fill the district level maintenance coordinator position. The recommendation was discussed in Executive Session #2, which Tiffany Bruner did not attend. Tiffany Bruner did not participate in any discussion concerning the recommendation and did not vote on the matter.
R. Sapp made a motion to approve the hire of William Bruner to fill the district level maintenance coordinator position.
R. Lane seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

G. Flowers	Aye
J. Sanders	Absent
B. Brock	Absent
R. Collins	Aye
R. Lane	Aye
R. Sapp	Aye
K. Gilbert	Absent
T. Bruner	Abstain
E. Lenz	Aye

D. Board Chair Resignation

Due to the fact that Board Chair Tiffany Bruner's husband has been hired to work for the organization, an item for her resignation was added to the agenda. Tiffany Bruner resigned from the Governing Board leaving a vacancy for Board Chair. Tiffany recommended Vice-Chair Erin Lenz for Board Chair and Rochelle Sapp for Vice Chair prior to resigning.

E. SCCA - CPF Financial Assessment Reports

Cheryl presented the CPF Financial Assessment report to the committee based on September financials which concluded the first quarter for fiscal year 2022. Overall expenses are at 24.1% spent for the first quarter and the CPF financial assessment predictor for SCCA is an 85.

F. SCCA - deficit reduction monthly report

Cheryl presented the deficit reduction monthly report for board approval to submit to the Department of Education. The report shows that SCCA no longer has a deficit. Cheryl also informed the committee that the annual audit was completed with no findings and submitted to the state for approval. Cheryl is hopeful that once the audit results have been reviewed by the state, SCCA will no longer be required to submit this deficit reduction monthly report.

R. Lane made a motion to approve the deficit reduction monthly report for submittal to the DOE.

R. Sapp seconded the motion.

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

G. SCCA - annual employee supplements

Cheryl informed the board that the original general operating budget for SCCA only had $1,000 local supplements budgeted for all salaried employees, because we were unsure at the time if we could sustain the $1,500 supplement given last year. However, since there is a projected surplus due to grant funds Cheryl and Kylie are requesting that the board increase the supplement to $1,500. This change will be corrected in the amended general operating budget.

R. Collins made a motion to approve the annual supplement increase from $1,000 to $1,500.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. PCA - Federal Program Budgets

Cheryl presented the PCA federal programs budgets to the board for approval based on recommendations from the finance committee. This budget includes all federal program money through IDEA funds, Title I/II/IV funds, ESSER II (Cares Act II) funds, and ESSER III (Cares Act III) funds which is split over the next 3 years.
R. Sapp made a motion to approve the federal program budget for PCA as presented.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. SCCA - Federal Program Budgets

Cheryl presented the SCCA federal programs budgets to the board for approval based on recommendations from the finance committee. This budget includes all federal program money through IDEA funds, Title I/II/IV funds, ESSER II (Cares Act II) funds, and ESSER III (Cares Act III) funds which is split over the next 3 years.
R. Collins made a motion to approve the federal programs budget for SCCA as presented.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. SCCA - Freezer Vendor Selection

Cheryl informed the board that the original order placed for the freezer was cancelled by the manufacturer. The cost through Douglas Equipment, the vendor who was originally awarded the bid, has increased by $6,000 over the original budget of $19,765 and will take another 12 weeks to complete. Cheryl presented the recommendation of the finance committee for a new vendor, Webstaurant Store, for the purchase of the freezer at a cost of $15,000. The new vendor will also not require the extra expense of a concrete floor being constructed, as with the original vendor.
R. Sapp made a motion to approve the purchase of the freezer through Webstaurant Store up to the original budgeted amount of $19,765, in the event prices increase again.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. PCA - Water and Sewage Vendor Selection

Cheryl presented the 2 bids received for permanent water and sewage access to the athletic field complex. The finance committee is recommending Hancock and Sons for the contract, as their bid was the lowest at $80,000.

R. Collins made a motion to approve the bid from Hancock and Sons for the installation of water and sewage to the athletic field complex.
R. Sapp seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Governance Committee Report

A. Annual Board Governance Trainings Dates

Erin Lenz presented the remaining virtual training dates to board members that they must complete. In addition, Rochelle Sapp and Grayson Flowers, as well as any new members added this year, will need to complete an in-person training session as well.

B. BoardOnTrack Board Self-Assessment

Kylie informed board members that they will still need to complete this Board self assessment if they have not done so.

C. Board Member Resignation

Erin Lenz informed the board that Blake Brock has resigned from the governing board effectively immediately.

D. Board Officer Elections

Based on recommendations from previous board chair, Tiffany Bruner, Erin Lenz was nominated to fill the position as board chair and Rochelle Sapp was nominated to take over as vice chair.
R. Lane made a motion to approve the appointment of Erin Lenz as chair for the governing board and Rochelle Sapp as the vice chair.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Academic Excellence Committee Report

A. Meeting Dates

Rochelle Sapp informed board members that the next scheduled meeting dates are January 18, 2022 and April 14, 2022.

VII. Closing Items

A. Adjourn Meeting

R. Sapp made a motion to adjourn the board meeting.
R. Lane 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 7:07 PM.

Respectfully Submitted,
E. Lenz