APPROVED

Pataula Charter Academy

Minutes

November Finance Meeting

Date and Time
Monday November 15, 2021 at 5:00 PM

Location
Spring Creek conference room

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

Committee Members Absent
G. Flowers, R. Beamon

Committee Members who left before the meeting adjourned
K. Holley

Guests Present
B. Eubanks

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Weathersby called a meeting of the Finance Committee of Pataula Charter Academy to order on Monday Nov 15, 2021 at 5:06 PM.

C. Approve Minutes

T. Bruner made a motion to approve the minutes from October 18, 2021 October Finance Meeting on 10-18-21.
R. Collins seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Approve Agenda

Cheryl informed the committee that she needed to add an item under PCA Financials as an item for vote for the vendor selection for water and sewage work for the PCA athletic fields.
H. Worsley made a motion to approve the amended agenda as presented.
T. Bruner seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Finance

A. FY 22 Amended Budget Update

Cheryl informed the committee that she will be focusing on an amended general operating budgets for both schools to present to the committee in December and thus monthly financial reporting will be placed on hold until January.

B. PCA - CPF Financial Assessment Report

Cheryl presented the CPF Financial Assessment report to the committee based on September financials which concluded the first quarter for fiscal year 2022. Revenues are below the expected 25% mark for the first quarter but this is due to grant funds not being drawn down yet. Many areas of the expenses in the budget that are showing over the expected 25% percentages are due to either annual expenses already being paid or items not included in the original budget that will be corrected with the amended general operating budget once approved. Overall expenses are at 22.8% for the first quarter and the CPF financial assessment predictor for PCA is at 95%.

C. Pataula - football grandstands vendor selection

Cheryl presented the 8 bids for the construction of the grandstands and press box for the football fields and is recommending Dant Clayton as the vendor to award the contract to. This is based on Dant Clayton presenting the lowest bid as Dant Clayton constructs the stands instead of outsorcing the construction, 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 Dant Clayton's bid is at $329,000 due to current market increases in supplies which in turn will impact the remaining items needed to complete the athletic field complex.

T. Bruner made a motion to approve the bid from Dant Clayton for $329,000 to construct the football grandstands and press box for the PCA athletic field complex to be sent to the board for approval.
R. Collins seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. District - Bus mechanic

Cheryl informed the committee that there was only one applicant for the district level bus mechanic. There is no budget update or approval needed for this. The committee decided, there would be no vote required.

E. District - Maintenance Coordinator

Cheryl informed the committee that there were 3 applicants for the open maintenance coordinator position. The top two candidates would both require a salary increase from what was approved at the last meeting. Cheryl is requesting the committee approve an additional $5000 for this position. Tiffany Bruner's husband is a candidate, so she abstained from discussion and vote on this matter.
R. Collins made a motion to approve the increase of the district maintenance coordinator salary by $5,000.
K. Holley seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

K. Holley	Aye
R. Beamon	Absent
G. Flowers	Absent
H. Worsley	Aye
C. Weathersby	Aye
R. Collins	Aye
T. Bruner	Abstain

F. PCA - Federal Programs Budget FY 2022

Cheryl presented the federal programs budget to the committee for approval. This budget includes all special education 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. The majority of these funds are allocated to pay for salaries and school paid portion of flexible benefits but the ESSER (Cares Act) funds can be used towards supplies associated with COVID relief and prevention as well as utilities.
T. Bruner made a motion to approve the presentation of the PCA federal programs budget for FY2022 to the board to vote on.
R. Collins seconded the motion.
The committee **VOTED** unanimously to approve the motion.

G.

PCA - water/sewage vendor selection

Cheryl presented the 2 bids for getting permanent water and sewage to the athletic field complex, and is recommending Hancock and Sons to be presented to the board for bid approval as their bid was the lowest at $80,000.
T. Bruner made a motion to approve the presentation of the bid from Hancock and Sons to the board to vote on for approval.
R. Collins seconded the motion.
The committee **VOTED** unanimously to approve the motion.

H. SCCA _ CPF Assessment Report

Cheryl presented the CPF Financial Assessment report to the committee based on September financials which concluded the first quarter for fiscal year 2022. Revenues are below the expected 25% mark for the first quarter but this is due to grant funds not being drawn down yet. Many areas of the expenses in the budget that are showing over the expected 25% percentages are due to either annual expenses already being paid or items not included in the original budget that will be corrected with the amended general operating budget once approved. Overall expenses are at 24.1% for the first quarter and the CPF financial assessment predictor for SCCA is at 85%.

I. SCCA - Deficit Elimination Monthly Reports

Cheryl presented the monthly deficit elimination report to the committee for approval. The report shows that SCCA still has a fund balance of $815,707 and this report is still required by the Department of Education.
T. Bruner made a motion to approve the presentation of the monthly deficit elimination report to the board for approval.
R. Collins seconded the motion.
The committee **VOTED** unanimously to approve the motion.

J. SCCA - Employee Annual Supplements

Cheryl informed the committee that the original general operating budget for SCCA only had $1,000 budgeted for all salaried employees due to the possibility of SCCA not having to funds to cover more. Cheryl is requesting the committee to approve $1,500 for the salaried employees as the funds are available to pay the employees this amount and this will be corrected in the amended general operating budget.
R. Collins made a motion to approve the increase by $500 of the annual supplement for salaried employees to be presented to the board for voting.
K. Holley seconded the motion.
The committee **VOTED** unanimously to approve the motion.

K. Spring Creek - Freezer Vendor Selection

Cheryl informed the committee that there were complications with the previous bid winner for the freezer purchase and installation at the SCCA campus. The order for the previous

freezer was cancelled and the vendor stated that the cost has not increased by $6,000 and will take another 12 weeks to get in. Cheryl found another vendor to supply the freezer, Webstuarant Store, and costs for the freezer are estimated at $15,563. Cheryl is requesting the committee to approve the purchase of the freezer through Webstuarant Store as it is cheaper and will not require the construction of a cement floor instead of through the previous vendor.
R. Collins made a motion to approve the presentation for the purchase of the freezer through Webstuarant Store to the board for approval.
H. Worsley seconded the motion.
The committee **VOTED** unanimously to approve the motion.
K. Holley left.

L. Spring Creek - Federal Programs Budget FY 2022

Cheryl presented the federal programs budget to the committee for approval. This budget includes all special education money through IDEA funds, Title I/II/IV funds, USED Replication Grant, and ESSER III (Cares Act III) funds which is split over the next 3 years. The majority of these funds are allocated to pay for salaries and school paid portion of flexible benefits but the ESSER (Cares Act) fund can be used towards supplies associated with COVID relief and prevention as well as utilities.
H. Worsley made a motion to approve the presentation of the SCCA federal programs budget for FY2022 to the board to vote on.
R. Collins seconded the motion.
The committee **VOTED** unanimously to approve the motion.

III. Closing Items

A. Adjourn Meeting

T. Bruner made a motion to adjourn the meeting.
R. Collins 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 5:53 PM.

Respectfully Submitted,
R. Collins