APPROVED

Pataula Charter Academy

Minutes

December 2021 Board Meeting

Date and Time
Monday December 13, 2021 at 6:00 PM

Location
Pataula Charter Academy Board Room

Directors Present
E. Lenz, G. Flowers, J. Sanders, K. Gilbert, R. Collins, R. Sapp (remote)

Directors Absent
R. Lane

Ex Officio Members Present
C. Weathersby, K. Holley

Guests Present
L. Adkinson, R. Beamon

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

E. Lenz called a meeting of the board of directors of Pataula Charter Academy to order on Monday Dec 13, 2021 at 6:01 PM.

C. Prospective Board Member Interviews

The Board interviewed Lindsey Hixon. Further action will be taken later in the meeting.

D. Approve Minutes

R. Collins made a motion to approve the minutes from November 2021 Board Meeting on 11-15-21.
K. Gilbert seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve Executive Session Minutes - Nov. 15, 2021

G. Flowers made a motion to approve the minutes from Executive Session 1 and 2, November 15, 2021.
K. Gilbert seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Approve Agenda

Cheryl Weathersby requested the following amendments to the Agenda:
Section IV, Item G: PCA Resignation/New Hire
Section IV, Item H: LRL Ventures Contract Extension
Section IV, Item I: CARES Additional Staff COVID 5% Supplement
G. Flowers made a motion to Approve the Agenda as amended.
K. Gilbert seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Public Comment

There was no public comment.

II. Executive Session

A. Executive Session - Personnel

R. Collins made a motion to Enter Executive Session at 6:18.
J. Sanders seconded the motion.
Kakeya Gilbert made a motion to exit Executive Session at 6:39. Grayson Flowers seconded the motion. Motion passed.
The board **VOTED** unanimously to approve the motion.

III. Superintendent Report

A. PCA Resignation

Shebbie Williams has requested to resign from his position at PCA effective December 3, 2021 due to a chronic medical condition.
R. Collins made a motion to Release Shebbie Williams from his Director of Discipline and Safety Contract effective December 31, 2021.
J. Sanders seconded the motion.
The board **VOTED** to approve the motion.

B. Position Changes

District and School Leadership felt that with the recent vacancy of the PCA Director of Discipline and Safety position, this was a good opportunity to consider some administrative restructuring in order to improve the overall effectiveness of the organization and of PCA. Therefore, the following position changes are recommended.
Eliminate the PCA Director of Discipline & Safety position
Change the PCA Counselor Position to Assistant Principal/Counselor position
Create a District Curriculum Director position

G. Flowers made a motion to Approve the PCA Position Changes as outlined.
K. Gilbert seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. SCCA Resignation

Jordan Gamble has requested to resign from her teaching position at SCCA effective January 3, 2022 due to medical reasons.
R. Collins made a motion to Release Jorden Gamble from her SCCA Teaching Contract effective January 3, 2022.
K. Gilbert seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. PCA - Operational CPF Dashboard

PCA is on target to meet on the Operational CPF Dashboard 100%.

E. SCCA - Operational CPF Dashboard

SCCA is on target to meet on the Operational CPF Dashboard 100%.

F. Covid-19 Update

Although cases in the community are on the rise no positive student cases have been reported at either school. No protocol changes are recommended at this time.

IV. Finance/Facilities Committee Report

A. PCA - FY22 Amended Budget

The Finance Committee presented the FY22 Amended Budget for Board 1st review.

B. SCCA - FY22 Amended Budget

This item was tabled due to legal organ not being able to post notice in time.

C. Public Comment on FY22 Amended Budgets

No public comment.

D. PCA - Selection of Contractor for District Office Remodel

Anderson Construction was the only company to submit a bid of $324,579.00 on the District Office remodel. This will allow to free up numerous spaces within PCA for the additional spaces needed due to the creation of new positions related to COVID response. The finance committee is recommending the Board accept the bid contingent upon the ability to use ARP CARES III grant funds.
G. Flowers made a motion to Accept the Anderson Construction Bid of $324,579.00 for the District Office Remodel contingent upon the ability to use ARP CARES III grant funds.
J. Sanders seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. SCCA - Modular Vendor for Facility Growth

The acquisition of modular buildings for SCCA Facility Growth of 14 additional classrooms was put up for Bid. Vesta submitted the lowest bid of $802,376.00 over the life of the lease, however, the finance committee is recommending the Board accept the 2nd lowest bid from Vanguard of $907,883.00 over the life of the lease. After comparisons of the quality and safety of the product offered and Vanguard's success with previous modular installation, they are the top choice.
G. Flowers made a motion to Accept the bid from Vanguard as our Modular Vendor for Facility Growth at SCCA.
K. Gilbert seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. SCCA - Campus Development Engineering Firm Selection

Two firms submitted bids for SCCA Campus Development Firm Selection. The Finance Committee is recommending the Board accept the lowest bid from Innovate Engineering and Surveying of $18,500.00. We have used this company before at SCCA for modular installation.
R. Collins made a motion to Accept the bid of $18,500.00 from Innovate Engineering and Surveying as the SCCA Campus Development Engineering Firm Selection.
J. Sanders seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. PCA Resignation/New Hire

Mrs. Gina Atchley has tendered her resignation from the School Nutrition Program at PCA effective December 31. 2021. School leadership is recommending the rehire of Teresa Turner to fill this opening for the remainder of the 2021-2022 school year.
G. Flowers made a motion to Hire Teresa Turner to fill this opening for the remainder of the 2021-2022 school year.
K. Gilbert seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. LRL Ventures Contract Extension

It was approved at the October Board meeting to eliminate custodial positions at PCA. The Finance Committee is recommending the extension of the existing contract with LRL Ventures for custodial services at SCCA to include PCA from January of 2022 through June of 2022 for $54,995.00.
G. Flowers made a motion to Extend the existing contract with LRL Ventures for Custodial Services to include PCA for January of 2022 through June of 2022 for $54,995.00.
K. Gilbert seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. CARES Supplement for Staff

Kylie and Cheryl are recommending the Board allocate CARES Act monies toward a 5% additional COVID supplement for all Staff at PCA and SCCA. MAP Growth at each school has exceeded expectations especially due to these difficult times and the CARES Act was initiated to ease the burdens of COVID on families in the first place.
K. Gilbert made a motion to Approve an additional 5% COVID Supplement for all staff at PCA and SCCA.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Governance Committee Report

A. 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.
**Also, don't forget to sign up for the Live Virtual training as well. Both the in-person and virtual are required.

Both Grayson and Rochelle will attend the live session in February. Erin will resend date for the 1/2 virtual session. The next virtual session will be on January 25th.

B. BoardOnTrack Board Self-Assessment

The Governance Committee will review the Board Self-Assessment data and BoardOnTrack recommendations to determine what needs there may be for the Board for future goal-setting. If you have not completed the self-assessment, please do so by the end of the week.

C. Recommendations for New Board Members

J. Sanders made a motion to Appoint Lindsey Hixon as a Board Member.
K. Gilbert seconded the motion.
The board **VOTED** unanimously to approve the motion.
Erin is recommending the Board interview Erica Austin at the next board meeting as a prospective Board member. She is a Lawyer working as a public defender, is very interested in serving and has submitted her resume.

VI. Closing Items

A. Adjourn Meeting

R. Collins made a motion to Adjourn the meeting.
J. Sanders seconded the motion.
The board **VOTED** 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 7:09 AM.

Respectfully Submitted,
E. Lenz