APPROVED

Pataula Charter Academy

Minutes

December Finance Meeting

Date and Time
Monday December 13, 2021 at 5:00 PM

Location
Pataula conference room

Committee Members Present
C. Weathersby, G. Flowers, K. Holley, R. Beamon, R. Collins

Committee Members Absent
H. Worsley

Guests Present
B. Eubanks, J. Sanders, L. Adkinson

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 Dec 13, 2021 at 5:00 PM.

C. Approve Minutes

G. Flowers made a motion to approve the minutes from November 15, 2021 November Finance Meeting on 11-15-21.
R. Collins seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Approve Agenda

Cheryl informed the committee that under section II, the following items needed to be added to the agenda:
F.) Walk-in Freezer Update as an item for information
G.) Extension of Custodial Contract for LRL Business Ventures for SCCA and PCA as an item to vote
H.) School Growth Improvement and Staff Retention Supplement for staff to be issued out of CARES funding as an item to vote on

Cheryl also informed the committee that due to the amended budget for SCCA not being posted in the newspaper, item C under the Finance section will need to be tabled.
R. Collins made a motion to approve the agenda as presented with the changes recommended by Cheryl.
K. Holley seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Finance

A. PCA INC - District Office Remodel Vendor Selection

Cheryl presented the bid from Anderson Construction and stated they were the only vendor to submit a bid. The original estimated budget for the district office remodel was $100,000 but the bid from Anderson Construction was for $324,579. Cheryl informed the committee that CARES money will be used for this construction provided that the state program manager approves the use of funds to pay for the remodel.
K. Holley made a motion to recommend the bid from Anderson Construction be presented to the board to approve with the stipulation that the remodel only be completed if CARES funds can be used to pay for the remodel.
G. Flowers seconded the motion.
The committee **VOTED** unanimously to approve the motion.

B. Pataula - FY 22 Amended Budget

Cheryl presented the amended general operating budget for PCA for FY22 to the committee for review. The overall revenue is decreasing by $1.29 million due to the CARES III funding having to be removed and a portion of used over the next few fiscal years. Most changes to the budget involved adjustments to salaries of staff based on certification and years of service, or moving salaries to different areas in the budget, and the addition of COVID supplements for staff. Areas of the budget also increased by the addition of positions not included in the original budget such as an assistant principal,

district level maintenance coordinator, and district level bus mechanic. The only other major change to the budget was the increase of the construction budget by 18% due to inflation. With all these changes, PCA will still finish out the fiscal year with a surplus of approximately $150,000.

C. Spring Creek - FY 22 Amended Budget

This item was tabled until the ad for the budget hearing could run in the local legal organ in January.

D. Spring Creek - Modular Vendor Selection

Cheryl presented the bids for addition of another modular building to the SCCA campus for review and approval. The lowest bid was by Vesta Modula Company at a total life of the lease cost of $802,376 and the second lowest was by the current modular building lease company SCCA is using, Vanguard Modular at a total life of lease cost of $907,833. Cheryl explained the differences between the two quotes and stated that Vesta's quote was not equivalent to Vanguard's due to construction differences.. The quote from Vesta is for a smaller building that would be less energy efficient and is using less quality in their construction compared to the Vanguard building specifications. Vanguard Modular is well versed in the layout of the campus and thus aware of any potential issues that could arise from adding another building to the SCCA campus. Cheryl is recommending that the committee approve Vanguard as the awarded vendor and present this to the whole board for a vote.

R. Collins made a motion to present the bid for another modular building addition to the SCCA campus from Vanguard Modular to the board for approval.

G. Flowers seconded the motion.

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

E. Spring Creek - Campus Growth Engineering Firm Selection

Cheryl informed the committee that due to the addition of another modular building at the SCCA campus, an engineering firm will need to be hired to reengineer the campus plans for layout of the campus. Cheryl presented bids from Innovate Engineering Solutions for $18,500 and from Scarborough Lane Development for $24,000. Chery is asking the committee to approve the bid from Innovate Engineering Solutions.

R. Collins made a motion to approve the presentation of the bid from Innovate Engineering Solutions to the board for approval.

G. Flowers seconded the motion.

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

F. Spring Creek - Walk-in Freezer Update

Cheryl informed the committee that Webstuarant Store can still get the walk-in freezer for the SCCA campus but the freezer will have to be paid for when ordered but may take up to 3 months to get in. Cheryl informed the committee of another bid submitted for the

purchase and installation of a walk-in freezer that would not require payment up front but it was higher than the current bid by Webstaurant Store.

G. PCA, Inc. - Extension of LRL Business Ventures contract to include PCA

Cheryl informed the committee that she received a quote from LRL Business Ventures to extend their custodial services to Pataula. We currently have a contract with them at SCCA. The quote is for $54,995 for services from January to June of 2022. This quote is for 3 full time employees and part-time employees as needed for afterhours floor cleaning. Cheryl is recommending that the contract between SCCA and LRL Business Ventures be extended to include PCA.
R. Collins made a motion to to present to the board for approval the extension of the current contract between SCCA and LRL Business Ventures to be issued under PCA, Inc. to include PCA.
G. Flowers seconded the motion.
The committee **VOTED** unanimously to approve the motion.

H. PCA, Inc. - School Growth Improvement and Teacher Retention Supplement

Cheryl informed the committee that the original budget for the CARES III funding is not going to be able to be spent as flexibility as originally planned as stipulations are requiring this money to be spent on issues related primarily to learning loss due to COVID19. Cheryl and Kylie Holley are both recommending that a portion of this funding be issued as a supplement to staff as a retention supplement due to all the additional stressors staff have incurred due to COVID19 as well as a school growth improvement as preliminary results are showing that 77% of students are meeting their MAP goals. They are recommending that all salaried staff receive a supplement in the amount of 5% of their annual salary.
G. Flowers made a motion to ask the board to approve the issuance of a supplement to staff as a school growth improvement and retention bonus.
R. Collins seconded the motion.
The committee **VOTED** unanimously to approve the motion.

III. Other Business

A. January finance meeting - set date

Cheryl informed the committee that a date needs to be scheduled for January for finance as it cannot happen prior to the board meeting due to a governance meeting scheduled that day as well. Cheryl informed committee members that the meeting also will need to be a longer meeting to discuss the amended budgets in detail for each school. General consensus among committee members present was for the meeting to be held on January 10, 2022 beginning at 4:30 PM at the SCCA campus.

IV. Closing Items

A.

Adjourn Meeting

K. Holley made a motion to adjourn the finance committee meeting.
C. Weathersby 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 5:56 PM.

Respectfully Submitted,
C. Weathersby