APPROVED

Pataula Charter Academy

Minutes

June 2022 Board Meeting

Date and Time
Monday June 20, 2022 at 6:00 PM

Location
PCA Board Room

Directors Present
E. Austin, E. Lenz, G. Flowers, J. Sanders, K. Gilbert, L. Hixon, R. Collins, R. Lane

Directors Absent
R. Sapp

Ex Officio Members Present
C. Weathersby

Guests Present
H. Worsley, L. Adkinson

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 Jun 20, 2022 at 6:01 PM.

C. Approve Minutes

E. Austin made a motion to approve the minutes from May 2022 Board Meeting on 05-23-22.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes - Called Meeting

R. Lane made a motion to approve the minutes from May Called Board Meeting on 05-11-22.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.
R. Lane made a motion to Approve the minutes from Executive Session 05-23-2023.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve Agenda

The followings Items will be added to the Agenda:
III. L: Spring Creek SNP Hire - Hailey Medley
G. Flowers made a motion to Approve the Agenda as amended.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Public Comment

There was no public comment.

G. Executive Session

R. Lane made a motion to Enter Executive Session at 6:05.
J. Sanders seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Superintendent Report

A. PCA - Operational CPF Dashboard

PCA is on target to meet on Operational CPF.

B. SCCA - Operational CPF Dashboard

SCCA is on target to meet on Operational CPF.

C.

SCCA Teacher Hire

Administration is recommending Suzanne Bailey for a 7th Grade ELA/Science Teaching position at SCCA for the 22-23 School Year.
R. Collins made a motion to Approve the hiring of Suzanne Bailey for a 7th Grade ELA/Science Teaching position at SCCA for the 22-23 School Year.
K. Gilbert seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Legal Firm Change

Robert Fortson has changed legal firms and is now at Gilbert, Harrell, Sumerford & Martin, P.C. Kylie is recommending the Board now retain this firm as our legal counsel. They will continue to offer their reduced rate of $275/hr.
E. Austin made a motion to Retain the law firm of Gilbert, Harrell, Sumerford & Martin, P.C. as legal counsel.
J. Sanders seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. 504 Manual

Amy Peel, 504 Director, reviews and recommends updates the 504 Policy each year.
R. Lane made a motion to Approve the updates to the 504 Policy.
R. Collins seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Finance/Facilities Committee Report

A. Pataula - Bus Driver new hire

The Finance Committee is recommending Robert McGruder for the new full time bus driver position at PCA. This salary is budgeted for FY 23.
R. Lane made a motion to Approve the hiring of Robert McGruder for the new full time bus driver position at PCA.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Pataula - Mechanic new hire

The Finance Committee and Jeremy Pritchett, Transportation Director, are recommending Michael Teall for the open mechanic position at PCA.
G. Flowers made a motion to Approve the hiring of Michael Teall for the open mechanic position at the salary discussed in Executive Session.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Pataula - Utility Vehicle Selection

This item was tabled.

D. Pataula - greenhouse vendor selection

The Finance Committee is recommending the Board accept the bid of $86,683.75 from Atlas Greenhouse to install an Educational Greenhouse at PCA. This was the only bid submitted.
G. Flowers made a motion to Accept the bid of $86,683.75 from Atlas Greenhouse to install an Educational Greenhouse at PCA.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Pataula - CPF FInancial Reports

With 83% of the budget spent through April 2022, PCA is on track to meet on the CPF Financial Assessment.

F. Spring Creek - Electrical Provider Purchase

The Finance Committee is recommending the Board approve the estimate of $8,165.14 from Grady EMC for a new transformer at SCCA. This transformer is needed to maintain voltage for the new modular building at Spring Creek.
G. Flowers made a motion to Approve the estimate of $8,165.14 from Grady EMC for a new transformer at SCCA.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Spring Creek - Chromebook purchase

The Finance Committee is recommending the Board accept the bid of $15,828 from Y & S Technologies for 71 new chromebooks needed at Spring Creek.
R. Lane made a motion to accept the bid of $15,828 from Y & S Technologies for 71 new chromebooks needed at Spring Creek.
R. Collins seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Spring Creek - furniture vendor selection

The Finance Committee is recommending the Board accept the bid from Hertz Furniture of $30,895 for new classroom furniture needed at Spring Creek due to growth.
R. Lane made a motion to accept the bid from Hertz Furniture of $30,895 for new classroom furniture needed at Spring Creek due to growth.
J. Sanders seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Spring Creek - Free Breakfast for next school year

At this time USDA/School Nutrition does not plan to offer 100% free meals to students for FY 23. Free and reduced lunches will again be based on income. However, we would like for SCCA to offer Free Breakfast to its students - Pataula does this and it greatly helps with student participation.
R. Collins made a motion to approve Free Breakfast for students at Spring Creek if USDA does not provide free meals FY 23.
J. Sanders seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Spring Creek - year end debt payment

The Finance Committee is recommending the Board approve a Lump Sum payment of $300,000 to decrease Spring Creek's debt. The pay off as of 6/30/22 is $486,102.06.
G. Flowers made a motion to approve a $300,000 lump sum payment to decrease Spring Creek's debt.
J. Sanders seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Spring Creek - CPF Financial reports

With 78% of the budget spent through April, Spring Creek is on track to meet on the CPF Financial Assessment.

L. Spring Creek SNP Position

Spring Creek SNP Manager Fran Crews and District SNP Director Polly Chapman are recommending the hiring of Hailey Medley for the new full time SNP position at Spring Creek.
R. Lane made a motion to approve the hiring of Hailey Medley for the new full time SNP position at Spring Creek.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Governance Committee Report

A. Personnel Policy amendment

The Governance Committee is recommending a Personnel Policy amendment to the Long Term Leave Policy that the first 3 weeks of employee leave taken for the birth, adoption or fostering of a child be paid parental leave.
R. Lane made a motion to approve the Personnel Policy Amendment to give 3 weeks paid parental leave for the birth, adoption or fostering of a child.
E. Austin seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Teacher/Staff Complaints and Appeals Policy amendment

Changes to policy required by HB 86.
R. Collins made a motion to approve the amendments to the Teacher/Staff Complaints and Appeal Policy.
L. Hixon seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Parents' Bill of Rights Policy

New policy needed in response to HB 1178.
R. Collins made a motion to approve the new Parent's Bill of Rights Policy and Procedure.
J. Sanders seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Financial Policy

The Finance Committee is recommending the Financial policy be amended under Bids and Procurements to: An exception will also be made when items are available on Statewide Contract. All goods and services valued at $100,000 or more must be posted on the Georgia Procurement Registry for a period of 1 week before items are approved by the Board.
G. Flowers made a motion to approve the Amendments to the Financial Policy.
K. Gilbert seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Superintendent and CFO Evaluations and Salary Schedule

The Board recognizes the need for a Superintendent and CFO Evaluation Committee. To this end the following members have expressed interest in forming this Committee: Rochelle Sapp, Committee Chair; Lindsey Hixon, Jennifer Sanders and Grayson Flowers will serve as committee members. An updated salary schedule for Superintendent and CFO was discussed during Executive Session to bring their salaries more inline with the national average.
E. Austin made a motion to Approve the Formation of the Superintendent and CFO Evaluation Committee.
K. Gilbert seconded the motion.
The board **VOTED** unanimously to approve the motion.
J. Sanders made a motion to approve the Salary Schedule for Superintendent and CFO as discussed in Executive Session.
K. Gilbert seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Closing Items

A. Adjourn Meeting

E. Austin made a motion to adjourn the meeting at 7:12.

K. Gilbert 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 7:12 PM.

Respectfully Submitted,
E. Lenz