APPROVED

Pataula Charter Academy

Minutes

January 2023 Board Meeting

Date and Time
Monday January 23, 2023 at 6:00 PM

Location
SCCA Lunchroom

Directors Present
E. Lenz, G. Flowers, J. Sanders, L. Hixon, R. Collins, R. Lane, R. Sapp

Directors Absent
E. Austin, K. Gilbert

Directors who arrived after the meeting opened
J. Sanders

Ex Officio Members Present
C. Weathersby, K. Holley

Guests Present
L. Adkinson

I. Opening Items

A. Record Attendance

J. Sanders arrived at 6:05 PM.

B. Call the Meeting to Order

E. Lenz called a meeting of the board of directors of Pataula Charter Academy to order on Monday Jan 23, 2023 at 6:01 PM.

C. Approve Agenda

Kylie requested the following changes to the Agenda:
Add Item II. I. SCCA - Change Instructional Coach position to Assistant Principal Position
R. Lane made a motion to Approve the Agenda as amended.
R. Sapp seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes

R. Lane made a motion to approve the minutes from December 2022 Board Meeting on 12-12-22.
R. Sapp seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve Executive Session Minutes

R. Lane made a motion to Approve the Minutes from Executive Session on December 12, 2022.
R. Collins seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Public Comment

There was no public comment.

G. Executive Session - Personnel

G. Flowers made a motion to Enter Executive Session at 6:03.
R. Sapp seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Superintendent Report

A. PCA - Operational CPF Dashboard

PCA is on track to meet on Operational CPF with a predicted score of 98. We have not received the final report from SCSC Monitoring, which may affect scoring.

B. SCCA - Operational CPF Dashboard

SCCA is on track to meet on Operational CPF with a predicted score of 100. We have not received the final report form SCSC monitoring, which may affect scoring.

C. PCA Para Resignation

Ashley Tabor resigned from her position as Paraprofessional at PCA.

D. PCA Paraprofessional Hire

PCA Admin is recommending Samantha Reed for an open paraprofessional position at PCA.
R. Sapp made a motion to Approve the hiring of Samantha Reed for an open paraprofessional position at PCA.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. SCCA Paraprofessional Hire

SCCA Admin is recommending the hiring of Lisa Franke for an open paraprofessional position at SCCA.
R. Sapp made a motion to Approve the hiring of Lisa Franke for an open paraprofessional position at SCCA.
J. Sanders seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. SCCA New Teacher Positions for 2023-2024 Growth

SCCA will add 10th Grade next year. SCCA will need to add 2 certified teacher positions due to this increase in enrollment.
R. Collins made a motion to approve the addition of 2 certified teacher positions at SCCA for the 2023-2024 School year.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. 2023-2024 School Calendar Approval

Kylie presented the PCA and SCCA 2023-2024 School Calendar for Board approval.
GaDOE has not yet released dates for the Milestones testing window for next year.
Those dates will be added to the calendar once GaDOE releases those dates.
R. Lane made a motion to the PCA and SCCA 2023-2024 School Calendar.
J. Sanders seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Bed Bug Policy

Kara Fenn, school nurse, requested a Bed Bug Policy be instituted. Kylie is presenting this policy for Board approval.
R. Sapp made a motion to approve the PCA/SCCA Bed Bug Policy.

L. Hixon seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Change SCCA Instructional Coach Position to Assistant Principal Position

In keeping with the model replication of PCA, Kylie would like to recommend that SCCA change the Instructional Coach position to an Assistant Principal position. This position, as well as the Principal, will both serve as Instructional Leaders of the school. However, the AP role will allow more flexibility in duties and responsibilities.
R. Collins made a motion to approve changing the open Instructional Coach position at SCCA to an Assistant Principal position.
R. Sapp seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. CFO/Business Director Report

A. Pataula - employee termination

Cheryl is requesting the termination of Marcus Lane, PCA INC bus mechanic, for lack of attendance.
R. Sapp made a motion to approve the termination of Marcus Lane.
L. Hixon seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Pataula Monthly Financial Reports

CPF Financial reports through November 2022 were reviewed. PCA is on target to meet on CPF Financials with a score of 85.

C. Pataula - Door access controls - Vendor selection

PCA applied for and received a School Safety and Security Grant from the Office of Rural Education in the amount of $50,000. These funds will be used to upgrade the key card door access controls at Pataula. Bids were opened and only one bid was received. Our IT Director made numerous attempts to obtain bids from other local companies but was not successful. The Finance Committee requests the Board approve the bid of $11,390 from Action Alarm to install upgraded door access controls at PCA.
R. Sapp made a motion to approve the bid of $11,390 from Action Alarm to install upgraded door access controls at PCA.
L. Hixon seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Pataula - Camera install - Vendor selection

PCA applied for and received a School Safety and Security Grant from the Office of Rural Education in the amount of $50,000. These funds will be used to install additional exterior cameras at PCA to include the Athletic Complex. Bids were opened and only one bid was

received. Our IT Director made numerous attempts to obtain bids from other local companies but was not successful. The Finance Committee is requesting the Board approve the bid of $13,169 from Action Alarm to install additional exterior cameras at PCA.
R. Sapp made a motion to approve the bid of $13,169 from Action Alarm to install additional exterior cameras at PCA.
J. Sanders seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Pataula - CD renewal

Notification from the Finance Committee that the Pataula CD has been renewed for another year at 4% interest. The current total amount of the CD is $1,072,115.

F. Spring Creek Monthly Financial Reports

CPF Financial reports through November 2022 were reviewed. SCCA is on track to meet on Financial CPF with a score of 90.

G. Spring Creek - Promissory Note update

The Finance Committee notified the Board that all of Spring Creek's debt has been paid.

H. Spring Creek - Door access controls install - Vendor Selection

SCCA applied for and received a School Safety and Security Grant from the Office of Rural Education in the amount of $50,000. These funds will be used to install key card door access controls at SCCA. Bids were opened and only one bid was received. Our IT Director made numerous attempts to obtain bids from other local companies but was not successful. The Finance Committee is requesting the Board approve the bid of $24,750 from Action Alarm to install door access controls at SCCA. The bid amount for SCCA is higher due to initial set up costs.
R. Sapp made a motion to approve the bid of $24,750 from Action Alarm to install door access controls at SCCA.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Spring Creek - Camera installation - Vendor selection

SCCA applied for and received a School Safety and Security Grant from the Office of Rural Education in the amount of $50,000. These funds will be used to install additional exterior cameras at SCCA. Bids were opened and only one bid was received. Our IT Director made numerous attempts to obtain bids from other local companies but was not successful. The Finance Committee is requesting the Board approve the bid of $14,096 from Action Alarm to install additional exterior cameras at SCCA.
G. Flowers made a motion to approve the bid of $14,096 from Action Alarm to install additional exterior cameras at SCCA.

L. Hixon seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Governance Committee Report

A. Board Retreat - Strategic Planning

The results of the Board survey indicate that the majority of the members prefer to hold the Annual Retreat at the District Central Office. Erin will contact vendors/consultants regarding their preferred date between April 21st or April 28th - consensus from the Board is for April 21st from 9:00 - 4:00.

V. Academic Committee Report

A. Academic Committee Meeting update

Academic Committee will meet on Monday, January 30, 2023.

VI. Ad Hoc Superintendent/CFO Evaluation Committee Report

A. Sped Director Duties Stipends

The Ad Hoc Superintendent/CFO Evaluation Committee met to discuss SPED Director duties that have been re-assigned due to not having a SPED Director for the remainder of the year. Every effort was made to hire a new SPED director but were unsuccessful, therefore these duties have been taken on by the Superintendent, a SPED teacher, and school Principals. Kylie is giving stipends to the school level staff for the extra duties and responsibilites. The Committee is requesting Approval from the Board for Kylie to receive a monthly stipend of $1,500 for the additional duties, responsibilities, and time spent in this capacity.
R. Lane made a motion to that the Board approve a monthly stipend of $1,500 for Kylie Holley for the additional duties, responsibilities, and time spent in the capacity of SPED Director.
L. Hixon seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Closing Items

A. Adjourn Meeting

L. Hixon made a motion to adjourn the meeting at 6:40.
J. Sanders 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 6:40 PM.

Respectfully Submitted,

E. Lenz