APPROVED

Pataula Charter Academy

Minutes

May Finance Meeting

Date and Time
Monday May 15, 2023 at 5:00 PM

Location
SCCA Conference Room

Committee Members Present
C. Boyd, C. Weathersby, E. Austin, G. Flowers, H. Worsley, K. Holley, R. Collins

Committee Members Absent
None

Guests Present
F. Riles, 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 May 15, 2023 at 5:03 PM.

C. Approve Minutes

G. Flowers made a motion to approve the minutes from April Finance Meeting on 04-17-23.
R. Collins seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Approve Agenda

H. Worsley made a motion to Approve the Agenda.
E. Austin seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Finance

A. Pataula - Painting Vendor Selection

Cheryl presented bids from 3 contractors for painting throughout the building at Pataula. She is recommending the Committee accept the bid of $42,925 from Empire Painting.
R. Collins made a motion to Approve the Bid from Empire Painting of $42,925 for painting throughout the building at Pataula.
E. Austin seconded the motion.
The committee **VOTED** unanimously to approve the motion.

B. Pataula - Classroom construction vendor selection

There is a need to construct additional classroom spaces and a nurse space at Pataula. The funds for this project are included in the FY 24 Budget. Four contractors were contacted, two submitted bids. Cheryl is recommending the Committee accept the bid of $10,050 from Edwards Drywall to complete this project.
E. Austin made a motion to Approve the Bid of $10,050 from Edwards Drywall to construct additional classroom spaces and a nurse space at Pataula.
G. Flowers seconded the motion.
The committee **VOTED** unanimously to approve the motion.

C. Pataula - Lawncare vendor selection

Pataula has been using Evergreen Lawn Services on a month to month basis for lawncare services. Lawncare services were opened for bidding and two companies submitted bids. Cheryl is recommending the Committee accept the bid of $39,402 from Evergreen Lawn Services, INC. This bid includes maintenance at the central office, athletic complex, 1 annual insecticide/pesticide spraying and pine straw in beds.
R. Collins made a motion to Accept the bid of $39,402 from Evergreen Lawn Services, INC for lawncare services at Pataula.
G. Flowers seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Pataula - Staff Retention Bonuses

Due to the turnover rate of staff this school year Cheryl and Kylie are recommending retention bonuses for staff that will be returning next academic year. They also believe that we will need to offer sign-on bonuses in the near future to attract high quality staff. Before that happens they would like to reward our current staff with a Staff Retention Bonus of 5% of their gross annual salary. The committee would like for staff to sign something that they if they resign before next school year then their last paycheck will be reduced to recover their bonus.
E. Austin made a motion to Approve the 5% Staff Retention Bonus for PCA.
G. Flowers seconded the motion.
The committee **VOTED** unanimously to approve the motion.

E. Pataula - Monthly Financial Reports

Monthly financial reports through March 2023 were reviewed. Pataula is on track to meet on Financial CPF.

F. Spring Creek - Classroom construction vendor selection

There is a need to construct walls to create more classroom space at Spring Creek. We solicited four vendors for bids on this project. Two vendors responded with bids and Cheryl is recommending Edwards Drywall perform this work at a cost of $5400.
G. Flowers made a motion to Approve the Bid of $5400 from Edwards Drywall for the construction of additional classrooms, office and nurse space at Spring Creek.
E. Austin seconded the motion.
The committee **VOTED** unanimously to approve the motion.

G. Spring Creek - Staff Retention Bonuses

Due to the turnover rate of staff this school year Cheryl and Kylie are recommending retention bonuses for staff that will be returning next academic year. They also believe that we will need to offer sign-on bonuses in the near future to attract high quality staff. Before that happens they would like to reward our current staff with a Staff Retention Bonus of 5% of their gross annual salary. The committee would like for staff to sign something that they if they resign before next school year then their last paycheck will be reduced to recover their bonus.
E. Austin made a motion to Approve the 5% Staff Retention Bonus at SCCA.
R. Collins seconded the motion.
The committee **VOTED** unanimously to approve the motion.

H. Spring Creek - Monthly Financial Reports

Monthly financial reports through March 2023 were reviewed. SCCA is on track to meet on Financial CPF.

III. Closing Items

A.

Adjourn Meeting

G. Flowers made a motion to Adjourn the meeting at 5:39.
E. Austin 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 5:39 PM.

Respectfully Submitted,
C. Weathersby