APPROVED

Pataula Charter Academy

Minutes

February 2024 Board Meeting

Date and Time
Monday March 4, 2024 at 6:00 PM

Location
PCA Inc. Central Office Board Room - Edison, GA

Directors Present
E. Austin, J. Earp, J. Sanders, K. Gilbert, L. Hixon, N. Johnson, R. Collins, R. Lane

Directors Absent
G. Flowers

Ex Officio Members Present
C. Weathersby, K. Holley

Guests Present
L. Adkinson, Tracie Alexander

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

L. Hixon called a meeting of the board of directors of Pataula Charter Academy to order on Monday Mar 4, 2024 at 6:03 PM.

C. Approve Agenda

The following has been added to the Agenda:
III. I. Pataula Bus Lease - Vote

The following has been removed from the Agenda:
I. D. Formal Grievance
R. Lane made a motion to Approve the Agenda as amended.
R. Collins seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Formal Grievance

This item was removed from the Agenda due to the parent not being able to come to the meeting.

E. Approve Minutes

R. Lane made a motion to approve the minutes from January 2024 Board Meeting on 01-22-24.
J. Earp seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Approve Executive Session Minutes

R. Lane made a motion to Approve the Minutes from Executive Session January 22, 2024.
J. Earp seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Public Comment

There was no public comment.

H. Executive Session - Personnel

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

II. Superintendent Report

A. SCCA 2022-2023 SCSC Comprehensive Performance Framework Results

SCCA met in all 3 areas (Academic, Financial, and Operational) of the SCSC Comprehensive Performance Framework for the 2022-2023 SY. The Financial score was 90 and the Operational was 92.

*Reminder that PCA's results were shared last month since they received their results early due to charter renewal.

B. PCA Teacher Retiring

Susan Scott, PCA High School Math Teacher, will be retiring at the end of the 23-24 School Year.

C. SCCA - New SPED Teacher Position for 24/25 SY

Brandi Adams, SPED Director, has been reviewing enrollment for the 24-25 school year. SPED student enrollment numbers reflect the need for an additional SPED teacher for the 24-25 SY. She is requesting approval to add this position for the 24-25 school year.
E. Austin made a motion to Approve the addition of a New SPED Teacher position at SCCA for the 24-25 SY.
N. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. SCCA Teacher Resignation effective end of 23/24 SY

Sheri Ward, 1st Grade teacher at SCCA, is moving out of state at the end of the 23-24 SY and will resign effective May 24, 2024.

E. PCA - Operational CPF Dashboard

PCA is on track to meet on Operational CPF. There were no findings during monitoring, so Kylie is predicting a score of 100.

F. SCCA - Operational CPF Dashboard

SCCA is on track to meet on Operational CPF. There were no findings during monitoring, so Kylie is predicting a score of 100.

III. CFO/Business Director Report

A. Pataula - Monthly Financial Reports

Monthly financial through December 2023 were reviewed. With 54% of the budget spent, PCA is on track to meet on Financial CPF.

B. Pataula - Irrigation Well Installation

This item was tabled.

C.

Pataula - Bus Radio Purchase

The Finance Committee is requesting approval to use Mobile Communications America due to their location and proximity to use a local cell tower for radio transmission - to install radios in all of our buses, provide 2 handheld devices - for SRO and Transportation Director, and a school base station - we will use GADOE Safety Grant Funds for this purchase. They are offering a 4 year agreement. Jeremy Pritchett, Transportation Director is recommending this company as well.
R. Lane made a motion to Approve using Mobile Communications America for installation and two-way radio service for Pataula.
J. Sanders seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. SCCA - Monthly Financial Reports

Monthly financials through December 2023 were reviewed. With 51% of the budget spent, SCCA is on track to meet on Financial CPF.

E. SCCA - Resignation

Brittany Fisher, School Nutrition employee at SCCA has resigned from her position.

F. SCCA - Driveway Repair

This item was tabled.

G. SCCA - Septic Tank Repair

The Finance Committee is requesting approval for an emergency expense to Bobby Mills for $33,000 for septic tank repair. The problem seems to stem from leaky toilet tanks, which has now been repaired.
E. Austin made a motion to Approve the emergency expense to Bobby Mills for $33,000 for septic tank repair.
N. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. SCCA SRO Hire

This item has been tabled.

I. Pataula Bus Lease

The Finance Committee is requesting approval for Pataula to lease 2 new buses from Tax Exempt Leasing for $67,000 a year. This includes air conditioning and cameras installed. The expense will be included in the FY24-25 budget, however, the lease needs to be signed now so the buses will be ready by August. These are 72 passenger buses.
R. Lane made a motion to Approve leasing 2 new buses for Pataula from Tax Exempt Leasing for $67,000 per year.

J. Sanders seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Governance Committee Report

A. Governance Training Reminder

Shout out to ALL Board members for attending the in-person SCSC Governance Training. Don't forget to also complete the online training prior to April 1, if you have not already done so. Please send Kylie your training certificates once completed. She will need them to complete the annual training report. This has to be sent to the Commission in June and we need 100%,

B. Annual Board Self-Assessment

Kylie will send invites to veteran Board members tomorrow. Please complete by next Board meeting, March 18.

C. Governing Board Retreat

The consensus of the Board is to return to Callaway for the retreat. Fall seems to be the best time to schedule it. Further planning will take place during the summer.

V. Ad Hoc Superintendent/CFO Evaluation Committee

A. FY24 Supt/CFO Evaluations

Kylie will check with Grayson for approval - Surveys are set up. Supt and CFO will complete the survey as a self-assessment and share it with the Board. After sharing the self-assessment, invites to complete the surveys will be sent out to direct reports and veteran Board members. The evaluations need to be completed before SY 24-25 budget approval. Kylie will update at the March meeting.

VI. Closing Items

A. Adjourn Meeting

R. Lane made a motion to Adjourn the meeting at 6:42.
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 6:42 PM.

Respectfully Submitted,
L. Hixon