APPROVED

Pataula Charter Academy

Minutes

May 2024 Board Meeting

Date and Time
Monday May 20, 2024 at 6:00 PM

Location
Spring Creek Charter Academy Lunchroom

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

Directors Absent
J. Earp, R. Collins

Ex Officio Members Present
C. Weathersby, K. Holley

Guests Present
L. Adkinson

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 May 20, 2024 at 6:00 PM.

C. Approve Agenda

R. Lane made a motion to Approve the Agenda as presented.
N. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes

R. Lane made a motion to approve the minutes from April 2024 Board Meeting on 04-22-24.
G. Flowers 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 April 22, 2024.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Public Comment

There was no public comment.

G. Executive Session - Personnel

R. Lane made a motion to Enter Executive Session at 6:02.
K. Gilbert seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Superintendent Report

A. PCA Resignations

Lana McFather, High School ELA teacher at PCA has resigned effective the end of the 23-24 school year.

B. PCA - New Hires for 24/25 SY

Kylie and school administration are recommending the Board hire Kelsey Waigand and Lisa Towns as teachers at PCA for the 2024-2025 school year.
R. Lane made a motion to Approve the hiring of Kelsey Waigand and Lisa Towns as teachers at PCA for the 2024-2025 school year.
K. Gilbert seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. SCCA - New Hires for 24/25 SY

Kylie and school administration are recommending the Board hire Aaron Miller as a paraprofessional at SCCA as well as Tina Thompson as a teacher at SCCA for the 2024-2025 school year.
R. Lane made a motion to Approve the hiring of Aaron Miller as a paraprofessional at SCCA as well as the hiring of Tina Thompson as a teacher at SCCA for the 2024-2025 school year.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. PCA - Operational CPF Dashboard

PCA is on track to meet on Operational CPF with a predicted score of 100.

E. SCCA - Operational CPF Dashboard

SCCA is on track to meet on Operational CPF with a predicted score of 100.

F. Graduation Policy

PCA and SCCA follow state Graduation Policies/Guidelines. While these guidelines are in our handbooks, we have no Board policy. Kylie is requesting approval of our newly written policy which will include graduation diplomas for Student with Disabilities on GAA and will add new diploma "seals" for students who complete a CTAE Pathway and/or DualEnrollment (at least 4).

E. Austin made a motion to Approve the Graduation Policy as written.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Chaperone Duties and Responsibilities Policy amendment

This policy has been updated to include a statement that chaperones should get the Background Check approved prior to making payment for a field work trip and that we may not be able to reimburse payments if this is not followed. It also lists specific charges that may deny a chaperone/volunteer.

E. Austin made a motion to Approve the amended Chaperone Duties and Responsibilities Policy.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Personnel Policies amendment

The Personnel Policy has been amended to add in new PPL state requirements that will begin July 1, requiring 6 week paid parental leave.

R. Lane made a motion to Approve the amendments to the Personnel Policy.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Assessment Policies and Procedures amendment

The policy has been amended to reflect updated state and local tests - state required Universal Reading/Dyslexia screener added; MAP Reading Fluency deleted (state screener takes this place of this).
N. Johnson made a motion to Approve the amended Assessment Policies and Procedures policy.
K. Gilbert seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Class Size Policy

The policy has been amended to remove separate class size chart for SCCA.
R. Lane made a motion to Approve the amended Class Size Policy.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Over-Time Pay for Non-Exempt Employees amendment

The policy has been amended to provide clarification on the definition of non-exempt employees and requirements.
G. Flowers made a motion to Approve the amended Over-Time Pay for Non-Exempt Employees Policy.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

L. Progressive Discipline Policy amendment

The policy has been amended to change wording from "written warning" to "written reprimand" and to reduce steps from 4 to 3 for escalated action.
N. Johnson made a motion to Approve the Progressive Discipline Policy as amended.
E. Austin seconded the motion.
The board **VOTED** unanimously to approve the motion.

M. Bullying Policy amendment

No content was changed; content was re-arranged for a more clear and concise understanding of the policy.
G. Flowers made a motion to Approve the Bullying Policy as amended.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

N. Enrollment Policy amendment

Updated to include new rules under HB1122 - guarantees priority enrollment for part-time paraprofessional or other employees.
R. Lane made a motion to Approve the amended Enrollment Policy.
E. Austin seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. CFO/Business Director Report

A. Pataula - Monthly Financial Reports

Monthly financial reports through March 2024 were reviewed. PCA is on track to meet on Financial CPF.

B. SCCA -Monthly Financial Reports

Monthly financial reports through March 2024 were reviewed. SCCA is on track to meet on Financial CPF.

C. Staff Retention Bonuses

The Finance Committee is requesting full Board approval for a 5% Staff Retention Bonus for all staff members returning to both schools for the 2024-2025 school year. Funds are available in the budget for this expenditure.
R. Lane made a motion to Approve the 5% Staff Retention Bonus.
E. Austin seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Pataula - SRO Vehicle

The Finance Committee is recommending the Board approve the purchase of a 2015 Ford Explorer from Montgomery Toyota totalling $22,889.50 - this will nullify previous vote at the March meeting. The vehicle sold before we could purchase it in March.
R. Lane made a motion to Approve the purchase a 2015 Ford Explorer from Montgomery Toyota totaling $22,889.50, for the PCA SRO.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. SCCA - Termination of School Nutrition Employee

Polly Chapman, SNP Director is recommending the termination of SCCA SNP employee Teresa Richardson for cause.
E. Austin made a motion to Terminate the employment of SNP employee, Teresa Richardson.
N. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Governance Committee Report

A. Annual Board Self-Assessment

Don't forget to complete the Annual Board Assessment if you have not done so.

B. Governing Board Retreat

Set for Friday, September 20
*If you have not already please confirm which nights you will be staying, so we can start making the arrangements with Callaway.

V. Ad Hoc Superintendent/CFO Evaluation Committee

A. FY24 Supt/CFO Evaluations

Surveys have been sent to all Board members who served the entire 23-24 SY. The final report will be created by the Committee Chair once all surveys are completed and data is reviewed. Grayson is requesting all surveys be completed by June 6th.

VI. Closing Items

A. Adjourn Meeting

E. Austin made a motion to Adjourn the meeting at 6:27.
R. Lane 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 6:27 PM.

Respectfully Submitted,
L. Hixon