APPROVED

Pataula Charter Academy

Minutes

July 2024 Board Meeting

Date and Time
Thursday July 11, 2024 at 6:00 PM

Location
PCA INC Central Office Board room

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

Directors Absent
E. Austin

Ex Officio Members Present
C. Weathersby, K. Holley

Guests Present
Brandi Adams, C. Cleveland, F. Riles, H. Worsley, Julie Bellflower, L. Adkinson, S. Leverette

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 Thursday Jul 11, 2024 at 6:00 PM.

C. Approve Agenda

The following items were added to the Agenda:
I. G. Executive Session - Personnel
III. I. SCCA School Nutrition hire
VI. B. Executive Session - Superintendent/CFO Evaluation
G. Flowers made a motion to Approve the Agenda as amended.
J. Earp seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes

R. Lane made a motion to approve the minutes from June 2024 Board Meeting on 06-17-24.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve Executive Session Minutes

G. Flowers made a motion to approve the minutes from Executive Session June 17, 2024.
R. Lane 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.
N. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Superintendent Report

A. Dress Code Policy amendment

Administration from both schools were present to discuss the proposed Dress Code Policy amendment. School administrators were requesting to add 'Form Fitting Leggings, yoga pants, etc. are NOT allowed." This item was tabled at the last meeting to allow an opportunity for school administrators and Board members to agree on the wording for the amendment as to best cut down on confusion and time management concerns with the new dress code restrictions. School administration informed the Board of their reasoning for requesting the changes and Board members assured the Administrators that their

main concern was to assure the wording of the changes would not cause additional concerns for the staff. After this discussion the following revision to the Board Dress Code Policy were proposed:

Change Item #5 of the Policy to read: Shorts/Skirts/Dresses must be no shorter than mid-thigh (including the height of a slit in the clothing).

Add Item #7: Form fitting leggings, yoga pants, shorts, etc. are NOT allowed.
G. Flowers made a motion to Approve the Dress Code Policy amendments as proposed.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. 2024-2025 SPED Manual revisions

Brandi Adams, SPED Director, has been working on revisions to our SPED Manuals to assure we are within new or existing requirements. Kylie is requesting approval for these revisions.
R. Lane made a motion to Approve the SPED Manual revisions.
J. Earp seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. 2024-2025 MTSS Manual revisions

Brandi Adams, SPED Director, has been working on revisions to our MTSS Manuals to assure we are within new or existing requirements. Kylie is requesting approval for these revisions.
R. Lane made a motion to Approve the revisions to the MTSS Manual.
N. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. 2024-2025 504 Manual revisions

Brandi Adams, SPED Director, has been working on revisions to our 504 Manuals to assure we are within new or existing requirements. Kylie is requesting approval for these revisions.
R. Collins made a motion to Approve the revisions to the 504 Manual.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Board Conflict of Interest Policy revision

The Board Conflict of Interest Policy has been revised to add new legal requirements: No Board Member or Key Personnel shall be an officer, member, or executive-level employee of a local board of education or of a local school system. Kylie is requesting approval for this revision.
R. Collins made a motion to Approve the revision to the Board Conflict of Interest Policy.

R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Enrollment Policy revision

The provision that employee's children do not have to live within the attendance zone to enroll was added to our enrollment policy. This has always been our procedure, now it is law. Kylie is requesting approval for this revision.
J. Sanders made a motion to Approve the Enrollment Policy revisions.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. PCA - Operational CPF Dashboard

PCA is still on target to meet on Operational CPF with a score of 100.

H. SCCA - Operational CPF Dashboard

SCCA is still on target to meet on Operational CPF with a score of 100.

III. CFO/Business Director Report

A. PCA INC Meal Charge Policy

Students at both schools now receive free breakfast and lunch through CEP. The PCA INC, Meal Charge Policy reflects that staff members are responsible for their meals and that students can order a second meal but are responsible for payment at that time or to have available funds on their account for the meal price.
J. Sanders made a motion to Approve the PCA, INC Meal Charge Policy.
N. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. PCA /SCCA - Single Audits

Single audits were completed to separate the audits for the incorporation into audits for each school for FY 21-23. There was a finding in FY 22 and FY 23. This was due to a lack of a reserve account for our USDA financing account. This will be corrected before the end of FY 24.

C. Pataula - Change order for Roof Repair

The Finance Committee is requesting Board approval for a Construction Change Order at PCA to increase the construction price by $23,935 for roof repair on the middle school hallway.
G. Flowers made a motion to Approve the Construction Change Order at PCA to increase the construction price by $23,935 for roof repair.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Pataula - change order approval for field house

The Finance Committee is requesting Board approval for a Construction Change Order at PCA to replace the proposed 24,500 sqft of sod with 6" of crushed concrete for a parking lot at the new field house. This will increase the construction price by $57,789.85.
G. Flowers made a motion to Approve the Construction Change Order at PCA to replace the proposed 24,500 sqft of sod with 6" of crushed concrete for a parking lot at the new field house which will increase the construction price by $57,789.85.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Staff Resignation - technology coordinator

Tommy Boyd, Technology Coordinator, resigned effective 6/30/2024.

F. Pataula Financial Reports

Monthly financials through May 2024 were reviewed. The possibility that PCA may be over budget at the end of the year by 6-8% due to construction costs was discussed. Pataula is still on track to meet on financial CPF.

G. SCCA - Cleaning Service Contractor

The Finance Committee is requesting Board approval to change the cleaning service contractor at Spring Creek. This would not affect the contracted price, just the contracted vendor. The committee is requesting termination of the current vendor, LRL Ventures; and offer a contract to New Century Cleaning Service, INC. for the same contracted price.
R. Collins made a motion to Approve the change of cleaning service Contractor at Spring Creek.
N. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Spring Creek Financial Reports

Monthly financials through May 2024 were reviewed. The possibility that SCCA may be over budget at the end of the year by 3% due to septic system expenses was discussed. Spring Creek is still on track to meet on financial CPF.

I. SCCA School Nutrition hire

Polly Chapman, School Nutrition Director, is requesting Board approval to hire Ashley Brock for the SNP opening at Spring Creek.
R. Lane made a motion to Approve hiring Ashley Brock for the SNP opening at Spring Creek.
J. Earp seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Ad Hoc Superintendent/CFO Evaluation Committee

A. FY24 Supt/CFO Evaluations

Surveys have been reviewed by the Committee Chair and a final report has been created and distributed to the Committee.

B. Executive Session - Evaluations

R. Lane made a motion to Enter Executive Session at 7:04.
J. Sanders seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Closing Items

A. Adjourn Meeting

J. Sanders made a motion to Adjourn the meeting at 7:14.
G. Flowers 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 7:14 PM.

Respectfully Submitted,
L. Hixon