APPROVED

Pataula Charter Academy

Minutes

July Finance Meeting

Date and Time
Thursday July 11, 2024 at 5:00 PM

Location
PCA INC Central Office Board Room

Committee Members Present
C. Weathersby, G. Flowers, H. Worsley, J. Earp, K. Holley, R. Collins

Committee Members Absent
C. Boyd

Committee Members who arrived after the meeting opened
J. Earp

Guests Present
L. Adkinson

I. Opening Items

A. Record Attendance

J. Earp arrived at 5:14 PM.

B. Call the Meeting to Order

C. Weathersby called a meeting of the Finance Committee of Pataula Charter Academy to order on Thursday Jul 11, 2024 at 5:03 PM.

C. Approve Minutes

G. Flowers made a motion to approve the minutes from May Finance Meeting on 05-20-24.
R. Collins seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Approve Agenda

The following item was added to the Agenda:
II. F. SCCA Cleaning Services Contract
H. Worsley made a motion to Approve the Agenda as amended.
G. Flowers seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Finance

A. PCA / SCCA Single Audit

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.

B. Pataula - Roof Repair change order

Cheryl is requesting approval for a Construction Change order at Pataula. The roof at the Middle School hallway has been leaking due to a design flaw with the roof valley. CGM will oversee the work and this is the price for their subcontractor. The Change order is to increase the construction price by $23,935.
H. Worsley made a motion to Approve the Construction Change Order for the roof to increase the construction price at Pataula by $23,935.
G. Flowers seconded the motion.
The committee **VOTED** unanimously to approve the motion.

C. Pataula - parking lot change order

Cheryl is requesting approval for a Construction Change Order to replace 24,500 sqft of proposed sod with 6" of crushed concrete. This will allow parking for buses and EMS vehicles will have access to football fields. This will increase the construction price by $57,789.85.
G. Flowers made a motion to Approve the Construction Change Order to replace proposed sod with crushed gravel which will increase the construction price by $57,789.85.

R. Collins seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Pataula - Monthly 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.

E. SCCA - Monthly 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.

F. SCCA Cleaning Services Contract

Cheryl is requesting approval to change the cleaning/janitorial services vendor at Spring Creek. There have been issues with the current vendor that school administration and Cheryl have requested be addressed or risk losing SCCA business. Those issues have not been addressed and Cheryl is requesting we not renew the contract with LRL Ventures our current vendor. A new cleaning service vendor, New Century Cleaning Services, Inc., out of Tallahassee has been recommended by our new Assistant Principal, Rebecca Sawyer. This would not affect the contract price we are paying now for cleaning services, only the recipient of the contract.
G. Flowers made a motion to Approve the change of cleaning services vendor for Spring Creek from LRL Ventures to New Century Cleaning Services, Inc.
R. Collins seconded the motion.
The committee **VOTED** unanimously to approve the motion.

III. Closing Items

A. Adjourn Meeting

H. Worsley made a motion to Adjourn the meeting at 5:37.
G. Flowers 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 5:37 PM.

Respectfully Submitted,
C. Weathersby