APPROVED

Pataula Charter Academy

Minutes

June 2025 Board Meeting

Date and Time
Monday June 23, 2025 at 6:00 PM

Location
PCA Inc. Central Office

Directors Present
G. Flowers, J. Earp, K. Gilbert, L. Hixon, R. Lane

Directors Absent
E. Austin, J. Sanders, N. Johnson

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 Jun 23, 2025 at 6:32 PM.

C. Approve Agenda

The following item was added to the Agenda:
II M. SCCA Teacher Resignation
R. Lane made a motion to Approve the agenda as amended.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes

R. Lane made a motion to approve the minutes from May 2025 Board Meeting on 05-19-25.
K. Gilbert seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve Executive Session Minutes

J. Earp made a motion to approve the minutes from FERPA Executive Session on May 19, 2025.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.
R. Lane made a motion to approve the minutes from Personnel #1 Executive Session on May 19, 2025.
K. Gilbert seconded the motion.
The board **VOTED** unanimously to approve the motion.
R. Lane made a motion to approve the minutes from Personnel #2 Executive Session on May 19, 2025.
K. Gilbert 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 6:36.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Superintendent Report

A. SCCA Para Resignation

Aaron Miller, paraprofessional at SCCA has resigned her position for the 2025-2026 SY.

B. SCCA New Hires

Anna Barber previously resigned from her PE teacher position at SCCA for the 2025-2026 SY. Her family situation has changed and she would like to return to SCCA. SCCA administration is recommending she be hired as Art Teacher at SCCA for the 2025-2026 SY.
G. Flowers made a motion to approve the hiring of Anna Barber as Art Teacher at SCCA for the 2025-2026 SY.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. PCA/SCCA Organization Structure

The Organizational Structure has been updated to reflect changes from District Level Sped Director and Maintenance Coordinator to school level staff; also, added more clarification on supervisors.
G. Flowers made a motion to approve the updated PCA/SCCA Organization Structure.
J. Earp seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. PCA Inc. Graduation Policy

The Graduation Policy has been updated to reflect changes in ELA courses - The state has changed the ELA courses required for graduation with the new ELA standards.
R. Lane made a motion to approve the updated PCA Inc. Graduation Policy.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Non-Discrimination Policy revision

The Non-Discrimination Policy has been revised to add contact information for both school-level SPED Directors.
G. Flowers made a motion to approve the revised Non-Discrimination Policy.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Cell Phone/Electronic Device Policy

Although we did not have an official Cell Phone/Electronic Device Policy, we already had a ban on electronic devices from bell-to-bell in our combined handbook. This policy has been created to satisfy mandates from HB 340.
R. Lane made a motion to approve the Cell Phone/Electronic Device Policy.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Personnel Policies

Kylie is requesting to increase personal days from 3 to 5. This does not increase the number of annual leave days awarded, simply allows employees to now use 5 of their annual leave days for "personal" reasons, rather than 3. This was included in a state law that did not pass this year, however, it is still "live" for next year.
G. Flowers made a motion to approve the increase of personal days allowed employees in the Personnel Policy.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Employee Attendance Incentive

For the past few years we have been able to give all employees a 5% retention bonus, due to surplus budget funds. We are proposing that we use 2% of that to fund attendance incentives for all 10-month employees. Employees will have the opportunity to earn an attendance incentive bonus each semester - 1% for 1 or less days absent; .5% for up to 3 days absent.
*If funds allow, we will still give a 3% retention bonus at the end of the year; for the possibility of still receiving a total of 5% bonus.
**This will be an expense that will be assessed annually based on the budget. So, this vote will only be for the 2025-2026 school year.
R. Lane made a motion to approve the Employee Attendance Incentive as outlined.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. CSP Replication Grant Final APR

The CSP grant expired in March 2025 - This is the final Performance Report for the grant. A Board vote is required before it is uploaded.

J. PCA - Operational CPF Dashboard

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

K. SCCA - Operational CPF Dashboard

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

L. Enrollment Updates

The lotteries for the 2025-2026 SY were held in January. PCA has 576 tentatively enrolled (22 short of full) with 97 on the waiting list. SCCA has 500 tentatively enrolled (52 short of full - high school) with 107 on the waiting list.

M. SCCA Teacher Resignation

Krystal Apke has resigned her Teaching position at SCCA for the 2025-2026 SY.

III. CFO/Business Director Report

A. PCA Monthly Financial Reports

Monthly financials were reviewed through April 2025. PCA is on track to meet on Financial CPF.

B. PCA - Custodial Positions

Cheryl and school administration are requesting approval to create one full time and 4 part-time hourly custodial positions at PCA - this will discontinue the service of LRL Ventures as our custodial provider. The budgeted amount for custodial will decrease with this change.
G. Flowers made a motion to approve the creation of one full time and 4 part-time hourly custodial positions at PCA.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. SCCA Monthly Financial Reports

Monthly financials were reviewed through April 2025. SCCA is on track to meet on Financial CPF.

D. SCCA - Geotechnical Services

The Finance Committee is requesting approval to spend $9750 with TTL for soil borings to test soil for foundation type for new construction at SCCA.

G. Flowers made a motion to approve the expenditure of $9750 to TTL for soil borings.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. SCCA - Construction Update

The Architectural Firm has preliminary site and floor plans done for the new construction and would like to bid out for Construction Manager. Cheryl is waiting for USDA approval to move forward.

F. PCA INC - Technology Acceptable Use Policy

The PCA INC Technology Acceptable Use Policy has been updated to comply with SB 351.
R. Lane made a motion to approve the updated Technology Acceptable Use Policy.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Governance Committee Report

A. Annual Board Self-Assessment

Please complete the Annual Board Self-Assessment if you have not already done so.

B. FY26 Board Calendar

A vote on the proposed FY26 Board Meeting Calendar is needed.
R. Lane made a motion to approve the proposed FY26 Board Calendar.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Board Member Renewals

The following Board members terms expire at the end of the month and must be renewed:
• Grayson Flowers
• Jamie Earp
• Jennifer Sanders
• Kakeya Gilbert
• Nicole Johnson
R. Lane made a motion to extend the listed Board members terms.
G. Flowers seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Board Officer Elections

The following Board Officer positions are up for re-election:
-Chair
-Vice-Chair
-Treasurer

Grayson Flowers nominated Lindsey Hixon for Board Chair. Lindsey Hixon nominated Grayson Flowers for Board Vice-Chair. Grayson Flowers nominated Jamie Earp for Board Treasurer.
G. Flowers made a motion to approve Board Officers as nominated.
R. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Set Board Committees/Members

The following Committees, Chairs and members are proposed:
Academic Committee - Ronnie Lane, Chair; members Kakeya Gilbert and Nicole Johnson.
Finance Committee - Jamie Earp, Chair; members Grayson Flowers, Lindsey Hixon
Governance Committee - Jennifer Sanders, Chair; member Erica Austin
G. Flowers made a motion to approve the Board Committees, Chairs and members as proposed.
R. Lane seconded the motion.

The board **VOTED** unanimously to approve the motion.

F. Annual Board Commitment Agreements and Conflict of Interest Disclosure

Board members present signed Board Commitments Agreements and Conflict of Interest Disclosures.

V. Ad Hoc Superintendent/CFO Evaluation Committee

A. Superintendent/CFO Evaluation Policy

Kylie and Cheryl have shared their Self-evaluations and direct report surveys are completed. Grayson will share the reports with Board members to review and then add Board members to complete the surveys.

VI. Closing Items

A. Adjourn Meeting

G. Flowers made a motion to adjourn the meeting at 7:00.
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 7:00 PM.

Respectfully Submitted,
L. Hixon