

Pataula Charter Academy, Inc (Serving Pataula Charter Academy and Spring Creek Charter Academy)

Minutes

July 2025 Board Meeting

Date and Time

Monday July 21, 2025 at 6:00 PM

Location

Spring Creek Charter Academy Lunchroom

Directors Present

G. Flowers, L. Hixon, N. Johnson, R. Lane

Directors Absent

E. Austin, J. Earp, K. Gilbert

Ex Officio Members Present

C. Weathersby, K. Holley

Non Voting 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, Inc (Serving Pataula Charter Academy and Spring Creek Charter Academy) to order on Monday Jul 21, 2025 at 6:10 PM.

C.

Approve Agenda

The following items will be added to the Agenda:

II N. SCCA New Para Position - Vote

III I. Pataula Playground Shade - Vote

III J. Pataula Pole Barn - Vote

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 June 2025 Board Meeting on 06-23-25.

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 Executive Session minutes from June 23, 2025.

R. Lane seconded the motion.

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

F. Public Comment

G. Potential Board Member Interview

Mr. Josh Duncan came before the Board to interview for an open Board position. Mr. Duncan is the pastor of Morgan Baptist Church, has a Math Education Degree and has worked in student ministry for 15 years.

R. Lane made a motion to appoint Mr. Josh Duncan to the open Board position.

N. Johnson seconded the motion.

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

H. Executive Session - Personnel

R. Lane made a motion to enter Executive Session for personnel at 6:37.

N. Johnson seconded the motion.

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

I. Executive Session - Legal

G. Flowers made a motion to enter Executive Session for Legal Issues at 6:39.

R. Lane seconded the motion.

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

II. Superintendent Report

A. SCCA Para Hire

SCCA admin is recommending Brittany Kelly for an open Para position at Spring Creek for the 2025-2026 SY.

R. Lane made a motion to approve the hiring of Brittany Kelly for an open para position at Spring Creek.

G. Flowers seconded the motion.

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

B. Personnel Policy revision

The Personnel Policy has been amended to include Donor Leave per HB 235 requirements and Social Security Notice per HB 37 requirements.

R. Lane made a motion to Approve the Personnel Policy as amended.

G. Flowers seconded the motion.

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

C. Attendance Policy

The Attendance Policy has been updated to include requirements of HB 268 - referrals to DFACS and RESA for failure to attend school for 30 consecutive days without notification of withdrawal, enrollment in another school, or intent to homeschool; chronic absenteeism and attendance review teams.

D. FERPA Policy

The FERPA Policy has been updated to meet requirements in SB 212 (restriction on disclosure of PII to political persons/groups) and HB 268 (timeframe for inspection and revisions to records). Further clarification on legal definitions and guidelines for both disclosing and accessing student records.

G. Flowers made a motion to Approve the updated FERPA Policy.

R. Lane seconded the motion.

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

E. Enrollment Policy

The Enrollment Policy has been updated to comply with new guidelines from HB 268 - disclosures and documents required for permanent enrollment.

G. Flowers made a motion to Approve the Enrollment Policy as amended.

R. Lane seconded the motion.

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

F. Student Record Transfer Policy

The policy was updated to comply with new requirements under HB 268 - new timelines for record transfer, new requirements for what is included in student education records.

G. Flowers made a motion to Approve the Student Record Transfer Policy as amended.

R. Lane seconded the motion.

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

G. Parents' Bill of Rights Policy and Procedures update

Updated to meet new requirements of HB 268 - annual review date and timely record transfer.

G. Flowers made a motion to Approve the Parents' Bill of Rights Policy and Procedures update.

R. Lane seconded the motion.

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

H. 2025-2026 504 Manual

G. Flowers made a motion to Approve the updated 504 Manual.

R. Lane seconded the motion.

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

I. 2025-2026 Special Education Manual

G. Flowers made a motion to Approve the updated Special Education Manual.

R. Lane seconded the motion.

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

J. 2025-2026 MTSS Manual

G. Flowers made a motion to Approve the updated MTSS Manual.

R. Lane seconded the motion.

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

K. PCA - Operational CPF Dashboard

PCA is on track to meet on Operational CPF.

L. SCCA - Operational CPF Dashboard

SCCA is on track to meet on Operational CPF.

M. Enrollment Updates

The lotteries for the 2025-2026 SY were held in January. PCA has 580 tentatively enrolled (18 short of full) with 89 on the waiting list. SCCA has 513 tentatively enrolled (39 short of full; from 52 last month) with 86 on the waiting list.

N. SCCA New Para Position

School administration has identified the need for another Para position due to increased SPED enrollment numbers and changing duty assignments. There is money in the budget for this, since the vacant teacher position does not have to be filled at this time.

R. Lane made a motion to Approve an additional Para position at SCCA for the 2025-2026 SY.

G. Flowers seconded the motion.

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

III. CFO/Business Director Report

A. PCA INC -Employee Group Life Insurance Coverage

Approval to purchase \$25,000 life insurance for each employee for life & AD&D for a total annual

premium of \$11,108. This will be coverage for all employees at SCCA and PCA.

R. Lane made a motion to Approve the purchase of Life Insurance for each PCA/SCCA employee for a total annual premium of \$11,108.

N. Johnson seconded the motion.

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

B. PCA Monthly Financial Reports

The Board reviewed monthly financials through May 2025. PCA is on track to meet on Financial CPF with approximately 93% of the budget spent.

C. PCA - Custodial Position Hire

Last month the Board voted to create one full time and 4 part-time hourly custodial positions at PCA. Cheryl is recommending the Board hire Larry Leavette for the full time position and Otis Davis for one of the part-time positions.

G. Flowers made a motion to Approve the hiring of the listed custodial personnel.

N. Johnson seconded the motion.

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

D. SCCA Monthly Financial Reports

The Board reviewed monthly financials through May 2025. SCCA is on track to meet on Financial CPF with approximately 98% of the budget spent.

E. SCCA - Bus Purchase

Jeremy Pritchett, Transportation Director, is recommending the Board purchase 2 used buses for Spring Creek. Two buses a 2012 and a 2016 model with approximately 65,000 miles each are available through American Bus Sales for the purchase price of \$113,600.

G. Flowers made a motion to Approve the purchase of two used buses for a purchase price of \$113,600.

R. Lane seconded the motion.

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

F. SCCA - Construction Update

A USDA Loan Specialist from the Florida office has been assigned to our proposed construction loan. Once the state office finishes its underwriting, we will release our bids for a Construction Manager. The plans are 90% ready for the architect to produce renderings for us to share with all stakeholders.

G. SCCA - School Nutrition Hire

Whitney Olds resigned her position as SNP manager at SCCA so we will promote from within for that position. Cheryl is requesting approval to fill that vacant position with Pam Snipes.

R. Lane made a motion to the hiring of Pam Snipes for the open SNP position at SCCA.

G. Flowers seconded the motion.

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

H. SCCA - School Resource Office hire

Cheryl is requesting approval to hire Shannon Fisher for the vacant SRO position at Spring Creek.

N. Johnson made a motion to Approve the hiring of Shannon Fisher for the vacant SRO position at SCCA.

R. Lane seconded the motion.

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

I. Pataula Playground Shade

Cheryl is requesting permission to purchase Playground Umbrella Shade from Discount Playground Supply for the price of \$6,685.95. This will be installed on the PreK playground at Pataula and will match current shading.

G. Flowers made a motion to Approve the purchase playground umbrella shade from Discount Playground Supply for the price of \$6.685.95.

R. Lane seconded the motion.

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

J. Pataula Pole Barn

Cheryl is requesting permission to purchase a Pole Barn to house the mower and tractor at Pataula, Cheryl is recommending the Board accept the bid of \$17,769 from Carolina Carports, LLC.

N. Johnson made a motion to Approve the purchase of a Pole Barn from Carolina Carports, LLC for the price of \$17,769.

G. Flowers seconded the motion.

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

IV. Governance Committee Report

A. Board Member Resignation

Jennifer Sanders has resigned her Board member position.

B. Annual Board Self-Assessment

If you have not, please complete the annual Board Assessment as soon as possible.

C. Annual Board Commitment Agreements and Conflict of Interest Disclosure

Board members who were absent last month need to complete.

V. Ad Hoc Superintendent/CFO Evaluation Committee

A. Superintendent/CFO Evaluation Policy

Please complete the Superintendent and CFO Evaluation Survey if you have not already.
Grayson will compile and present the report in August.

VI. Closing Items

A. Adjourn Meeting

R. Lane made a motion to Adjourn the meeting at 7:31.

N. Johnson 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 7:31 PM.

Respectfully Submitted,
L. Hixon