

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

## Minutes

### August 2025 Board Meeting

---

#### Date and Time

Monday August 18, 2025 at 6:00 PM

#### Location

PCA Inc. Central Office

---

#### Directors Present

G. Flowers, J. Duncan, J. Earp, K. Gilbert, L. Hixon, N. Johnson, R. Lane

#### Directors Absent

None

#### Ex Officio Members Present

C. Weathersby, K. Holley

#### Non Voting Members Present

C. Weathersby, K. Holley

#### Guests Present

C. Boyd, H. Worsley

---

### 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 Aug 18, 2025 at 6:10 PM.

#### C.

### **Approve Agenda**

R. Lane made a motion to approve the agenda with the requested amendments.

N. Johnson seconded the motion.

Cheryl asked for the following addition to the agenda:

- Add III. F. - PCA After-School Program Low Enrollment - VOTE

Lindsey asked for the following removal from the agenda:

- I.G. - Potential Board Member Interview

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

### **D. Approve Minutes**

G. Flowers made a motion to approve the minutes from July 2025 Board Meeting on 07-21-25.

R. Lane seconded the motion.

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

### **E. Approve Executive Session Minutes**

G. Flowers made a motion to approve Executive Session #1 (Personnel) minutes from the 7/21/2025 meeting.

N. Johnson seconded the motion.

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

R. Lane made a motion to approve Executive Session #2 (Legal) minutes from the 7/21/2025 meeting.

N. Johnson seconded the motion.

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

### **F. Public Comment**

No public comment

### **G. Executive Session - Personnel**

N. Johnson made a motion to enter executive session for personnel at 6:14.

K. Gilbert seconded the motion.

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

### **H. Executive Session - Legal**

R. Lane made a motion to enter executive session for legal at 6:17.

N. Johnson seconded the motion.

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

## **II. Superintendent Report**

### **A. PCA Para Resignations**

Michelle Avera and Rakeita Curry have resigned from their para positions.

**B. PCA Para Hires**

G. Flowers made a motion to accept the recommendations to hire Hannah Smith and JaLissa Gibson as paraprofessionals at PCA for the 2025-2026 school year.

K. Gilbert seconded the motion.

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

**C. 2025-2026 Gifted Manual revisions**

G. Flowers made a motion to approved the revisions to the PCA Inc. Gifted Manual.

R. Lane seconded the motion.

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

**D. PCA - Operational CPF Dashboard**

PCA is on target to meet on the Operational section of the CPF for the 2025-2026 SY.

**E. SCCA - Operational CPF Dashboard**

SCCA is on target to meet on the Operational section of the CPF for the 2025-2026 SY.

**F. Enrollment Updates**

Kylie gave the Board updates on enrollment numbers as of the 1st day of school. PCA in on target to "meet" enrollment targets and SCCA is on target to "approach" enrollment targets on the CPF. Both schools still have over 100 students on waiting lists.

**III. CFO/Business Director Report**

**A. PCA Monthly Financial Reports**

Cheryl presented PCA financial reports through June 2025. PCA is on target to meet on the CPF for the 24/25 SY.

**B. PCA - Custodial Position Hire**

R. Lane made a motion to accept the recommendation for hire of Henry Barbary as part-time custodian and PCA.

J. Earp seconded the motion.

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

**C. SCCA Monthly Financial Reports**

Cheryl presented SCCA financial reports through June 2025. SCCA is on target to meet on the CPF for the 24/25 SY.

**D. SCCA - architectural drawings**

Representatives from the Project Management Team were present to show the Board the SCCA site and building plans to date. The site plan presented did not include the future sites for athletic fields. Kevin will reach out to Studio 8 to have those added back into the final site plan prior to publishing to stakeholders. While USDA will not allow us to use their funds to build athletic fields, we want to represent where they will be when we can fundraise and/or build up a fund balance to construct them. We are awaiting approval from the USDA to post an RFP for a construction management company (CM at Risk).

R. Lane made a motion to approve publishing the conceptual site plan architectural drawings and images once completed.

N. Johnson seconded the motion.

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

#### **E. SCCA - architect agreement amendment**

R. Lane made a motion to amend the architectural agreement with Studio 8 to include a kitchen consultant at \$20,000.

N. Johnson seconded the motion.

Cheryl informed the Board that we did not include a kitchen designer in the original architectural RFP or contract because we wanted to use the same plans as PCA's kitchen. However, our architectural firm has run into issues since the plans are almost 10 years old. Therefore, it is necessary to hire a kitchen consultant to finalize plans.

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

#### **F. PCA After-School Program - Low Enrollment**

Cheryl informed the Board that at this time only 2 families (a total of 4 students) had enrolled in the After-School Program. To fund the program (pay staff), we would need at least 12 students enrolled. Therefore, at this time, we are postponing the start of the program until next month's Board meeting. If we have not reached the enrollment needed to make the program financially sustainable, the Board will vote to close it.

### **IV. Governance Committee Report**

#### **A. Board Member Resignation**

Erica Austin submitted her resignation from the Board effective July 22, 2025.

#### **B. Annual Board Self-Assessment**

If you have not completed the annual Board Self-Assessment, please do so. Several members had trouble getting into BoardOnTrack and were assisted to regain access so this task could be completed.

#### **C. Annual Board Commitment Agreements and Conflict of Interest Disclosure**

All members who have not yet signed this, need to make sure you get them from Miss Lyn at the next meeting.

## **V. Ad Hoc Superintendent/CFO Evaluation Committee**

### **A. Superintendent/CFO Evaluation**

J. Earp made a motion to approve the evaluation reports for the Superintendent and CFO for the 2024-2025 SY.

R. Lane seconded the motion.

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

## **VI. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:22 PM.

Respectfully Submitted,  
L. Hixon