

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

Minutes

October 2025 Board Meeting

Date and Time

Monday October 20, 2025 at 6:00 PM

Location

PCA Inc. Central Office

Directors Present

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

Directors Absent

J. Apke, 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 Oct 20, 2025 at 6:03 PM.

C.

Approve Agenda

The following items need to added to the Agenda:

II. E. PCA New Hire - Vote

III.J. PCA INC Financial Policy Amendment - Vote

V.A. Spring Creek Facility Update - FYI is changed to Spring Creek Facility - 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 September 2025 Board Meeting on 09-15-25.

G. Flowers seconded the motion.

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

E. Approve Executive Session Minutes

N. Johnson made a motion to Approve the Executive Session minutes from September 15, 2025.

R. Lane seconded the motion.

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

F. Public Comment

There was no public comment.

G. Potential Board Member Interviews

Gail Whalen, potential Board Member candidate, was present and interviewed by Board Members.

H. Executive Session - Personnel

R. Lane made a motion to Enter Executive Session at 6:30.

N. Johnson seconded the motion.

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

II. Superintendent Report

A. PCA Resignation

Bubber Birdsong has requested to be released from his contract effective October 9, 2025.

R. Lane made a motion to Release Bubber Birdsong from his 25-26 Teaching contract at PCA.

N. Johnson seconded the motion.

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

B. PCA - Operational CPF Dashboard

PCA is on target to meet on Operational CPF.

C. SCCA - Operational CPF Dashboard

Spring Creek is on target to meet on Operational CPF.

D. Enrollment Updates

PCA enrollment as of Oct. 7 (FTE Count Day) was at 564 (a 3.4% variance from enrollment projections submitted to the SCSC- approaching standards), and 77 on the waiting list.

SCCA enrollment as of Oct. 7 (FTE Count Day) was at 474 (a 4.4% variance from enrollment projections submitted to the SCSC- approaching standards), and 72 on the waiting list.

Kylie has tasked the principals of each school to implement an aggressive Open Enrollment Marketing campaign to increase our numbers. She is asking for Board member help as well.

E. PCA New Hire - Vote

Kylie is recommending the Board hire Hunter Preston, Student Teacher assigned to Matt Fowler, to fill the part-time position open due to the resignation of Bubber Birdsong. Hunter will graduate in December with a Health/PE degree. He will assume the duties of Middle School Baseball Coach as well.

R. Lane made a motion to Approve hiring Hunter Preston for the part-time position open due to the resignation of Bubber Birdsong.

N. Johnson seconded the motion.

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

III. CFO/Business Director Report

A. Pataula - monthly financial reports

The Finance Committee reviewed Pataula financials through August 2025. PCA is on track to meet on Financial CPF.

B. Pataula - technology surplus

Cheryl is requesting approval to Surplus the attached list of obsolete technology to Premier Surplus, INC. This is inline with our technology disposition policy.

R. Lane made a motion to Approve the surplus of the attached list of obsolete technology to Premier Surplus, INC.

G. Flowers seconded the motion.

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

C. Pataula - DNR Consent Order

Cheryl informed the board about a consent order received from the Georgia Department of Natural Resources, EPD Division. Pataula has been operating under a disturbance permit since 2015. Because the permit expired and was not renewed, the school is required to pay a \$1,800 penalty and submit a landscape plan to establish final stabilization. Once the plan is approved by the EPD, it must be fully implemented within 11 months.

D. Pataula - fencing approval

The Finance Committee is requesting full Board approval to spend \$9104.47 with Quality Fencing to install a fence around the parking lot and field house at PCA. Safety Grant funds will be used. This will keep vehicles from driving on the grass and help with erosion and safety issues.

R. Lane made a motion to Approve the use of Security and Safety Grant fund for Quality Fencing to install a fence around the parking lot and new field house at PCA at a cost of \$9104.47.

N. Johnson seconded the motion.

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

E. Pataula - radio purchase

The Finance Committee is requesting full Board approval for Mobile Communications to upgrade the Radio system at Pataula at a price of \$12,915.

R. Lane made a motion to Approve Mobile Communications upgrade to the Radio system at PCA at a price of \$12,915.

N. Johnson seconded the motion.

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

F. SCCA - monthly financial reports

The Finance Committee reviewed Spring Creek financials through August 2025. SCCA is on track to meet on Financial CPF.

G. SCCA - Termination of SNP part-time employee

School administration and the SNP director at SCCA are recommending the termination of SNP employee Angela Nash. She has been through the progressive disciplinary process.

R. Lane made a motion to Approve the termination of SCCA SNP employee Angela Nash.

L. Hixon seconded the motion.

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

H. SCCA - SNP Position Change

School administration and the SNP Director at SCCA are requesting the open part-time SNP position be increased to a full time position. SNP guidelines and workload show the need for this increase.

R. Lane made a motion to Approve the change of the open part-time SNP position at SCCA to a full time position.

L. Hixon seconded the motion.

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

I. SCCA - Recommendation for SNP position

Cheryl and the SNP director are recommending Brooklyn Moore for the open SNP position at SCCA.

R. Lane made a motion to Approve Brooklyn Moore for the open SNP position at SCCA.

L. Hixon seconded the motion.

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

J. PCA INC Financial Policy Amendment - Vote

The finance committee is requesting approval to amend the financial policy for PCA INC to include more information regarding emergency purchases.

R. Lane made a motion to Approve the PCA INC Financial Policy as amended.

G. Flowers seconded the motion.

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

IV. Governance Committee Report

A. Board Member Nominations

The Board discussed the interview with Gail Whalen, prospective Board Member.

G. Flowers made a motion to Nominate Gail Whalen as a Board member.

R. Lane seconded the motion.

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

B. Annual Board Retreat

Scheduled for January 23, 2025. Cheryl will contact Erin Lenz, Marketing Director, for assistance with locating a venue and planning for the event.

C. SCCA INC - Bylaws

The Governance Committee is requesting approval to adopt the bylaws for the newly formed Spring Creek Charter Academy INC.

G. Flowers made a motion to Approve the bylaws for newly formed Spring Creek Charter Academy INC.

N. Johnson seconded the motion.

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

D. PCA INC - Bylaws

Due to the newly formed Spring Creek Charter Academy INC, the bylaws for Pataula Charter Academy INC were amended. The Governance Committee is requesting Board approval.

R. Lane made a motion to Approve the amended Pataula Charter Academy INC bylaws.

J. Duncan seconded the motion.

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

V. VI. Ad Hoc Facility Committee

A. Spring Creek - Facility Update

This item has been amended to be a voting item. The facility committee recommends selecting CGM Construction as the Construction Manager at Risk for our new Spring Creek project. This recommendation follows a thorough evaluation and scoring process of the three firms that submitted proposals. CGM achieved the highest overall score and offered the lowest general conditions and overhead fees.

R. Lane made a motion to award CGM as CM at Risk for the new construction at Spring Creek Charter Academy.

J. Duncan seconded the motion.

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

VI. Closing Items

A. Adjourn Meeting

R. Lane made a motion to Adjourn the meeting at 7:38.

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 7:38 PM.

Respectfully Submitted,

L. Hixon