



# Pataula Charter Academy

## Minutes

### November 2025 Board Meeting

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**Date and Time**

Monday November 17, 2025 at 6:00 PM

**Location**

Spring Creek Charter Academy lunchroom

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**Directors Present**

G. Flowers, G. Whalen, J. Apke, J. Duncan, L. Hixon, R. Lane

**Directors Absent**

J. Earp, K. Gilbert, N. Johnson

**Ex Officio Members Present**

C. Weathersby, K. Holley

**Non Voting Members Present**

C. Weathersby, K. Holley

**Guests Present**

L. Adkinson

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**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 Nov 17, 2025 at 6:15 PM.

### **C. Approve Agenda**

G. Flowers made a motion to approve the Agenda.

J. Apke seconded the motion.

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

### **D. Approve Minutes**

G. Flowers made a motion to approve the minutes from October 2025 Board Meeting on 10-20-25.

J. Duncan 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 minutes from October 20, 2025.

J. Duncan 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 6:17.

J. Apke seconded the motion.

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

## **II. Superintendent Report**

### **A. PCA Teacher Hiring Recommendation**

G. Flowers made a motion to remove this item from the agenda as it was previously voted on.

J. Apke seconded the motion.

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

### **B. PCA Paraprofessional Hiring Recommendation**

G. Flowers made a motion to approve the hiring of Chelsea Henderson for a Paraprofessional position at PCA.

J. Duncan seconded the motion.

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

**C. PCA - Operational CPF Dashboard**

Monitoring has been completed, we are awaiting the final report. PCA is on target to meet on Operational CPF.

**D. SCCA - Operational CPF Dashboard**

Monitoring has been completed, we are awaiting the final report. PCA is on target to meet on Operational CPF.

**E. Enrollment Updates**

Open Enrollment for the 2026-2027 SY has begun. Marketing plans are underway.

- PCA enrollment variance is expected to earn an "approaching standards" on the CPF, based on

October 2025 FTE count.

- SCCA enrollment variance is expected to earn an "approaching standards" on the CPF, based on

October 2025 FTE count.

**III. CFO/Business Director Report**

**A. Pataula - monthly financial reports**

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

**B. SCCA - monthly financial reports**

The Finance Committee reviewed SCCA monthly financials through September 2025. SCCA is on track to meet on Financial CPF.

**C. Pataula - Sound system purchase**

The Finance Committee voted to approve an upgrade to the sound system in the PCA gym to help with assembly gatherings and sport announcements. They are requesting full Board approval to purchase a sound system from Live Sound Consulting for \$12,050.

J. Duncan made a motion to approve the purchase of a sound system from Live Sound Consulting for \$12,050.

R. Lane seconded the motion.

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

**IV. Governance Committee Report**

**A. Annual Board Retreat**

The annual Board retreat is set for January 23, 2026 at Hotel Duval in Tallahassee. Please let Cheryl know if you will be spending one night or two.

## **B. Board Committees**

Now that all Board seats are occupied, committees need to be reorganized - after discussion the following committees and committee chairs have been appointed:  
Finance Committee - Jamie Earp, Chair; Grayson Flowers, Josh Apke.  
Governance Committee - Lindsey Hixon, Chair; Nicole Johnson, Josh Duncan.  
Academic Excellence Committee - Ronnie Lane, Chair, Kakeya Gilbert, Gail Whalen.

## **V. VI. Ad Hoc Facility Committee**

### **A. Spring Creek - Facility Update**

The Ad Hoc Facility Committee gave an update on new Construction at SCCA. Grayson, Cheryl and Heather met with the Development Authority of Bainbridge & Decatur County regarding our request for Bond Issuer. The authority board approved our request for bond issuance. There are several steps to get us to closing with a TEFRA Hearing and Decatur County Commissioner approval on December 9th. Then we will have a bond validation hearing in January and a Superior Court proceeding in February to finalize all of the legal procedures. We should be able to close on the bond in March. All construction plans are being finalized now so we can apply for our land disturbance permit.

### **B. SCCA - Lawyer Engagement Letters**

The Committee is requesting approval to sign engagement letters with the law firms that will serve as borrowers counsel and bond counsel for closing on the bond.

R. Lane made a motion to approve signing of the engagement letters.

J. Apke seconded the motion.

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

## **VI. Academic Excellence Committee**

### **A. Set Academic Excellence Committee Meeting**

The next meeting of the Committee is set for Thursday, December 4, 2025.

## **VII. 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 6:40 PM.

Respectfully Submitted,  
L. Hixon