

**PROVIDENCE CREEK ACADEMY  
BOARD OF DIRECTORS MONTHLY MEETING  
Tuesday, August 29, 2017  
7:00 P.M.  
Providence Creek Academy Library**

**Board of Directors Present: Amy Santos, Melissa Rhoads, Gary Stulir, Lisa Moore, Elizabeth Colombo-Kutch and Guy Cooper**

**Administration Present: Chuck Taylor, Audrey Erschen**

1. **Call to Order, Pledge of Allegiance, Moment of Silence** – 7:00p.m.
2. **Changes to the Agenda**
3. **Presentation of Awards**
4. **Opportunity to address the Board of Directors** – Presentation of Discovery Camp (instructors and students). The individuals spoke about the fun things learned and taught at Discovery Camp. Students followed this presentation up with a few small demonstrations.

Presentation of PTO Board, calendar and revised by-laws by PTO Board President.

5. **Approval of the July 25, 2017 Board Meeting Minutes** – Lisa Moore made the motion. Elizabeth Columbo-Kutch seconded the motion. All in favor? Motion is approved.
6. **Board Committee Reports**
  - a. **CBOC Committee** – The meeting took place on August 23<sup>rd</sup>. The revenue is 65.36%. July expenditures are 9.15%. That puts PCA at 0.082% over budget. State cuts are approximately \$105,000, \$55,000 for PCA. Expenses have been cut over \$50,000 on the preliminary budget.
  - b. **Oversite Committee** - Meeting in next 2 months
7. **Reports**
  - a. **Head of School** - School has started, quick summer and here we are again, back for another year. This week has been exciting with the teaching staff back. We have undergone training for our new reading series, Guided Reading through Scholastic, Eureka Math training, Nurse training, field trips, Board Policy review and many more in preparation for the return of students on Monday. Overall a great way to start the year.

Our Auditors were here during the week of August 7<sup>th</sup>, we provided them with whatever they requested and up to this point we have not received any more requests for information. All of our targeted vendors were sent emails to confirm

our balances. We should receive the preliminary Audit within the next 3 weeks. I will keep you posted.

On August 14<sup>th</sup> we had a conference call with PNC, the USDA to discuss the funding. The USDA needed more information on the financing that PNC could provide. I believe there was some confusion concerning the interest rates. After a 30 minute call it appears that we are moving forward. I have not received any further request for information from the USDA. We are in the waiting mode for now.

We have increased the duties of our Math and Reading Specialist. Our mission this year as stated is to increase the delivery of instruction to our students. This requires more time in the classroom with the teachers by our specialist. Last year our specialist were providing instruction to our RTI tier 3 students, their schedule was full. This year we have hired 2 para's to work with the Tier 3 students. Mrs. English, a certified teacher, who taught here prior to her maternity leave will be working with the tier 3 math students and Ms. Joyner, who is presently a para and who is working on her teaching certification will be working with the tier 3 reading students. Both of the Para's are an asset to our implementing our mission. This plan increases the quality of instruction across the entire spectrum.

All positions are filled with the exception of World Culture and Art. Both of these positions become open at the last minute and we have advertised and will conduct interviews as soon as possible. In the interim we will fill the positions with substitutes.

After reviewing our Board Policies there are some minor changes that I am recommending for revision. Our Employment Agreement stated we had a contract, we use an Employment Agreement, we need to take the word "Contract" out and replace it with "Employment Agreement." The Organizational Chart has been modified to reflect the change in responsibilities. We also had to create a "Meal Charge Policy" for the Dining Hall. This policy was approved by DOE.

Each Year all Charter Schools in Delaware must submit a "Mission Specific Goal" for the upcoming school year. We had to provide proof to DOE that the Goal was completed. I submitted the documentation on August 4. Our goal was to fully

implement Eureka Math. We did accomplish that goal as required. A copy of the information that was submitted is attached.

There are still many unknowns with the budget this year. As of now we will not receive approximately \$150,000.00. We have not received our allocations for transportation, benefit cost, and other allocations. As we move forward we should receive this information in a timely manner. Until then we are reducing supplies and other items to reduce our expenditures. We are on a major path to achieve this.

On Saturday the Boy Scout Eagle project is scheduled to start. Mr. Virden will rebuild the stage near the pond. He will also rebuild the seats that are there.

b. Principal - **Open Enrollment:**

Current enrollment for the 2017-2018 school year is as follows:

Grade	Pre-K Ratio 12.8		K-3 Ratio 16.2		4-12 Ratio 20.0		Basic Ratio 8.4		Intensive Ratio 6.0		Complex Ratio 2.6		Total	
	Pupils	Units	Pupils	Units	Pupils	Units	Pupils	Units	Pupils	Units	Pupils	Units	Pupils	Units
KN	0	0.00	<u>76</u>	4.69	0	0.00	0	0.00	<u>2</u>	0.33	0	0.00	<u>78</u>	5.02
01	0	0.00	<u>79</u>	4.88	0	0.00	0	0.00	0	0.00	0	0.00	<u>79</u>	4.88
02	0	0.00	<u>78</u>	4.81	0	0.00	0	0.00	0	0.00	0	0.00	<u>78</u>	4.81
03	0	0.00	<u>76</u>	4.69	0	0.00	0	0.00	0	0.00	0	0.00	<u>76</u>	4.69
K-3	0	0.00	<u>309</u>	19.07	0	0.00	0	0.00	<u>2</u>	0.33	0	0.00	<u>311</u>	19.40
04	0	0.00	<u>3</u>	0.19	<u>74</u>	3.70	<u>1</u>	0.12	0	0.00	0	0.00	<u>78</u>	4.01
05	0	0.00	<u>1</u>	0.06	<u>72</u>	3.60	<u>2</u>	0.24	0	0.00	<u>1</u>	0.38	<u>76</u>	4.28
06	0	0.00	0	0.00	<u>77</u>	3.85	<u>3</u>	0.36	0	0.00	0	0.00	<u>80</u>	4.21
07	0	0.00	0	0.00	<u>63</u>	3.15	<u>3</u>	0.36	<u>2</u>	0.33	0	0.00	<u>68</u>	3.84
08	0	0.00	0	0.00	<u>68</u>	3.40	<u>3</u>	0.36	0	0.00	0	0.00	<u>71</u>	3.76
4-12	0	0.00	<u>4</u>	0.25	<u>354</u>	17.70	<u>12</u>	1.43	<u>2</u>	0.33	<u>1</u>	0.38	<u>373</u>	20.09
PK-12	0	0.00	<u>313</u>	19.32	<u>354</u>	17.70	<u>12</u>	1.43	<u>4</u>	0.67	<u>1</u>	0.38	<u>684</u>	39.50

We have had a handful of students withdraw in the last few days, but Mrs. Willey is working to keep our enrollment full. We still have students applying with 236 applicants on the waiting list.

**eSchoolPLUS:** Scheduling and homeroom assignments was completed on Friday, August 18, 2017. 689 students were scheduled into 425 classes and 29 homerooms. Schedule changes are currently being made to ensure the best placement for our students. I'd like to thank, Mr. Brian Walley, Doctorate Intern from DSU for his assistance in scheduling. I couldn't have completed it without him working on it while I was away.

**Special Education:**

ESY services concluded for the summer on August 3rd. Mrs. Knorr-Hayden and our Special Education team have been receiving records of incoming students, reviewing student schedules and making plans for the upcoming year. We were saddened to receive the resignation of Mrs. Amy Roscoe, but are happy to welcome Mr. Nolan Katz who moves from a paraprofessional to our Upper School Special Educator. The team is excited for the new year.

**Promotion/Retention/Summer School:**

Summer school ended on August 3<sup>rd</sup>, and all 4 students exhibited growth meeting the requirement for promotion. Thank you to Mrs. Brewer for all she did to make the program a success.

**Consolidated Application:** The SY17/18 Consolidated Grant Application is in Revision Status. Areas of revision include ESSA Requirements, Title I, Part A: Budget, Title II, Part A Budget, and IDEA Budget. Budget Allocations were changed after submission, so modifications need to be made. My goal is to resubmit not later than September 15<sup>th</sup>.

**Preservice Professional Development**

Sheila Oates from Scholastic has provided our reading teachers with very valuable training over the last week. She gauged our staff needs and made adjustments in the presentation to meet those needs. Mrs. Jennifer Morris assisted and prepared our staff during training the week prior.

Mrs. Amanda Silcox has also been preparing our teachers for our second year of implementation of Eureka math curriculum.

Mrs. Laura Davis, Nurse, Mrs. Joan Messick, Interventionist, and Ms. Courtney Dowell also reviewed procedures for the upcoming year, covering medical, behavior and evaluations. During this time, I reviewed teacher professional responsibilities and some general information.

The climate is one of excitement with many positive comments. I believe everyone is looking forward to an excellent year. Thank you to all for the great learning that has taken place.

- c. Finance Report
- 8. New Business
  - a. Action Items
    - 1. **FY 2017-2018 July 31, 2017 Preliminary Budget –**

Melissa Rhoads made the motion. Elizabeth Colombo-Kutch seconded the motion. All in favor? Motion is approved.

**2. DOE Preliminary Monthly Budget July 31, 2017 –**

Melissa Rhoads made the motion. Gary Stulir seconded the motion. All in favor? Motion is approved.

**3. Employment Agreement Policy Revisions –**

Elizabeth Colombo-Kutch made the motion. Lisa Moore seconded the motion. All in favor? Motion is approved.

**4. Organizational Chart Revision –**

Gary Stulir made the motion. Melissa Rhoads seconded the motion. All in favor? Motion is approved.

**5. Meal Charge Policy –**

Elizabeth Colombo-Kutch made the motion. Lisa Moore seconded the motion. All in favor? Motion is approved.

**6. Resignation of Staff –**

Melissa Rhoads made the motion. Elizabeth Colombo-Kutch seconded the motion. All in favor? Motion is approved. Guy Cooper abstained.

**7. Hiring of Staff –**

Elizabeth Colombo-Kutch made the motion. Lisa Moore seconded the motion. All in favor? Motion is approved. Guy Cooper abstained.

**8. Breakfast price adjustment for adult meals: \$2.35 –** Melissa Rhoads made the motion. Elizabeth Colombo-Kutch seconded the motion. All in favor? Motion is approved.

**9. Next Board Meeting date/Adjournment (9/26/17, 7:50p.m.) –** Melissa Rhoads made the motion. Elizabeth Colombo-Kutch seconded the motion. All in favor? Motion is approved.