

**PROVIDENCE CREEK ACADEMY**  
**BOARD OF DIRECTORS MONTHLY MEETING**

**Tuesday, April 25, 2017**

**7:00 p.m.**

**Providence Creek Academy Library**

**Present:** Amy Santos, Gary Stulir, Lisa Moore, Guy Cooper, Elizabeth Columbo-Kutch, Melissa Rhoades

**Staff Present:** Charles Taylor, Audrey Erschen, John Epstein

- 1. Call to Order, Pledge of Allegiance, Moment of Silence** – 7:10 P.M.
- 2. Changes to the Agenda:** *N/A*
- 3. Presentation of Awards:** Performance by member of PCA Drama Club.
- 4. Opportunity to address the Board of Directors:** Lori Thomas stepping down as PTO President.
- 5. Approval of the March 28, 2017 Board Meeting Minutes:** **Melissa Rhoades** made the motion, Elizabeth Columbo-Kutch seconded. All in favor? Motion approved.

**6. Board Committee Reports**

- a. CBOC:** Revenue is 96.87%. We are on track.  
Expenditures: benchmark for March is 75%. Actual expenditures were 75.66% for March. We are .66% over, due to three pay periods in March. Kevin Curry presented data on school lunches. **b. Oversight Committee:** Did not meet.

**7. Reports**

- a. Head of School:** The PCA Foundation is now a real 501 c3 as of April 3, 2017. This means that all of our work to get us eligible for the USDA Loan is in order. We are still waiting for the “Continuing Resolution” to be approved in Washington. According to the news, this must be completed by April 28. If not then the Government will shut down. We will see, this benefits both parties.

In your Board Packet there is a request to add “or look alike” to the Level Three Offenses under Possession or use of Alcohol, Drug, Tobacco. There are students who like to think they are who they are not. They will crush candy and make believe it is a drug or something like that. This is not listed in our policy. In addition we request a change in our Grading & Promotion Retention Policy. The change is based on passing percentage, elimination of the Academic Excellence Committee for this policy and the end of year assessment. The changes are marked on the proposed policy.

The PCA Pay Committee is scheduled for April 27, 2017. We hope to have a recommendation to the Board by the May Board Meeting. We must keep in mind the budget loss for next year as we move forward.

I hope to have the Drama Club, the All State Chorus and the Children’s Choir at the Board Meeting; we have letters we want to give them for their outstanding performances.

Mrs. Santos and I are scheduled to attend a seminar on fund raising with the Charter School Network on Wednesday from 9:00 until 1:00 P. M. This should be an interesting seminar and hopefully we can bring something back that will assist our cause. Please let me know if you would like to attend.

There was a combined effort to build 2, 8’x16’ raised garden beds for Ms. Pizzi second grade class earlier this month. Her class will plant a vegetable garden after Easter Break and we hope to give the fruits of their labor to our Dining Hall as the plants mature. It was a nice experience for the students, parents, and staff to build the gardens, rake, and remove stones from the dirt that was distributed into the gardens. We will see vegetables growing soon.

Spring Academy will start on Tuesday of next week. We have a small amount of students attending. Every student counts, we hope this Academy will assist them in progressing.

**b. Principal’s Report:**

**Open Enrollment:**

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

Grade	Capacity	Current Enrollment	Invited, not Accepted	Accepted, not Registered
KN	<u>75</u>	70	<u>5</u>	<u>64</u>

Grade	Capacity	Current Enrollment	Invited, not Accepted	Accepted, not Registered
01	<u>0</u>	79	<u>1</u>	<u>0</u>
02	<u>0</u>	80	<u>0</u>	<u>1</u>
03	<u>2</u>	79	<u>0</u>	<u>3</u>
04	<u>1</u>	77	<u>0</u>	<u>1</u>
05	<u>1</u>	77	<u>0</u>	<u>1</u>
06	<u>0</u>	77	<u>0</u>	<u>2</u>
07	<u>1</u>	75	<u>0</u>	<u>0</u>
08	<u>0</u>	73	<u>0</u>	<u>0</u>
Total	80	687	<u>6</u>	<u>72</u>

We are fully enrolled with 203 applicants on the waiting list. We had more than the required 80% enrollment for our April 1 Unit Count.

**Unit Count:** The snapshot for April 1<sup>st</sup> Unit Count was taken on April 3, 2017. On this date we are supposed to have 80% of our approved charter enrollment. We had 683 students enrolled, which is 102% of the approved 669. This qualifies us for 39.61 units. The next snapshot will be taken on May 1<sup>st</sup>, upon which our initial funding is based.

**Special Education:**

Compliance Monitoring Audit: Our Corrective Action Plan update was submitted on April 13, as required. Individual student corrections for the five identified student was completed. The next update is due on May 15, 2017.

**CRDC:** PCA's submission is complete. The due date was April 24<sup>th</sup>. If interested, I will provide a copy of the data submitted.

**2017-2018 Calendar Submission:** The approved calendar for 2017-2018 and Hourly Attendance Survey were submitted to the Department of Education on March 31, 2017. Confirmation of the submission was confirmed.

**c. Curriculum Report:**

The state testing window has opened and Providence Creek Academy's third through eighth grade students have begun reporting to the tech lab to take the Smarter Balanced Assessment. PCA's month of April testing calendar is for English Language Arts exams. There are two components to the testing. One activity is a computer adaptive multiple choice and short

response section. The second activity is the performance task, whereby students read a selection and write a longer response to a writing prompt. The tech classes have been relocated to Mr. Lightcap's classroom in the upper school. I offer my thanks to Mr. Lightcap and Ms. Grier for their willingness to be flexible in sharing spaces to allow our tech classes to continue in a classroom setting and the state testing to occur in a central location.

Ms. Silcox (math specialist) and Ms. Morris (reading specialist) have created a calendar and plan for next year's benchmark testing and RTI (response to intervention) schedules. The plan will use our research-based curriculum as a measure of student progress and instructional strategies for students in need of support and/or enrichment. The purpose of the RTI planning is to establish set dates for certain classroom assessments (unit tests) to gauge student progress against end-of-year benchmarks to assure teachers have the information necessary to make appropriate decisions regarding student instructional needs. The plan also includes a decision-making flowchart that describes each step in the RTI process and the rationale to be used to determine appropriate placements and potential referrals to the instructional support team. The best-practices imbedded in the PCA RTI structure should increase academic performance in both ELA and math as well as reduce the amount of time students require remediation to gain skills they are lacking.

Purchase orders have been issued to secure our new guided reading curriculum and the continuation of our adoption of Eureka mathematics. Our guided reading curriculum texts are anticipated to arrive in early July. Training for our teachers in the full implementation of the guided reading program will occur in late August 2017. The continuation of Eureka mathematics will include purchases of student and teacher editions for grade levels kindergarten through eighth grade. Teachers will continue to have access to online resources for purposes of remediation and enrichment. The purchase of the pre-printed math workbooks will serve to reduce the amount of copying necessary to implement all facets of the Eureka math curriculum components. Teachers and students alike have shared how much more they have learned this school year in their conceptual understanding of mathematics and improved their problem solving abilities.

With the addition of a new PCA library media specialist, PCA's library is poised to undergo a major evolution into 21<sup>st</sup> century learning. The library will be reconfigured to best meet the needs of student grade spans (K-2, 3-5, 6-8) with soft spaces and visuals to encourage increased literacy and greater circulation of existing texts. The collection requires a significant purge to weed out the outdated and rarely circulated books. This task will facilitate easier navigation within the stacks and allow students to quickly peruse potential books for reading material. Instructional changes will occur beginning next school year as "Library" as a specials class becomes a graded school function. There are countless research and library skills that effective 21<sup>st</sup> century learners need to master to remain successful in school. I am eager to see the expected collaboration between the library, classroom teachers, and other specials classes.

**d. Finance Report:** Revenue is 96.87%. Expenditures: benchmark for March is 75%. Actual expenditures were 75.66% for March. We are .66% over. We are officially in possession of a P-Card, which is reconciled each month and presented to the CBOC.

## **8. New Business**

### **a. Action Items**

**1. FY 2016 -2017 March 31, 2017 Preliminary Budget :** Melissa Rhoades made the motion. Gary Stulir seconded. All in favor? Motion approved.

**2. DOE Monthly Budget March 31, 2017:** Elizabeth Columbo-Kutch made the motion. Melissa Rhoades seconded. All in favor? Motion approved.

**3. Student Code of Conduct Revision:** Melissa Rhoades made the motion. Lisa Moore seconded. All in favor? Motion approved.

**4. Grading and Promotion-Retention Policy Revision:** Melissa Rhoades made the motion. Elizabeth Columbo-Kutch seconded. All in favor? Motion approved.

**5. Resignation of Staff:** Elizabeth Columbo-Kutch made the motion. Lisa Moore seconded. All in favor? Motion approved. Guy Cooper abstained.

**6. Hiring of Staff:** Elizabeth Columbo-Kutch made the motion. Melissa Rhoades seconded. All in favor? Motion approved. Guy Cooper abstained.

**9. Next Board Meeting/Adjournment:** (May 23rd ) Motion to return to Executive Session – Gary Stulir made the motion. Melissa Rhoades seconded. All in favor? Motion approved.