

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

**Tuesday, June 21, 2016**

**7:00 p.m.**

**Providence Creek Academy Library**

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

**Staff Present: Charles Taylor, Danielle Moore.**

- 1. Call to Order, Pledge of Allegiance, Moment of Silence – 7:04p.m.**
- 2. Changes to the Agenda: 10, 11 and 12 under New Business**
- 3. Presentation of Awards – Ballet Company**
- 4. Opportunity to address the Board of Directors – N/A**

**5. Approval of the May 24, 2016 Board Meeting Minutes: Elizabeth Columbo-Kutch made the motion, Lisa Moore seconded. All in favor? Motion passed.**

**6. Board Committee Reports**

a. **CBOC:** Revenue is at 98.57%. Expenditures benchmark for May 91.67% with actual expenditures at 91.81%. Mrs. Erschen reviewed the placement of appropriate employees to be included in the Consolidated Grant FY 2016-2017.

Next meeting: July 19 at 2:00p.m.

b. **Oversight Committee:** Next meeting to be determined.

c. **Head of School Search Committee:** Informal visits for Head of school will take place June 29-July 1.

**7. Reports**

a. **Head of School:** Preliminary Audit begins June 22, 2016. Young Actors Guild is offering a camp in August at PCA. Information has been sent to parents regarding the camp. There is a new Audit Law that will be passed this year. This law states that auditors must be licensed in Delaware and meet certain criteria during the auditing process. PCA will be the only charter school involved in a new DPAS study.

Summer Camp begins on Monday, June 27<sup>th</sup>. Summer School began on Monday, June 20<sup>th</sup>.

b. **Principal's Report:** As submitted. Mr. Taylor shared a letter written to the PCA Ballet Theater from Mrs. Erschen, commending them on their efforts as a dance company, the progress they have made and the good they have done for PCA.

c. **Finance Report:** There are some categories on the budget that are over spent and some that are under spent. Revenue is 98.57%.

d. **Curriculum Report:** There were some issues with the implementation of the new grading policy for grades K-2. This new policy created some confusion with parents. With help from Mrs. Erschen and Mr. Taylor the concerns were addressed and professional development will be provided to the teachers at the beginning of the school year to ensure that there is consistency among teachers.

Mentoring: All teachers in the program have fulfilled their requirements and will either move onto the next year of mentoring or they will be receiving their continuing license. PCA was awarded the Comprehensive Induction Program grant from DOE.

At the beginning of May, a documentation was submitted to DOE regarding PCA's Internet Safety Curriculum and implementation. A desk audit was conducted and PCA was in compliance with all requirements.

e. **School Climate Report:** Committee meeting took place on May 19.

Discussions included...

Athletic Participation Policy: This policy will allow coaches to have an individual contract with their own team. This policy will be revised for the new school year.

Code of Conduct: All code of conduct policies will be combined to create one code of conduct that includes the same expectations across the board including during school hours, athletics, bus etc.

## 8. New Business

### a. Action Items

1. **FY 2015 -2016 May 31, 2016 Preliminary Budget:** Elizabeth Columbo-Kutch made the motion, Chris Craig seconded. All in favor? Motion passed.

2. **DOE Monthly Budget May 31, 2016:** Chris Craig made the motion, Elizabeth Columbo-Kutch seconded. All in favor? Motion passed.

3. **Approval of Employee Bonuses:** Lisa Moore made the motion, Chris Craig seconded. All in favor? Motion passed.

4. **Leave of Absence:** Lisa Moore made the motion, Guy Cooper seconded. All in favor? Motion passed.

**5. Resignation of Staff (As discussed in executive discussion):** Chris Craig made the motion, Elizabeth Columbo-Kutch seconded. All in favor? Motion passed.

**6. Hiring of Staff:** Elizabeth Columbo-Kutch made the motion, Lisa Moore seconded. All in favor? Motion passed.

**7. Extra Duty Pay Adjustment:** Lisa Moore made the motion, Elizabeth Columbo-Kutch seconded. All in favor? Motion passed.

**8. Contract Adjustment :** Elizabeth Columbo-Kutch made the motion, Lisa Moore seconded. All in favor? Motion passed.

**9. Approval of Five Year Audit Firm:** Gary Stulir made the motion, Lisa Moore seconded. All in favor? Motion passed.

**10. Approval to Start Foundation Creation Process:** Gary Stulir made the motion, Elizabeth Columbo-Kutch seconded. All in favor? Motion passed.

**11. Approval to Secure USDA Loan:** Elizabeth Columbo-Kutch made the motion, Lisa Moore seconded. All in favor? Motion passed.

**12. Approval of Cost Analysis for New Projects:** Gary Stulir made the motion, Chris Craig seconded. All in favor? Motion passed.

**9. Next Board Meeting/Adjournment:** July 26<sup>th</sup>/7:40p.m. – Lisa Moore made the motion, Guy Cooper seconded. All in favor? Motion passed.