

**Providence Creek Academy Charter School
Board of Directors Monthly Meeting
June 27th, 2022
6:00 P.M.
Providence Creek Academy Board Room
Conference Call: (513) 386-0000
Access Code: 290054**

Attendees:

Board of Directors Members

Lisa English

Chuck Mosher

Joe Rogerson

Amy Wharry

Elizabeth Colombo-Kutch

Adrian Peoples

Denise Stouffer

Other Attendees:

Rachael Straightiff

Bill Bentz

Regular Meeting 6:00 P.M.

1. **Call to Order**
2. **Pledge of Allegiance, Moment of Silence**
3. **Public Comment**-Opportunity to address the Board of Directors
4. **Approval of the May 23rd, 2022 Board Meeting Minutes**
 - a. First Motion to Approve: Adrian Peoples
 - b. Second Motion to Approve: Joe Rogerson
 - c. Motion was approved.
5. **Board Committee Reports:**
 - a. CBOC Committee
 - a. The CBOC Report for the May 31, 2022 budget was presented by Chuck Mosher.
 - a. PCA has received over 99% of its funding with a projected surplus of \$160,218.98.
 - b. PCA has spent 80% of expenditures, which is 11% under the actual percentage for the month.
 - c. The PNC Bank Statements and PCard was reviewed for this month.
 - b. The Preliminary Budget for FY23 was presented by Bill Bentz.
 - a. The preliminary budget was based on 729 students for SY22/23 with the appropriate revenue appropriations updated to reflect the increase of students.

- b. Due to the way payroll falls in FY23, there will be a 27th pay for the full-time/annualized employees that remain with PCA for the entire contract year. PCA will receive state funding for the state portion of salaries for the 27th pay.
 - c. PCA currently plans to expend \$2,100,000 in construction costs for the additional of six classrooms on the Upper School and enclosure of the Lower School Pavilion. The current plan is to spend \$250,000 for the enclosure of the Lower School Pavilion from ESSER III (40820) with the remaining \$1,850,000 being spent through local and state funds.
 - d. Based on the current budget, PCA expects to use \$1,931,673.27 from Local District Carryover. This is money pulled from PCA's local district funds that have accumulated. The funds are slated to be used for the expansion project.
 - e. PCA projects that local funds have increased by approximately \$800,000 to start FY23.
- b. Website Committee
 - a. The Website Committee Report was presented by Denise Stouffer. The preliminary website was presented to the Board of Directors. The new website is set to launch before the beginning of the next school year.
 - c. Expansion Committee
 - a. The Expansion Committee Report was presented by Denise Stouffer. PCA received only one quote for the enclosure of the Lower School Pavilion. Due to this, the Expansion Committee is proposing to combine the Lower School Pavilion enclosure with the additional classrooms to the Upper School. In addition, the Committee is recommending to look for Construction Managers instead of a General Contractor.

6. Reports:

- a. Head of School Report
 - a. The PCA Head of School Report was presented by Denise Stouffer.
 - a. PCA intends to apply for Title I, II, and IV funding for FY23 in July.
 - b. PCA intends to apply for the CSP Expansion Grant for FY23 in July.
 - c. Enrollment for SY22/23 is going well with many kindergarteners enrolled.
 - d. PCA reviewed the annual LEA IDEA Determination.
 - e. PCA is presenting the Wellness Policy for vote. This policy was presented for discussion in April of 2022.

- f. Three (3) of our Special Education Teachers are requesting professional development for Wilson Level I Certifications to support the special education students. One of these teachers will require the pre-requisite Wilson training course prior to completing the Level I Certification.
 - g. An updated organizational chart for PCA was presented to reflect current and proposed changes to positions and responsibilities.
 - h. The follow new positions were presented – Assistant Behavior Interventionist Paraprofessional, Transportation Assistant, Human Resources Coordinator, Social Studies and Science Specialist.
- 7. **Executive Session:** *Pursuant to 29 Del. C. § 10004(b) (1) and (2) Providence Creek Academy Board will call for an executive session closed to the public pursuant to subsections (c) and (e) of this section, to discuss personnel matters in which the names, competency and abilities of individual employees are discussed.*
 - a. Motion to enter Executive Session:
 - 1. First Motion to Approve: Elizabeth Colombo-Kutch
 - 2. Second Motion to Approve: Chuck Mosher
 - 3. Motion was approved
 - b. Motion to exit Executive Session:
 - 1. First Motion to Approve: Chuck Mosher
 - 2. Second Motion to Approve: Adrian Peoples
 - 3. Motion was approved.
- 8. **New Business:**
 - a. Action Item: The Board will determine if it wishes to approve the SY2021/2022 May Budget.
 - a. Motion to Approve: Elizabeth Colombo-Kutch
 - b. Motion to Second: Joe Rogerson
 - c. Motion was approved.
 - b. Action Item: The Board will determine if it wishes to approve the DOE Monthly May 2022 Budget.
 - a. Motion to Approve: Adrian Peoples
 - b. Motion to Second: Joe Rogerson
 - c. Motion was approved.
 - c. Action Item: The Board will determine if it wishes to approve the Preliminary Budget for FY23.
 - a. Motion to Approve: Chuck Mosher

- b. Motion to Second: Adrian Peoples
- c. Motion was approved.
- d. Action Item: The Board will determine if it wishes to approve the 27th pay in FY23. This will include the state, local, and federal portion of salaried full-time and annualized employees' pay that remains with PCA for the entire contract year as shown in the FY23 preliminary budget.
 - a. Motion to Approve: Elizabeth Colombo-Kutch
 - b. Motion to Second: Joe Rogerson
 - c. Motion was approved.
- e. Action Item: The Board will determine if it wishes to approve the public meeting list for the Board of Directors Meetings and CBOC Meetings for FY23.
 - a. Motion to Approve: Adrian Peoples
 - b. Motion to Second:
 - c. Motion was approved.
- f. Action Item: The Board will determine if it wishes to approve the revised Organizational Chart.
 - a. Motion to Approve: Elizabeth Colombo-Kutch
 - b. Motion to Second: Adrian Peoples
 - c. Motion was approved.
- g. Action Item: The Board will determine if it wishes to approve the general contractor for the Expansion Project should the general contractor meet the attorney required qualifications.
 - a. This action item was tabled.
- h. Action Item: The Board will determine if it wishes to approve the purchase of a school bus, not to exceed \$120,000, as shown in the FY23 Preliminary Budget.
 - a. Motion was tabled until next month.
- i. Action Item: The Board will determine if it wishes to approve the purchase of five (5) additional Smart Boards, not to exceed \$20,000, as shown in the FY23 Preliminary Budget.
 - a. Motion to Approve: Chuck Mosher
 - b. Motion to Second: Adrian Peoples
 - c. Motion was approved.
- j. Action Item: The Board will determine if it wishes to approve the purchase of classroom Chromebooks, teacher laptops, and classroom tablets, not to exceed \$40,000, as shown in the FY23 Preliminary Budget.

- a. Item amount was amended to \$58,000.
 - b. Motion to Approve: Elizabeth Colombo-Kutch
 - c. Motion to Second: Joe Rogerson
 - d. Motion was approved.
- k. Action Item: The Board will determine if it wishes to approve the Wilson Training, not to exceed \$9,000, as shown in the FY23 Preliminary Budget.
- a. Item amount was amended to \$9,529.
 - b. Motion to Approve: Chuck Mosher
 - c. Motion to Second: Elizabeth Colombo-Kutch
 - d. Motion was approved.
- l. Action Item: The Board will determine if it wishes to approve the Diamond Computer Contract Renewal for FY23.
- a. Motion to Approve: Adrian Peoples
 - b. Motion to Second: Chuck Mosher
 - c. Motion was approved.
- m. Action Item: The Board will determine if it wishes to approve the Wellness Policy.
- a. Motion to Approve: Joe Rogerson
 - b. Motion to Second: Elizabeth Colombo-Kutch
 - c. Motion was approved.
- n. Action Item: The Board will determine if it wishes to approve the summer camp field trip to the Franklin Institute on August 10, 2022 in Philadelphia, PA.
- a. Motion to Approve: Elizabeth Colombo-Kutch
 - b. Motion to Second: Adrian Peoples
 - c. Motion was approved.
- o. Action Item: The Board will determine if it wishes to approve the additional summer hours for the nurse department, not to exceed \$6,500.
- a. Motion to Approve: Chuck Mosher
 - b. Motion to Second: Elizabeth Colombo-Kutch
 - c. Motion was approved.
- p. Action Item: The Board will determine if it wishes to approve five (5) teacher resident positions for SY22/23 as shown in the FY23 Preliminary Budget.
- a. Motion to Approve: Adrian Peoples
 - b. Motion to Second: Joe Rogerson

- c. Motion was approved.
- q. Action Item: The Board will determine if it wishes to approve the Transportation Assistant position. This is an as needed position to support the transportation department.
 - a. Motion to Approve: Joe Rogerson
 - b. Motion to Second: Adrian Peoples
 - c. Motion was approved.
- r. Action Item: The Board will determine if it wishes to approve the hire of Kristine Fox as the Transportation Assistant.
 - d. Motion to Approve: Adrian Peoples
 - e. Motion to Second: Joe Rogerson
 - f. Motion was approved.
- s. Action Item: The Board will determine if it wishes to approve the Social Studies and Science Specialist position.
 - a. Motion to Approve: Elizabeth Colombo-Kutch
 - b. Motion to Second: Chuck Mosher
 - c. Motion was
- t. Action Item: The Board will determine if it wishes to approve the hire of Laurie Poore as the Science and Social Students Specialist, as shown in the FY23 Preliminary Budget.
 - i. Motion to Approve: Adrian Peoples
 - ii. Motion to Second: Joe Rogerson
 - iii. Motion was approved.
- u. Action Item: The Board will determine if it wishes to approve the resignation of Courtney Dowell effective August 5, 2022.
 - i. Item date was amended to August 19, 2022
 - ii. Motion to Approve: Chuck Mosher
 - iii. Motion to Second: Elizabeth Colombo-Kutch
 - iv. Motion was approved.
- v. Action Item: The Board will determine if it wishes to approve the Human Resources Coordinator position. This position will replace the Director of Human Resources position.
 - i. Motion to Approve: Chuck Mosher
 - ii. Motion to Second: Adrian Peoples
 - iii. Motion was approved.

- w. Action Item: The Board will determine if it wishes to approve the hire of Rachael Straightiff as the Human Resources Coordinator, as shown in the FY23 Preliminary Budget.
 - i. Motion to Approve: Adrian Peoples
 - ii. Motion to Second: Elizabeth Colombo-Kutch
 - iii. Motion was approved.
- x. Action Item: The Board will determine if it wishes to approve the hire of Allison Walker as a 5th grade teacher.
 - i. Motion to Approve: Joe Rogerson
 - ii. Motion to Second: Elizabeth Colombo-Kutch
 - iii. Motion was approved.
- y. Action Item: The Board will determine if it wishes to approve the resignation of Lisa Cusick as a teacher.
 - i. Motion to Approve: Chuck Mosher
 - ii. Motion to Second: Adrian Peoples
 - iii. Motion was approved.
- z. Action Item: The Board will determine if it wishes to approve the hire of Eric Pointer as a 5th grade teacher.
 - i. Motion to Approve: Elizabeth Colombo-Kutch
 - ii. Motion to Second: Joe Rogerson
 - iii. Motion was approved.
- aa. Action Item: The Board will determine if it wishes to approve the resignation of Molly Carroll.
 - i. Motion to Approve: Adrian Peoples
 - ii. Motion to Second: Elizabeth Colombo-Kutch
 - iii. Motion was approved.
- bb. Action Item: The Board will determine if it wishes to approve the hire of Katherine Chapin as a 2nd grade teacher.
 - i. Motion to Approve: Elizabeth Colombo-Kutch
 - ii. Motion to Second: Joe Rogerson
 - iii. Motion was approved.
- cc. Action Item: The Board will determine if it wishes to approve the resignation of Amanda Silcox.
 - i. Motion to Approve: Chuck Mosher
 - ii. Motion to Second: Adrian Peoples

- iii. Motion was approved.
- dd. Action Item: The Board will determine if it wishes to approve the hire of Sharvelle Cannon as the Dean of Academics, pending completion of her master's program.
 - i. Motion to Approve: Adrian Peoples
 - ii. Motion to Second: Elizabeth Colombo-Kutch
 - iii. Motion was approved.
- ee. Action Item: The Board will determine if it wishes to approve the part-time Behavior Interventionist position, as shown in the FY23 Preliminary Budget.
 - i. Motion to Approve: Elizabeth Colombo-Kutch
 - ii. Motion to Second: Chuck Mosher
 - iii. Motion was approved.
- ff. Action Item: The Board will determine if it wishes to approve the hire of Isaiah Kilgo-Felder as the part-time Behavior Interventionist.
 - i. Motion to Approve: Joe Rogerson
 - ii. Motion to Second: Adrian Peoples
 - iii. Motion was approved.
- gg. Action Item: The Board will determine if it wishes to approve the hire of Melissa Curley as the Cross-Country Coach, beginning SY22/23. This is an EPER position.
 - i. Motion to Approve: Elizabeth Colombo-Kutch
 - ii. Motion to Second: Chuck Mosher
 - iii. Motion was approved.
- hh. Action Item: The Board will determine if it wishes to approve the hire of Chrissy Schroeder as a summer camp counselor.
 - i. Motion to Approve: Adrian Peoples
 - ii. Motion to Second: Elizabeth Colombo-Kutch
 - iii. Motion was approved.
- ii. Action Item: The Board will determine if it wishes to approve the hire of Emily Cole as a junior summer camp counselor.
 - i. Motion to Approve: Joe Rogerson
 - ii. Motion to Second: Elizabeth Colombo-Kutch
 - iii. Motion was approved.
- jj. Action Item: The Board will determine if it wishes to approve the transition of Hummu Saydee from a paraprofessional to a substitute teacher.

- i. Motion to Approve: Adrian Peoples
 - ii. Motion to Second: Chuck Mosher
 - iii. Motion was approved.
- kk. Action Item: The Board will determine if it wishes to approve the hire of Tiffany Credle as a part-time paraprofessional.
 - i. Motion to Approve: Chuck Mosher
 - ii. Motion to Second: Elizabeth Colombo-Kutch
 - iii. Motion was approved.
- ll. Action Item: The Board will determine if it wishes to approve the resignation of Kari Dennison.
 - i. Motion to Approve: Elizabeth Colombo-Kutch
 - ii. Motion to Second: Adrian Peoples
 - iii. Motion was approved.
- mm. Action Item: The Board will determine if it wishes to approve the hire of Lisa Lutes as a part-time paraprofessional.
 - i. Motion to Approve: Joe Rogerson
 - ii. Motion to Second: Chuck Mosher
 - iii. Motion was approved.
- nn. Action Item: The Board will determine if it wishes to approve the transition of Nicole Cooper from a paraprofessional to a substitute teacher.
 - i. Motion to Approve: Elizabeth Colombo-Kutch
 - ii. Motion to Second: Adrian Peoples
 - iii. Motion was approved.
- oo. Action Item: The Board will determine if it wishes to approve the hire of Shateik Dortch as a part-time custodian.
 - i. Item was stricken from the agenda.
- pp. Action Item: The Board will determine if it wishes to approve the resignation of Stephen Andrewlavage.
 - i. Motion to Approve: Adrian Peoples
 - ii. Motion to Second: Elizabeth Colombo-Kutch
 - iii. Motion was approved.
- qq. Action Item: The Board will determine if it wishes to approve the resignation of Jenna Sellers.
 - i. Motion to Approve: Elizabeth Colombo-Kutch
 - ii. Motion to Second: Chuck Mosher

- iii. Motion was approved.
- rr. Action Item: The Board will determine if it wishes to approve the resignation of Bridgett Murphy.
 - i. Motion to Approve: Elizabeth Colombo-Kutch
 - ii. Motion to Second: Chuck Mosher
 - iii. Motion was approved.
- ss. Action Item: The Board will determine if it wishes to approve the recommendation to not renew the Evergreen Agreement for LaToya Brown for SY22/23.
 - i. Motion to Approve: Adrian Peoples
 - ii. Motion to Second: Elizabeth Colombo-Kutch
 - iii. Motion was approved.
- tt. Action Item: The Board will determine if it wishes to approve the increase of the Head of School salary by 2% pending successful completion of her evaluation.
 - a. Motion to Approve: Adrian Peoples
 - b. Motion to Second: Joe Rogerson
 - c. Motion was approved.

9. Old Business:

- a. Action Item: The Board will determine if it wishes to approve the purchase of a truck bed, not to exceed \$7,000.
 - 1. This action item was tabled.

10. Adjournment: Next Board Meeting – July 25, 2022 at 6:00pm

- 1. Motion to Approve: Adrian Peoples
- 2. Motion to Second: Elizabeth Colombo-Kutch
- 3. Motion was approved.

Note:

Pursuant to 29 Del. C. § 10004e(2), the agenda is subject to change to include additional items including executive sessions that arise at the time of the Board's meeting. The Providence Creek Academy Board reserves the right to hear any matter out of its order during the meeting. The Board may take breaks during the meeting.