

**Providence Creek Academy**

**Board of Directors Monthly Meeting**

**Tuesday, May 23, 2017**

**7:00 p.m.**

**Providence Creek Academy Library**

**Board of Directors Present: Amy Santos, Lisa Moore, Melissa Rhoades, Elizabeth Colombo-Kutch, Guy Cooper,**

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

1. **Call to Order, Pledge of Allegiance, Moment of Silence** – 7:04pm
2. **Changes to the Agenda** – No Changes
3. **Presentation of Awards** – Staff awards for dedication.
4. **Opportunity to Address the Board of Directors** – Parents expressed concern for field trip waiver.
5. **Approval of the April 25, 2017 Board Meeting Minutes** – Melissa Rhoades made the motion. Elizabeth Columbo-Kutch seconded. All in favor? Motion passed.
6. **Board Committee Reports**
  - a. **CBOC**

Revenue is 97.66%. Expenditures: benchmark for April is 83.33%. Actual expenditures were 82.67% for April. There have been statewide budget cuts stated for the state of Delaware. FDA loan will come in at \$13 million instead of \$15 million. Next meeting is June 22nd.
  - b. **Oversite Committee** – Meeting this month.
7. **Reports**
  - a. **Head of School**

Graduation is June 7, we will have 2 speakers, one is a parent and coach, the other, tentatively is Eugene Young who comes to us as a recommendation from Evan Park who is the Vice President of our Foundation. Eugene recently ran for Wilmington Mayor in the most recent election coming in second to Mayor Purzycki, he also

previously worked for Sen. Cory Booker. He currently is leading his latest non profit Network Delaware. I am awaiting final confirmation from Eugene. As part of our effort to focus our students on school when they arrive the Administrative Team is greeting all the students on busses as they get off for breakfast. Each bus competes each week for free ice cream on Friday. We have activities such as saying Good Morning back to us, saying Good Morning in a foreign language, geography questions and assorted other topics. The Administrative team is also in classrooms in the Upper School during homeroom. We are assisting the teachers in keeping the students focused on learning during this time of year. Overall I believe this is working.

The pay committee has met numerous times over the last couple of months to discuss the pay scale and the Performance Bonus Policy for 10 Month Teaching Staff. We did agree that our present pay scale needs to be updated, however the committee also knows that there are budget cuts in the works and that the pay scale may not change until we know what is being cut and how much money PCA will lose. I did explain the process with the USDA and what our current status is. We discussed the advantage of having the USDA fund us and the savings that will occur. All of this is on hold as of this writing. We did discuss a revision in the Performance Bonus Policy for 10 Month Teaching Staff. The revision would lower the DPAS11 point's form 11-12 to 10-12.

As part of our review of policy and procedures we determined that the daily pay rate for a certified nurse was outdated. We are recommending that we increase the daily rate to \$187.50 from the present rate of \$120.00 per day. This adjustment will make it easier to attract qualified nurses.

We met with the Student Council to discuss changes to our Uniform Policy. These meeting went extremely well. The entire Student Council presented their recommendation in a very professional manner and with sound reasons for their request. During the discussion we all agreed to allow inside wear as long as we follow the revised dress code. I have included the proposal in your packet.

The Phase 1 was completed and submitted to the USDA on Thursday, May 17, 2017. There were no findings during their visit or in their research. I hope this is the last piece of information the USDA needs. I did send you an update on the project last week. Nothing has changed as of this writing. The Administrative Team will make rehire recommendations this month for renewal of the employee Work Agreement. I will provide you the details during Executive Session.

The Charter Network will be holding the Annual Summer Conference at PCA on August 10 from 8:30 until 5:00 with a cook-out starting at 5:30. I will provide you more information as we get closer. The conference is for all Board Members and School Leaders.

**b. Principal's Report**

We are fully enrolled with 223 applicants on the waiting list. We had 102% of our approved enrollment for our May 1 Unit Count. Unit Count: The snapshot for May 1st Unit Count was taken on May 2, 2017. We had 684 students enrolled, which is 102% of the approved 669. This qualifies us for 39.58 units. This snapshot is what our initial funding is based.

### **Special Education:**

Compliance Monitoring Audit: Our final Corrective Action Plan update was submitted on May 19, 2017. LEA corrections for identified areas were completed. Thank you to Mrs. Knorr-Hayden, Ms. Shiber, Ms. Roscoe, and Dr. Williams for their support and dedication to strengthening the department. They attended numerous trainings, and conducted internal audits.

### **Promotion/Retention/Summer School:**

I have collected data from our teachers regarding student promotion. Currently, 42 students have been submitted for review. The recommendations are listed below: 4 Retention grades, 4 Retention attendance, 29 Summer school grades, 3 Summer school ESY, 1 On edge grades, 1 Parent request performance Once final grades are submitted students will be reviewed for final determination.

### **Child Find:**

Held last Thursday and Friday. Total of 74 students scheduled 66 that attended and 8 no-shows. Results indicated 57 students fell within "ok" range. 9 that have a potential delay. 2 coming in with IEP, 3 with speech only IEP and 4 that need an additional speech assessment done.

- c. **Finance Report-** Revenue is 97.66%. Expenditures: benchmark for April is 83.33%. Actual expenditures were 82.67% for April. P-card procedures have been reviewed. We have \$2.3million in bank.
- d. **Curriculum Report-** As submitted

## **8. New Business**

### a. Action Items

**1. FY 2016-2017 April 30, 2017 Budget** - Mrs. Rhoades made the motion, Mrs. Columbo-Kutch seconded. All in favor? Motion approved.

**2. DOE Monthly Budget April 30, 2017** - Mrs. Rhoades made the motion, Mrs. Columbo-Kutch seconded. All in favor? Motion approved.

**3. Field Trip Waiver Revision** - Mrs. Columbo-Kutch made the motion, Mrs. Moore seconded. All in favor? Motion approved.

**4. Nurse Substitute Pay Adjustment** - Mrs. Columbo-Kutch made the motion, Mrs. Moore seconded. All in favor? Motion approved.

**5. Performance Bonus Policy for 10 Month Teaching Staff Revision** - Mrs. Rhoades made the motion, Mrs. Columbo-Kutch seconded. All in favor? Motion approved.

**6. Student Dress Code Revision** - Mrs. Columbo-Kutch made the motion, Mr. Cooper

seconded. All in favor? Motion approved.

**7. Resignation of Staff** - Mrs. Rhoades made the motion, Mrs. Moore seconded. All in favor? Motion approved. Mr. Cooper abstained.

**8. Rehire of Staff** - Mrs. Rhoades made the motion, Mrs. Moore seconded. All in favor? Motion approved. Mr. Cooper abstained.

**9. Next Board Meeting date/Adjournment** – June 27th/ 8:05 Mrs. Rhoades made the motion, Mrs. Moore seconded. All in favor? Motion approved.