

**Providence Creek Academy Charter School**  
**Board of Directors Monthly Meeting**  
**May 23<sup>rd</sup>, 2022**  
**6:00 P.M.**  
**Providence Creek Academy Library**

**Members Present:**

Melissa Rhoads (President)  
Lisa Moore (Vice President)  
Chuck Mosher (Treasurer)  
Lisa English (Secretary)  
Joe Rogerson  
Elizabeth Colombo Kutch  
Adrian Peoples

**Others Present:**

Denise Stouffer (Head of School)  
Rachael Straightiff

**Regular Meeting 6:00 P.M.**

1. **Call to Order:** The meeting was called to order at 6:01pm
2. **Pledge of Allegiance, Moment of Silence**
3. **Public Comment-**Opportunity to address the Board of Directors
  - a. No members of the public present to address the Board of Directors.
4. **Approval of the April 25<sup>th</sup>, 2022 Board Meeting Minutes**
  1. Motion to approve made by: Lisa Moore
  2. Second motion to approve made by: Adrian Peoples
  3. The motion to approve the April 25<sup>th</sup>, 2022 Board Meeting Minutes was approved by the Board of Directors.
  4. Abstain: Chuck Mosher
5. **Board Committee Reports:**
  - a. CBOC Committee
    1. The school has received 98.06% of its expected funding as of April 30th, 2022.
    2. Local Special Funds and Local Food Service is projected to exceed 100% of revenue.
    3. PCA is 83% into the school year and overall expenditures are at 67.25% which is approximately 11.51% under the actual percentage for this month.
    4. Based on the current budget for FY22, PCA has a surplus of \$128,155.92.
    5. The PNC Bank Statements were reviewed for this month. PCard Reconciliation was reviewed for this month.
    6. PCA discovered fraudulent charges on the PCA Lowes Commercial Account that was not related to any PCA employees. The information, including police report, disputed charges, and the corrected statement, were presented to CBOC members.

PCA is currently working with Lowes and the Clayton Police Department to resolve the matter.

- b. Website Committee
  - 1. Content is continuing to be uploaded
- c. Expansion Committee
  - 1. RFP is ready and will be meeting in two weeks for project to be posted and bid on the project. Preliminary designs are being finalized. DDOE did approve the modification for facilities. A presentation was made to DIDA and PCA was approved for the remarketing of our bonds. The DIDA application is good for one year. The S&P credit approval rating process is continuing and they will be visiting the PCA campus on June 7<sup>th</sup>.

## 6. Reports:

- a. Head of School Report
  - 1. PCA is busy with many end of year activities.
  - 2. Field Day is June 2<sup>nd</sup>.
  - 3. Arts Nights were very successful.
  - 4. After PCA's ESSER grant was approved, PCA was notified that ESSER funds were not to be used for construction. After speaking with the Department of Education, it was recommended to put in a minor modification to pay for other costs that were pandemic related instead of for new construction. All revisions for ESSER II have been approved, and PCA is waiting to hear about approval for ESSER III funds.
  - 5. DAS Proposal for a new door and frame in the art area and to lower the areas on both sides of the main entrance
  - 6. JDM quote to repair outside hose faucets
  - 7. Diamond Computer Proposal for Technology Lab replacements
  - 8. CompTIA Quote for SY 22/23
  - 9. Fletcher Quotes for HVAC maintenance
  - 10. PCard increase for through January 31, 2023
  - 11. Updated attendance policy
  - 12. Approval of new hires
- 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 go into Executive Session made by: Joe Rogerson
  - b. Second motion to go into Executive Session made by: Elizabeth Colombo Kutch

- c. The motion to go into Executive Session was approved by the Board of Directors.
- d. Motion to come out of Executive Session made by: Adrian Peoples
- e. Second motion to go into Executive Session made by: Chuck Mosher
- f. The motion to come out of Executive Session was approved by the Board of Directors.

**8. New Business:**

- a. Action Item: The Board will determine if it wishes to approve the SY2021/2022 April Budget.
  - a. Motion to approve made by: Adrian Peoples
  - b. Second motion to approve made by: Chuck Mosher
  - c. The motion to approve the SY2021/2022 April Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly April 2022 Budget.
  - a. Motion to approve made by: Joe Rogerson
  - b. Second motion to approve made by: Adrian Peoples
  - c. The motion to approve the DOE Monthly April 2022 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the Attendance Policy.
  - a. Motion to approve made by: Elizabeth Colombo Kutch
  - b. Second motion to approve made by: Lisa Moore
  - c. The motion to approve the Attendance Policy was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the ESSER II amendment.
  - a. Motion to approve made by: Joe Rogerson
  - b. Second motion to approve made by: Chuck Mosher
  - c. The motion to approve the ESSER II amendment was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the ESSER III amendment.
  - a. Motion to approve made by: Adrian Peoples
  - b. Second motion to approve made by: Joe Rogerson
  - c. The motion to approve the ESSER III amendment was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the DAS Proposal to repair the areas on both sides of the main entrance for \$6,950.

- a. Motion to approve made by: Chuck Mosher
- b. Second motion to approve made by: Lisa English
- c. The motion to approve the DAS Proposal to lower the areas on both sides of the main entrance for \$6,950 was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the DAS Proposal for a new door and frame in the art area for \$4,650.
  - a. Motion to approve made by: Chuck Mosher
  - b. Second motion to approve made by: Adrian Peoples
  - c. The motion to approve the DAS Proposal for a new door and frame in the art area for \$4,650 was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the JDM Quote for the repair of the outside hose faucets, not to exceed \$7,000.
  - a. Motion to approve made by: Elizabeth Colombo Kutch
  - b. Second motion to approve made by: Lisa Moore
  - c. The motion to approve the JdM Quote for the repair of the outside hose faucets, not to exceed \$7,000, was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the Diamond Computer Proposal for Chromebox and Printer Proposal for Technology Lab Replacements for \$9,544.
  - a. Motion to approve made by: Adrian Peoples
  - b. Second motion to approve made by: Joe Rogerson
  - c. The motion to approve the Diamond Computer Proposal for Chromebox and Printer Proposal for Technology Lab Replacements for \$9,544 was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the CompTIA Quote for SY22/23 for \$6,074.
  - a. Motion to approve made by: Chuck Mosher
  - b. Second motion to approve made by: Elizabeth Colombo Kutch
  - c. The motion to approve the CompTIA Quote for SY22/23 for \$6,074 was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the Fletcher Quotes for HVAC maintenance for a total of \$8,653.
  - a. Motion to approve made by: Joe Rogerson
  - b. Second motion made by: Elizabeth Colombo Kutch
  - c. The motion to approve the Fletcher Quotes for HVAC maintenance for a total of \$8,653, was approved by the Board of Directors.

- l. Action Item: The Board will determine if it wishes to approve the PCard increase from \$10,000 to \$25,000 from May 23, 2022 to January 31, 2023 due to the purchase of additional instructional and other supplies as identified in ESSER III.
  - a. Motion to approve made by: Chuck Mosher
  - b. Second motion to approve made by: Elizabeth Colombo Kutch
  - c. The motion to approve the PCard increase from \$10,000 to \$25,000 from May 23, 2022 to January 31, 2023 due to the purchase of additional instructional and other supplies as identified in ESSER III was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the hire of the following summer camp counselors -
  - a. Aiyana Anthony
  - b. Katie Brink
  - c. Brittany Brown
  - d. Shawn Marie Cole
  - e. Tiffany Credle
  - f. Allie Fry
  - g. Raziya Givens
  - h. Justina Guity
  - i. Kimberly Heeman
  - j. Isaiah Kilgo-Felder
  - k. Scott Persinger
  - l. Victoria McNeal
  - m. Michala Messick
  - n. Michelle Ruiz
  - o. Patricia Scheers
  - p. Maaliyah Stennett
  - q. Tyanna Reed
  - r. Quortney Ringgold
  - s. Ashlyn Tressler
  - t. Amanda Wiley
    - a. Motion to approve made by: Lisa Moore
    - b. Second motion to approve made by: Adrian Peoples
    - c. The motion to approve the hire of the above summer camp counselors was approved by the Board of Directors.

- n. Action Item: The Board will determine if it wishes to approve the hire of the following junior summer camp counselors -
  - a. Brandon Jones
  - b. Brianna Harmon
  - c. Eligah Henley
  - d. Lexi Elborn
  - e. Madison Gregory
  - f. Mia Powers
  - g. Michelle Totten
  - h. Nicole Ransome
  - i. Ziah Williams
    - a. Motion to approve made by: Elizabeth Colombo Kutch
    - b. Second motion to approve made by: Joe Rogerson
    - c. The motion to approve the above junior summer camp counselors was approved by the Board of Directors.
- o. Action Item: The Board will determine if it wishes to approve the hire of the following substitute teachers -
  - a. Logan Hughes
  - b. Shanna McKenna
  - c. Courtney Ostrowiak
    - a. Motion to approve made by: Adrian Peoples
    - b. Second motion to approve made by: Lisa Moore
    - c. The motion to approve the above substitute teachers was approved by the Board of Directors.
- p. Action Item: The Board will determine if it wishes to approve the hire of Beth Twitchell as a Nurse Consultant.
  - a. Motion to approve made by: Chuck Mosher
  - b. Second motion to approve made by: Elizabeth Colombo Kutch
  - c. The motion to approve the hire of Beth Twitchell as a Nurse Consultant was approved by the Board of Directors.
- q. Action Item: The Board will determine if it wishes to approve the hire of Jeanine Martin as the HR and Finance Assistant.
  - a. Motion to approve made by: Joe Rogerson
  - b. Second motion to approve made by: Adrian Peoples

- c. The motion to approve the hire of Jeanine Martin as the HR and Finance Assistant was approved by the Board of Directors.
- r. Action Item: The Board will determine if it wishes to approve the hire of Brianna Reed as a Kindergarten Teacher for SY22/23.
  - a. Motion to approve made by: Elizabeth Colombo Kutch
  - b. Second motion made by: Lisa Moore
  - c. The motion to approve the hire of Brianna Reed as a Kindergarten Teacher for SY22/23 was approved by the Board of Directors.
- s. Action Item: The Board will determine if it wishes to approve the hire of Christy Wasilkowski as a teacher for SY22/23 pending acceptance to ARTC.
  - a. Motion to approve made by: Joe Rogerson
  - b. Second motion made by: Lisa English
  - c. The motion to approve the hire of Christy Wasilkowski as a teacher for SY22/23 pending acceptance to ARTC was approved by the Board of Directors.
- t. Action Item: The Board will determine if it wishes to approve the hire of Julianna Hitchens as a teacher for SY22/23.
  - a. Motion to approve made by: Adrian Peoples
  - b. Second motion to approve made by: Chuck Mosher
  - c. The motion to approve the hire of Julianna Hitchens as a teacher for SY22/23 was approved by the Board of Directors.
- u. Action Item: The Board will determine if it wishes to approve the resignation of Kimberly Bastek.
  - a. Motion to approve made by: Lisa Moore
  - b. Second motion to approve made by: Elizabeth Colombo Kutch
  - c. The motion to approve the resignation of Kimberly Bastek was approved by the Board of Directors.

**9. Old Business:**

- a. None

**10. Adjournment:** Next Board Meeting is Monday June 27, 2022 at 6:00 PM.

- a. **Motion to adjourn made by:** Adrian Peoples
- b. **Second motion to adjourn made by:** Lisa Moore
- c. The motion to adjourn was approved by the Board of Directors.

*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.*