

**PROVIDENCE CREEK ACADEMY  
BOARD OF DIRECTORS MONTHLY MEETING  
Tuesday May 25<sup>th</sup>, 2021  
6:00 P.M.  
Conference Call 515-604-9856 Access Code 494023**

**Attendees:**

Denise Stouffer, Head of School  
Rachael Straightiff  
Melissa Rhoads  
Chuck Mosher  
Lisa English  
Lisa Moore  
Adrian Peoples  
Elizabeth Colombo Kutch

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

1. **Call to Order: Meeting called to order at 6:38 PM**
2. **Pledge of Allegiance, Moment of Silence**
3. **Public Comment-Opportunity to address the Board of Directors: There was no public comment to address the Board of Directors.**
4. **Board of Directors Organization and Appointment:**
  - a. Action Item: The Board will determine if it wishes to accept the appointment of Adrian Peoples as a Member of the Providence Creek Academy Board of Directors.
    1. Motion to approve made by: Elizabeth Colombo-Kutch
    2. Second motion to approve made by: Chuck Mosher
    3. The motion to accept the appointment of Adrian Peoples as a Member of the Providence Creek Academy Board of Directors was approved by the Board of Directors.
  - b. Action Item: The Board will determine if it wishes to approve a temporary Expansion Committee.
    1. Motion to approve made by: Lisa Moore
    2. Second motion to approve made by: Adrian Peoples
    3. The motion to approve a temporary Expansion Committee was approved by the Board of Directors.
  - c. Action Item: The Board will accept nominations and appoint a chair to the Expansion Committee.
    1. Motion to appoint Chuck Mosher as chair to the Expansion Committee made by: Lisa Moore
    2. Second motion to appoint made by: Lisa English
    3. The motion to appoint Chuck Mosher as a chair to the Expansion Committee was approved by the Board of Directors.
    4. Chuck Mosher accepted the nomination as a chair to the Expansion Committee.
  - d. Action Item: The Board will accept nominations and appoint a co-chair to the Expansion Committee.

1. Motion to appoint Elizabeth Colombo-Kutch as a co-chair to the Expansion Committee was made by Adrian Peoples.
2. Second motion to appoint made by: Lisa Moore
3. The motion to appoint Elizabeth Colombo-Kutch as a co-chair to the Expansion Committee was approved by the Board of Directors.
4. Elizabeth Colombo-Kutch accepted the nomination as a co-chair to the Expansion Committee.

**5. Presentations:**

- a. Website Presentations from Morweb and Idiolize Design

**6. Approval of the April 27, 2021 Board Meeting Minutes**

1. Motion to approve made by: Elizabeth Colombo Kutch
2. Second motion to approve made by: Lisa English
3. Abstain: Chuck Mosher (not present at April Board of Directors Meeting), Adrian Peoples (not a Board Member at April Board of Directors Meeting)
4. The motion to approve the April 27, 2021 Board Meeting Minutes was approved by the Board of Directors.

**7. Board Committee Reports**

- a. CBOC Committee
- b. Website Committee

**8. Reports:**

- a. Head of School Report
  1. CSP Amendment update
  2. The Bus Lot cameras have been delayed until FSMA finishes construction to save Providence Creek Academy \$20,000 on wiring.
  3. The Dreambox Learning Yearly Subscription for \$9,800 is being processed as part of our yearly curriculum purchases.
  4. Masten Electric quote came in roughly \$400.00 over the Head of School purchasing authority. As part of the pre-approved library renovation, PCA would like to process this quote unless the Board objects and would like this item added for vote.
  5. Graduation is scheduled for June 8<sup>th</sup> with a rain date of June 9<sup>th</sup>.
  6. Summer school planning is currently in process and is being offered to over 100 students this summer.
  7. PCA is hosting a “See You Next School Year” day on June 8<sup>th</sup> for all virtual students to come to campus and see their teacher in person.
  8. New positions include: Long term substitute for reading interventionist/Kagen Coach, Education Technology and Safety Coach, Revised Athletic Director, Athletic Coordinator

9. **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. A motion to go into Executive Session was made by Chuck Mosher
- b. Second motion made by: Elizabeth Colombo-Kutch
- c. The motion to go into Executive Session was approved by the Board of Directors.
- d. A motion to come out of Executive Session was made by Elizabeth Colombo Kutch
- e. Second motion made by: Adrian Peoples
- f. The motion to come out of Executive Session was approved by the Board of Directors.

**10. New Business:**

- a. Action Item: The Board will determine if it wishes to approve the SY 2020-2021 April Budget.
  1. Motion to approve made by: Chuck Mosher
  2. Second motion to approve made by: Lisa Moore
  3. The motion to approve
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly April 2021 Budget.
  1. Motion to approve made by: Chuck Mosher
  2. Second motion to approve made by: Adrian Peoples
  3. The motion to approve the DOE Monthly April 2021 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the preliminary budget for FY 2022.
  1. Motion to approve made by: Adrian Peoples
  2. Second motion to approve made by: Lisa English
  3. The motion to approve the preliminary budget for FY 2022 was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the salary scales for hourly workers and paraprofessionals with the understanding that all pay scales are subject to change based on the school's budgetary constraints.
  1. Motion to approve made by: Lisa Moore
  2. Second motion to approve made by: Elizabeth Colombo-Kutch
  3. The motion to approve the salary scales for hourly workers and paraprofessionals with the understanding that all pay scales are subject to change based on the school's budgetary constraints was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the new bus cameras.
  1. Motion to approve made by: Lisa English

2. Second motion to approve made by: Lisa Moore
  3. The motion to approve the new bus cameras was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the purchase of five new Smart Boards for SY21/22 to replace old boards as they fail.
1. Motion to approve made by: Adrian Peoples
  2. Second motion to approve made by: Chuck Mosher
  3. The motion to approve the purchase of five new Smart Boards for SY21/22 to replace old boards as they fail was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the purchase of 100 Chromebooks.
1. Motion to approve made by: Elizabeth Colombo Kutch
  2. Second motion to approve made by: Lisa Moore
  3. The motion to approve the purchase of 100 Chromebooks was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the software licensing for Cloud Ready.
1. Motion to approve made by: Chuck Mosher
  2. Second motion to approve made by: Adrian Peoples
  3. The motion to approve the software licensing for Cloud Ready was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the new technology inventory and helpdesk ticketing system.
1. Motion to approve made by: Chuck Mosher
  2. Second motion to approve made by: Elizabeth Colombo Kutch
  3. The motion to approve the new technology and helpdesk ticketing system was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the new copier agreement.
1. Motion to approve made by: Lisa English
  2. Second motion to approve made by: Elizabeth Colombo Kutch
  3. The motion to approve the new copier agreement was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the quote for the library flooring.
1. Motion to approve made by: Lisa Moore
  2. Second motion to approve made by: Elizabeth Colombo Kutch
  3. The motion to approve the quote for the library flooring was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to approve the new window quote for the Math Specialist room.
1. Motion to approve made by: Adrian Peoples

2. Second motion to approve made by: Elizabeth Colombo Kutch
  3. The motion to approve the new window quote for the Math Specialist was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the quote for two gates for behind the upper school and lower school.
1. Motion to approve made by: Elizabeth Colombo-Kutch
  2. Second motion to approve made by: Lisa English
  3. The motion to approve the quote for two gates for behind the upper school and lower school was approved by the Board of Directors.
- n. Action Item: The Board will determine if it wishes to approve the quote for the electrical services to install the gates behind the upper and lower schools.
1. Motion to approve made by: Adrian Peoples
  2. Second motion to approve made by: Elizabeth Colombo Kutch
  3. The motion to approve the quote for the electrical services to install the gates behind the upper and lower schools was approved by the Board of Directors.
- o. Action Item: The Board will determine if it wishes to approve the quote for the telecommunications for new gate system behind the upper and lower schools.
1. Motion to approve made by: Adrian Peoples
  2. Second motion to approve made by: Elizabeth Colombo Kutch
  3. The motion to approve the quote for the telecommunications for new gate system behind the upper and lower schools was approved by the Board of Directors.
- p. Action Item: The Board will determine if it wishes to approve the Consolidated Grant Application for FY22 should it be awarded to PCA.
1. Motion to approve made by: Lisa Moore
  2. Second motion to approve made by: Chuck Mosher
  3. The motion to approve the Consolidated Grant Application for FY22 should it be awarded to PCA was approved by the Board of Directors.
- q. Action Item: The Board will determine if it wishes to approve the CSP Planning Grant for FY22 should it be awarded to PCA.
1. Motion to approve made by: Chuck Mosher
  2. Second motion to approve made by: Elizabeth Colombo Kutch
  3. The motion to approve the CSP Planning Grant for FY22 should it be awarded to PCA was approved by the Board of Directors.
- r. Action Item: The Board will determine if it wishes to approve the quote from Visual Sound for the purchase and installation of the projector and screen for the library for \$19,500.

1. Motion to approve made by: Lisa Moore
  2. Second motion to approve made by: Lisa English
  3. The motion to approve the quote from Visual Sound for the purchase and installation of the projector and screen for the library for \$19,500 was approved by the Board of Directors.
- s. Action Item: The Board will choose a five-year engagement with an auditing firm based on the quotes received from at least three firms.
1. PCA is recommending Barbacane Thornton & Company for the audit contract not to exceed \$12,825 for this fiscal year and will not exceed \$23,500 by fiscal year 2025 with the expectation that BTCPA will include the 990 in the price.
  2. Motion to approve made by: Chuck Mosher
  3. Second motion to approve made by: Adrian Peoples
  4. The motion to approve Barbacane Thornton & Company for the audit contract, with the expectation that the quoted price will include the 990, was approved by the Board of Directors.
- t. Action Item: The Board will determine if it wishes to approve the quote for the new trash compactor.
1. Motion to approve made by: Lisa Moore
  2. Second motion to approve made by: Elizabeth Colombo Kutch
  3. The motion to approve the quote for the new trash compactor was approved by the Board of Directors.
- u. Action Item: The Board will determine if it wishes to approve the quote for a new salt spreader for the PCA truck not to exceed \$10,000 using the lowest quote of three quotes.
1. Motion to approve made by: Lisa Moore
  2. Second motion to approve made by: Chuck Mosher
  3. The motion to approve the quote for a new salt spreader for the PCA truck not to exceed \$10,000 using the lowest quote of three quotes, was approved by the Board of Directors.
- v. Action Item: The Board will determine if it wishes to approve costs associated with the change order to include cabinetry in two additional rooms in the lower school.
1. Motion to approve made by: Elizabeth Colombo Kutch
  2. Second motion to approve made by: Adrian Peoples
  3. The motion to approve costs associated with the change order to include cabinetry in two additional rooms in the lower school was approved by the Board of Directors.
- w. Action Item: The Board will determine if it wishes to approve the new evaluation system for all hourly employees.
1. Motion to approve made by: Lisa Moore
  2. Second motion to approve made by: Lisa English
  3. Abstain: Adrian Peoples

4. The motion to approve the new evaluation system for all hourly employees was approved by the Board of Directors.
- x. Action Item: The Board will determine if it wishes to approve a one year leave of absence without pay or benefits for Amy Santos to pursue her doctorate for school year 21/22.
  1. Motion to approve made by: Lisa Moore
  2. Second motion to approve made by: Chuck Mosher
  3. The motion to approve approve a one year leave of absence without pay or benefits for Amy Santos to pursue her doctorate for school year 21/22 was approved by the Board of Directors.
- y. Action Item: The Board will determine if it wishes to approve the one-year temporary long-term substitute position of Reading Interventionist/Kagen Coach.
  1. Motion to approve made by: Elizabeth Colombo Kutch
  2. Second motion to approve made by: Lisa Moore
  3. The motion to approve the one-year temporary long-term substitute position of Reading Interventionist/Kagen Coach was approved by the Board of Directors.
- z. Action Item: The Board will determine if it wishes to approve the retirement of Joan Messick effective June 30, 2021.
  1. Motion to approve made by: Lisa English
  2. Second motion to approve made by: Elizabeth Colombo Kutch
  3. The motion to approve the retirement of Joan Messick effective June 30, 2021 was approved by the Board of Directors.
- aa. Action Item: The Board will determine if it wishes to approve the new position of Technology & Safety Coach.
  1. Motion to approve made by: Adrian Peoples
  2. Second motion to approve made by: Elizabeth Colombo Kutch
  3. The motion to approve the new position of Technology & Safety Coach was approved by the Board of Directors.
- bb. Action Item: The Board will determine if it wishes to approve the revised EPER job description of Athletic Director.
  1. Motion to approve made by: Chuck Mosher
  2. Second motion to approve made by: Adrian Peoples
  3. The motion to approve the revised EPER job description of the Athletic Director was approved by the Board of Directors.
- cc. Action Item: The Board will determine if it wishes to approve the Athletic Coordinator EPER position.
  1. Motion to approve made by: Chuck Mosher
  2. Second motion to approve made by: Adrian Peoples

3. The motion to approve the Athletic Coordinator EPER position was approved by the Board of Directors.
- dd. Action Item: The Board will determine if it wishes to approve the hire of a new kindergarten teacher to begin SY21-22.
1. Motion to approve made by: Lisa English
  2. Second motion to approve made by: Elizabeth Colombo Kutch
  3. The motion to approve the hire of a new kindergarten teacher to begin SY21-22 was approved by the Board of Directors.
- ee. Action Item: The Board will determine if it wishes to approve the hire of a new third grade teacher to begin SY21-22.
1. Motion to approve made by: Elizabeth Colombo Kutch
  2. Second motion to approve made by: Lisa Moore
  3. The motion to approve the hire of a new third grade teacher to begin SY21-22 was approved by the Board of Directors.
- ff. Action Item: The Board will determine if it wishes to approve the resignation of Gloria Hyde effective at the end of SY20/21.
1. Motion to approve made by: Elizabeth Colombo Kutch
  2. Second motion to approve made by: Lisa Moore
  3. The motion to approve the resignation of Gloria Hyde effective at the end of SY20/21 was approved by the Board of Directors.
- gg. Action Item: The Board will determine if it wishes to approve the hire of a new Health and PE teacher to begin SY21-22.
1. Motion to approve made by: Elizabeth Colombo Kutch
  2. Second motion to approve made by: Lisa English
  3. The motion to approve the hire of a new Health and PE teacher to begin SY21-22 was approved by the Board of Directors.
- hh. Action Item: The Board will determine if it wishes to approve the Masten Electric quote of \$6,800 to convert the current lights into LED lamps.
1. Motion to approve made by: Chuck Mosher
  2. Second motion to approve made by: Lisa Moore
  3. The motion to approve the Masten Electric quote for \$6,800 to convert the current lights into LED lamps was approved by the Board of Directors.

## 11. Old Business:

- a. Action Item: The Board will determine if it wishes to approve the website vendor and quote.



1. PCA is recommending that the Board approves the website vendor/quote from Morweb.
2. Motion to approve made by: Lisa Moore
3. Second motion to approve made by: Elizabeth Colombo Kutch
4. The motion to approve the website vendor and quote from Morweb was approved by the Board of Directors.

**12. Adjournment:** Next Board Meeting Tuesday June 28, 2021 at 6:00 PM

- a. The motion to adjourn made by: Chuck Mosher
- b. Second motion to adjourn made by: Lisa Moore
- c. The motion to adjourn the Board of Directors meeting 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.*