

Providence Creek Academy
Board of Directors Monthly Meeting
Tuesday, November 29, 2016
7:00 p.m.
Providence Creek Academy Library

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

Administration: Chuck Taylor, Audrey Erschen, John Epstein

1. **Call to Order, Pledge of Allegiance, Moment of Silence:** 7:02
2. **Changes to the Agenda:** #6 under new business
3. **Presentation of Awards:** N/A
4. **Opportunity to address the Board of Directors:** N/A
5. **Approval of the October 25, 2016 Board Meeting Minutes and Approval of the November 1, 2016 Special Board Meeting Minutes:** Melissa Rhoades made the motion, Lisa Moore seconded. All in favor? Motion passed.
6. **Board Committee Reports**
 - a. **CBOC Committee:** Met November 17th. Expenditures benchmark was at 33%, we are actually at 34.6%, which is 1.6% over our allocated budget. This is due to certain supply purchases and also having three pay periods in October. The budget should be evened out by January or February.
 - b. **Oversight Committee:** A meeting will be held this coming month.
 - c. **Head of School Search Committee:** The committee did not meet.

7. Reports

a. **Head of School:** The new 8th grade Math Teacher is scheduled to start on December 5, she had to abide by her contract that bound her to 30 days' notice. Her starting will be a welcomed relief for everyone especially the 8th grade students. We are excited as well. We wish her a good year.

The Annual Report is completed and will be sent to DOE after the Board approves it. As reported by our Auditors, we did not meet standard in finances due to cash flow. The explanation is in the final Frameworks report which states the purchases of the busses and other safety improvements over the last two years. As of this writing, our busses are up to date for at least the next ten years plus. The safety improvements have been completed. We spent \$932,000.00

plus since Feb 2014 in improvements and busses. We still maintain over 2.2 million in reserve. Overall we are fine in finances. We did meet standard in the Organizational Frameworks in every category, a major difference from last year.

Our 990's were filed on time this year without any extensions. The Board still has to approve them, however if there are any changes we can file an amendment.

We have met with a construction firm and an architect to discuss the improvements to our facility and continue to work to finalize the need. The Providence Creek Academy Foundation is almost finalized. The IRS documents have been filed, we have received an EIN Number and all of the forms needed to continue. We have completed the PNC Bonding remarking for the next 6 months and I continue to talk with them concerning financing.

Cats was a success. All directors and students did a fantastic job! 9 students made All-State Chorus.

PCA has also received a 3-D printer.

b. Principal: Enrollment:

Our enrollment for the 2016-2017 school year has been verified by the Department of Education. We have 700 students K-8 counted as of September 30th, which qualified us for 40.33 units. All students are transportation eligible.

On November 7, 2016 Open Enrollment began for the 2017-2018 school year. On the first day we had 65 applications completed. We currently have 121 applications. The online application process ends on Wednesday, January 11, 2017 at 4:00pm to be included in our lottery. We will continue to accept applications to fill remaining availability and build our waitlist. Our lottery will be held prior to Tuesday, February 28, 2017 in order to notify Parents of invitation status by that date.

Mrs. Knorr-Hayden and I are working on the December 1st count to be submitted to DOE. This count is the basis for our funding to begin the 2017-2018 school year. We currently have 37 identified students including Speech only students.

Ms. Roscoe, and Ms. Shiber (special educators) have been conducting an internal audit of our student folders. With the upcoming DOE audit, they are reviewing all student files to identify any errors. Mrs. Knorr-Hayden and I will also be reviewing them prior to January which is when DOE will be onsite.

All teachers have conducted parent teacher conferences for the first trimester. The trimester ends on Friday, December 2nd. Grades will be posted and report cards will go home the week of December 5th. Conferences were held on teacher's own time.

Annual Class Size Waiver which must be submitted to DOE by December 16th has been completed.

c. Director of Curriculum:

Our transition to Eureka Math curriculum has been largely successful. Although a few students had shared some difficulties originally with the use of the new concepts and strategies, classroom decorum and activities demonstrate a growing level of curriculum fidelity and student engagement across the grade levels. Teachers have also received training on how to use the Smarter Balanced interim assessment blocks and the Digital Library to help prepare students for the complexity of questions in math and English language arts on the Smarter Balanced spring statewide assessment. Students in 4th and 8th grade have also taken a practice test for the upcoming February 2017 National Assessment of Educational Progress (NAEP) assessments. Our SMI scores have improved as a result of Eureka Math.

At the start of the second trimester, upper school students (6th-8th) will have the opportunity to participate in a variety of electives. The electives are open to all students during our school's scheduled time for Response to Intervention (RTI). Some of the options include: pottery, book club, strength and conditioning, intramural basketball, intramural indoor soccer, study center/homework help, library research, tech lab, drama club, yearbook club, and student government. Students will be allowed to select their choices, and rotate through the offerings during the trimester. We thank all of the teachers involved in these programs for their continued support of the whole child education of our students and demonstrating their passions for these pursuits beyond the typical school subjects.

Our math specialist (Amanda Silcox) and our reading specialist (Jennifer Morris) have continued to oversee our baseline assessments using the Scholastic Math Inventory and Scholastic Reading Inventory to appropriately place our students in math and reading support groups, response to intervention (RTI). They both create targeted instructional plans, and provide our struggling students the opportunity to gain the foundational skills necessary to master grade level expectations during their RTI sessions. Students at or above grade level proficiency also have the opportunity to extend their learning in both the subject matter and/or in elective classes. During the first trimester, the specialists with their classroom teacher colleagues supported all 700 students at providence creek academy.

d. Finance Report: Some categories are over budget. We look to be evened out by January or February. 1.6% over. We have \$2.2 million in reserve.

8. New Business

a. Action Items

1. FY 2016-2017 October 31, 2016 Preliminary Budget: Elizabeth Columbo-Kutch made the motion, Melissa Rhoades seconded. All in favor? Motion approved.

2. DOE Monthly Budget October 31, 2016: Melissa Rhoades made the motion, Elizabeth Columbo-Kutch seconded. All in favor? Motion approved.

3. Class Size Waiver: Lisa Moore made the motion, Guy Cooper seconded. All in favor? Motion approved.

4. Annual Report: Elizabeth Columbo-Kutch made the motion, Lisa Moore seconded. All in favor? Motion approved.

5. IRS 990's Approval: Melissa Rhoades made the motion, Elizabeth Columbo-Kutch seconded. All in favor? Motion approved

6. Executive Session Discussion: Melissa Rhoades made the motion, Elizabeth Columbo-Kutch seconded. All in favor? Motion approved.

9. Next Board Meeting date/Adjournment: (December 20th, 2016/ 6:00) Lisa Moore made the motion, Melissa Rhoades seconded. All in favor? Motion approved.