

Providence Creek Academy Charter School

Board of Directors Monthly Meeting

February 27th, 2023

6:00 P.M.

PCA Library

Board Members Present:

Lisa Moore – President
Adrian Peoples – Vice President
Chuck Mosher – Treasurer
Lisa English – Secretary & Teacher Board Member
Joe Rogerson
Amy Wharry

Others Present:

Bill Booth
Dave McCarthy
Rachael Straightiff
Brandon Paris
Kris Smith

Regular Meeting 6:00 P.M.

1. **Call to Order:** The meeting was called to order at 6:06 pm
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. **Presentation** – Commonwealth Construction with Bill Booth
 - a. Presentation of Guaranteed Maximum Price Amendment Bid Results and Cost Summary
 - b. Upper School Addition Costs - \$1,808,085
 - c. Lower School Renovation Costs - \$363,715
 - d. Total - \$2,171,800
 - e. Overview of Recommended Vendors based on bids received
 - f. Overview of Timeline: Mid-August deadline for lower school renovation completion, Upper School projected to be completed by mid-October.
 - g. The cost(s) listed above do not include any road improvements from DelDOT. DelDOT is asking for a core test to be completed. Final authorization from DelDOT is required in order to submit for a construction permit. DelDOT has stated that they will provide a letter of no objection. CCC is recommending that the Board approve a parallel path to begin submitting for permits while waiting for final authorization from DelDOT.
 - h. CCC does not anticipate any delays in completing lower school renovations by the beginning of the school year.
 - i. Details were discussed regarding safety of students and crew during construction, including fencing, equipment, relocation of car rider line, and summer camp.

5. Approval of the January 30th, 2023 Board Meeting Minutes

- a. Motion to approve made by: Adrian Peoples
- b. Second motion to approve made by: Chuck Mosher
- c. Abstain: Joe Rogerson
- d. The motion to approve the January 30th, 2023 Board Meeting Minutes was approved by the Board of Directors.

6. Board Committee Reports:

a. CBOC Committee

- i. PCA has received approximately 94% of its funding and expects to receive 100% of funding.
- ii. Minor Capital Improvement funding of \$75,000 was received, bringing PCA's carryover down 1.65 million.
- iii. Expenditures are at approximately 43%, which also includes funds allocated for construction for Expansion Committee.
- iv. The current transportation system is not working as it should, so PCA is exploring a new system. Funds for the current system are reimbursable.
- v. Cafeteria department was reviewed and is running at plan.
- vi. PCA is expected to end the fiscal year with approximately 1.6 in reserves, inclusive of costs for the expansion project.
- vii. The Guaranteed Maximum Price Amendment Bid Results and Cost Summary for the Expansion Project was reviewed and discussed.
- viii. P-card and bank statements were reviewed with no findings of note.

b. Expansion Committee

- i. DelDOT approval is on track. Mrs. Stouffer's recommendation is that Old Business A be amended for approval pending DelDOT's letter of no contest and turn lanes not to exceed \$150,000.
- ii. Builder's Risk Insurance Risk Quote is up for approval in Old Business, Action Item B. Mrs. Stouffer is recommending the Selective Quote from L&W Insurance.

7. Reports:

a. Head of School Report

- i. PCA passed the Significant Disproportionate for Special Education.
- ii. PCA was awarded the Teacher Residency Grant for FY24.
- iii. DANA Training for the Board is targeted to be completed by July.
- iv. Professional Development for teachers occurred on February 17th. Teachers participated in team building activities and collaboration.

- v. Many activities and lessons occurred across grade levels to celebrate Black History Month.
- vi. The 100th Day of School was on Wednesday, February 20th. Students participated in fun activities throughout the day!
- vii. The fundraiser for Grassroots Animal Rescue raised \$25,706. The Puppy Kissing Booth and Dance-a-thons were highly successful.
- viii. The Saints Basketball Tournament took place this month. The Boy's Basketball team won the tournament.
- ix. Spring sports begin February 27th, 2023.
 - x. PCA is currently waiting for further information to see what needs to be redone for bond refinancing. Should PCA move forward with bond refinancing, this amount can be reimbursed when they are settled.
 - xi. PCA is looking to purchase a new bus routing system, not to exceed \$65,000 (action item tabled)
 - xii. The updated Athletic Policy is up for approval in New Business, Action Item F.
 - xiii. Fifth grade will be attending a field trip to Echo Hills on April 22-23.
 - xiv. PCBT will be attending a field trip to the Philly Youth Dance Festival on March 24th-26th and to the RDA/Northeast Festival on May 26th-28th.

8. **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 made by: Chuck Mosher
- b. Second motion to enter executive session made by: Adrian Peoples
- c. The motion to enter 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 come out of executive session made by: Chuck Mosher
- f. The motion to come out of executive session was approved by the Board of Directors.

9. **New Business:**

- a. Action Item: The Board will determine if it wishes to approve the SY2022/2023 January Budget.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the SY2022/2023 January Budget was approved by the Board of Directors.

- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly January 2023 Budget.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the DOE Monthly January 2023 Budget was approved by Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the legal fees related to the Bond Refinance.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the legal fees related to the Expansion Project was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the purchase of a bus routing system, not to exceed \$65,000. (*action item tabled*)
- e. Action Item: The Board will determine if it wishes to approve the Athletics' Policy.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the Athletics' Policy was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the School Calendar for 2023/2024.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the School Calendar for 2023/2024 was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the Echo Hills Field Trip in Worton, MD on April 22-23, 2023.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the Echo Hills Field Trip in Worton, MD on April 22-23, 2023 was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the PCBT Trip to Philly Youth Dance Fest in Philadelphia, PA on March 24-26, 2023.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples

- iii. The motion to approve the PCBT Trip to Philly Youth Dance Fest in Philadelphia, PA on March 24-26, 2023 was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the PCBT Trip to Regional Dance America/Northeast Festival in Harrisburg, PA on May 26-28, 2023
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the PCBT Trip to Regional Dance America/Northeast Festival in Harrisburg, PA on May 26-28, 2023 was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the hire of Charity Williams as a Special Education Teacher. (*action item stricken from agenda*)

10. Old Business:

- a. Action Item: The Board will determine if it wishes to approve the amendment for the guaranteed maximum price based on the budget created on multiple quotes presented by CCC for the Expansion Project, dependent on letter of no contest from DelDOT and not to exceed \$150,000 in turn lane costs
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the amendment for the guaranteed maximum price based on the budget created on multiple quotes presented by CCC for the Expansion Project, dependent on letter of no contest from DelDOT and not to exceed \$150,000 in turn lane costs, was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the Builders Risk Insurance Quote from Selective, which is the lowest bid.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the Builders Risk Insurance Quote from Selective was approved by the Board of Directors.

11. Adjournment: Next Board Meeting – March 27th, 2023 - virtual.

- a. Motion to adjourn made by: Adrian Peoples
- b. Second motion to adjourn made by: Chuck Mosher
- 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.