PROVIDENCE CREEK ACADEMY

BOARD OF DIRECTORS MONTHLY MEETING

November 24, 2014

7:00 p.m.

Providence Creek Academy Library

**Executive Session 6:00 P.M. Board Room**

Personnel and Student Matters

**Regular Meeting 7:00 P.M. Library**

1. Call to Order, Pledge of Allegiance**,** Moment of Silence
2. Changes to the Agenda- Add 11 A. Hiring of Staff; Change 14 to Leave of Absence; Add 15. Personnel
3. Presentation of Awards
4. Opportunity to address the Board of Directors
5. Approval of the October 2014 Board Meeting Minutes
6. Board Committee Reports
7. Reports
   1. Head of School/Consultant
   2. Principal’s Report
   3. Finance Report
   4. Curriculum Report
8. New Business
   1. Action Items
      1. FY 2014 October Budget
      2. DOE Monthly Budget October 2014
      3. Organizational Chart
      4. Resignation of Board Members
      5. Appointment of Board Treasurer
      6. Appointment of Secretary
      7. Nepotism Policy
      8. Check Authorization Policy
      9. Purchase Order Authorization
      10. Bond Authorization Resolution
      11. Resignation of staff
      12. Annual Report
      13. Class Size Waiver
      14. Resignation of Staff
9. Next Board Meeting date/Adjournment

PROVIDENCE CREEK ACADEMY

BOARD OF DIRECTORS MONTHLY MEETING

November 24, 2014

7:00 p.m.

Providence Creek Academy Library

Present: Amy Santos, Gary Stulir, Chris Craig, Lisa Moore, Melissa Rhoads, Audrey Erschen

**Staff present:** Marjorie Knorr-Hayden, Belinda Hestera, Danielle Moore, Robyn Costa…

Call to order – 7:09 p.m.

Approval of October minutes – Gary Stulir first/Melissa Rhoads second – All in favor – Motion carried

Code of Conduct- Need a teacher member and parent member.

Safety- First meeting will be December 11, 2014 and Emergency Plan for school will be discussed

Academic Excellence- Considering expanding 7th and 8th grade math to 90 minute blocks

CBOC – Able to process purchase orders now, there is a good amount in reserves and safety improvements include new cameras and lighting repairs.

Head of School/Consultant Report: No mention of Providence Creek Academy at recent State Board of Education meeting. Discussed the role and expectations for Safety Committee with Mr. Cooper. Received three letters of interest from teachers for the vacant Teacher Member of the Board of Directors. Received 16 applications for Head of School.

Principal’s Report: Certified for 40.23 units. There are 688 students enrolled with no disputes from 10 different districts. Open enrollment period - November 3 through January 14, 2015. So far, there are 97 applications. Open houses are scheduled on December 6, December 10, January 8 and January 10. All 688 enrolled students are eligible for transportation. Annual report complete- met standards for Financial and Organizational Performance, did not meet standard for overall Academic Performance. Annual class size survey- grades 2 and 3 are over the class limit of 22. Need to request a class size waiver.

Finance Report: Finance staff trained to do purchase orders. Have over $2 million in reserves.

Curriculum Report: Students identified as Tier 2 and Tier 3 will receive RTI interventions. Instructional team has conducted walkthroughs in the classrooms to identify any areas for potential improvement. Presented information on the Common Core and Smarter Balance at the PTO meeting. Two volunteer tutors for reading assist have started working with students.

Motion to approve the FY 2014 October budget – Chris Craig made the motion. Gary Stulir seconded. All in favor. Motion carried.

Motion to approve the DOE Monthly Budget August 2014 – Melissa Rhoads made the motion. Chris Craig seconded. All in favor. Motion carried.

Motion to approve organizational chart – Melissa Rhoads made the motion. Chris Craig seconded. All in favor. Motion carried.

Motion to accept resignation of Board Members (Chris Senato, Robyn Costa) - Chris Craig made the motion to accept. Melissa Rhoads seconded. All in favor. Motion carried.

Motion to appoint Lisa Moore as Board Treasurer – Melissa Rhoads made the motion. Chris Craig seconded. Lisa Moore abstained. Motion carried.

Motion to appoint Melissa Rhoads interim Secretary until Teacher Member is selected – Chris Craig made the motion. Gary Stulir seconded. Melissa Rhoads abstained. Motion carried.

Motion to approve Nepotism Policy – Chris Craig made the motion. Melissa Rhoads seconded. All in favor. Motion carried.

Motion to have Chris Craig as 4th signer for check authorizations – Melissa Rhoads made the motion. Lisa Moore seconded. Chris Craig abstained. Motion carried.

Motion to have Chris Craig as signer for purchase order authorizations – Melissa Rhoads made the motion. Lisa Moore seconded. Chris Craig abstained. Motion carried.

Motion to have Amy Santos as authorized signer for Bond Authorization Resolution– Lisa Moore made the motion. Chris Craig seconded. Amy Santos abstained. Motion carried.

Motion to accept resignation of staff members (Jacob Erschen, Kaitlin Cody) - Chris Craig made the motion to accept. Melissa Rhoads seconded. All in favor. Motion carried.

Motion to approve annual report – Melissa Rhoads made the motion. Lisa Moore seconded. All in favor. Motion carried.

Motion to approve class size waiver – Chris Craig made the motion. Lisa Moore seconded. All in favor. Motion carried.

Motion to approve leave of absence (Michelle Grace) - Melissa Rhoads made the motion. Chris Craig seconded. All in favor. Motion carried.

Motion to approve personnel matter discussed in Executive Session – Chris Craig made the motion. Melissa Rhoads seconded. All in favor. Motion carried.

Next meeting is December 17.

Motion to adjourn 8:37 p.m. – Chris Craig made the motion. Melissa Rhoads seconded. All in favor - Motion carried.