

**PROVIDENCE CREEK ACADEMY  
BOARD OF DIRECTORS MONTHLY MEETING  
Tuesday, September 26, 2017  
7:00 P.M.  
Providence Creek Academy Library**

**Board of Directors Present: Amy Santos, Melissa Rhoads, Lisa Moore, Gary Stulir, Elizabeth Columbo-Kutch, Guy Cooper**

**Administration Present: Chuck Taylor, Audrey Erschen**

1. **Call to Order, Pledge of Allegiance, Moment of Silence – 7p.m.**
2. **Changes to the Agenda**
3. **Presentation of Awards** – students were recognized for their reading accomplishments during the summer.
4. **Opportunity to address the Board of Directors** – a large group of teachers addressed the board in support of the school administration/Board.
5. **Approval of the August 29, 2017 Board Meeting Minutes** – Gary Stulir made the motion. Melissa Rhoads seconded the motion. All in favor? Motion is approved.
6. **Board Committee Reports**
  - a. CBOC Committee Revenue is 67.01%. Expenditure benchmark is 16.67%, actual expenditures are 18.80%. We are still waiting on the status of the USDA loan.
  - b. Oversight Committee – upcoming meeting
7. **Reports**
  - a. **Head of School**

The Fall sports have started, the Arts program is starting, and we have coding, foreign language, book club, math in the real world, math league, what do you geek and more as electives this year. As you can read we have expanded the opportunities for our students to get more exposure to the real world. All in all a good start so far. Keep our fingers crossed.

We are still waiting for information from the USDA. I am supposed to get briefed today on our application. I did contact Senator Carper's office this week and did get a return phone call. The Kent County Representative is going to make phone calls to find out what the status is. Just remember how things are in Washington. Hopefully I will have an update for you at the Board Meeting.

Our Reading and Math Specialist have really assumed the responsibility for the implementation of the new Guided Reading curriculum and the Eureka Math curriculum. They are holding PLC'S

and helping teachers in the classroom with the implementation. The plan is working. Kudos to the specialist and the instructional staff for being open to improving our curriculum.

We have hired an Art teacher which comes to us with great references. This completes the staff hiring for this year.

Our biggest concern as of this writing is our budget. As you are aware, there have been large reductions across the state, we feel the reductions here. In addition DOE has allowed 10 more deductions from traditional school districts. Smyrna, Capital and Colonial have used the new deductions and of course this impacts us. We have accepted more students across all grade levels to counter more income decreases. All spending is being processed on a as need basis. There are steps that we are taking to earn more money within the system. The total amount of dollars coming in has not been determined as of yet. We anticipate a better understanding around mid-December if not earlier.

The Dining Hall has sent out a survey via Survey Monkey to receive feedback on their operation and food choice's. We have had some response and will have a report for you next month on the results. There is a recommended change in the Meal Charge Policy that you approved last month. I have included the change in you Board Packet and this email. We are a step closer to tying into the state network for the new food vendor and hope to have this complete in the very near future. Breakfast and lunch are still pleasing.

## **b. Principal**

### **Open Enrollment:**

We are over our approved enrollment of 669, but under the 5% overage allowed. Our current Unit Count is 40.22, which is just under the number that provides funds for a full time nurse. Mrs. Willey is working to increase our enrollment and has invited 12 additional students to attend. We are waiting on responses from parents. We have 195 applicants on the waiting list.

**eSchoolPLUS:** Changes in individual student scheduling have been completed following teacher recommendations. Errors in addresses, special education, and double counted students have been fixed. Districts of residence are being reviewed for accuracy. Teachers are completing attendance both electronically and on paper which they will sign to verify. Mrs. Willey has sent Unit Count Transfer forms for the handful of students we have enrolled during this ten day window.

I attended the Pupil Accounting Coordinators meeting last week to learn about upcoming changes. PowerSchool has acquired Sunguard's eSchoolPLUS. There will be upgrades/changes made over Christmas break. As of now, there will be no changes to Teacher Access Center or Home Access Center, only for eSchool users. More to follow as it is shared by the DOE.

**Special Education:**

Mrs. Knorr-Hayden and our Special Education team have been scheduling meetings for our incoming students. Schedules have been created to best meet the needs of our students. We welcome the addition of Ms. Kimberly Chick to the team. Mrs. Knorr-Hayden and I are reviewing students who are identified in both eSchoolPLUS and IEPPLUS to insure records match with Unit Count. We have also looked at funding categories and are making necessary changes. She has been in contact with new families of students who have incoming IEPs in order to schedule meetings with them. We will be holding those transfer meeting prior to the end of the 60 days as required by IDEA. Our Indicator 13 (Transition) determination was received. We received notification that our Corrective Action plan been completed and we are now in compliance. We appreciate the support in the area of special education from the DOE We will have a follow up on our audit from last school year, so the team is completing a self-audit and been in communication with our liaison, Maria Locuniak.

**Consolidated Application:** The SY17/18 Consolidated Grant is still in progress. It will be submitted in the next few days.

**Curriculum**

Teachers have received curriculum resources for Scholastic Guided Reading, Writing by Design, and Handwriting Without Tears. Benchmark testing has been completed for both reading and math. RTI and Electives started last week.

Mrs. Silcox and Mrs. Morris are doing PLC's with grade level teams. I have copies of their reports for your review.

October is officially Pedestrian Safety Awareness Month.

IDEA Awards are October 12<sup>th</sup> from 5-9

**c. Finance Report**

Budget overages are due to the pre-ordering of school supplies and resources. PCA is still taking \$561,660.00 out of the bank. DOE report shows we still have \$1,955,000.00 in the bank.

**8. New Business****a. Action Items**

1. **FY 2017-2018 August 31, 2017 Preliminary Budget** – Mrs. Moore made the motion. Mr. Stulir seconded the motion. All in favor? Motion is approved.

2. **DOE Preliminary Monthly Budget August 31, 2017** – Mr. Stulir made the motion. Mrs. Rhoads seconded the motion. All in favor? Motion is approved.

3. **Meal Charge Policy Revision** – Mrs. Moore made the motion. Mrs. Rhoads seconded the motion. All in favor? Motion is approved.

4. **Hiring of Staff** – Ms. Rhoads made the motion. Mr. Stulir seconded the motion. All in favor? Motion is approved. Mr. Cooper abstained.

5. **Approval of Preliminary Draft Audit** – Ms. Rhoads made the motion. Mrs. Columbo-Kutch seconded the motion. All in favor? Motion is approved.

6. **Personnel Issue** – Mrs. Moore made the motion. Mr. Stulir seconded the motion. All in favor? Motion is approved. Mr. Cooper abstained.

**9. Next Board Meeting date/Adjournment:** October 24, 2017/8:05 - Mr. Cooper made the motion. Ms. Rhoads seconded the motion. All in favor? Motion is approved.