

**Providence Creek Academy Charter School
Board of Directors Monthly Meeting
February 28th, 2022
6:00 P.M.
Conference Call: (513) 386-0000
Access Code: 290054**

Members Present:

Melissa Rhoads-President
Lisa Moore- Vice President
Chuck Mosher-Treasurer
Lisa English-Secretary
Adrian Peoples
Elizabeth Colombo-Kutch
Joe Rogerson
Amy Wharry

Others Present:

Denise Stouffer-Head of School
Rachael Straightiff

Regular Meeting 6:00 P.M.

1. **Call to Order:** The meeting was called to order at 6:03 pm.
2. **Pledge of Allegiance, Moment of Silence**
3. **Public Comment-**Opportunity to address the Board of Directors
 - a. There was no public comment at this time.
4. **Approval of the January 31st, 2022 Board Meeting Minutes**
 - a. Motion to approve made by: Lisa Moore
 - b. Second motion to approve made by: Elizabeth Colombo-Kutch
 - c. The motion to approve the January 31st, 2022 Board Meeting Minutes was approved by the Board of Directors.
5. **Board Committee Reports:**
 - a. CBOC Committee:
 1. PCA has received a majority of its funding and anticipates it will receive all additional funding.
 2. PCA is 58% into the school year and expenses are at 49%. A surplus of \$93,000 is expected.
 3. P-card transactions were reviewed with no findings.
 4. The CBOC Committee has been exploring how to manage our interest rate risks with PCA's bonds. Possible options include buying an interest rate cap, a swap, or getting new bonds and paying off the old bonds.
 5. PCA is beginning the process of receiving its credit rating.

- b. Website Committee:
 - 1. Mrs. Stouffer and Rachael Straightiff have been working to finalize details for the website. The anticipated launch date is July 1, 2022.
- c. Expansion Committee:
 - 1. RFP for architects was sent out. The Expansion Committee received three proposals and reviewed the proposals using a rubric. The three architects were all invited back to the next Expansion Committee meeting. The focus of the proposals will include pricing, alternate projects, and auditorium expansion.

6. Reports:

- a. Head of School Report
 - 1. PCA students and staff enjoyed the 100th day of school on Friday, February 25th.
 - 2. PCA spent the month of February celebrating Black History Month.
 - 3. PCA received a letter of appreciation from a Veteran for the Veteran's Day program in November.
 - 4. The café audit has been completed. Chef Kevin and his team have worked to correct grain and vegetable portion and there will be a follow up review.
 - 5. Updated mask guidance has been released from the State as of 2/28/22. Mrs. Stouffer has sent out a presentation to parents. Parents will complete a form if they wish their children to continue to mask. Assemblies will be held with students concerning citizenship and respecting personal choice.
 - 6. The Special Ed audit was completed and PCA was 100% in compliance.
 - 7. PCA bus drivers received a bonus through the state of Delaware.
 - 8. The SY2022/2023 calendar has been completed. The calendar committee will continue to meet and may change some professional development days.
 - 9. Mr. Ferster (5th grade teacher) is coordinating an out of state field trip to Echo Hill Nature Center.
 - 10. Mrs. Stouffer is requesting the approval of a part time paraprofessional for the café.
 - 11. Mrs. Stouffer is requesting the approval of a full time night custodian.
- 7. **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.*
 - 1. Motion to go into Executive Session made by: Adrian Peoples
 - 2. Second Motion made by: Chuck Mosher

3. The motion to go into Executive Session was approved by the Board of Directors.
4. Motion to come out of Executive Session made by: Elizabeth Colombo-Kutch
5. Second motion made by: Joe Rogerson
6. The motion to come out of Executive Session was approved by the Board of Directors.

8. New Business:

- a. Action Item: The Board will determine if it wishes to approve the SY2021/2022 January Budget.
 1. Motion to approve made by: Adrian Peoples
 2. Second motion to approve made by: Chuck Mosher
 3. The motion to approve the SY2021/2022 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 2022 Budget.
 1. Motion to approve made by: Lisa Moore
 2. Second motion to approve made by: Adrian Peoples
 3. The motion to approve the DOE Monthly January 2022 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the school calendar for School Year 2022/2023, with the caveat of minor changes to professional development days.
 1. Motion to approve made by: Joe Rogerson
 2. Second motion to approve made by: Lisa English
- d. Action Item: The Board will determine if it wishes to approve the 5th Grade Spring Camping Trip to Echo Hill Outdoor School on May 14 to May 15, 2022 in Worton, MD.
 1. Motion to approve made by: Elizabeth Colombo-Kutch
 2. Second motion to approve made by: Joe Rogerson
 3. The motion to approve the 5th Grade Spring Camping Trip to Echo Hill Outdoor School on May 14 to May 15, 2022 in Worton, MD was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the part-time cafeteria paraprofessional position for the remainder of SY21/22. This is a temporary position not to exceed \$7,500.
 1. Motion to approve made by: Chuck Mosher

2. Second motion to approve made by: Elizabeth Colombo-Kutch
 3. The motion to approve the part-time cafeteria paraprofessional position for the remainder of SY21/22. This is a temporary position not to exceed \$7,500.
- f. Action Item: The Board will determine if it wishes to approve an additional part-time night custodian position for the remainder of SY21/22, not to exceed \$6,000.
1. Motion to approve made by: Lisa Moore
 2. Second motion to approve made by: Joe Rogerson
 3. The motion to approve an additional part-time night custodian position for the remainder of SY21/22, not to exceed \$6,000, was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve an additional full-time night custodian position.
1. Motion to approve made by: Adrian Peoples
 2. Second motion to approve made by: Elizabeth Colombo-Kutch
 3. The motion to approve an additional full time night custodian position was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the hire of a part-time cafeteria paraprofessional.
1. Motion to approve made by: Chuck Mosher
 2. Second motion made by: Lisa English
 3. The motion to approve the hire of a part-time cafeteria paraprofessional was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the hire of an additional part-time night custodian for the remainder of SY21/22. **(duplicate action item)**
- j.** Action Item: The Board will determine if it wishes to approve the hire of an additional full-time night custodian. **(duplicate action item)**
- k. Action Item: The Board will determine if it wishes to approve the hire of a school nurse. **(action item tabled)**
- l. Action Item: The Board will determine if it wishes to approve the resignation of Cindy Valasquez as substitute nurse.
1. Motion to approve made by: Adrian Peoples
 2. Second motion made by: Elizabeth Colombo-Kutch
 3. The motion to approve the resignation of Cindy Valasquez as substitute nurse was approved by the Board of Directors.

- m. Action Item: The Board will determine if it wishes to approve the resignation of Tabitha Herbert as the school nurse.
 - 1. Motion to approve made by: Chuck Mosher
 - 2. Second motion to approve made by: Lisa Moore
 - 3. The motion to approve the resignation of Tabitha Herbert was approved by the Board of Directors.
 - n. Action Item: The Board will determine if it wishes to approve the resignation of Tyanna Reed as the clerical nurse.
 - 1. Motion made by: Joe Rogerson
 - 2. Second motion made by: Adrian Peoples
 - 3. The motion to approve the resignation of Tyanna Reed as the clerical nurse was approved by the Board of Directors.
9. **Old Business:**
- a. Action Item: The Board will determine if it wishes to approve the hire of the Lacrosse Coach. This is an EPER position. (**action item tabled**)
10. **Adjournment:** Next Board Meeting is Monday March 28, 2022 at 6:00 PM.
- 1. Motion to adjourn made by: Adrian Peoples
 - 2. Second motion to adjourn made by: Chuck Mosher
 - 3. 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.