

**Providence Creek Academy Charter School  
Board of Directors Monthly Meeting  
January 31<sup>st</sup>, 2022  
6:00 P.M.  
Conference Call: (513) 386-0000  
Access Code: 290054**

Board Members Present:  
Melissa Rhoads-President  
Lisa Moore-Vice President  
Lisa English-Secretary  
Chuck Mosher-Treasurer  
Elizabeth Colombo Kutch  
Amy Wharry  
Adrian Peoples

Members 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 6:01 pm
2. **Pledge of Allegiance, Moment of Silence**
3. **Public Comment-**Opportunity to address the Board of Directors
  - a. There are no members of the public present to address the Board of Directors.
4. **Approval of the December 16, 2021 Board Meeting Minutes**
  - a. Motion to approve made by: Lisa Moore
  - b. Second motion to approve made by: Adrian Peoples
  - c. The motion to approve the December 16, 2021 Board Meeting Minutes was approved by the Board of Directors.
5. **Board Committee Reports:**
  - a. CBOC Committee
    1. The school has received 94.14% of its expected funding as of December 31st, 2021.
    2. PCA is 50% into the school year and overall expenditures are at 42.88% which is approximately 7.12% under the actual percentage for this month. Last month PCA's expenditures were at 42%, which was 6% under the actual percentage.
    3. Based on the current budget for FY22, PCA has a surplus of \$42,387.80
    4. PCard Reconciliation was reviewed for this month. The PCard available credit was decreased from \$25,000 to \$10,000 as part of

the Board of Directors extension of the higher credit card limit for the CSP Expansion Grant purchases.

- b. Website Committee
    - 1. The website project is now moving into development of PCA specific content.
  - c. Expansion Committee
    - 1. RFQ was posted recently and the Expansion Committee is going to meet at February 11<sup>th</sup>, 2022 at 4:00 to decide on an architect.
    - 2. The Expansion Committee is exploring the option of the hired architect to take on additional projects on campus.
6. **Reports:**
- a. Head of School Report
    - 1. Title funds were found to be in compliance.
    - 2. The PLC for fall and winter has been published with the math and reading specialist. Virtual days are being used to meet in grade level teams and for professional development opportunities.
    - 3. PCA's expansion plan includes a new kindergarten classroom. With this, Mrs. Stouffer is proposing adding new furniture pieces to all five classrooms in kindergarten.
    - 4. Mrs. Stouffer is looking to update the language of the nepotism policy to reflect that members have been grandfathered into the new policy.
    - 5. Mrs. Stouffer is proposing increased hourly rates for substitutes.
    - 6. Mrs. Stouffer is proposing to hire a clerical assistant and substitute nurse for this school year only to assist with Covid contract tracing.
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.*
- a. **Motion to go into Executive Session made by:** Elizabeth Colombo Kutch
  - b. **Second motion made by:** Chuck Mosher
  - c. The motion to go into Executive Session was approved by the Board of Directors.
  - d. Motion to come out of Executive Session made by: Adrian Peoples
  - e. Second motion made by: Lisa Moore
  - f. 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 December Budget.
  1. Motion to approve made by: Adrian Peoples
  2. Second motion to approve made by: Lisa Moore
  3. The motion to approve the SY2021/2022 December Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly December 2021 Budget.
  1. Motion to approve made by: Chuck Mosher
  2. Second motion to approve made by: Adrian Peoples
  3. The motion to approve the DOE Monthly December 2021 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the purchase of furniture for kindergarten classrooms, not to exceed \$10,000.
  - b. Motion to approve made by: Elizabeth Colombo Kutch
  - c. Second motion to approve made by: Lisa Moore
  - d. The Motion to approve the purchase of furniture for kindergarten classrooms, not to exceed \$10,000, was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the revisions to the Nepotism Policy. This includes format changes and language clarification.
  1. Motion to approve made by: Adrian Peoples
  2. Second motion to approve made by: Lisa English
  3. The motion to approve the revisions to the Nepotism Policy was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the new pay scale for substitute teachers following the below hourly rates -
  - a. Class A: \$16.53
  - b. Class B: \$13.20
  - c. Class C: \$10.53
  - d. Motion to approve made by: Chuck Mosher
  - e. Second motion to approve made by: Adrian Peoples
  - f. The motion to approve the new pay scale for substitute teachers following the above hourly rates was approved by the Board of Directors.

- f. Action Item: The Board will determine if it wishes to approve the temporary part-time Clerical Nurse Assistant for the remainder of SY21/22, not to exceed \$8,000.
  - 1. Motion to approve made by: Elizabeth Colombo Kutch
  - 2. Second motion to approve made by: Lisa Moore
  - 3. The motion to approve the temporary part-time clerical nurse was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the Substitute Nurse for the remainder of SY21/22, not to exceed \$5,500.
  - 1. Motion to approve made by: Adrian Peoples
  - 2. Second motion to approve made by: Elizabeth Colombo Kutch
  - 3. The motion to approve the Substitute Nurse for the remainder of SY21/22, not to exceed \$5,500, was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the School Newsletter Advisor position. This is an EPER position, not to exceed \$1,500 per school year.
  - 1. Motion to approve made by: Lisa English
  - 2. Second motion to approve made by: Adrian Peoples
  - 3. The motion to approve the School Newsletter Advisor position was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the hire of Tyanna Reed as the Clerical Nurse Assistant.
  - 1. Motion to approve made by: Elizabeth Colombo Kutch
  - 2. Second motion made by: Lisa Moore
  - 3. The motion to approve the hire of Tyanna Reed as the Clerical Nurse Assistant was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the hire of Danielle Bowers as the School Newsletter Advisor.
  - 1. Motion to approve made by: Chuck Mosher
  - 2. Second motion to approve made by: Lisa English
  - 3. The motion to approve the hire of Danielle Bowers as the School Newsletter Advisor was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the hire of Julius Williams as the Baseball Coach. This is an EPER position.
  - 1. Motion to approve made by: Adrian Peoples
  - 2. Second motion to approve made by: Chuck Mosher

3. The motion to approve the hire of Julius Willilams as the Baseball Coach as an EPER position was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to approve the hire of Tiffany Credle as the Softball Coach. This is an EPER position.
  1. Motion to approve made by: Lisa Moore
  2. Second motion to approve made by: Adrian Peoples
  3. The motion to approve the hire of Tiffany Credle as the Softball Coach was approved by the Board of Directors.
- m. 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)
- n. Action Item: The Board will determine if it wishes to approve the hire of a Transportation Administrative Assistant.
  1. Motion to approve made by: Adrian Peoples
  2. Second motion to approve made by: Elizabeth Colombo Kutch
  3. The motion to approve the hire of a Transportation Administrative Assistant was approved by the Board of Directors.
- o. Action Item: The Board will determine if it wishes to approve the hire of Kimberly Heeman as a Special Education Teacher.
  1. Motion to approve made by: Elizabeth Colombo Kutch
  2. Second motion to approve made by: Lisa English
  3. The motion to approve the hire of Kimberley Heeman as a Special Education Teacher was approved by the Board of Directors.
- p. Action Item: The Board will determine if it wishes to approve the resignation of Emily Vaccarinni.
  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 Emily Vaccarini was approved by the Board of Directors.

9. **Old Business:** None

10. **Adjournment:** Next Board Meeting is Monday February 28, 2022 at 6:00 PM.

1. **Motion to adjourn made by: Adrian Peoples**
2. Second motion to adjourn made by: Lisa Moore
3. The motion to adjourn the January 31,2022 meeting 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.*