

**Providence Creek Academy Charter School  
Board of Directors Monthly Meeting  
March 28<sup>th</sup>, 2022  
6:00 P.M.  
Providence Creek Academy Library**

**Members Present:**

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

**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 6:06 pm.
2. **Pledge of Allegiance, Moment of Silence**
3. **Public Comment-**Opportunity to address the Board of Directors
  - a. There were no members of the public present.
4. **Presentations – Architects**
  - a. Studio JAED
  - b. RG Architects
  - c. Becker Morgan Group: Bryan Hutchison
5. **Approval of the February 28<sup>th</sup>, 2022 and March 15<sup>th</sup>, 2022 Board Meeting Minutes**
  1. Motion to approve made by: Joe Rogerson
  2. Second motion to approve made by: Chuck Mosher
  3. The motion to approve the February 28<sup>th</sup>, 2022 and March 15<sup>th</sup>, 2022 Board Meeting Minutes was approved by the Board of Directors.
6. **Board Committee Reports:**
  - a. CBOC Committee
    1. The CBOC Committee met on March 24<sup>th</sup>. The school has received 95% of its funding. Expenditures are at approximately 55% and we are at 66% of the school year. Surplus is currently at \$142,000. PNC bank statements and p-card transactions were reviewed with no findings of note.
  - b. Website Committee
    1. Current website is up and running.
    2. Content is continuing to be developed for the website.

- c. Expansion Committee
  - 1. Presentation of RFQs was completed. The Expansion Committee has completed preliminary work and is ready for the Board of Directors to select an architect and determine if PCA's bonds will be remarketed, and if so, to what extent.

**7. Reports:**

- a. Head of School Report
  - 1. Bond Remarketing Discussion
    - a. Financial Philosophy of the Board
    - b. Scenario Analysis of Bond Remarketing
      - a. Do Nothing
      - b. 2008A Bonds refi fixed rate, 35 years
      - c. 2008A Bonds refi fixed rate with +1M, 35 years
      - d. 2008A Bonds refi fixed rate with +2M, 35 years
      - e. 2008A Bonds refi fixed rate with +4M, 35 years
  - 2. Kindergarten enrollment is underway.
  - 3. Title I Newsletter sent out by the state featured Providence Creek Academy on the front page this month.
  - 4. PCA's 7<sup>th</sup> and 8<sup>th</sup> grade choral concert took place this month and the students did a wonderful job.
  - 5. Several bollard lights are falling over and need to be replaced. Estimated cost is \$16,000.

**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 go into Executive Session made by: Chuck Mosher
- b. Second motion made by: Elizabeth Colombo-Kutch
- 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: Elizabeth Colombo-Kutch
- 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 SY2021/2022 February Budget.
  - 1. Motion to approve made by: Chuck Mosher

2. Second motion to approve made by: Adrian Peoples
  3. The motion to approve the SY2021/2022 February Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly February 2022 Budget.
1. Motion to approve made by: Chuck Mosher
  2. Second motion to approve made by: Joe Rogerson
  3. The motion to approve the DOE Monthly February 2022 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the expansion of the school facilities to include seven new classrooms.
1. Motion to approve made by: Adrian Peoples
  2. Second motion to approve made by: Lisa English
  3. The motion to approve the expansion of the school facilities to include seven new classrooms was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the expansion of the school facilities to include additional lavatories in the lower school. (*action item tabled*)
- e. Action Item: The Board will determine if it wishes to approve the expansion of the school facilities to include opening the balcony in the auditorium for added classroom space. (*action item tabled*)
- f. Action Item: The Board will determine if it wishes to approve a budget not to exceed 2.5 million dollars for the expansion of the facilities.
1. Motion to approve made by: Joe Rogerson
  2. Second motion to approve made by: Chuck Mosher
  3. The motion to approve a budget not to exceed 2.5 million dollars for the expansion of the facilities was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve one of the proposals that was presented by one of the three architects for the expansion of the school.
1. Motion to approve the proposal presented by RG Architects, LLC made by: Adrian Peoples
  2. Second motion to approve made by: Elizabeth Colombo-Kutch
  3. The motion to approve the proposals that was presented by RG Architects, LLC., for the expansion of the school was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the Minor Modification to expand the school facilities.

1. Motion to approve made by: Elizabeth Colombo-Kutch
  2. Second motion to approve made by: Adrian Peoples
  3. The motion to approve the Minor Modification to expand the school facilities was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the resolution for the refinancing of the school's bonds, including additional monies the school would use to complete the expansion project.
1. Motion to approve the bond resolution of 2008A bonds + 2 million, made by: Adrian Peoples
  2. Second motion to approve made by: Elizabeth Colombo-Kutch
  3. The motion to approve the resolution for the refinancing of the school's bonds, including additional monies the school would use to complete the expansion project was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the First Grade Field Trip to the Philadelphia Zoo in Philadelphia, PA on May 19, 2022.
1. Motion to approve made by: Elizabeth Colombo-Kutch
  2. Second motion to approve made by: Chuck Mosher
  3. The motion to approve the First Grade Field Trip to the Philadelphia Zoo in Philadelphia, PA on May 19, 2022 was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the Band Field Trip to Trills & Thrills Music Festivals in Hershey, PA on May 20, 2022.
1. Motion to approve made by: Adrian Peoples
  2. Second motion to approve made by: Lisa English
  3. The motion to approve the Band Field Trip to Trills & Thrills Music Festivals in Hershey, PA on May 20, 2022 was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to approve the PCBT Trip to the RDA/NE Festival in Lancaster, PA from May 12 to May 15, 2022.
1. Motion to approve made by: Elizabeth Colombo-Kutch
  2. Second motion to approve made by: Joe Rogerson
  3. The motion to approve the PCBT Trip to the RDA/NE Festival in Lancaster, PA from May 12 to May 15, 2022 was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the hire of Marisol Jordan as a substitute teacher.
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 Marisol Jordan as a substitute teacher was approved by the Board of Directors.
- n. Action Item: The Board will determine if it wishes to approve the hire of Ziah Williams as an aftercare counselor.
1. Motion to approve made by: Joe Rogerson
  2. Second motion made by: Chuck Mosher
  3. The motion to approve the hire of Ziah Williams as an aftercare counselor was approved by the Board of Directors.
- o. Action Item: The Board will determine if it wishes to approve the hire of Tiffany Credle as the long-term substitute for Mrs. Sellers.
1. Motion to approve made by: Chuck Mosher
  2. Second motion made by: Joe Rogerson
  3. The motion to approve the hire of Tiffany Credle as the long-term substitute for Mrs. Sellers was approved by the Board of Directors.
- p. Action Item: The Board will determine if it wishes to approve the hire of Isiah Kilgo-Fielder as a substitute teacher.
1. Motion to approve made by: Elizabeth Colombo-Kutch
  2. Second motion to approve made by: Adrian Peoples
  3. The motion to approve the hire of Isiah Kilgo-Fielder as a substitute teacher was approved by the Board of Directors.
- q. Action Item: The Board will determine if it wishes to approve the hire of Jenny Seward as the Summer Camp Director.
1. Motion to approve made by: Elizabeth Colombo-Kutch
  2. Second motion to approve made by: Chuck Mosher
  3. The motion to approve the hire of Jenny Seward as the Summer Camp Director was approved by the Board of Directors.
- r. Action Item: The Board will determine if it wishes to approve the hire of Derron Marvel as a full-time maintenance employee.
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 Derron Marvel as a full-time maintenance employee was approved by the Board of Directors.
- s. Action Item: The Board will determine if it wishes to approve the resignation of Aiden Malmstrom as a substitute custodian.
1. Motion to approve made by: Chuck Mosher

2. Second motion made by: Elizabeth Colombo-Kutch
  3. The motion to approve the resignation of Aiden Malmstrom as a substitute custodian was approved by the Board of Directors.
- t. Action Item: The Board will determine if it wishes to approve the estimate from Masten Electric Inc. for the existing bollard lights, not to exceed \$16,275 which includes supplies, installation, and materials.
1. Motion to approve made by: Joe Rogerson
  2. Second motion to approve made by: Adrian Peoples
  3. The motion to approve the the estimate from Masten Electric Inc. for the existing bollard lights, not to exceed \$16,275 which includes supplies, installation, and materials was approved by the Board of Directors.

**10. Old Business:**

- a. Action Item: The Board will determine if it wishes to approve the hire of Courtney Dowell as the Lacrosse Coach. This is an EPER position.
1. Motion to approve made by: Chuck Mosher
  2. Second motion to approve made by: Elizabeth Colombo-Kutch
  3. The motion to approve Courtney Dowell as the Lacrosse Coach was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve Robin Berk as the school nurse.
1. Motion to approve made by: Joe Rogerson
  2. Second motion to approve made by: Adrian Peoples
  3. The motion to approve Robin Berk as the school nurse was approved by the Board of Directors.

**11. Adjournment:** Next Board Meeting is Monday April 25, 2022 at 6:00 PM.

1. Motion to adjourn made by: Adrian Peoples
2. Second motion to adjourn made by: Elizabeth Colombo-Kutch
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.*