

**Providence Creek Academy Charter School  
Board of Directors Monthly Meeting  
November 18<sup>h</sup>, 2021  
6:00 P.M.  
Providence Creek Academy Board of Directors Room**

**Board Members Present:**

Melissa Rhoads  
Lisa English  
Chuck Mosher  
Joe Rogerson  
Amy Wharry  
Adrian Peoples

**Other Members Present:**

Denise Stouffer

**Board Members Not Present:**

Lisa Moore  
Elizabeth Colombo-Kutch

**Regular Meeting 6:00 P.M.**

1. **Call to Order:** The meeting was called to order at 6:00 pm.
2. **Pledge of Allegiance, Moment of Silence**
3. **Public Comment-**Opportunity to address the Board of Directors
  - a. There was no comment from the public at this time.
4. **Presentation** – Fuel Tank
  - a. Francis Hartnett from Southern States
5. **Approval of the October 25, 2021 Board Meeting Minutes**
  - a. **Motion to approve made by:** Adrian Peoples
  - b. **Second motion made by:** Chuck Mosher
  - c. The motion to approve the October 25, 2021 Board Meeting Minutes was approved by the Board of Directors.
6. **Board Committee Reports:**
  - a. CBOC Committee
    1. The school has received 76.76% of its expected funding as of September 30th, 2021.
    2. State Unit Formula (05213) has decreased approximately \$27,000 due to staffing changes.
    3. Food Service (91100/92102) is projected to have an increase of approximately \$157,000 due to the Summer Feeder Program for free student meals throughout the meal.
    4. Local Special Funds was decreased by approximately \$50,000

5. PCA is 33% into the school year and overall expenditures are at 27.93% which is approximate 5.4% under the actual percentage for this month. Last month PCA's expenditures were at 22.18%, which was 2.82% under the actual percentage.
6. Based on the preliminary budget for FY22, PCA has a surplus of \$30,616.64
7. The PNC Bank Statements were reviewed for this month with no findings.

b. Website Committee

1. There is no report this month as the committee is awaiting art work.

c. Expansion Committee

1. Tabled until December 1, 2021

**7. Reports:**

a. Head of School Report

1. Annual Report is due December 1, 2021
2. Draft of Organizational Framework is at 100%
3. The Department of Education has asked that we submit a Class size Waiver for SY21/22
4. Mrs. Stouffer will be applying for a grant for Teacher Residents that is due December 10, 2021. Ashlynn Tressler is going to be a teacher resident with Mrs. Hennessy. Mrs. Stouffer is going to ask the Board to approve three teacher residents (two unbudgeted residents totaling \$21,000) and one currently budgeted teacher resident.
5. The updated bus quotes were provided to the Board of Directors.

**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: Joe Rogerson
- b. Second motion made by: Adrian Peoples
- c. The motion to go into Executive Session was approved by the Board of Directors.
- d. The motion to come out of Executive Session made by: Chuck Mosher
- e. Second motion made by: Adrian Peoples
- f. The motion to come out 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 October Budget.
  - a. Motion made by: Adrian Peoples
  - b. Second motion made by: Joe Rogerson
  - c. The motion to approve the SY2021/2022 October budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly October 2021 Budget.
  - a. Motion made by: Chuck Mosher
  - b. Second motion made by: Adrian Peoples
  - c. The motion to approve the DOE Monthly October 2021 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the Class Size Waiver for SY21/22.
  - a. Motion made by: Adrian Peoples
  - b. Second motion made by: Chuck Mosher
  - c. The motion to approve the Class Size Waive for SY21/22 was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the Annual Report for DDOE.
  - a. Motion to approve made by: Joe Rogerson
  - b. Second motion made by: Adrian Peoples
  - c. The motion to approve the Annual Report for DDOE was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the purchase of 10 additional digital cameras for the art and technology departments, not to exceed \$6,000.
  - a. Motion to approve made by: Adrian Peoples
  - b. Second motion to approve made by: Joe Rogerson
  - c. The motion to approve the purchase of 10 additional digital cameras for the art and technology departments, not to exceed \$6,000, was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the PCA Residency Program from January to June 2022 for \$10,500 per resident for a total of \$21,000 before OECs, understanding that the third resident will be shifted from a paraprofessional to a teacher resident.
  - a. Motion to approve made by: Adrian Peoples

- b. Second motion to approve made by: Chuck Mosher
- c. The motion to approve the PCA Re Residency Program from January to June 2022 for \$10,500 per resident for a total of \$21,000 before OECs, was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the hire of Nicole Crawford as a 4<sup>th</sup> grade teacher.
  - a. Motion to approve made by: Lisa English
  - b. Second motion to approve made by: Adrian Peoples
  - c. The motion to approve the hire of Nicole Crawford as a 4<sup>th</sup> grade teacher was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the hire of Antwanique Woolford as a part-time substitute teacher and the Competition Cheer Coach. The Competition Cheer Coach position is an EPER position.
  - a. Motion to approve made by: Joe Rogerson
  - b. Second motion to approve made by: Adrian Peoples
  - c. The motion to approve the hire of Antwanique Woolford as a part-time substitute teacher was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the hire of Morgan Bradley as a substitute teacher.
  - a. Motion to approve made by: Chuck Mosher
  - b. Second motion to approve made by: Joe Rogerson
  - c. The motion to approve the hire of Morgan Bradley as a substitute teacher was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the hire of Cindy Valasquez as a substitute nurse.
  - a. Motion to approve made by: Adrian Peoples
  - b. Second motion to approve made by: Lisa English
  - c. The motion to approve the hire of Cindy Valasquez as a substitute nurse was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the hire of Tyanna Reed as a part-time clerical nurse and substitute teacher.
  - a. Motion to approve made by: Joe Rogerson
  - b. Second motion to approve made by: Chuck Mosher
  - c. The motion to approve the hire of Tyanna Reed as a part time clerical nurse and substitute teacher was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to approve the hire of Karen Krise as a substitute teacher.

- a. Motion to approve made by: Adrian Peoples
  - b. Second motion to approve made by: Joe Rogerson
  - c. The motion to approve the hire of Karen Krise as a substitute teacher was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the resignation of Andrea Wallace as a 4<sup>th</sup> grade teacher. If approved, Ms. Wallace will be a part-time daily substitute teacher.
- a. Motion to approve made by: Chuck Mosher
  - b. Second motion to approve made by: Adrian Peoples
  - c. The motion to approve the resignation of Andrea Wallace as a 4<sup>th</sup> grade teacher was approved by the Board of Directors.

10. **Old Business:** None

11. **Adjournment:** Next Board Meeting is Thursday December 16, 2021 at 6:00 PM.

- 1. **Motion to approve made by:** Adrian Peoples
- 2. **Second motion to approve made by:** Joe Rogerson
- 3. The motion to adjourn the November 18<sup>th</sup>, 2021 Board of Directors 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.*