

**PROVIDENCE CREEK ACADEMY
BOARD OF DIRECTORS MONTHLY MEETING
September 20th, 2021**

6:00 P.M.

Providence Creek Academy Board of Directors Room

Board Members Present:

Melissa Rhoads
Lisa Moore
Chuck Mosher
Lisa English
Elizabeth Colombo-Kutch
Amy Wharry

Other Members Present:

Denise Stouffer
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:** There was no public comment to the Board of Directors.
4. **Presentations – Insurance**
 - a. Joe Pekala from JPA Non-Profit Insurance Specialists
 - b. Joseph Gaynor from Pratt Insurance
5. **Approval of the August 19, 2021 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 August 19, 2021 Board Meeting Minutes was approved by the Board of Directors.
6. **Board Committee Reports**
 - a. CBOC Committee: The school has received 72% of expected funding. Currently we have 44.3 division units. The state of Delaware announced that we continue the 2020 transportation rates. Our run rate for expenses is just under 15%. Based upon expenses reviewed, the CBOC continues to project a surplus for the year. PNC bank statements and P-Card transactions were reviewed with no findings.
 - b. Website Committee: A mock up for the website was sent and there will be a meeting within the next week or two. The templates have been finalized and revisions were made. An update will be given at the next Board Meeting to share progress on the website.
7. **Reports:**
 - a. Head of School Report:

1. PCA was awarded a \$50,000 grant for planning. PCA will be purchasing 14 interactive screens that is Bluetooth enabled to allow for further capabilities for both teachers and students. They will be installed in math and science classrooms in upper school first.
 2. The State of Delaware is reenacting a Covid Leave Policy for this school year due to a rise in cases. Mrs. Stouffer is recommending that we adopt the finalized policy and provide that information to PCA's staff.
 3. Congratulations to Kevin Curry and the café' staff for their renewal of the extended lunch program for PCA students.
 4. PCA was audited in July 2020.
 5. The PCA Grading Policy has been updated to reflect edits discussed at the August 2021 Board of Directors Meeting
 6. The Chromebook Policy has been updated to include a \$25.00 maintenance fee.
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: Lisa Moore
 - b. Second motion to go into Executive Session 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: Lisa Moore
 - e. Second motion to come out of executive session 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 August Budget.
 1. Motion made by: Lisa Moore
 2. Second motion made by: Lisa English
 3. The motion to approve the SY2021/2022 August Budget was approved by the Board of Directors.
 - b. Action Item: The Board will determine if it wishes to approve the DOE Monthly August 2021 Budget.
 1. Motion made by: Chuck Mosher
 2. Second motion made by: Elizabeth Colombo -Kutch

3. The motion to approve the DOE Monthly August 2021 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the revisions to the Chromebook Policy. This revision is to include a yearly maintenance fee.
 1. Motion made by: Elizabeth Colombo -Kutch
 2. Second motion made by: Lisa English
 3. The motion to approve the revisions to the Chromebook Policy to include a yearly maintenance fee was approved by the Board of Directors.
 - d. Action Item: The Board will determine if it wishes to approve the COVID Leave Policy as drafted by legal counsel.
 1. Motion made by: Lisa Moore
 2. Second motion made by: Elizabeth Colombo -Kutch
 3. The motion to approve the COVID Leave Policy was approved by the Board of Directors.
 - e. Action Item: The Board will determine if it wishes to approve the recommended insurance company and quote. (Pratt Insurance)
 1. Motion made by: Chuck Mosher
 2. Second motion made by: Lisa Moore
 3. The motion to approve the recommended insurance company and quote was approved by the Board of Directors.
 - f. Action Item: The Board will determine if it wishes to approve the purchase of a new school bus.
 1. Motion made by: Lisa Moore
 2. Second motion made by: Elizabeth Colombo -Kutch
 3. The motion to approve the purchase of a new school bus was approved by the Board of Directors.
 - g. Action Item: The Board will determine if it wishes to approve the extension of the Ballet Teacher I Stipend. This is an EPER position funded by the Ballet Department and is not to exceed \$12,500 per year.
 1. Motion made by: Elizabeth Colombo -Kutch
 2. Second motion made by: Lisa English
 3. The motion to approve the purchase the extension of the Ballet Teacher I Stipend was approved by the Board of Directors.
 - h. Action Item: The Board will determine if it wishes to approve the hire Reginald Smith as a bus driver.
 1. Motion made by: Elizabeth Colombo -Kutch

2. Second motion made by: Chuck Mosher
 3. The motion to approve the hire of Reginald Smith as a bus driver was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the hire of Denise Henry as a bus driver.
 1. Motion made by: Elizabeth Colombo -Kutch
 2. Second motion made by: Lisa Moore
 3. The motion to approve the hire of Reginald Smith as a bus driver was approved by the Board of Directors.
 - j. Action Item: The Board will determine if it wishes to approve the hire of Ashlynn Tressler as a part-time paraprofessional. This is a one-year grant funded position.
 1. Motion made by: Elizabeth Colombo -Kutch
 2. Second motion made by: Lisa Moore
 3. The motion to approve the hire of Ashlynn Tressler as a part-time paraprofessional was approved by the Board of Directors.
 - k. Action Item: The Board will determine if it wishes to approve the hire of Shawn Marie Cole as a part-time paraprofessional.
 1. Motion made by: Lisa Moore
 2. Second motion made by: Chuck Mosher
 3. The motion to approve the hire of Shawn Marie Cole as a part-time paraprofessional was approved by the Board of Directors.
 - l. Action Item: The Board will determine if it wishes to approve the hire of Hummu Saydee as a part-time paraprofessional. This is a one-year grant funded position.
 1. Motion made by: Lisa English
 2. Second motion made by: Elizabeth Colombo -Kutch
 3. The motion to approve the hire of Hummu Saydee as a part-time paraprofessional was approved by the Board of Directors.
 - m. Action Item: The Board will determine if it wishes to approve the hire of Nathan Foreman as the 1st Grade Teacher.
 1. Motion made by: Elizabeth Colombo -Kutch
 2. Second motion made by: Lisa Moore
 3. The motion to approve the hire of Nathan Foreman as the 1st Grade Teacher was approved by the Board of Directors.
 - n. Action Item: The Board will determine if it wishes to approve the hire of Julius Williams as the Cross-Country Coach. This is an EPER position.

1. Motion made by: Chuck Mosher
2. Second motion made by: Elizabeth Colombo -Kutch
3. The motion to approve the hire of Julius Williams as the Cross-Country Coach was approved by the Board of Directors.
 - o. Action Item: The Board will determine if it wishes to approve the resignation of Dawn Norvell.
1. Motion made by: Lisa English
2. Second Motion made by: Lisa Moore
3. The motion to approve the resignation of Dawn Norvell was approved by the Board of Directors.

10. Old Business:

- a. **Action Item:** The Board will determine if it wishes to approve the Grading Policy.
 1. Motion made by: Lisa Moore
 2. Second motion made by: Chuck Mosher
 3. The motion to approve the Grading Policy was approved by the Board of Directors.
- b. **Action Item:** The Board will determine if it wishes to approve the hire of the Fourth Grade Teacher. (action item removed)

11. Adjournment: Next Board Meeting is Monday October, 25, 2021 at 6:00 PM.

1. Motion to adjourn made by: Lisa Moore
2. Second motion to adjourn made by: Elizabeth Colombo Kutch
3. The motion to adjourn the 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.