

**PROVIDENCE CREEK ACADEMY
BOARD OF DIRECTORS MONTHLY MEETING
Tuesday April 27th, 2021
6:00 P.M.
Conference Call 515-604-9856 Access Code 494023**

Board Members Present:

Melissa Rhoads
Lisa Moore
Elizabeth Colombo Kutch
Danielle Gordy
Lisa English

Board Members Not Present:

Chuck Mosher

Others Present:

Denise Stouffer (Head of School)
Amanda Silcox (Dean of Academics)
Rachael Straightiff

Virtual Regular Meeting 6:00 P.M.

1. **Call to Order: Meeting called to order at 6:13 pm**
2. **Pledge of Allegiance, Moment of Silence**
3. **Public Comment-Opportunity to address the Board of Directors:** There were no public comments to address the Board of Directors.
4. **Presentation of Awards:** No awards presented. The Board of Directors thanked Danielle Gordy for her service and dedication to the Board of Directors.
5. **Board of Directors Organization and Appointment:**
 - a. Action Item: The Board will determine if it wishes to accept the resignation of Amanda Russell as the Parent Member of the Providence Creek Academy Board of Directors.
 1. Motion to approve made by: Lisa Moore
 2. Second motion to approve made by: Elizabeth Colombo Kutch
 3. The motion to accept the resignation of Amanda Russell as the Parent Member of the Providence Creek Academy Board of Directors was approved by the Board of Directors.
 - b. Action Item: The Board will determine if it wishes to accept the resignation of Danielle Gordy as a Member of the Providence Creek Academy Board of Directors.
 1. Motion to approve made by: Elizabeth Colombo Kutch
 2. Second motion to approve made by: Lisa English
 3. The motion to accept the resignation of Danielle Gordy as a Member of the Providence Creek Academy Board of Directors was approved by the Board of Directors.
6. **Approval of the February 23, 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 February 23, 2021 Board Meeting Minutes was approved by the Board of Directors.
7. **Approval of the March 23, 2021 Board Meeting Minutes**

- a. Motion to approve made by: Elizabeth Colombo Kutch
- b. Second motion to approve made by: Lisa Moore
- c. The motion to approve the March 23, 2021 Board Meeting Minutes was approved by the Board of Directors.

8. Board Committee Reports

- a. CBOC Committee
 1. Denise Stouffer presented the CBOC Committee report for Chuck Mosher
 2. The school has receive 97.84% of its expected funding as of March 31st, 2021
 3. PCA is 75% into the school year and overall expenditures are at 57% which is 15.66% under the actual percentage for this month.
- b. Website Committee
 1. Denise Stouffer presented the CBOC Committee report.
 2. Quotes and overview of services for five website companies were presented and compared.
 3. The committee recommends that Providence Creek Academy moves forward with MorWeb and Idolize Design and invite both companies to the next Board Meeting to provide information about their website services.

9. Reports:

- a. Head of School Report
 1. Present the revised Grading Policy for discussion
 - a. The Grading Policy was posted for public comment 60 days ago.
 - b. A Grading Policy Committee was formed, composed of several teachers. A survey was also sent out to teachers to provide feedback and suggestions for the Grading Policy.
 - c. The Grading Policy is still in draft form. A survey will be sent to families for further comment and feedback.
 2. Social Media Policy
 3. Mrs. Stouffer is requesting that the Board of Directors form a new committee to explore an expansion at Providence Creek Academy.
 4. Eighth Grade graduation will take place this spring.
 5. As part of the ESSER application, Providence Creek Academy will be providing a summer program.
 6. Current guidance is still in place pertaining to summer camps in Delaware. Mrs. Stouffer recommends that under current guidance, Providence Creek Academy does not hold summer camp this year.

10. 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. The motion to go into Executive Session made by: Lisa Moore
- b. Second motion made by: Lisa English
- c. The motion to go into Executive Session was approved by the Board of Directors.
- d. A motion to come out of Executive Session was made by Lisa Moore. A second motion was made by Elizabeth Colombo Kutch. The motion to come out of Executive Session was approved by the Board of Directors.

11. New Business:

- a. Action Item: The Board will determine if it wishes to approve the SY 2020-2021 March Budget.
 1. Motion to approve made by: Elizabeth Colombo Kutch
 2. Second motion to approve made by: Lisa Moore
 3. The motion to approve the SY 2020-2021 March Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly March 2021 Budget.
 1. Motion made by: Lisa English
 2. Second motion made by: Elizabeth Colombo Kutch
 3. The motion to approve the DOE Monthly March 2021 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the additional Special Education Teacher position. This is a two-year grant funded position as part of the ESSER III application.
 1. Motion to approve made by: Elizabeth Colombo Kutch
 2. Second motion to approve made by: Lisa Moore
 3. The motion to approve the additional Special Education Teacher position was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the amendment to the ESSER II Grant.
 1. Motion to approve made by: Lisa English
 2. Second motion to approve made by: Elizabeth Colombo Kutch
 3. The motion to approve the amendment to the ESSER II Grant was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the ESSER III application and related expenditures, should it be awarded to PCA.
 1. Motion to approve made by: Lisa Moore
 2. Second motion to approve made by: Lisa English

3. The motion to approve the ESSER II application and related expenditures, should it be awarded to PCA, was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the purchase of 65 new walkie-talkies for \$16,125.
 1. Motion to approve made by: Elizabeth Colombo Kutch
 2. Second motion to approve made by: Lisa Moore
 3. The motion to approve the purchase of 65 new walkie-talkies for \$16,125 was approved by the Board of Directors.
 - g. Action Item: The Board will determine if it wishes to approve the purchase of a new vision screener, not to exceed \$7,000.
 1. Motion to approve made by: Elizabeth Colombo Kutch
 2. Second motion to approve made by: Lisa English
 3. The motion to approve the purchase of a new vision screener, not to exceed \$7,000, was approved by the Board of Directors.
 - h. Action Item: The Board will determine if it wishes to approve the website vendor and quote. (action item tabled)
 - i. Action Item: The Board will determine if it wishes to approve the contract with Barbacane Thornton Company for the annual audit. (**action item tabled**)
 - j. Action Item: The Board will determine if it wishes to approve the 2 step increase for the SY21/22 Teacher Payscale.
 1. Motion to approve made by: Lisa Moore
 2. Second motion to approve made by: Elizabeth Colombo Kutch
 3. The motion to approve the 2 step increase for the SY21/22 Teacher Payscale was approved by the Board of Directors.
 - k. Action Item: The Board will determine if it wishes to approve the Cash Receipts and Local Funds Policy. This policy combines the former Check Authorization Policy, Cash Receipts Procedure, Cash Deposits Policy, and Checking Account Reconciliation Policy.
 1. Motion to approve made by: Elizabeth Colombo Kutch
 2. Second motion to approve made by: Lisa English
 3. The motion to approve the Cash Receipts and Local Funds Policy. This policy combines the former Check Authorization Policy, Cash Receipts Procedure, Cash Deposits Policy, and Checking Account Reconciliation Policy was approved by the Board of Directors.
 - l. Action Item: The Board will determine if it wishes to approve the Fiscal Management Policy. This policy combines the former Evaluation of Fiscal Management Policy, Transactions over \$5,000 Policy, Temporary Purchase Order Authorization Policy, Travel Expense Policy, Bidding Procedures

Local/Competitive Purchasing, Bidding Procedures Deposit and Performance Bond, Federal Bidding Procedures/Requirements, Federal Monies Purchasing Policy, Fiscal Management Expenditures, Fiscal Management Annual Budget, Fiscal Management Budget Planning, PCard Policy, Check Authorization Policy, Purchase Order Authorization, Fiscal Management Fund Balance and Carryover Funds, Fiscal Management Goals/Priority Objectives, Fiscal Management Budget Transfers, and Fiscal Management Line and Cost Center Policy.

1. Motion to approve made by: Lisa Moore
2. Second motion to approve made by: Elizabeth Colombo Kutch
3. The motion to approve the Fiscal Management Policy was approved by the Board of Directors.

m. Action Item: The Board will determine if it wishes to approve the Asset Capitalization Policy. This replaces the former Fixed Asset Capitalization Policy.

1. Motion to approve made by: Elizabeth Colombo Kutch
2. Second motion to approve made by: Lisa Moore
3. The motion to approve the Asset Capitalization Policy. This replaces the former Fixed Asset Capitalization Policy was approved by the Board of Directors.

n. Action Item: The Board will determine if it wishes to approve the Internal Accounts Policy. This replaces the Cash Deposit Policy, Cash Receipts Procedure, Checking Account Reconciliation Policy, Check Authorization Policy.

1. Motion made by: Elizabeth Colombo Kutch
2. Second motion made by: Lisa Moore
3. The motion to approve the Internal Accounts Policy. This replaces the Cash Deposit Policy, Cash Receipts Procedure, Checking Account Reconciliation Policy, Check Authorization Policy was approved by the Board of Directors.

A motion was made to combine and approve Action Items o through jj.

1. Motion made by: Lisa Moore
2. . Second motion made by: Lisa English
3. The motion to combine and approve Action Items o through jj was approved by the Board of Directors.

o. Action Item: The Board will determine if it wishes to approve the retirement of the Check Authorization Policy.

p. Action Item: The Board will determine if it wishes to approve the retirement of the Cash Receipts Procedure.

- q. Action Item: The Board will determine if it wishes to approve the retirement of the Cash Deposit Policy.
- r. Action Item: The Board will determine if it wishes to approve the retirement of the Checking Account Reconciliation Policy.
- s. Action Item: The Board will determine if it wishes to approve the retirement of the Evaluation of Fiscal Management Policy.
- t. Action Item: The Board will determine if it wishes to approve the retirement of the Transactions over \$5,000 Policy.
- u. Action Item: The Board will determine if it wishes to approve the retirement of the Temporary Purchase Order Authorization Policy.
- v. Action Item: The Board will determine if it wishes to approve the retirement of the Travel Expense Policy.
- w. Action Item: The Board will determine if it wishes to approve the retirement of the Bidding Procedures Local/Competitive Purchasing Policy.
- x. Action Item: The Board will determine if it wishes to approve the retirement of the Federal Monies Purchasing Policy.
- y. Action Item: The Board will determine if it wishes to approve the retirement of the Fiscal Management Expenditures Policy.
- z. Action Item: The Board will determine if it wishes to approve the retirement of the Bidding Procedures Deposit and Performance Bond Policy.
- aa. Action Item: The Board will determine if it wishes to approve the retirement of the Federal Bidding Procedures/Requirements Policy.
- bb. Action Item: The Board will determine if it wishes to approve the retirement of the Fiscal Management Annual Budget Policy.
- cc. Action Item: The Board will determine if it wishes to approve the retirement of the Fiscal Management Budget Planning Policy.
- dd. Action Item: The Board will determine if it wishes to approve the retirement of the PCard Policy.
- ee. Action Item: The Board will determine if it wishes to approve the retirement of the Purchase Order Authorization Policy.
- ff. Action Item: The Board will determine if it wishes to approve the retirement of the Fiscal Management Fund Balance and Carryover Funds Policy.
- gg. Action Item: The Board will determine if it wishes to approve the retirement of the Fiscal Management Goals/Priority Objectives Policy.

- hh. Action Item: The Board will determine if it wishes to approve the retirement of the Fiscal Management Budget Transfers Policy.
- ii. Action Item: The Board will determine if it wishes to approve the retirement of the Fiscal Management Line and Cost Center Policy.
- jj. Action Item: The Board will determine if it wishes to approve the retirement of the Fixed Asset Capitalization Policy.

- kk. Action Item: The Board will determine if it wishes to nullify the approval of Action Item J from the March 23, 2021 Board of Directors Meeting. This item is to nullify the acceptance of the resignation of Karen McCollister.
 - 1. Motion to approve made by: Lisa English
 - 2. Second motion to approve made by: Elizabeth Colombo Kutch\
 - 3. The motion to nullify the approval of Action Item J from the March 23, 2021 Board of Directors Meeting was approved by the Board of Directors.
- ll. Action Item: The Board will determine if it wishes to approve Anthony Gamble as a long-term physical education teacher substitute.
 - 1. Motion to approve made by: Lisa Moore
 - 2. Second Motion to approve made by: Lisa English
 - 3. The motion to approve Anthony Gamble as a long-term physical education teacher substitute was approved by the Board of Directors.
- mm. Action Item: The Board will determine if it wishes to approve Brianna Dorey as a 4th Grade Teacher.
 - 1. Motion to approve made by: Lisa Moore
 - 2. Second motion to approve made by: Elizabeth Colombo Kutch
 - 3. The motion to approve Brianna Dorey as a 4th grade teacher was approved by the Board of Directors.
- nn. Action Item: The Board will determine if it wishes to approve Victoria Nelson 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 Victoria Nelson as a Special Education teacher was approved by the Board of Directors.
- oo. Action Item: The Board will determine if it wishes to approve Nykisha Hall-Murphy as a virtual 2nd/3rd grade teacher.
 - 1. Motion to approve made by: Elizabeth Colombo Kutch

2. Second motion to approve made by: Lisa Moore
 3. The motion to approve Nykisha Hall-Murphy as a virtual 2nd/3rd grade teacher was approved by the Board of Directors.
- pp. Action Item: The Board will determine if it wishes to approve Christopher Malcolm Bradwell as a 2nd grade teacher.
1. Motion to approve made by: Elizabeth Colombo Kutch
 2. Second motion to approve made by: Lisa Moore
 3. The motion to approve Christopher Malcolm Bradwell as a 2nd grade teacher was approved by the Board of Directors.
- qq. Action Item: The Board will determine if it wishes to approve Madelyn Norris as a substitute teacher.
1. Motion to approve made by: Lisa Moore
 2. Second motion to approve made by: Elizabeth Colombo Kutch
 3. The motion to approve Madelyn Norris as a substitute teacher was approved by the Board of Directors.
- rr. Action Item: The Board will determine if it wishes to approve the resignation of Stephanie Swanson.
1. Motion to approve made by: Lisa English
 2. Second motion to approve made by: Lisa Moore
 3. The motion to approve the resignation of Stephanie Swanson was approved by the Board of Directors.
- ss. Action Item: The Board will determine if it wishes to approve the resignation of Monique Worthington.
1. Motion to approve made by: Elizabeth Colombo Kutch
 2. Second motion to approve made by: Lisa English
 3. The motion to approve the resignation of Monique Worthington was approved by the Board of Directors.
- tt. Action Item: The Board will determine if it wishes to approve the resignation of Amber Smith.
1. Motion to approve made by: Lisa Moore
 2. Second motion to approve made by: Elizabeth Colombo Kutch
 3. The motion to approve the resignation of Amber Smith was approved by the Board of Directors.

12. Old Business:

- a. Action Item: The Board will determine if it wishes to approve the revised Electronic Communications and Social Media Policy.
 1. Motion made by: Lisa Moore
 2. Second made by: Elizabeth Colombo Kutch
 3. The motion to approve the revised Electronic Communications and Social Media Policy

13. **Adjournment:** Next Board Meeting Tuesday May 25, 2021 at 6:00 PM

- a. Motion made by: Lisa Moore
- b. Second made by: Elizabeth Colombo Kutch
- c. Meeting adjourned at 8:39 pm.

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.