

**Providence Creek Academy Charter School
Board of Directors Monthly Meeting
October 25^h, 2021**

6:00 P.M.

Providence Creek Academy Board of Directors Room

Board Members Present:

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

Other 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 6:06 pm
2. **Pledge of Allegiance, Moment of Silence**
3. **Public Comment-**Opportunity to address the Board of Directors
 - a. There was no public comment at this time.
4. **Approval of the September 20, 2021 Board Meeting Minutes**
 1. Motion to made by: Elizabeth Colombo-Kutch
 2. Second motion made by: Chuck Mosher
 3. The motion to approve the September 20, 2021 Board Meeting Minutes was approved by the Board of Directors.
5. **Board Committee Reports:**
 - a. CBOC Committee: 75% of funding to date. The September 30th count is complete with 702 students (5 less than last school year). Confirmation of transportation rate has been confirmed. Expenditures are at 22%, slightly under the 25% of school year completion. We were awarded an extension of the CSP Grant until 2022 due to supply chain issues. Transportation and cafeteria budgets are being closely monitored. A review of PNC statements and P-Card transactions was completed with no findings. We are at approximately 131,000 surplus.
 - b. Website Committee: Mrs. Stouffer and Rachael Straightiff had a second meeting with Kelvin. The graphics are being designed by PCA art students. Content and website organization is being updated.
 - c. Expansion Committee: The Expansion Committee held its first meeting with stakeholders. Four options for expansion were presented, and preliminary information, pros and cons and next action items were identified by the committee.

6. **Presentations** – Fiscal Year 2021 Audit

- a. Tim Sawyer, Barbacane Thornton & Company

7. **Reports:**

- a. Head of School Report: Governor Carney’s wife visited PCA earlier this month to meet with PCA’s café staff. Mrs. Stouffer reiterated the importance of having students stay home if they are sick. The Halloween parade will take place on Friday, October 29th. PCA held its first pep rally on Friday, October 22nd. The bus quotes were provided to the Board of Directors per the request of the Board at the September 2021 meeting. PCA is looking into adding an above ground fuel tank at the bus lot for bus drivers to fuel the buses on site, rather than going to outside gas stations. PCA is speaking with Southern States on the specifics of cost, installation and maintenance. By housing on-site fuel, there would be an approximate \$11,010.35 cost savings annually. The Board of Directors discussed obtaining additional information regarding security measurements for the tank and responsibility of damage to the fuel tank. The draft versions of the Financial and Performance Framework were received and are preliminarily “green” in all categories.

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: Adrian Peoples
- b. Second motion made by: Joe Rogerson
- 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: Chuck Mosher
- e. Second motion made by: Joe Rogerson
- 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 September Budget.
 - 1. Motion made by: Elizabeth Colombo-Kutch
 - 2. Second motion made by: Adrian Peoples
 - 3. The motion to approve the SY2021/2022 September Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly September 2021 Budget.
 - 1. Motion made by: Adrian Peoples
 - 2. Second motion made by: Joe Rogerson

3. The motion to approve the DOE Monthly September Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the purchase of a salt spreader, not to exceed \$8,000.
 1. Motion made by: Chuck Mosher
 2. Second motion made by: Elizabeth Colombo-Kutch
 3. The motion to approve the purchase of a salt spreader, not to exceed \$8,000, was approved by the Board of Directors.
 - d. Action Item: The Board will determine if it wishes to approve the purchase of a new truck bed and protective bed line for the maintenance pick-up truck, not to exceed \$7,000.
 1. Motion made by: Adrian Peoples
 2. Second motion made by: Lisa English
 3. The motion to approve the purchase of a new truck bed and protective bed line for the maintenance pick-up truck, not to exceed \$7,000, was approved by the Board of Directors.
 - e. Action Item: The Board will determine if it wishes to approve the furniture for the art room, not to exceed \$17,000.
 1. Motion made by: Joe Rogerson
 2. Second motion made by: Adrian Peoples
 3. The motion to approve the furniture for the art room, not to exceed \$17,000, was approved by the Board of Directors.
 - f. Action Item: The Board will determine if it wishes to approve the bonus scale for the Bus Drivers for FY2022. These bonuses will not exceed \$55,000 for FY2022.
 1. Motion made by: Adrian Peoples
 2. Second motion made by: Elizabeth Colombo-Kutch
 3. The motion to approve the bonus scale for the Bus Drivers for FY2022, not to exceed \$55,000, was approved by the Board of Directors.
 - g. Action Item: The Board will determine if it wishes to approve the one-time bonus for the cafeteria staff, not to exceed \$15,000.
 1. Motion made by: Joe Rogerson
 2. Second motion made by: Adrian Peoples
 3. The motion to approve the one-time bonus for the cafeteria staff, not to exceed \$15,000, was approved by the Board of Directors.
 - h. Action Item: The Board will determine if it wishes to approve an additional elementary teacher position.

1. Motion made by: Elizabeth Colombo-Kutch
 2. Second motion made by: Chuck Mosher
 3. The motion to approve an additional elementary teacher position was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the hire of Ellen Harbeson as a part-time nurse assistant/substitute.
1. Motion made by: Adrian Peoples
 2. Second motion made by: Elizabeth Colombo-Kutch
 3. The motion to approve the hire of Ellen Harbeson as part-time nurse assistant/substitute was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the hire of Andrea Wallace as the Interim Fourth Grade Teacher.
1. Motion made by: Andrea Wallace
 2. Second motion made by: Chuck Mosher
 3. The motion to approve the hire of Andrea Wallace as the Interim Fourth Grade Teacher was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the LT substitute for Mr. Ferster
1. Motion made by: Elizabeth Colombo-Kutch
 2. Second motion made by: Adrian Peoples
 3. The motion to approve the LT substitute for Mr. Ferster was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to approve the hire of a Special Education Teacher.
1. Motion made by: Joe Rogerson
 2. Second motion made by: Lisa English
 3. The motion to approve the hire of a Special Education Teacher was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the resignation of Mary Gosser as a part-time bus driver.
1. Motion made by: Adrian Peoples
 2. Second motion made by: Elizabeth Colombo-Kutch
 3. The motion to approve the resignation of Mary Gosser a part-time bus driver was approved by the Board of Directors.
- n. Action Item: The Board will determine if it wishes to approve the resignation of Victoria Nelson as a Special Education Teacher.

1. Motion made by: Chuck Mosher
2. Second motion made by: Joe Rogerson
3. The motion to approve the resignation of Victoria Nelson was approved by the Board of Directors.

10. **Old Business:** None

11. **Adjournment:** Next Board Meeting is Thursday November 18, 2021 at 6:00 PM.

1. Motion made by: Joe Rogerson
2. Second motion made by: Adrian Peoples
3. The motion to adjourn the 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.