

**Providence Creek Academy**  
**Reorganization of the Board of Directors**  
**Board of Directors Monthly Meeting**  
**Tuesday, August 23, 2016**  
**7:00 p.m.**  
**Providence Creek Academy Library**

**Board of Directors Present: Amy Santos, Chris Craig, Lisa Moore, Melissa Rhoades, Elizabeth Colombo-Kutch, Guy Cooper,**

**Administration Present: Chuck Taylor, Audrey Erschen, John Epstein**

1. **Call to Order, Pledge of Allegiance, Moment of Silence** – 7:02pm
2. **Changes to the Agenda** – Addition of 1a under New Business – Action Items
3. **Presentation of Awards** – Job well done to café mural artists
4. **Opportunity to address the Board of Directors** – Board President was presented with new PTO bi-laws and calendar
5. **Approval of the July 26, 2016 Board Meeting Minutes** – Melissa Rhoades made the motion, Chris Craig seconded. All in favor? Motion passed.
6. **Board Committee Reports**
  - a. **CBOC** – Revenue is a56.41%. Expenditures: benchmark for July is 7.71%. Actual expenditures were 6.17% for July. Local Audit is complete for the most part. Their last day was August 17, 2016. We have not received any information on the outcome of the Audit.  
  
Next meeting: September 15, 2016 starting at 2:00pm
  - b. **Oversite Committee** – did not meet this month
  - c. **Head of School Committee** – Mr. Taylor is set to meet with potential Head of School 9/20-9/21 in Wisconsin.
7. **Reports**
  - a. **Head of School** – This past week has been full of meeting new teachers, meaningful Professional Development and returning students. The changes that have taken place have

left PCA in a better place for students, families and staff. All of the staff has been hired and are in place. There are no open positions currently. Positions have been filled with experienced staff and first year staff. A lot of interviews took place during the summer.

Board reorganization needs to take place this Board Meeting. This is done every year. In addition the Board Meeting will be recorded, a new law was signed this past Legislative Session that requires all School Board Meeting to be recorded and placed on the school website.

Student hearing originally schedule for Executive Session has been removed. This will be explained during Executive Session.

The safety film has been installed on all of our windows in all three building as well as doors guards for our classrooms and other staff doors. This is to enhance our security and safety for the school.

On the agenda there are several policies that require updating to comply with new requirements. The Student Records Policy that we have needs to have the FERPA title added. We need to post the FOIA Policy as well as the FOIA request on line.

The Theater Club will be starting this year. Scott Persinger, a newly hired Upper School teacher will be assisting Mrs. Delong in the coordination of the club. The first show will be "CATS" held on November 18<sup>th</sup>-20<sup>th</sup>.

**b. Principal's Report**

669 students enrolled. 39.48Units.

eSchoolPLUS: Scheduling and homeroom assignments was completed on Friday, August 19, 2016. 689 students were scheduled into 425 classes and 29 homerooms. Schedule changes were made for our Specials rotations. This year students will attend two specials classes each trimester on an AB rotation, thus allowing for continuity from one class to the next.

Special Education: Mrs. Knorr-Hayden and Mrs. Erschen are reviewing students who are identified in both eSchoolPLUS and IEPPLUS to insure records match. PCA is in contact with families of students who have incoming IEPs.

Speech: Several Speech and Language Therapists have been interviewed and Central Delaware Speech-Language Pathology, Inc is being recommended as PCA's new vendor.

Summer School/ESY: All students attending summer school successfully completed their programs. Thank you to Mr. Guy Cooper, Mrs. Maurya Muldoon, and Mr. Blair Newman on a job well done.

Consolidated Application: The SY 16/17 Consolidated Grant Application is in Revision Status. Areas of revision include Title I, Part A: School Eligibility, Title II, Part A and IDEA. It will be completed for resubmission by the end of this month.

- c. **Finance Report-** scheduled budget is \$7.582 million and our receipts are \$4.277 million. We are awaiting \$3.3 million. This number could fluctuate as the year goes on, depending on the number of students. Expenditures are at 6.17%. We are under budget and all accounts are balanced. There is \$2.25 million in the bank.
  
- d. **Curriculum Report** – To begin the 2016-2017 school year, 6<sup>th</sup>-8<sup>th</sup> grade teachers attended professional learning on Thursday, August 18, 2016. The purpose of the professional learning was to understand the link between academic achievement and classroom management strategies. Classroom management is defined as how the teachers deliver the curriculum as well as the environment in which students will learn. The teachers explored the top ten rules when devising a classroom management plan which included; student engagement, classroom procedures, check for understanding, classroom safety. Redirection, and academically challenging all students. Teachers were encouraged to create a set of classroom rules and procedures to begin the school year and share them with students and parents.

During the afternoon of Thursday, August 18, 2016, the k-2 teachers reviewed the purpose of the educational assessments during their professional learning session. The focus was understanding the three main purposes of assessments; assessment for learning, assessment as learning, and the assessment of learning. This year teachers will track student performance of all key grade level exit learning goals (standards) and signify when mastery is achieved. This process will allow for aligned differentiation for students requiring additional supports and challenging academic enrichment for students who have met mastery.

Teacher volunteers will be given the opportunity to pilot Open Educational Resources (OERS) in the core curriculum areas of mathematics and/ or English language arts. The primary purpose for the piloting of the materials allows PCA to ascertain the possibility of supplementing or supplanting our current curricular resources with limited to no cost.

- e. **School Climate Report** – No Report

## 8. **New Business**

- a. Action Items

1a. **Resignation of Board Member** – Melissa Rhoades made the motion, Lisa Moore seconded. All in favor? Motion passed. Chris Craig abstained.

1b. **Reorganization of Current Board of Directors** – Amy Santos to be re-elected as Board President. Lisa Moore made the motion. Melissa Rhoades seconded. All in favor? Motion passed.

Melissa Rhoades to be elected as new Vice President. Lisa Moore made the motion. Guy Cooper seconded. All in favor? Motion passed.

Lisa Moore to be elected as Treasurer. Guy Cooper made the motion. Melissa Rhoades seconded. All in favor. Motion passed.

Guy Cooper to be elected as Secretary. Chris Craig made the motion. Melissa Rhoades seconded. All in favor? Motion passed.

**2. Board Member Authorized Signatures for Purchase Orders and Checking Account –** (Elizabeth Columbo-Kutch and Amy Santos) Chris Craig made the motion. Melissa Rhoades seconded. All in favor? Motion passed.

**3. FY 2016-2017 July 31, 2016 Preliminary Budget (No changes)** – Melissa Rhoades made the motion. Chris Craig seconded. All in favor? Motion passed.

**4. DOE monthly Budget July 31, 2016** – Chris Craig made the motion. Melissa Rhoades seconded. All in favor? Motion passed.

**5. Resignation of Staff** – Lisa Moore made the motion. Melissa seconded. All in favor? Motion passed. Guy Cooper abstained.

**6. Hiring of Staff** – Melissa Rhoades made the motion. Chris Craig seconded. All in favor? Motion passed. Guy Cooper abstained.

**7. Approval of FLMA Request for Brandy Johnson (Kindergarten Teacher)** – Melissa Rhoades made the motion. Lisa Moore seconded. All in favor? Motion passed.

**8. Approval of FOIA Policy** – Melissa Rhoades made the motion. Gary Stulir seconded. All in favor? Motion passed.

**9. Appointment of FOIA Coordinator (Approval of Chuck Taylor)** – Melissa Rhoades made the motion. Lisa Moore seconded. All in favor? Motion passed.

**10. Revision of Student Records Policy to add FERPA name to title** – Chris Craig made the motion. Melissa Rhoades seconded. All in favor? Motion passed.

**11. Approval of Speech Contract with Central Delaware Speech Language Pathology, Inc.** – Anticipating minimum of 10 hours for speech and 5 hours for IEP services (covered in 2 7.5 hour days). PCA charged for billable hours – Lisa Moore made the motion. Chris Craig seconded. All in favor? Motion passed.

**12. After Care Policy and Procedure Manual Revisions** – Job description (High school diploma or GED) Coordinator and finance manager being combined into one job for efficiency. Page 10. If students are not picked up by 6, a late charge will be added to bill – Melissa Rhoades made the motion. Chris Craig seconded. All in favor? Motion passed.

13. **Student/Parent Handbook Revisions** ( basic changes such as dates front page, new calendar inserted, parent and student responsibilities signature page: date changed. School bus code of conduct: new additions to level 3 code of conduct added (bullying and intimidation) – Melissa Rhoades made the motion. Lisa Moore seconded. All in favor? Motion passed.
- Motion to go into Executive Session-** Chris Craig made the motion. Guy Cooper seconded. All in favor? Motion passed.
- Motion to come out of Executive Session** – Chris Craig made the motion. Melissa Rhoades seconded. All in favor? Motion passed.
14. **Approval of Personnel Request made in Executive Session** – Chris Craig made the motion. Melissa Rhoades seconded. All in favor? Motion passed. Guy Cooper abstained.
9. **Next Board Meeting date/Adjournment** – September 27, 2016/7:51 - Chris Craig made the motion. Melissa Rhoades seconded. All in favor? Motion passed.