

PROVIDENCE CREEK ACADEMY
BOARD OF DIRECTORS MONTHLY MEETING

Tuesday, February 28, 2017

7:00 p.m.

Providence Creek Academy Library

Present: Amy Santos, Gary Stulir, Lisa Moore, Guy Cooper, Elizabeth Columbo-Kutch, Melissa Rhoades

Staff Present: Charles Taylor, Audrey Erschen, John Epstein

- 1. Call to Order, Pledge of Allegiance, Moment of Silence – 7:00 P.M.**
- 2. Changes to the Agenda:** *Number 10 under New Business.*
- 3. Presentation of Awards**
- 4. Opportunity to address the Board of Directors**
- 5. Approval of the January 24, 2017 Board Meeting Minutes:** Gary Stulir made the motion, Lisa Moore seconded. All in favor? Motion approved.

6. Board Committee Reports

a. CBOC: Revenue is 94.33%. We are on track.

- Expenditures: benchmark for December is 58.33%. Actual expenditures were 58.74% for December. We are 0.41% over target. The funding of purchases has slowed due to the early part of the year. We look forward to our purchases become stable and within projections. In reviewing the last two fiscal years we were close to the January spending this year. This is part of a natural trend due to purchasing at the beginning of the school year and more than two pay periods per month.
- Kevin Curry presented forms that are used to separate adult meals from student's meals and the process to keep the operations separate.
- Kevin Curry presented data on school lunches and he has noticed a downturn in student participation. Mr. Curry will send a survey to students to receive their feedback on the meals and what they can do better to improve the offerings.
- Pcard is ready for the Board to approve. Each month the CBOC Committee will review the purchases made.

b. Oversight Committee: Committee requested to review school discipline policy. All records were in order.

7. Reports

a. **Head of School:** We received an official letter from DOE this week to notify us our charter renewal and the effective date when the charter would come up for another renewal. We have to resubmit our renewal application on September 30, 2020. This seems like a long way away but time has a way of going by fast.

I sent an update on our financing of the bonds and our progress to refinance. As of this writing there has been no change, however we did receive from PNC an estimate for the next 6 months if we were to float the bonds. I have included the information as an attachment. Senator Carper is scheduled to visit the Friday after the Board Meeting, March 3 between 9:00 and 11:30 A. M. I will confirm as soon as I receive confirmation. During his visit we will inquire about the Continuing Resolution and its expected passage or delay.

There are three proposed policies that we request to be approved by the Board of Directors. Each policy concerns Federal Guidelines. The Fixed Asset Capitalization Policy, we had to add a part that would outline how we disposed of excess property which includes a disposal form. The new Federal Pay and Time Accounting Procedures outlines how we separate state pay vs federal pay for certain employees in which we apply for a grant to cover salaries. The Federal Bidding Procedures/Requirements that is required when using Federal Monies for supplies, equipment and services with a threshold amount of monies. The policies have been reviewed by DOE and meet their requirements.

I have included a proposed Pcard policy for approval. The policy has been revised by the State and we have made necessary changes as requested. We will also place a \$5000.00 cap on the card and will have the CBOC review the purchases each month. Having a state Pcard will free up folks from using their own on school related purchases. The normal approval process will be followed with the Pcard as with other purchases. We also have a Parental Consent and release/Waiver form that needs to be voted on. This is a form that has been reviewed by our legal team and they have written this to protect PCA.

We will have the Student Council present to the Board their proposal on changing the dress code. The students are nervous and excited. I will ask the Board to move their presentation to the early part of the meeting. Summer Camp is opening up and advertising should take place soon.

PCA Ballet is requesting permission to travel out of state to attend the Philly Youth Dance Fest in Pennsylvania on March 25 and 26. We hope they do well and wish them luck.

b. Principal's Report:

Open Enrollment:

Our lottery was held on January 27th, and invitations have been sent. Current enrollment for the 2017-2018 school year is as follows:

Grade	Capacity	Projection	Seats Available	Open Seats	Applied	Invited	Waitlisted	Remaining Open Seats
KN	75	0	75	75	<u>93</u>	<u>75</u>	<u>18</u>	0
1	0	0	0	0	<u>19</u>	<u>2</u>	<u>17</u>	-2
2	0	0	0	0	<u>21</u>	<u>1</u>	<u>20</u>	-1
3	2	0	2	2	<u>8</u>	<u>2</u>	<u>6</u>	0
4	1	0	1	1	<u>14</u>	<u>1</u>	<u>13</u>	0
5	1	0	1	1	<u>31</u>	<u>1</u>	<u>30</u>	0
6	0	0	0	0	<u>21</u>		<u>21</u>	0
7	1	0	1	1	<u>16</u>	<u>1</u>	<u>15</u>	0
8	0	0	0	0	<u>4</u>		<u>4</u>	0

We are fully enrolled with 144 applicants on the waiting list.

Special Education:

Feb 16, 2016

Service	Lower Grades (K to 5)	Upper Grades (6 to 8)	Total
Current Sp Ed IEPs	18 K(2) 1(5) 2(2) 3(5) 4(2) 5(2)	12 6(7) 7(3) 8(2)	30
In process of having an evaluation for possible sp ed services	1	0	1
Sp Ed students who receive OT related service	13	2	15
RTI Team Tier 3 referrals	0	0	0
Parent referrals	1	0	1
Speech Only IEPs	11	0	11
Sp Ed IEPs with speech services	3	0	3
In the process of a speech re-evaluation	1	0	1
In the process of having a speech evaluation for possible speech services	0	0	0

Parent Council Meeting – was held Feb 15th. No one attended. Due to lack of interest the next Parent Council will be during the 17-18 school year.

Compliance Monitoring Audit: As reported last month, on January 18th, representatives from the DOE conducted an onsite compliance monitoring for our Special Education Department. Our team met with them on February 22nd to review our report. A copy is attached for you. There are two parts to our corrective action plan. The first is student specific and involves six student IEPs and Evaluation Summary Reports. The other is systemic and involves professional development for our staff with the support of the DOE>

CRDC: I have started the data collection process for the annual Civil Rights Data Collection Survey. The CRDC survey is a federal data survey mandatory for all public school districts/local education agencies in the United States. The 2015-16 Civil Rights Data Collection (CRDC) system launched on February 06, 2017 and close on April 24, 2017. I attended a Data Forum meeting to discuss access to required data from our pupil accounting system. Sunguard and DOE are working on this collection.

c. Curriculum Report: On Wednesday, February 8, 2017, the majority of our 4th and 8th grade students sat for the National Assessment of Educational Progress (NAEP) exam. NAEP, also referred to as Our Nation's Report Card, is the largest continuing and nationally representative assessment of what our nation's students know and can do in core subjects. NAEP is congressionally mandated, and was first administered in 1969 to measure student achievement nationally. Teachers, principals, parents, policymakers, and researchers all use NAEP results to assess progress and develop ways to improve education in the United States.

The NAEP team complimented our students' wonderful behavior and diligent efforts put forth in completing the assessments. By random selection, some students took the paper-and-pencil version of the assessment, while others completed the tablet version of the test. Teachers were assigned to the testing classrooms so a familiar face remained in each testing site. The NAEP team enjoyed a healthy adult café meal from Chef Kevin. After they completed their data upload, the team thanked all involved as they felt overwhelmingly welcomed and mentioned that this was one of the smoothest testing sites at which they had administered the NAEP test. My thanks go out to the custodial/maintenance staff for assisting the NAEP team in delivering their testing gear to the classrooms.

Approximately 150 invitations were sent home on February 9, 2017 for our upcoming Spring Break Academy. Here is a synopsis of the invitation and program:

"Providence Creek Academy is offering a Spring Break Academy, and your child has been selected to participate! We are conducting this four-day program to help select students work on specific areas identified from classroom observations, student work, and assessments.

Students in grades 3-8 that are currently just below standard in the areas of Math and/or Reading were selected to participate to help them grow to the "proficient" level. Student selection was based upon the SRI/SMI Benchmark data, as well as 2015-2016 Smarter Balanced data (when available). We feel that your child would benefit from additional targeted small group instruction designed to address the deficiencies identified. Instruction will include highly engaging activities that are designed to build confidence and develop assessment taking strategies.

The **Spring Break Academy** will operate from **Tuesday, April 18 through Friday, April 21, 2017**.

Instruction will occur from 8:30am to 12:15pm; students will be provided a snack and will receive instruction in both ELA and Mathematics. Students will be grouped based on their specific needs and ability levels. Classes will be limited to small groups of students. Transportation will be provided at hub stops in both Kent and New Castle County (More information will follow on the locations of these hub stops once we receive RSVP's). Please complete the below **RSVP by Friday, March 10, 2017**. Any RSVPs received after this date will not be accepted.

Note: Students must be able to participate in all 4 days of instruction. Any disciplinary issues (either on the bus or during class time) will result in immediate dismissal from the program.

At this time, we are still recruiting teaching staff for the Spring Break Academy. A special thanks to Amanda Silcox for her willingness to manage the day-to-day operations of the Spring Break Academy.

The curriculum that has been selected for the Spring Break Academy is produced by Mometrix. From their website, below is a selection of how the materials will enhance student performance:

“Here's a little secret about the SBAC assessment: the SBAC tests are what we in the test preparation field call *content-driven* tests.

While some tests are looking to see what you are ABLE to learn, the purpose of the Smarter Balanced Assessment Consortium (SBAC) Assessments, offered by the Smarter Balanced Assessment Consortium (SBAC) as part of the Common Core State Standards Initiative (CCSSI), are to test your understanding of what you have already learned. The goals of the SBAC tests are to use a standardized testing process to create an objective assessment of a test taker's knowledge and skills.

In other words, it's more about what you know than your ability to solve clever puzzles. This is good news for those who are serious about being prepared, because it boils down to a very simple strategy:

You can succeed on the SBAC tests by learning critical concepts on the test so that you are prepared for as many questions as possible.”

In addition to the Mometrix materials, students will take SBAC practice tests on laptops. Having students work through practice tests online should prepare them to be more familiar with the SBAC testing environment.

d. Finance Report: Instructional supplies show a deficit of \$36,400. Our adjusted income is higher than usual. Remainder is \$33,2665. \$2.24 million local revenue in reserve.

8. New Business

a. Action Items

1. FY 2016 -2017 January 31, 2017 Preliminary Budget : Elizabeth made the motion. Gary Stulir seconded. All in favor? Motion approved.

2. DOE Monthly Budget January 31, 2017: Elizabeth Columbo-Kutch made the motion. Gary Stulir seconded. All in favor? Motion approved.

3. Federal Bidding Procedures/Requirements: Melissa Rhoades made the motion. Lisa Moore seconded. All in favor? Motion approved. Guy Cooper abstained.

4. Federal Pay and Time Accounting Procedures: Melissa Rhoades made the motion. Elizabeth Columbo-Kutch seconded. All in favor? Motion approved.

5. Fixed Asset Capitalization Policy: Melissa Rhoades made the motion. Elizabeth Columbo-Kutch seconded. All in favor? Motion approved.

6. Parental Consent Release Waiver: Elizabeth Columbo-Kutch made the motion. Gary Stulir seconded. All in favor? Motion approved.

7. PCard Policy: Lisa Moore made the motion. Melissa Rhoades seconded. All in favor? Motion approved.

8. Ballet Out of State Field Trip Request: Melissa Rhoades made the motion. Elizabeth Columbo-Kutch seconded. All in favor? Motion approved.

9. FMLA Approval: Lisa Moore made the motion. Elizabeth Columbo-Kutch seconded. All in favor? Motion approved.

10. As Discussed in Executive Session: Melissa Rhoades made the motion. Gary Stulir seconded. All in favor? Motion approved.

9. Next Board Meeting/Adjournment: (March 28th/7:47) Lisa Moore made the motion. Gary Stulir seconded. All in favor? Motion approved.