

PROVIDENCE CREEK ACADEMY
BOARD OF DIRECTORS MONTHLY MEETING

February 26, 2013

Present: Audrey Erschen, Shanna Simmens, Dr. Charlie Wilson, Amy Santos, Christian Craig, Robyn Roberts

Executive Session 6:00 P.M. Board Room

Personnel and Negotiations

Regular Meeting 7:30 P.M. Library

1. Call to Order – 7:55pm
 - Pledge of Allegiance - observed
 - Moment of Silence - observed
 - Change to the Agenda - Add 5: Approval of special board meeting minutes January 31, 2013; Add 6: Approval of special board meeting minutes February 15, 2013; Add 10j. Approval of Pcard policy; Add 10k. Approval of Part-time Employment Policy
2. Presentation of Awards – Mrs. Erschen received a letter stating that one of our past students earned first honors as a twelfth grader at Padua Academy.
3. Opportunity to address the Board of Directors -none
4. Approval of the January 2013 Board Meeting Minutes –Roberts/Santos
5. Approval of the special January 31, 2013 Board Meeting Minutes – Craig/Roberts
6. Approval of the special February 15, 2013 Board Meeting Minutes – Santos/Roberts/Craig
7. Board Committee Reports
 - Facilities Committee – discussed the electrical upgrades
 - Code of Conduct Committee – Chris Craig reported that the committee met on January 23rd. Discussed discipline referral forms being on the server for easy access and to cut down on material cost. Discussed uniforms, dress code, hair color. Also discussed security for electronics and personal property. Discussed recess and how children need to be active during recess
 - Charter School Citizen Budget Oversight Committee – Budget – Finance meeting was last week. Bill Bentz asked the committee to adjust categories more appropriately to reflect recent spending. Surplus of \$261,... as of January 2013. There is a possibility that there would be \$84,000 less received from the state by the end of the year. By March 1st, we should have more information on this figure. We are 58% through the year but our expenditures are at 53%
 - Personnel Committee – Topics: teacher request for 12 weeks FMLA; long-term substitutes to fulfill two FMLA positions; termination of a bus driver
 - School Development Committee – Requested a list of what the school may currently need and then will try to enlist the support of outside agencies to help meet these needs.

-Curriculum Committee – met on February 13th; discussed an exit survey for our eighth grade graduates to find out their success in high school. One of the topics that came from this discussion, involving our role in preparing our students, is the retesting policy.

We have some ideas that we would like to further discuss.

Healthy Foods for Healthy Kids program – start small by invitation – see if teachers are interested- provide a possible stipend for the coordinator position

Current language program – discussed the need for students to meet more often in order for students to grasp the language.

8. Reports

- a. Principal – Lottery this past Wednesday. Mrs. Willey, Mrs. Roberts, Mrs. Simmens, and Mrs. Erschen were in attendance. We also had approximately 15 families attend. We have 155 students on our waiting list.

Kudos to Special Ed department – They received a grant for 5 iPads in Lower School and an FM system, as well as 5 iPads for the Upper school. We practiced a Code Yellow and fire drill. Fire drill occurred during a transition time, which was beneficial because we found some areas that needed improvement. Some students were unclear on where to report, so this will be addressed.

Shanna and Audrey attended a training for Executive Leadership- They learned a lot regarding FOIA, and confirmed that we are following proper practices with FMLA, ADA, and other topics.

Shanna Simmens reported that the Compensation Committee met four times 2/4/13, 2/11/13, 2/19/13, 2/25/13. The team has researched and determined that a scale that is 94% of the surrounding (Smyrna) school district would be within PCA's budget capabilities.

The new plan would consider teachers to be a 'Master teacher' at 10 years of service, so increments from this point on would be increased by \$300 each year.

Question about the approximate percentage that we are currently paying our teachers- Response was that most of our current teaching staff have already met or exceeded the 94%.

Question about the master teachers and 10 years being the number that was chosen for the smaller increments- Response was that after looking at other scales, the 10 year mark seems to be the norm for increases that ranged from \$250-\$500 each year.

We have had nine qualified applicants apply for the Assistant Principal position. Shanna Simmens has informed each of them that interviews will likely be held after spring break with an expected hire date in July, but possibly beforehand.

- b. Operations

- c. Instruction – Pi day on 3/14; Spelling Bee – We have a seventh grade student attending the state bee on 3/2/13; RTI numbers have gone down

for Math. They remain the same for reading, but students have been showing growth.

- d. Business/Facilities
 - Mr. Bullock and Mr. Williams are attending classes so they can provide maintenance and repairs to our heating/cooling systems in house.

9. Unfinished Business – none

10. New Business

- a. Approval of FY 2012-2013 Preliminary Budget – In looking at the current budget, we already have had 100% expenditures. There was a question regarding adjusting the budget accordingly. -Craig/Santos
- b. Approval of DOE Monthly Budget January 2013 – Santos/Roberts
- c. Approval of FMLA –Third grade for 12 weeks – Roberts/Craig
- d. Approval of Long Term Substitute – Third grade, Paraprofessional- Craig/Roberts
- e. Approval of Termination of Bus Driver – Craig/Santos
- f. Approval of 2013-2014 School Calendar (draft)– Santos/Craig
- g. Approval of Technology Purchase – Roberts/Santos
- h. Approval of Electrical Upgrades – Craig/Santos – to address/prevent breakers from being tripped in the Tech Lab, the café, and the finance office – an additional electrical panel will be installed
- i. Approval of School Weapon Policy Revision – Craig/Santos - In light of recent situations, we have talked about making modifications.
 - 1st revision – from “all knives” to “a knife of any sort (other than an ordinary pocketknife carried in a closed position).” This language was taken directly from the State of Delaware verbage.
 - Revision – VI: Consequences A. –change in language to “possession with intent” instead of just “possession”
 - Revision – VI: Consequences A. 4. “Suspension ...until a meeting can be scheduled with the Administration” (instead of the board)
 - Revision – VI: Consequences
- j. Approval of Pcard policy – Santos/Roberts – Would like to implement a Pcard policy specifying when the Pcard should be used versus other methods of payment. Mrs. Erschen and Mrs. Simmens are able to approve purchases on the Pcard.
- k. Approval of Part-time Employment Policy – Craig/Santos – Currently we do not have a policy for our part-time employees – We would like to put part-time employees on an annual contract in which they will find out whether or not their contract would be renewed by May 31, 2013.

Next meeting is March 26, 2013.

11. Adjournment - 8:53 p.m.