Providence Creek Academy Board of Directors

Monthly Meeting Minutes

Monday, July 28, 2014

7:00 p.m.

Library at Providence Creek Academy

**Present**: Charlie Wilson, Christian Craig, Christopher Senato, Gary Stulir, Robyn Roberts, Audrey Erschen, Shanna Simmens, Marie-Pier Gascon, and Marc Casarino

**Board members absent**: Amy Santos, Ed Ide

**Also present** – Kristen Black, staff, and Nicole Cooper, parent

Meeting convened at 7:03 p.m. and called to order by Board President, Charlie Wilson.

Changes to agenda:

* Add Procedural Handbook as item 7
* Board of Directors reorganization to item 8
* Add 8a. Letter of Resignation – Board member

Approval of June 2014 minutes – Motion to approve – Stulir/Craig – incomplete sentence about ELL testing, Under Discussion Item b. #1. need to add to last statement… “Is there a test that needs to…”

Add “be administered to determine if a student qualifies for ELL services”

Chris Senato reported on the Citizen Oversight Budget Committee

Chris Craig reported on the Code of Conduct Committee

AYP – we met using the growth model, but if the growth model was not used than we would not have met in two target areas – economically disadvantaged and all students

Finances: Surplus of $120,000

Four more buses will be ordered this year – old buses will be traded in.

Discussion ensued regarding transportation and buses – It is not in PCA’s best interest (financially) to contract our buses.

* The State of Delaware Division of Accounting implemented two new internal policies regarding payroll and Pcard – It should be noted that we will show an anual deficiency in the Payroll Internal Control Policy since we do not have enough staff to provide the checks and balances they require. We have Bill Bentz who comes in as a checks and balance on a monthly basis.

Motion to approve FY 2014 June Budget – Craig made motion/Stulir seconded. Motion carried.

Motion to approve DOE Monthly Budget June 2014 – Craig made motion/Stulir seconded. Motion carried.

Motion to approve both contracts – Senato made motion/Roberts seconded – Discussion ensued:

Proposal for our website – fee $1,400 - All members voted in favor of approval. Motion carried.

TinyEYE Therapy Services - $75 per hour – only for ESY at this time, if necessary, these services are able to be extended – All members voted in favor of approval. Motion carried.

Proposal to increase specialists’ salaries by 2% for this year, in order to match the 2% increase that all other full-time employees are receiving this year. In the future, they will receive an annual salary increase based on what other 11 and 12 month employees receive. This includes the reading specialist, math specialist, and two special education coordinators. Motion to approve Senato/ seconded by Craig. Chris Craig, Chris Senato, Gary Stulir voted in favor; Robyn Roberts abstained from voting. Motion carried.

Recommendation for an increase of $1.12 to make $12/hour for cafeteria staff member completing certification requirements-

Motion to approve – Craig/Senato seconded. Chris Craig, Chris Senato, Gary Stulir voted in favor; Robyn Roberts abstained from voting. Motion carried.

Two letters of resignation – 6th grade math and social students; kindergarten teacher

Motion to approve letters of resignation – Craig/Stulir seconded

Discussion ensued: Proposal to accept 6th grade math/social studies teacher’s resignation with the caveat that she has a position with us if ever back in the area, so long as she still meets requirements

Chris Craig, Chris Senato, Gary Stulir voted in favor; Robyn Roberts abstained from voting. Motion carried.

New Hires- school nutritionist, administrative assistant, 6th ELA, kindergarten teacher, fourth grade long-term sub

Motion to approve new hires- Senato/Stulir seconded. Chris Craig, Chris Senato, Gary Stulir voted in favor; Robyn Roberts abstained from voting. Motion carried.

Instructional Support Specialist position was a teacher on loan due to Race To The Top funding. Proposal for a Supervisor of Curriculum and Instruction position – Motion to approve this position -Senato/Stulir. Discussion ensued: This position will not be an administrative position.

Chris Craig, Chris Senato, Gary Stulir voted in favor; Robyn Roberts abstained from voting. Motion carried.

Procedural handbooks for ADA, 504, and ELL were reviewed by school attorney, Marc Casarino. Few minor changes were made to the proposed documents. Final documents were submitted for Board review and approval. Motion to approve – Roberts/Craig seconded – All voted in favor. Motion carried.

Item 8 - Reorganization – Amy Santos – President; Chris Senato – Vice-president; Gary Stulir – Treasurer; Robyn Roberts – Secretary; Charlie Wilson will be a member of the Board – no longer in President role

Motion to approve Craig/Stulir. Discussion ensued: There are currently two available Board member positions. Some candidates were interviewed tonight during Executive session, but two candidates were not able to make their scheduled times, so will be rescheduled. The Providence Creek Academy Board of Directors has scheduled a Board Workshop for Wednesday, August 6, 2014 at 6:00 p.m. The remaining candidates will be interviewed before this scheduled workshop. Once two additional members are selected, there may need to be further discussion on the officer positions stated above.

All voted in favor. Motion carried.

Item 8a. Letter of resignation from Ed Ide - Motion to approve this resignation– Stulir/Roberts seconded. All voted in favor. Motion carried.

Discussions ensued regarding

1. Salary Scale – Increase in order to maintain at least 94% of the area districts
2. Procedural Handbooks- moved to an action item
3. Future Meeting dates – financials will not be ready by August 18, 2014, so we will move the next meeting to Tuesday, August 26, 2014. There will be a discussion next meeting regarding moving the regular meeting date to the fourth Monday of the month.

Motion to adjourn the meeting at 8:55 p.m. by Board president, Charlie Wilson – Stulir/Roberts seconded. Motion carried.

Respectfully submitted by Robyn Roberts, Secretary.