

Providence Creek Academy Charter School

Board of Directors Monthly Meeting

August 29th, 2022

6:00 P.M.

Providence Creek Academy Library

Members Present:

Lisa Moore (President)
Chuck Mosher (Treasurer)
Lisa English (Secretary)
Melissa Rhoads
Amy Wharry

Others Present:

Denise Stouffer (Head of School)
Sharvelle Cannon (Dean of Academics)
Rachael Straightiff

Members not Present:

Adrian Peoples (Vice President)
Elizabeth Colombo Kutch
Joe Rogerson

Regular Meeting 6:00 P.M.

1. **Call to Order:** Meeting called to order at 6:04 pm
2. **Pledge of Allegiance, Moment of Silence**
3. **Public Comment-**Opportunity to address the Board of Directors
 - a. No members from the public present to address the Board of Directors
4. **Presentations:** Benchmark Data
 - a. Presented by Sharvelle Cannon
5. **Approval of the July 25th, 2022 and August 9th, 2022 Board Meeting Minutes**
 - a. Motion to approve made by: Melissa Rhoads
 - b. Second motion to approve made by: Lisa English
 - c. The motion to approve the July 25th, 2022 and August 9th, 2022 Board Meeting Minutes were approved by the Board of Directors.
6. **Board Committee Reports:**
 - a. CBOC Committee
 1. James (Jimmy) Lanham from PNC Bank presented various bond scenarios to the CBOC Committee for the 2008A Bond Refinancing.
 2. PCA plans to close on bonds in the coming weeks.
 3. PCA is recommending that we increase bus driver pay to \$25 per hour for current drivers and \$24 per hour for new drivers. This would make PCA competitive with other school districts.

4. The school has received 73.08% of its expected funding as of July 31st, 2022 based on 725 students.
5. PCA is 8.33% into the school year and overall expenditures are at 7.52% which is approximately 0.81% under the actual percentage for this month.
6. In the Transportation Department, expenditures are currently at 7.77%, which is 0.56% under the actual percentage for this month in the Charter Transportation (05177) budget.
7. In the Cafeteria Department, expenditures are currently at 3.89%, which is 4.44% under the actual percentage for this month.
8. The PNC Bank Statements were reviewed for this month.
9. PCard Reconciliation was reviewed for this month.

b. Website Committee

1. Final revisions have been sent over to the website company. Expected completion is within the next 30 days.

c. Expansion Committee

1. An ultra survey is needed to market PCA bonds. The expansion committee is currently working on this.
2. Bonds are slated to go to market by early October 2022.

7. **Reports:**

a. Head of School Report

1. The first day of school at PCA was a great success.
2. The new bus system is still in its early stages. Information for parents regarding the new bus system will be sent home shortly once the system is functioning properly.
3. PCA received the CSP grant for \$750,000.
4. PCA will be meeting with DelDot to review expansion plans and discuss traffic entering and leaving campus.
5. DOE Annual Compliance survey will be presented during New Business.
6. Revised Grading Policy will be presented during New Business.
7. The Respectful Workplace and Anti-Discrimination Policy will be presented during New Business.
8. Revised PCA Step Scale Increase will be presented during New Business.

8. **Executive Session:** *Pursuant to 29 Del. C. § 10004(b) (1), (2), and (6) 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 as well as a discussion of the content of documents not excluded from the definition of "public record" in § 10002 of this title.*

- a. Motion to enter Executive Session made by: Chuck Mosher
- b. Second motion made by: Melissa Rhoads
- c. The motion to go into Executive Session was approved by the Board of Directors
- d. Motion to come out Executive Session made by: Melissa Rhoads
- e. Second motion made by: Chuck Mosher
- 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 July Budget.
 1. Motion to approve made by: Melissa Rhoads
 2. Second motion to approve made by: Lisa English
 3. The motion to approve the SY2021/2022 July Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly July 2022 Budget.
 1. Motion to approve made by: Melissa Rhoads
 2. Second motion to approve made by: Chuck Mosher
 3. The motion to approve the DOE Monthly July 2022 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the Bond purchase, not to exceed a maximum annual debt service (MADS) of \$835,000. (Note: Action item restated to “The Board will determine if it wishes to authorize the Head of School to purchase bonds not to exceed a maximum debt service (MADS) of \$835,000.” This would replace the prior to authorization.
 1. Motion to approve as stated made by: Melissa Rhoads
 2. Second motion to approve as stated made by: Lisa English
 3. The motion to authorize the Head of School to purchase bonds not to exceed a maximum debt service (MADS) of \$835,000 was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the public meeting calendar stating which meetings are live or in person, with the change of October 31st to October 27th.
 1. Motion to approve made by: Chuck Mosher
 2. Second motion to approve made by: Melissa Rhoads
 3. The motion to approve the public meeting calendar stating which meetings are live or in person was approved by the Board of Directors.

- e. Action Item: The Board will determine if it wishes to approve the Delaware Department of Education Annual Compliance Certification.
 - 1. Motion to approve made by: Lisa English
 - 2. Second motion to approve made by: Chuck Mosher
 - 3. The motion to approve the Delaware Department of Education Annual Compliance Certification was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the revisions to Grading, Retention, and Promotion Policy that includes definitions of the term “summative assessment” and a cutoff date for early entry into kindergarten.
 - 1. Motion to approve made by: Melissa Rhoads
 - 2. Second motion to approve made by: Chuck Mosher
 - 3. The motion to approve the revisions to Grading, Retention, and Promotion Policy that includes definitions of the term “summative assessment” and a cutoff date for early entry into kindergarten was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the Respectful Workplace and Anti-Discrimination Policy.
 - 1. Motion to approve made by: Lisa English
 - 2. Second motion to approve made by: Melissa Rhoads
 - 3. The motion to approve the Respectful Workplace and Anti-Discrimination Policy was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the step increase for teachers who have completed their Bachelors’ Degree or Masters’ Degree with a GPA of 3.75 or higher.
 - 1. Motion to approve made by: Chuck Mosher
 - 2. Second motion to approve made by: Melissa Rhoads
 - 3. The motion to approve the step increase for teachers who have completed their Bachelors’ Degree or Masters’ Degree with a GPA of 3.75 or higher was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the one-time bonus of 2% for SY20/21 and SY21/22 for one step for Denise Stouffer based on her successful evaluations to be paid on September 23, 2022, paycheck.
 - 1. Motion to approve made by: Melissa Rhoads
 - 2. Second motion to approve made by: Lisa English
 - 3. The motion to approve the one-time bonus of 2% for SY20/21 and SY21/22 for one step for Denise Stouffer based on her successful evaluations to be paid on September 23, 2022 paycheck was approved by the Board of Directors.

- j. Action Item: The Board will determine if it wishes to approve the following substitute hourly rates effective August 29, 2022 -
 - 1. Class A: \$18.666667
 - 2. Class B: \$14.933333
 - 3. Class C: \$11.866667
 - 4. Motion to approve made by: Chuck Mosher
 - 5. Second motion to approve made by: Melissa Rhoads
 - 6. The motion to approve the above substitute hourly rates, effective August 29, 2022, was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the bus driver pay increase to \$21 per hour effective August 29, 2022, pending pass through funding by the State of Delaware that has been provided to bus contractors.
 - 1. Action item amended to approve the bus driver pay increase to \$25 per hour for current PCA bus drivers, and \$24 per hour for newly hired PCA bus drivers.
 - 2. Motion to approve as stated made by: Chuck Mosher
 - 3. Second motion to approve as stated made by: Melissa Rhoads
 - 4. The motion to approve the bus driver pay increase to \$25 per hour for current PCA bus drivers, and \$24 per hour for newly hired PCA bus drivers was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to approve the following EPER stipends:
 - 1. Special Education EPER for Pattie Scheers, not to exceed \$29,682 for 4th and 5th grade special education IEP support and casework. This is an EPER position and will be paid bi-weekly through December of 2022 or until PCA hires an additional Special Education Teacher.
 - 2. Special Education EPER for Sam Bantom, not to exceed \$5,011 for 4th and 5th grade B setting special education instruction to be paid bi-weekly through December of 2022 or until PCA hires an additional Special Education Teacher.
 - 3. Special Education EPER for Kim Heeman, not to exceed \$5,011 for 4th and 5th grade A setting special education instruction to be paid bi-weekly through December of 2022 or until PCA hires an additional Special Education Teacher.
 - 4. Katherine Escudero for the 7th Grade Virtual Spanish Class Teacher stipend for \$4,225. This is an EPER position, paid over 22 pays, for the additional Spanish class in SY22/23.
 - 5. Melissa Curley and Anthony Gamble for the Physical Education Coordinator stipend of \$1,267.50 each. This is an EPER position, to be paid over 22 pays or until the position is no longer needed, for the additional kindergarten Physical Education Class in SY22/23.

6. Motion to approve the above EPER Stipends made by: Lisa English
 7. Second motion to approve made by: Melissa Rhoads
 8. The motion to approve the above EPER Stipends was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the hire of Elizabeth Pruneda as a Teacher Resident.
1. Motion to approve made by: Melissa Rhoads
 2. Second motion to approve made by: Chuck Mosher
 3. The motion to approve the hire of Elizabeth Pruneda as a Teacher Resident was approved by the Board of Directors.
- n. Action Item: The Board will determine if it wishes to approve Tiffany Credle as the LT Substitute Teacher for 7/8 Science. This is a temporary position until PCA hires a 7/8 Science Teacher.
1. Motion to approve made by: Melissa Rhoads
 2. Second motion to approve made by: Lisa English
 3. The motion to approve Tiffany Credle as the LT Substitute Teacher for 7/8 Science was approved by the Board of Directors.
- o. Action Item: The Board will determine if it wishes to approve Marisol Jordan as the Interim Part-Time Paraprofessional.
1. Motion to approve made by: Chuck Mosher
 2. Second motion to approve made by: Melissa Rhoads
 3. The motion to approve Marisol Jordan as the Interim Part-Time Paraprofessional was approved by the Board of Directors.
- p. Action Item: The Board will determine if it wishes to approve the hire of Alyssa Kenny as the General Music and Band Teacher.
1. Motion to approve made by: Melissa Rhoads
 2. Second motion to approve made by: Lisa English
 3. The motion to approve the hire of Alyssa Kenny as the General Music and Band Teacher was approved by the Board of Directors.
- q. Action Item: The Board will determine if it wishes to approve the hire of Alex Papadopoulos as a part-time Paraprofessional.
1. Motion to approve made by: Melissa Rhoads
 2. Second motion to approve made by: Chuck Mosher
 3. The motion to approve the hire of Alex Papadopoulos as a part-time Paraprofessional was approved by the Board of Directors.
- r. Action Item: The Board will determine if it wishes to approve the hire of Renita Gorum as the Assistant Behavioral Interventionist Paraprofessional.

1. Motion to approve made by: Lisa English
 2. Second motion to approve made by: Melissa Rhoads
 3. The motion to approve the hire of Renita Gorum as the Assistant Behavioral Interventionist Paraprofessional was approved by the Board of Directors.
- s. Action Item: The Board will determine if it wishes to approve the hire of Jaclyn Ivry as the Cross-Country Coach. This is an EPER position.
1. Motion to approve made by: Chuck Mosher
 2. Second motion to approve made by: Melissa Rhoads
 3. The motion to approve the hire of Jaclyn Ivry as the Cross-Country Coach as an EPER position was approved by the Board of Directors.
- t. Action Item: The Board will determine if it wishes to approve the resignation of Robin Berk.
1. Motion to approve made by: Melissa Rhoads
 2. Second motion to approve made by: Lisa English
 3. The motion to approve the resignation of Robin Berk was approved by the Board of Directors.
- u. Action Item: The Board will determine if it wishes to approve the hire of a school nurse. (**action item tabled**)
- v. Action Item: The Board will determine if it wishes to approve the resignation of Laura Whitebread-Kennedy.
1. Motion to approve made by: Chuck Mosher
 2. Second motion to approve made by: Melissa Rhoads
 3. The motion to approve the resignation of Laura Whitebread-Kennedy was approved by the Board of Directors.

10. **Old Business:** None

11. **Adjournment:** Next Board Meeting – September 26, 2022.

- a. Motion to adjourn made by: Melissa Rhoads
- b. Second motion to adjourn made by: Lisa English
- c. The motion to adjourn 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.