

Providence Creek Academy Charter School

Board of Directors Monthly Meeting

November 28th, 2022

6:00 P.M.

Providence Creek Academy Library

Board Members Present

Lisa Moore: President
Adrian Peoples: Vice President
Chuck Mosher: Treasurer
Lisa English: Secretary
Melissa Rhoads
Joe Rogerson
Elizabeth Colombo Kutch
Amy Wharry

Others Present

Denise Stouffer
Rachael Straightiff

Regular Meeting 6:00 P.M.

1. **Call to Order:** The meeting was called to order at 6:07 pm
2. **Pledge of Allegiance, Moment of Silence**
3. **Public Comment** – Opportunity to address the Board of Directors
 - a. No members of the public present to address the Board of Directors.
4. **Approval of the October 27, 2022 Board Meeting Minutes**
 - a. Motion to approve made by: Joe Rogerson
 - b. Second motion to approve made by: Adrian Peoples
 - c. The motion to approve the October 27, 2022 Board Meeting Minutes was approved by the Board of Directors.
5. **Board Committee Reports:**
 - a. CBOC Committee
 - i. The school has received 77.61% of its funding as of October 31st, 2022.
 - ii. Unit Count has been completed with no disputes at this time
 - iii. PCA is 33.33% into the school year and overall expenditures are at 24.65% which is approximately 8.68% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 32.70% which is 0.63% under the actual percentage. Last month PCA's expenditures were at 18.76%, which was 6.24% under the actual percentage, including unallocated
 - iv. The PNC Bank Statements were reviewed for this month with no findings of note.

- v. PCard Reconciliation was reviewed for this month with no findings of note.
- b. Website Committee
 - i. PCA website is officially launched as of November 1st.
 - ii. PCA has contracted with Escudero Photography for updated photos of the campus, staff and students.
- c. Expansion Committee
 - i. PCA has hired a construction management company and the company has put out bids for all subcontractor work.
 - ii. PCA has reached out to two insurance companies for builder's risk.
 - iii. PCA had a meeting with DelDOT regarding specifications for a right turn lane into PCA's campus.

6. Reports:

- a. Head of School Report
 - i. Parent Teacher conferences were held November 21st and 22nd.
 - ii. Thanksgiving Lunches and Veteran's Day celebrations were a huge success, with many families participating.
 - iii. Upcoming Events include the Winter Concerts and PCBT's performance of the Nutcracker.
 - iv. S'mores Saints Snapshot is a biweekly newsletter with information from the administration and coaching teams.
 - v. Fall sports have ended and Winter sports have begun.
 - vi. PCA's Unit Count is at 730 students and 45.94 units
 - vii. A request to extend submission for 990s has been submitted due to audit delays caused by state delays.
 - viii. Letter of Credit Application was signed and submitted for renewal as needed for USDA Bonds.
 - ix. New business items will include a request to approve the PCard Extension through the end of the Expansion Project, Class Size Waiver, Capitalization Policy, Upper School Dress Code Pilot Program, out of state field trips, National Council of Teachers of Mathematics Conference, State Yearlong Partnership Grant FY2024.
 - x. Due to the number of quotes at this month's meeting, Mrs. Stouffer will be speaking about each specific quote in New Business / Old Business, including:
 - 1. Water Fountains with Bottle Fillers
 - 2. Football Uniforms
 - 3. Lighting Quotes with CSP (tabled)

4. Sound Quotes for CSP (tabled)
 5. Vestibule Door Push Bars with Safety and Security
 6. Exterior Lighting with Safety and Security
 7. Movable Dance Floor with CSP
7. **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.*
- a. Motion to enter Executive Session made by: Elizabeth Colombo Kutch
 - b. Second motion made by: Joe Rogerson
 - c. The motion to enter Executive Session was approved by the Board of Directors.
 - d. Motion to come out of Executive Session made by: Adrian Peoples
 - e. Second motion made by: Elizabeth Colombo Kutch
 - f. The motion to come out of Executive Session was approved by the Board of Directors.
8. **New Business:**
- a. Action Item: The Board will determine if it wishes to approve the SY2022/2023 October Budget.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the SY2022/2023 October Budget was approved by the Board of Directors.
 - b. Action Item: The Board will determine if it wishes to approve the DOE Monthly October 2022 Budget.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the DOE Monthly October 2022 Budget was approved by the Board of Directors.
 - c. Action Item: The Board will determine if it wishes to approve the extension of the PCard increase at \$29,000 through the end of the current expansion project.
 - i. Motion to approve until June 30th, 2023 approved by: Chuck Mosher
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the extension of the PCard increase at \$29,000 through June 30th, 2023 was approved by the Board of Directors.
 - d. Action Item: The Board will determine if it wishes to approve the purchase water fountains with bottle fillers, not to exceed \$10,000.
 - i. Motion to approve made by: Elizabeth Colombo Kutch

- ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the purchase water fountains with bottle fillers, not to exceed \$10,000 was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the class size waiver.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Lisa English
 - iii. The motion to approve the class size waiver was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the revision to the capitalization policy to revise the wording of section III. Policy Statement subsection (a) to: “~~Equipment and furniture~~ A Capital Asset per the definition above which have has a per unit or collective purchase cost of \$5,000 or greater and an estimated life of more than one (1) year.”
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the revision of the capitalization policy as written in *action item f* was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the Upper School Dress Code Pilot Program.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the Upper School Dress Code Pilot Program was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the following out of state field trips -
 - i. 7th Grade Field Trip to the National Museum of African American History and Culture in Washington D.C. on December 14th, 2022.
 - ii. 1st Grade Field Trip to the Philadelphia Zoo in Philadelphia, PA on April 27, 2023.
 - iii. 7th/8th Grade Art Class Field Trip to the Google Works Center for Arts in Reading, PA in April of 2023.
 - iv. Motion to approve the above out of state field trips made by: Melissa Rhoads
 - v. Second motion to approve made by: Adrian Peoples
 - vi. The motion to approve the above out of state field trips listed in *action item h* was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the attendance of Lisa English at the National Council of Teachers of Mathematics Regional

Conference and Exposition on November 30 to December 2, 2022, including mileage and a hotel reimbursement as outlined in the proposal. The participants will be responsible for covering their own meal costs.

- i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. Abstain: Lisa English
 - iv. The motion to approve the attendance of Lisa English at the National Council of Teachers of Mathematics Regional Conference and Exposition on November 30 to December 2, 2022, including mileage and a hotel reimbursement as outlined in the proposal was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the Yearlong Residency Partnership Grant for FY2024, should it be approved by the Delaware Department of Education.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the Yearlong Residency Partnership Grant for FY2024, should it be approved by the Delaware Department of Education, was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the purchase of football uniforms. This purchase is made with funds raised by the football team.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the purchase of football uniforms, made with funds raised by the football team, was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to approve the hire of Bruce Allman as a part-time bus driver.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the hire of Bruce Allman as a part-time bus driver was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the hire of Niki Yoder as a part-time bus driver.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the hire of Niki Yoder as a part-time bus driver was approved by the Board of Directors.
- n. Action Item: The Board will determine if it wishes to approve the hire of William (Sam) Cooper as a part-time custodian.

- i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the hire of William (Sam) Cooper as a part-time custodian was approved by the Board of Directors.
- o. Action Item: The Board will determine if it wishes to approve the hire of Heather Gregg as a part-time Café Paraprofessional.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the hire of Heather Gregg as a part-time Café Paraprofessional was approved by the Board of Directors.
- p. Action Item: The Board will determine if it wishes to approve the hire of Mark Rosenwald as a Special Education Teacher.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the hire of Mark Rosenwald as a Special Education Teacher was approved by the Board of Directors.
- q. Action Item: The Board will determine if it wishes to approve the resignation of Tiffany Credle.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the resignation of Tiffany Credle was approved by the Board of Directors.

9. Old Business:

- a. Action Item: The Board will determine if it wishes to approve the lighting quote for the auditorium upgrade. This is funded through the PCA CSP Expansion Grant FY23. (*action item tabled*)
- b. Action Item: The Board will determine if it wishes to approve the sound system quote for the auditorium upgrade. This is funded through the PCA Expansion Grant FY23. (*action item tabled*)
- c. Action Item: The Board will determine if it wishes to approve the vestibule doors push bar replacement for \$9,000, pending approval of the School Safety Fund application.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the vestibule doors push bar replacement for \$9,000, pending approval of the School Safety Fund application, was approved by the Board of Directors.

- d. Action Item: The Board will determine if it wishes to approve the additional exterior lighting for \$9,312.53, pending approval of the School Safety Fund application.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the additional exterior lighting, amended \$2,750, pending approval of the School Safety Fund application, was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the movable dance flooring quote for the auditorium upgrade. This is funded through the PCA CSP Expansion Grant FY23.
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the Harlequin Company Quote for a movable dance floor for the auditorium upgrade, funded through the PCA CSP Expansion Grant FY23, was approved by the Board of Directors.

10. Adjournment: Next Board Meeting – December 19th, 2022 - Virtual.

- a. Motion to adjourn made by: Adrian Peoples
- b. Second motion to adjourn made by: Chuck Mosher
- 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.