

Providence Creek Academy Charter School

Board of Directors Monthly Meeting

October 27th, 2022

6:00 P.M.

Providence Creek Academy Head of School's Office

Conference Call: (513) 386-0000

Access Code: 290054

Members Present:

Lisa Moore (President)
Adrian Peoples (Vice President)
Chuck Mosher (Treasurer)
Lisa English (Secretary and Teacher Member)
Melissa Rhoads
Joe Rogerson
Elizabeth Colombo Kutch

Others Present:

Denise Stouffer (Head of School)
Rachael Straightiff

Regular Meeting 6:00 P.M.

- 1. Call to Order**
- 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 August 29th, 2022 Board Meeting Minutes and the September 26th, 2022 Board Meeting Minutes**
 - a. Motion to approve made by: Adrian Peoples
 - b. Second motion to approve made by: Chuck Mosher
 - c. The motion to approve the August 29th, 2022 and September 26th, 2022 was approved by the Board of Directors.
- 5. Board Committee Reports:**
 - a. CBOC Committee
 - i. The school has received 72.76% of its funding as of September 30th, 2022 based on 730 students.
 - ii. Unit Count has been completed with no disputes at this time.
 - iii. PCA is 25% into the school year and overall expenditures are at 18.76% which is approximately 6.24% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 23.4% which is 1.6% under the actual percentage. Last month PCA's expenditures were at 13.12%, which was 3.55% under the actual percentage, including unallocated.

- iv. The PNC Bank Statements were reviewed for this month.
 - v. PCard Reconciliation was reviewed for this month.
 - vi. Due to the current financial market, PCA has paid the December bonds to remain with the 6-month bonds as interest rates have been rising. Additionally, PCA is currently working with DelDot since they have requested a turn lane going through FSMA property despite the traffic study showing it is not needed.
- b. Website Committee
 - i. The PCA website will launch November 1st, 2022.
 - c. Expansion Committee
 - i. Due to the current financial market, PCA has paid the December bonds to remain with the 6-month bonds as interest rates have been rising. Additionally, PCA is currently working with DelDot since they have requested a turn lane going through FSMA property despite the traffic study showing it is not needed.

6. Reports:

- a. Head of School Report
 - i. The Safety and Security Fund Grant application has been submitted to the State of Delaware. PCA is looking into purchasing a new badge system, new vestibule doors and additional cameras.
 - ii. Vacation Policy for 11 month and 12 month employees will be presented in New Business to clarify language regarding reimbursement of vacation time upon eligibility.
 - iii. Staff Tuition Reimbursement Policy will be presented in New Business to clarify language regarding maximum reimbursement rates per the IRS
 - iv. PCA is looking into adding a part-time café paraprofessional.
 - v. PCA will be posting for a Theatre Arts teaching position for SY 23/24 and for an EPER position for Theatre Arts preparation.
 - vi. PCA's instructional team has been working with teachers to create Data Walls during PLC.
 - vii. PCA has graduated its first bus driver 'resident', which allows PCA to add one more bus route to its fleet.
 - viii. Athletics Policy for Discussion

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 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: Adrian Peoples

- b. Second motion made by: Elizabeth Colombo Kutch
- 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: Chuck Mosher
- 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 September 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 September Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly September 2022 Budget.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the DOE Monthly September 2022 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the contract with Cenacle Leadership Group for substitute services.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the contract with Cenacle Leadership Group for substitute services was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the School Safety Security Fund, including the expenditures related to this fund.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the School Safety Security Fund, including the expenditures related to this fund, was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the door badge access system for \$17,800 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 door badge access system for \$17,800 pending approval of the School Safety Fund application, was approved by the Board of Directors.
- f. 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. (action item tabled)
- g. 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. (action item tabled)
- h. 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. (action item tabled)
- i. Action Item: The Board will determine if it wishes to approve the auditorium seat quote for the auditorium upgrade. This is funded through the CSP Expansion Grant FY23.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the auditorium seat quote for the auditorium upgrade through the CSP Expansion Grant FY23 was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the revision to the Vacation Policy for 12 Month Employees. This revision is to clarify that employees will be paid for vacation time upon retirement/termination in accordance with the State of Delaware reimbursement amount.
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the revision to the Vacation Policy for 12 month Employees was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the revision to the Vacation Policy for 11 Month Employees. This revision is to clarify that employees will be paid for vacation time upon retirement/termination in accordance with the State of Delaware reimbursement amount.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the revision to the Vacation Policy for 11 Month Employees was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to approve the revision to the Staff Tuition Reimbursement Policy. This revision clarifies that PCA can only pay the maximum tuition amount as set by the State of Delaware for each calendar year.
 - i. Motion to approve made by: Chuck Mosher

- ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the revision to the Staff Tuition Reimbursement Policy was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the part-time Café Paraprofessional position.
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the part-time Café Paraprofessional position was approved by the Board of Directors.
- n. Action Item: The Board will determine if it wishes to approve the Theater Program Preparation EPER for FY23. This is a temporary EPER position from November 1st of 2022 through June 13th of 2023.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the Theater Program Preparation EPER for FY23 was approved by the Board of Directors.
- o. Action Item: The Board will determine if it wishes to approve the hire for the Theater Program Preparation EPER.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the hire for the Theater Program Preparation EPER was approved by the Board of Directors.
- p. Action Item: The Board will determine if it wishes to approve the Theater Arts Teacher position for SY2023/2024.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the Theater Arts Teacher position for SY23/24 was approved by the Board of Directors.
- q. Action Item: The Board will determine if it wishes to approve the hire of Halie Moore as a part-time paraprofessional.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the hire of Halie Moore 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 Chandler Swalm as a part-time paraprofessional.
 - i. Motion to approve made by: Chuck Mosher

- ii. Second motion to approve made by: Adrian Peoples
- iii. The motion to approve Chandler Swalm as a part-time paraprofessional was approved by the Board of Directors.
- s. Action Item: The Board will determine if it wishes to approve the hire of Rachel Cronin as a 1st Grade Teacher.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the hire of Rachel Cronin as a 1st Grade Teacher 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)

10. Adjournment: Next Board Meeting – November 28th, 2022.

- a. **Motion to adjourn made by: Adrian Peoples**
- b. Second motion to adjourn made by: Elizabeth Colombo Kutch
- 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.