

Providence Creek Academy Charter School

Board of Directors Monthly Meeting

September 26th, 2022

6:00 P.M.

Providence Creek Academy Library

Board Members Present

Lisa Moore-President
Adrian Peoples-Vice President
Chuck Mosher-Treasurer (virtual attendance)
Lisa English-Secretary
Elizabeth Colombo-Kutch
Joe Rogerson
Amy Wharry

Others Present

Denise Stouffer-Head of School
Rachael Straightiff

Regular Meeting 6:00 P.M.

1. **Call to Order:** Meeting called to order at 6:05 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. **Presentations** – Barbacane Thornton
 - a. Presentation made by Tim Sawyer
 - b. Providence Creek Academy Charter School Financial Audit
5. **Approval of the August 29th, 2022 Board Meeting Minutes** (action item tabled)
6. **Board Committee Reports:**
 - a. CBOC Committee
 - i. James (Jimmy) Lanham from PNC Bank presented various bond scenarios to the CBOC Committee for the 2008A Bond Refinancing.
 - ii. The school has received 73.52% of its expected funding as of August 31st, 2022 based on 725 students.
 - iii. PCA is 16.67% into the school year and overall expenditures are at 13.12% which is approximately 3.55% under the actual percentage for this month.
 - iv. PNC Bank Statements and PCard Reconciliation was reviewed for this month.
 - v. The draft version of the FY22 Audit was sent to each CBOC member for review.
 - b. Website Committee

- i. Mrs. Stouffer is hoping that the website will be up and live by the October Board Meeting.
- c. Expansion Committee
 - i. PCA has publicly posted for a construction manager for the Expansion Project and is confident in moving forward with this manager.
- d. Oversight Committee
 - i. The committee reviewed several personnel files and found all files to be organized and complete
 - ii. The committee also reviewed the current status of the Bus System.

7. Reports:

- a. Head of School Report
 - i. PCA received the CSP Grant for \$750,000. This grant will allow PCA to transform the auditorium to a theater and start a Theatre Arts Program. This grant will also allow for many additions to PCA's core curricular.
 - ii. An appraisal report is included with our Insurance Policy through Liberty Mutual. PCA is working to ensure that all PCA property is properly valued.
 - iii. Quotes for an LED Light Wall for the auditorium will be presented in New Business Item E.
 - iv. ESSER III Amendments (action item g) include removal of lower school pavilion enclosure and adding residents, substitutes, additional nursing supports and paras costs
 - v. PCA is asking for the Board to approve a Bus Driver Training Stipend for Karen Krise, not to exceed \$6,000.

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: 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: Elizabeth Colombo-Kutch
- 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 SY2022/2023 August Budget.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion made by: Joe Rogerson
 - iii. The motion to approve the SY2022/2023 August Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly August 2022 Budget.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the DOE Monthly August 2022 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the FY22 Audit.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the FY22 Audit was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the FY23 Insurance Policy.
 - i. Action item amended to “The Board will determine if it wishes to approve the FY23 Policy continuance with Liberty Mutual”
 - ii. Motion to approve made by: Adrian Peoples
 - iii. Second motion to approve made by: Joe Rogerson
 - iv. The motion to approve the FY23 Insurance Policy was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the following bids under the Charter School Expansion Grant FY23 based on the quotes provided for each -
 - i. LED Light Wall (through UltraVision) not to exceed \$170,000
 - ii. Motion to approve made by: Joe Rogerson
 - iii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iv. The motion to approve the LED Light Wall, not to exceed \$170,000, was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the following bids that are related to the Charter School Expansion Grant FY23 but funded by PCA based on the quotes provided for each -
 - i. Electric service installation for the LED Light Wall, not to exceed \$35,000

1. Motion to approve made by: Adrian Peoples
 2. Second motion to approve made by: Lisa English
- ii. Lighting and sound system upgrade for the auditorium, not to exceed \$190,000 (*action item F2 tabled*)
- g. Action Item: The Board will determine if it wishes to approve the amendment to the ESSER III grant.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the amendment to the ESSER III grant was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the Bus Driver Training Stipend for Karen Krise, not to exceed \$6,000 including OECs.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the Bus Driver Training Stipend for Karen Krise, not to exceed \$6,000 including OECs, was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the hire of Charles Harris as a part-time custodian.
 - 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 Charles Harris as a part-time custodian was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the hire of Matthew Oakley as a part-time custodian.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Lisa English
 - iii. The motion to approve the hire of Matthew Oakley as a part-time custodian was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the hire of Stacey Meisinger as a substitute 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 Stacey Meisinger as a substitute teacher was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to approve the hire of Courtney Perry as a substitute teacher.

- i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the hire of Courtney Perry as a substitute teacher was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the hire of Amanda Wiley as a substitute teacher and aftercare counselor.
 - 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 Amanda Wiley was approved by the Board of Directors.
- n. Action Item: The Board will determine if it wishes to approve the hire of Allie Fry as a substitute teacher and aftercare counselor.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion made by: Adrian Peoples
 - iii. The motion to approve the hire of Allie Fry as a substitute teacher and aftercare counselor was approved by the Board of Directors.
- o. Action Item: The Board will determine if it wishes to approve the resignation of Kelly Strayline.
 - i. Action item revised to “the board will determine if it wishes to approve the transition of Kelly Strayline from a full time teacher to a part-time substitute”
 - ii. Motion to approve made by: Adrian Peoples
 - iii. Second motion to approve made by: Joe Rogerson
 - iv. The motion to approve the transition of Kelly Strayline from a full time teacher to a part-time substitute was approved by the Board of Directors.
- p. Action Item: The Board will determine if it wishes to approve the resignation of Valerie Kauffman.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the resignation of Valerie Kauffman was approved by the Board of Directors.

10. Old Business:

- a. Action Item: The Board will determine if it wishes to approve the hire of Michelle Mitchell as the school nurse.
 - 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 Michelle Mitchell as the school nurse was approved by the Board of Directors.
 - b. Action Item: The Board will determine if it wishes to approve the Construction Manager for the Expansion Project.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the Construction Manager for the Expansion Project was approved by the Board of Directors.
- 11. **Adjournment:** Next Board Meeting – October 27th, 2022 (Virtual).
 - 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.