

PROVIDENCE CREEK ACADEMY
BOARD OF DIRECTORS MONTHLY MEETING
Tuesday March 23rd, 2021
6:00 P.M.
Conference Call 515-604-9856 Access Code 494023

Present:

Lisa Moore
Chuck Mosher
Christine Chaney
Elizabeth Colombo-Kutch
Danielle Gordy
Amanda Russell
Lisa English

Others Present: Rachael Straightiff

Administration:
Denise Stouffer

Virtual Regular Meeting 6:00 P.M.

1. **Call to Order: Meeting called to order at 6:00 pm**
2. **Pledge of Allegiance, Moment of Silence**
3. **Public Comment-Opportunity to address the Board of Directors:** Ms. Christine Chaney, Teacher Member of the Board of Directors, addressed the Board of Directors to thank them for the opportunity to serve on the Board of Directors.
4. **Presentation of Awards:** Ms. Christine Chaney was presented an award in recognition of her five years of service as Teacher Member of the Board of Directors.
5. **Board of Directors Organization and Appointment:**
 - a. **Action Item: The Board will determine if it wishes to accept the resignation of Christine Chaney as the Teacher Member and Secretary of the Providence Creek Academy Board of Directors.**
 1. Motion to approve made by: Lisa Moore
 2. Second Motion to approve made by: Elizabeth Colombo-Kotch
 3. The motion to accept the resignation of Christine Chaney as the Teacher Member and Secretary of the Providence Creek Academy Board of Directors was passed by the Board of Directors.
 - b. **Action Item: The Board will determine if it wishes to approve the appointment of Lisa English as the Teacher Member of the Providence Creek Academy Board of Directors.**
 1. Motion to approve made by: Lisa Moore

2. Second Motion to approve made by: Danielle Gordy
 3. The motion to approve the appointment of Lisa English as the Teacher Member of the Providence Creek Academy Board of Directors was passed by the Board of Directors.
- c. **Action Item: The Board will seek nominations for Secretary of the Board of Directors.**
1. Motion to nominate Lisa English made by: Lisa English
 2. Second Motion to nominate Lisa English made by: Lisa Moore
 3. No other nominations were made for the Secretary position.
 4. The motion to nominate and approve Lisa English for Secretary of the Board of Directors was passed by the Board of Directors.
- d. **Action Item: The Board will vote to appoint the new Secretary of the Providence Creek Academy Board of Directors.**
1. This action was combined with Action Item C of this section for approval.
6. **Approval of the February 23, 2021 Board Meeting Minutes**
- a. The approval of the February 23, 2021 Board Meeting Minutes will be voted on at the March 27, 2021 Board of Directors Meeting.
7. **Board Committee Reports**
- a. CBOC Committee:
 1. CBOC met March 18, 2021
 2. School Emergency Relief Fund received
 3. CSP Grant Funds received
 4. Expenditures are at 56%, expected surplus of \$107,000
 - b. Website Committee:
 1. Committee has spoken with several vendors; approval of vendor is targeted to be on April's Board of Directors meeting agenda.
8. **Reports:**
- a. Head of School Report
 1. Review of parent/staff feedback for proposed 21/22 school calendar year.
 2. Delaware DOE has submitted a request to the Federal Department of Education to request that local benchmark data can be used in place of Smarter Balanced Assessment. As of today, Smarter Balanced testing will be occurring this school year.
 3. Review proposed purchases to align with budgetary changes

9. **Executive Session:** *Pursuant to 29 Del. C. § 10004(b) (1) and (2) 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 go into Executive Session was made by: Chuck Mosher
- b. Second Motion to go into Executive Session was made by: Elizabeth Colombo-Kotch
- c. The motion to go into Executive Session was approved by the Board of Directors.
- d. The motion to come out of Executive Session was made by: Elizabeth Colombo-Kotch
- e. Second motion to come out of Executive Session was made by: Lisa Moore
- f. The motion to come out of Executive Session was approved by the Board of Directors.

10. **New Business:**

- a. **Action Item: The Board will determine if it wishes to approve the SY 2020-2021 February Budget.**
 1. Motion to approve made by: Lisa Moore
 2. Second Motion to approve made by: Danielle Gordy
 3. The motion to approve the SY 2020-2021 February Budget was approved by the Board of Directors.
- b. **Action Item: The Board will determine if it wishes to approve the DOE Monthly February 2021 Budget.**
 1. Motion to approve made by: Elizabeth Kotch-Colombo
 2. Second Motion to approve made by: Chuck Mosher
 3. The motion to approve the DOE Monthly February 2021 Budget was approved by the Board of Directors.
- c. **Action Item: The Board will determine if it wishes to approve the amendment to the ESSER II Funds and expenditures associated with the grant.**
 1. Motion to approve made by: Danielle Gordy
 2. Second Motion to approve made by: Lisa Moore
 3. The motion to approve the amendment to the ESSER II Funds and expenditures associated with the grant was approved by the Board of Directors.
- d. **Action Item: The Board will determine if it wishes to approve the following budgetary changes, which will reflect on the March 2021 budget:**
 1. Increase the mortgage expenditure line by \$304,000 to a new total of \$716,568.09.

2. Increase the computer supplies expenditure line in the transportation department by \$60,000 to a new total of \$60,000.
3. Increase the computer supplies expenditure line by \$7,000 to a new total of \$67,000.
4. Increase the telecommunication (radios) expenditure line by \$17,000 to a new total of \$17,000.
5. Increase the capital expenses section by \$90,000 to a new total of \$144,543.70.
6. Increase the facility maintenance (contractual) expenditure line by \$53,000 to a new total of \$203,000.

1. Motion to approve made by: Chuck Mosher
2. Second Motion to approve made by: Elizabeth Colombo-Kotch
3. The motion to approve the above budgetary changes, which will reflect on the March 2021 budget, was approved by the Board of Directors.

- e. **Action Item: The Board will determine if it wishes to approve the payment of Providence Creek Academy's FY22 mortgage and bonds. This payment will not exceed \$600,000.**

1. Motion to approve made by: Chuck Mosher
2. Second Motion to approve made by: Danielle Gordy
3. The motion to approve the payment of Providence Creek Academy's FY22 mortgage and bonds was approved by the Board of Directors.

- f. **Action Item: The Board will determine if it wishes to approve the extension of the Summer Feeder Program through the end of September 2021.**

1. Motion to approve made by: Elizabeth Colombo-Kotch
2. Second Motion to approve made by: Lisa Moore
3. The motion to approve the extension of the Summer Feeder Program through the end of September 2021 was approved by the Board of Directors.

- g. **Action Item: The Board will determine if it wishes to approve the revisions to the Electronic Communications and Social Media Policy.**

1. Tabled until April meeting.

- h. **Action Item: The Board will determine if it wishes to approve the Vacation Policy for 11 Month Employees.**

1. Motion to approve made by: Elizabeth Colombo-Kutch
 2. Second Motion to approve made by: Lisa Moore
 3. The motion to approve the Vacation Policy for 11 month employees was approved by the Board of Directors.
- i. **Action Item: The Board will determine if it wishes to approve the resignation of Lenny Klase.**
1. Motion to approve made by: Elizabeth Colombo-Kutch
 2. Second Motion to approve made by: Danielle Gordy
 3. The motion to approve the resignation of Lenny Klase was approved by the Board of Directors.
- j. **Action Item: The Board will determine if it wishes to approve the resignation of Karen McCollister.**
1. Motion to approve made by: Danielle Gordy
 2. Second Motion to approve made by: Elizabeth Colombo-Kutch
 3. The motion to approve the resignation of Karen McCollister was passed by the Board of Directors.
- k. **Action Item: The Board will determine if it wishes to approve the resignation of Laura Davis.**
1. Motion to approve made by: Lisa English
 2. Second Motion to approve made by: Chuck Mosher
 3. The motion to approve the resignation of Laura Davis was passed by the Board of Directors.
- l. **Action Item: The Board will determine if it wishes to approve the resignation of Mindy Farra.**
1. Motion to approve made by: Lisa Moore
 2. Second Motion to approve made by: Danielle Gordy
 3. The motion to approve the resignation of Mindy Farra was passed by the Board of Directors.
- m. **Action Item: The Board will determine if it wishes to approve the resignation of Joseph Lightcap.**
1. Motion to approve made by: Elizabeth Colombo-Kutch
 2. Second Motion to approve made by: Chuck Mosher
 3. The motion to approve the resignation of Joseph Lightcap was passed by the Board of Directors.

- n. **Action Item: The Board will determine if it wishes to approve the hire of Tabitha Herbert as the new full-time school nurse.**
1. Motion to approve made by: Elizabeth Colombo-Kutch
 2. Second Motion to approve made by: Danielle Gordy
 3. The motion to approve the hire of Tabitha as the new full-time school nurse was passed by the Board of Directors.
- o. **Action Item: The Board will determine if it wishes to approve the hire of Paula Baker as a part-time bus driver.**
1. Motion to approve made by: Chuck Mosher
 2. Second Motion to approve made by: Danielle Gordy
 3. The motion to approve the hire of Paula Baker as a part time bus driver was passed by the Board of Directors.
- p. **Action Item: The Board will determine if it wishes to approve Skylar Orga as a new part-time substitute teacher.**
1. Motion to approve made by: Elizabeth Colombo-Kutch
 2. Second Motion to approve made by: Lisa English
 3. The motion to approve Skylar Orga as a new part-time substitute teacher was passed by the Board of Directors.
- q. **Action Item: The Board will determine if it wishes to approve the School Calendar for SY2021-2022.**
1. Motion to approve made by: Lisa Moore
 2. Second Motion to approve made by: Danielle Gordy
 3. The motion to approve the School Calendar for SY 2021-2022 was passed by the Board of Directors.
- r. **Action Item: The Board will determine if it wishes to approve the revision to the bus purchase to allow Providence Creek Academy to purchase the bus out of the general budget, without the EPA Grant.**
1. Motion to approve made by: Elizabeth Colombo-Kutch
 2. Second Motion to approve made by: Chuck Mosher
 3. The motion to approve the revision to the bus purchase to allow Providence Creek Academy to purchase the bus out of the general budget, without the EPA Grant was passed by the Board of Directors

11. **Old Business: None**

12. **Adjournment:** Next Board Meeting Tuesday April 27, 2021 at 6:00 PM

- a. The motion to adjourn the meeting was made by Elizabeth Colombo-Kutch
- b. The section motion to adjourn the meeting was made by Danielle Gordy.
- c. The motion to adjourn the meeting 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.