

PROVIDENCE CREEK ACADEMY
BOARD OF DIRECTORS MONTHLY MEETING
September 24, 2013

Executive Session 6:00 P.M. Board Room

Personnel and Student Matters

Regular Meeting 7:30 P.M. Library

1. Call to Order, Pledge of Allegiance, Moment of Silence – 7:34pm
2. Change to the Agenda – 8a9. Personnel Action
3. Presentation of Awards – Summer Reading Program acknowledgement – Mrs. Erschen acknowledged the following students with certificates and Character Cash – Emma Zeitler, Kelsie Webb, Carley Webb, Trinity Thomas, Haylee Colon, Trinity Calderon, Princess Calderon, Nasir Thomas, Emily Rhodes, Courney Williams, Philip Townsend, Joshua Townsend, Brian Weaver-graduate of PCA, Maliki Aiken,
4. Opportunity to address the Board of Directors -none
5. Approval of the August 2013 Board Meeting Minutes – Roberts/Senato
6. Board Committee Reports – **Code of Conduct Committee** met September 23, 2013 – positive response to PBS ticket system and to the dress code changes; also addressed was the new online referral system through Eschool. There are some logistics that need to be ironed out.

Finance Committee report – 16.7% of whatever we're budgeted; Postage was a big expenditure for administrative costs; Professional services- larger amount due to professional auditing process; costs 12.2% total operating budget; all of our students are transportation eligible because we do not have sidewalks or crossing guards.

7. Reports
 - a. Head of School - Head of School – shared results of the Performance Frameworks copies of the Academic Frameworks for 2010-11 and 2011-12. Our subgroups – African American met, low-socioeconomic did not meet math in 10-11 but did in 2011-2012, White population did not meet either year. AYP we met both years; overall rating we did not meet 2010-11. For 2011-12 we met. Debt to Asset ratio – was at .97 and .98 because we had dipped into our savings to make improvements on campus.

Organizational- 2011-12 and 2012-13: Met in 2011-12; but not in 2012-13 due to not posting our Board minutes and Financials in a timely manner.

Choice Bill with House Amendment #1 – Statewide application for Choice and Charter schools – deadline all applications need to be approved by January – our current application can be approved by February 2nd, but we're going to have to change that. There will be further discussion

39.92 unit count – Our goal is 40

- b. Assistant Principal- Mrs. Thomas October 24th & 25th Wicked R Ranch and November 8th for kindergarten
- c. Director of Finance and Personnel – Audit September 30th – September 23, 2013 there was a call ; Approximately all of our teaching staff, with the exception of approximately five of our staff have received new/updated laptops; New server is up and running; all printers are accessible wirelessly from staff laptops; Mrs. Erschen announced that Shanna was recognized by the state of Delaware to model best accounting practices for Kent County. One person was chosen from each of the three counties. Shanna will be providing training for Kent County.

8. New Business

a. Action Items

- 1. FY 2013 August Budget – Craig/Senato
- 2. DOE Monthly Budget August 2013 – Senato/Craig
- 3. Employee Bonus Plan – Proposed plan identifies measurable items
1. DPAS II observation points; 2. Attendance; 3. AYP

It has already been budgeted for all full-time employees to receive this – Craig/Senato

Question regarding full-time employees eligible – answer is yes – for ALL full-time employees, not just teaching staff

- 4. EPER Pay – Extra Pay for Extra Responsibilities – Compensation committee met and presented to the Finance Committee – Craig/Senato
- 5. Organizational Chart – changes were made based on the new position of Assistance Principal – We are also looking at the omission of PCA parents and public from the chart. Craig/Roberts
- 6. Authorized Signature Additions – Recommending the addition of Sue Thomas, our Assistant Principal, and Christopher Senato, our Board Treasurer – Roberts/Craig

7. Contracted Services for AC Unit – Mr. Bill has been working with different vendors/bids – Coil for the cafeteria’s AC unit – repair will cost \$1500, because only one coil has a hole in it – Gregg & Sons was the lowest bidder – Senato/Craig
8. Performance Agreement – new Charter School Performance Frameworks; there was a template that was completed using information from our last Charter Renewal Application – Craig/Roberts
9. Personnel Action – Craig/Senato

Next meeting is October 29, 2013

Motion to Adjourn into Executive Session – Senato/Craig 8:48pm

9. Adjournment - 9:26pm