

PROVIDENCE CREEK ACADEMY  
BOARD OF DIRECTORS MONTHLY MEETING  
PROVIDENCE CREEK ACADEMY LIBRARY  
Tuesday, July 28, 2020

Board Members:  
Melissa Rhoads  
Lisa Moore  
Chuck Mosher  
Christine Chaney  
Danielle Gordy  
Elizabeth Colombo-Kutch

Others Present:  
Chesapeake Utilities Representatives

Administration:  
Denise Stouffer  
Amanda Silcox

**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:** None by Conference Call
- 4. Approval of the May, 2020 Board Meeting Minutes** Motion made by Mrs. Gordy. Mr. Mosher seconded. Motion approved.
- 5. Presentation: Presentation by representatives of Chesapeake Utilities request for an easement from PCA to the new development.**
- 6. Board Committee Reports:**

**A. CBOC Committee:**

**Revenue:** Yearlong Teacher Residency money has reverted. Local Special Funds was reduced to \$172,000 Facility Use increased from \$40,000 to \$48,000 Federal Funds increased to \$375,000. School Emergency Relief Fund was added for \$84,556, which is the CARES money received due to COVID-19.

Local District went from \$970,000 to \$1,000,000 due to the high interest rates this year.

The school has received 100.04% of our funding. Final numbers for the end of Fiscal Year 2020.

**Expenditures:** PCA is 100% into the school year and overall expenditures are at 96.64% which is 3.36% under the actual percentage for the end of Fiscal Year 2020. Last month's expenses were at 85.57%, which was 5.85% under the actual percentage for May. FY 20 Standards & Assessments and FY20 Homeless Transportation funds have carried over but will likely revert due to all eligible drivers being trained and a reduction in transportation bills with COVID-19 school closure. The remaining \$0.01 in Standards and Assessments FY19 will be re-coded since the remaining balance is due to rounding differences in PHRST

system. Local Funds are at \$2.3 million, which will carry over into FY21 plus USDA Reserves of \$252,288. Transportation ended Fiscal Year 2020 with a budget of \$571,720.51 and expenditures of \$562,632.93, which is 98.41% of the budgeted amount. Additionally, changes were made to the following accounts since last month.

Driver Salaries were increased to \$197,000 from \$190,395.15 to adjust for actual expenditures. Additionally, Driver Other Employment Costs were increased from \$46,208.85 to \$48,000.

Homeless Transportation was decreased from \$10,038.75 to \$5,000 to account for the school closure due to COVID-19.

Fuel was increased from \$25,000 to \$30,000 to account for transportation fuel costs.

Cafeteria ended Fiscal Year 2020 with a budget of \$329,775.67 and expenditures of \$326,042.65, which is 98.87% of the budgeted amount. Additionally, the Cafeteria had a final revenue of \$197,920.61, which came to a balance of \$27,929.57 after expenditures and federal reimbursements.

## **7. Head of School:**

Denise Stouffer presented the School Reopening Plan and Document to ensure a safe and healthy community.

## **8. Executive Session:** Mrs. Moore made the motion to go into Executive Session.

Mrs. Colombo-Kutch seconded. Motion approved.

Mrs. Colombo-Kutch made the motion to come out of Executive Session. Mrs. Gordy seconded. Motion approved.

## **9. New Business**

### **Action Item A: Annual Meeting**

President: Lisa Moore nominated Melissa Rhoads. Danielle Gordy seconded. Motion approved.

Vice President: Chuck Mosher nominated Lisa Moore. Melissa Rhoads seconded. Motion approved.

Secretary: Mrs. Colombo-Kutch nominated Christine Chaney. Mrs. Moore seconded. Motion approved.

Treasurer: Mrs. Moore nominated Chuck Mosher. Mrs. Gordy seconded. Motion approved.

### **Action Item B: SY 2019-2020 June Budget:** Motion made by Mrs. Gordy.

Mrs. Colombo-Kutch seconded. Motion approved.

### **Action Item C: DOE Monthly Budget June, 2020:** Motion made by Mrs. Colombo-Kutch

Mrs. Moore seconded. Motion approved.

### **Action Item D: Approval of the Chesapeake Utilities request for an easement from PCA**

**to the new development.** Motion made to approve the request if legal counsel approve and the Head of School to sign. Motion made by Mrs. Colombo-Kutch. Mr. Mosher seconded. Motion approved.

### **Action Item E: Approval of the calendar for public meetings for SY 20/21.** Mrs. Colombo-

Kutch made the motion. Mrs. Gordy seconded. Motion approved.

### **Action Item F: Approval of the School Opening plan for SY 20/21.** Motion made by Mrs.

Gordy. Mrs. Colombo-Kutch seconded. Motion approved.

### **Action Item G: Approval of the P-Card Limit increase from \$10,000 to \$25,000 for the for months of August-October.** Motion made by Mrs. Colombo-Kutch. Mrs. Moore seconded.

Motion approved.

**Action Item H: Approval of the revisions to the Vacation Policy to include clarifying Language for years' service to include the words "Providence Creek Academy and to Align the dates with the fiscal year.** Motion made by Mrs. Moore. Mrs. Gordy seconded. Motion approved.

**Action Item I: Approval of the new Sick Leave Policy for 10 month employees.** Motion Made by Mrs. Moore. Mr. Mosher seconded. Ms. Chaney abstained. Motion approved.

**Action Item J: Approval of the new Sick Leave Policy for 11 month employees.** Motion made by Mr. Mosher. Mrs. Colombo-Kutch seconded. Motion approved.

**Action Item K: Approval of the resignation of Brandilyn Johnson.** Motion made by Mrs. Moore. Mrs. Colombo-Kutch seconded. Motion approved.

**Action Item L: Approval of the resignation of Michaela Salerni.** Motion made by Mrs. Moore. Mrs. Colombo-Kutch seconded. Motion approved.

**Action Item M: Approval of Joanna Zachos as new 1<sup>st</sup> Grade Teacher.** Motion made by Ms. Chaney. Mrs. Gordy seconded. Motion approved.

**Action item N: Approval of reorganization of front office to remove Office Manager position and to include Administrative Assistant 1 and Administrative Assistant/Pupil Accounting.** Motion made by Mr. Mosher. Mrs. Colombo-Kutch seconded. Motion approved.

**Action Item O: Approval of Kelly Jones as the Administrative Assistant/Pupil for the front office.** Motion made by Ms. Chaney. Mrs. Gordy seconded. Motion approved.

**Action Item P: Tabled until next month**

**Action Item Q: Approval of the SY 20/21 contract with Jody Williams, PSY.D.** Motion made by Mrs. Gordy. Mrs. Moore seconded. Motion approved.

**Action Item R: Tabled until next month**

**Action Item S: Approval of modification of school calendar to include delaying the first day of school until Sept. 8<sup>th</sup>.** Motion made by Ms. Chaney. Mrs. Gordy seconded. motion approved.

**Action Item T: Approval of Aftercare Lead, Aftercare Counselor 1, Aftercare Counselor 2** Motion made by Ms. Chaney. Mrs. Colombo-Kutch seconded. Motion approved.

**Action item U: Approval of raises to the substitute pay scale in accordance with State Of Delaware substitute pay scale raise.** Motion made by Mrs. Colombo-Kutch. Ms. Chaney seconded. Motion approved.

**Action item V: Approval of Sean Todd, Jr. as Cross Country Coach.** Motion made by Ms. Chaney. Mrs. Colombo-Kutch seconded. Motion approved.

**Action item W: Approval of Chromebook Policy and Procedure.** Motion made by Mrs. Colombo-Kutch. Mrs. Gordy seconded. Motion approved.

**Next Board Meeting date/Adjournment:** August 25, 2020, 6:00 PM

Motion made by Mrs. Moore. Mrs. Colombo-Kutch seconded. Motion approved.