

**PROVIDENCE CREEK ACADEMY  
BOARD OF DIRECTORS MONTHLY MEETING  
Tuesday August 25, 2020  
6:00 P.M.  
Conference Call 515-604-9856 Access Code 494023**

**Board Members Present:**

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

**Administration Present:**

Denise Stouffer

**Others Present:**

Rachael Straightiff

**Regular Virtual 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. None by Conference Call
4. **Approval of the July 28, 2020 Board Meeting Minutes –**
  - a. Motion was made by Lisa Moore. Elizabeth Colombo-Kutch seconded the motion. Motion was approved.
5. **Board Committee Reports**
  - a. Revenue:
    1. The school has received 67.78% of its funding as of July 2020.
    2. Currently, only the programs that are on the July budget are listed. These numbers do not include funds that have not been loaded, including awarded grants.
    3. State Charter Transportation 05177 is a new appropriation with an estimated \$600,332.
    4. State Unit Formula 05213 is an estimate based off of previous year's revenue with transportation revenue excluded.
    5. Local Food Service 91100 and 92102 is estimated at the same number as last year.
    6. Local Facility Use is lower than in the past because there is no summer camp this year.
    7. Federal Funds Restricted has been estimated based on the money received last year. This number will be adjusted when the funding is received.
    8. Interest is separated from Local Funds so it is easier to track. This number is estimated based on past experience and rates.
  - b. Expenditures:
    1. PCA is 8.3% into the school year and overall expenditures are at 7.34% which is 0.96% under the actual percentage for July 2020. Last month's expenses were at 96.64% which was 3.36% under for the end of Fiscal Year 2020.

2. FY20 Homeless Transportation and FY20 Standards & Assessments will likely revert on their due date of 9/30/2020 since all expenses have been paid for these lines.
  3. In the Transportation Budget, the paving project of roughly \$150,000 that was completed within the last month is not included as expenditure as the invoice has not been received. Additionally, the only expenses shown are salaries, OECs, and telecommunication services of \$526.90.
  4. In the Cafeteria Budget, there has been no revenue so far with the only expenses being salaries and OECs as of now.
  5. Summer camp salaries 51004 have been reduced since there was not a summer camp this year so the only salaries coming out of this fiscal year will be director planning.
  6. The Mortgage is lower Than FY20 at \$412,568.09 because we prepaid a portion of FY21 expenses at the end of FY20.
- c. The PNC Bank Statements were reviewed for this month.
  - d. P-Card Reconciliation was reviewed for this month.

## 6. Reports

- a. Head of School
  1. Acknowledgement of Rachael Straightiff for the playground revitalization project through DHSS. The Community Build for this project is September 12 and 13.
  2. PCA received the award for Rural and Low-Income Grant for about \$15,000.
  3. Re-opening includes 2/3 of students receiving instruction virtually with the remaining 1/3 learning through the hybrid model. Hybrid instruction begins on September 21, 2020.
  4. Performance Framework consisted of all Green / Meets Expectations in every category.
  5. Teachers will send student schedules to parents on Thursday.

## 7. Executive Session:

- a. Motion made by Christine Chaney to go into Executive Session. Motion seconded by Chuck Mosher. Motion approved.
- b. Motion made by Christine Chaney to go come out of Executive Session. Motion seconded by Lisa Moore. Motion approved.

## 8. New Business

- a. Action Item: SY 2020-2021 July Budget
  1. Motion made by Elizabeth Colombo-Kutch. Mrs. Gordy seconded. Motion approved.
- b. Action Item: DOE Monthly July 2020 Budget
  1. Motion made by Danielle Gordy. Mrs. Colombo-Kutch seconded. Motion approved.
- c. Action Item: The Board will determine if it wishes to approve the revisions to the SY20/21 School Calendar to include December 21, December 22, April 8, April 9, June 7, and June 8
  1. Motion made by Ms. Chaney. Mrs. Colombo-Kutch seconded. Motion approved.

- d. Action Item: The Board will determine if it wishes to
  - 1. Create a website improvement committee for SY20/21.
    - 1. Motion made by Lisa Moore. Mrs. Gordy seconded. Motion approved
  - 2. Assign a chair to that committee
    - 1. Tabled
  - 3. Assign a co-chair to that committee
    - 1. Tabled
- e. Action Item: The Board will determine if it wishes to approve the revised title changes and formatting to the PCard Policy.
  - 1. Motion made by Chuck Mosher. Elizabeth Colombo-Kutch seconded. Motion approved.
- f. Action Item: The Board will determine if it wishes to approve the formatting changes to the Staff Dress Code Policy (with the word superintendent crossed out and 2i: professional dress changed to business casual).
  - 1. Motion made by Danielle Gordy. Christine Chaney seconded. Motion approved.
- g. Action Item: The Board will determine if it wishes to approve Jenna Fischer as an aftercare counselor. Please note that this position is dependent on the aftercare program being offered and enrollment in the program.
  - 1. Tabled
- h. Action Item: The Board will determine if it wishes to approve Zaire Blackwell as an aftercare counselor. Please note that this position is dependent on the aftercare program being offered and enrollment in the program.
  - 1. Tabled
- i. Action Item: The Board will determine if it wishes to approve Annette Sawyer as an Aftercare Counselor II. Please note that this position is dependent on the aftercare program being offered and enrollment in the program.
  - 1. Motion made by Chuck Mosher. Elizabeth Colombo-Kutch seconded. Motion approved.
- j. Action Item: The Board will determine if it wishes to approve Jena Nolan as the new General Music / Choir Teacher.
  - 1. Motion made by Danielle Moore. Elizabeth Colombo-Kutch seconded. Motion approved.
- k. Action Item: The Board will determine if it wishes to approve the new part-time Bus Drivers.
  - 1. Tabled
- l. Action Item: The Board will determine if it wishes to approve the new part-time Paraprofessionals.
  - 1. Tabled
- m. Action Item: The Board will determine if it wishes to approve the grant requests from the Rural and Low-Income School Grant FY21.

1. Motion made by Christine Chaney. Motion seconded by Danielle Gordy. Motion approved.
- n. Action Item: The Board will determine if it wishes to approve the contract for the SY20/21 Central Delaware Speech Contract.
  1. Motion made by Elizabeth Colombo-Kutch. Motion seconded by Chuck Mosher. Motion approved.
- o. Action Item: The Board will determine if it wishes to approve the contract for the SY20/21 Diamond Computer Contract.
  1. Motion made by Elizabeth Colombo-Kutch. Motion seconded by Danielle Gordy. Motion approved.
- p. Action Item: The Board will determine if it wishes to approve the purchase of 240 Chromebooks from Staples for \$51,878.40.
  1. Motion made by Chuck Mosher. Motion seconded by Elizabeth Colombo-Kutch. Motion approved.
- q. Action Item: The Board will determine if it wishes to approve the resignation of Blayne Salerni.
  1. Motion made by Christine Chaney. Motion seconded by Elizabeth Colombo-Kutch. Motion approved.
- r. Action Item: The Board will determine if it wishes to approve Stephen Andrew-Lavage as the General Music / Band Teacher.
  1. Motion made by Christine Chaney. Motion seconded by Lisa Moore. Motion approved.
- s. Action Item: The Board will determine if it wishes to approve the Virtual Code of Conduct with the addition of clarifying language to require students turn the camera function on while in Zoom classes.
  1. Motion made by Christine Chaney. Motion seconded by Danielle Gordy.
- t. Action Item: The Board will determine if it wishes to approve the Mask Policy.
  1. Motion made by Elizabeth Colombo-Kutch. Motion seconded by Chuck Mosher. Motion approved.
- u. Action Item: The Board will determine if it wishes to approve a purchase of touchless sinks that will not exceed \$15,000.
  1. Motion made by Christine Chaney. Motion seconded by Danielle Gordy. Motion approved.

## 9. Old Business

- a. Action Item: The Board will determine if it wishes to approve the additional credits for Tracey Hennessy from Bachelors + 30 to Masters.
  1. Tabled
- b. Action Item: The Board will determine if it wishes to approve the following EPER positions -
  1. Ballet Teacher I – This EPER position is dependent on the ballet program being offered and enrollment in the program. This position is not to exceed \$12,531.25 for SY20/21.

1. Motion made by Elizabeth Colombo-Kutch. Motion seconded by Christine Chaney. Motion approved.

10. **Adjournment:** Next Board Meeting Tuesday September 29, 2020 at 6:00 PM

- a. Motion made by Christine Chaney. Motion seconded by Danielle Gordy. Motion approved

**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.*