

**PROVIDENCE CREEK ACADEMY**  
**BOARD OF DIRECTORS MONTHLY MEETING MINUTES**  
**Tuesday January 26, 2020**  
**6:00 P.M.**

Present:  
Melissa Rhoads  
Lisa Moore  
Chuck Mosher  
Elizabeth Colombo-Kutch  
Danielle Gordy  
Amanda Russell

Others Present:  
Courtney Dowell  
Rachael Straighttiff

Administration:  
Denise Stouffer

**Virtual 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**
4. **Approval of the December 17, 2020 Board Meeting Minutes**

Motion to approve was made by Lisa Moore and second motion was made by Elizabeth Colombo-Kutch.  
The motion to approve the December 17, 2020 minutes was approved by the Board of Directors.

5. **Board Committee Reports**

a. CBOC Committee

1. The CBOC Committee Report was presented by Chuck Mosher, including information on budgetary changes such as a new school bus and an additional asphalt project.

b. Website Committee

1. The Website Committee Report was presented by Amanda Russell, including information on the recent parent survey and initial research.

c. Board Oversight Committee

1. The Board Oversight Committee Report was presented by Elizabeth Colombo-Kutch, including information on PCA's progress on shelving and other school projects and archiving files.

6. **Reports:**

a. Head of School Report

1. The Head of School Report was presented by Denise Stouffer. This report touched on items such as the Delaware Charter School Network, and the voluntary extension of CARES Act. Additionally, the Social Media Policy, Enrollment Policy, and Enrollment Lottery Policy were presented.
2. Courtney Dowell presented information on the e-Star program for payroll and time tracking.

7. **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.

**Motion to go into Executive Session was made by Amanda Russell and second motion was made by Chuck Mosher. The motion to go into Executive Session was approved by the Board of Directors.**

**Motion to come out of Executive Session was made by Danielle Gordy and second motion was made by Amanda Russell. The motion to come out of Executive Session was approved by the Board of Directors.**

8. **New Business:**

- a. Action Item: The Board will determine if it wishes to approve the SY 2020-2021 December Budget including the additional expenses for the parking area project, bus lot project, a school bus, and other items included in the budget.

**Motion to approve was made by Chuck Mosher and second motion to approve was made by Amanda Russell. The motion to approve the SY 2020-2021 December Budget was approved by the Board of Directors.**

- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly December 2020 Budget  
**Motion to approve was made by Lisa Moore and second motion to approve was made by Danielle Gordy. The motion to approve the DOE Monthly December 2020 Budget was approved by the Board of Directors.**

- c. Action Item: The Board will determine if it wishes to approve the State of Delaware's e-Star system for time tracking and payroll for \$13,039.00

**Motion to approve was made by Elizabeth Colombo- Kutch and second motion to approve was made by Amanda Russell. The motion to approve the State of Delaware's e-Star system for \$13,039 was approved by the Board of Directors.**

- d. Action Item: The Board will determine if it wishes to continue its partnership with the Delaware Charter Schools Network with the Annual Membership Dues for SY21/22 increasing from \$9.50 per student to \$15 per student.

**Motion to approve our continued partnership with DE Charter Schools Network with the new increase to \$12.25 per student this next school year was made by Elizabeth Colombo-Kutch and 2<sup>nd</sup> motion to approve was made by Lisa Moore. The motion to approve the partnership with Delaware Charter School Network was approved by the Board of Directors.**

- e. Action Item: The Board will determine if it wishes to approve the resignation of Vinella Brooks  
**Motion to approve was made by Amanda Russell and second motion to approve was made by Danielle Gordy. The motion to approve the resignation of Vinella Brooks was approved by the Board of Directors.**

- f. Action Item: The Board will determine if it wishes to approve the voluntarily extension of CARES Act  
**Motion to approve was made by Chuck Mosher and second motion to approve was made by**

**Elizabeth Colombo-Kutch. The motion to approve the voluntary extension of CARES Act was approved by the Board of Directors.**

- ~~g. Action Item: The Board will determine if it wishes to hire Ruth Powers as a part-time Bus Driver.~~
- h. Action Item: The Board will determine if it wishes to hire Lenny Klase as a part-time Bus Driver  
**Motion to approve was made by Amanda Russell and second motion to approve was made by Danielle Gordy. The motion to approve the re-hire of Lenny Klase was approved by the Board of Directors.**
- i. Action Item: The Board will determine if it wishes to hire Genie Wooters as a Substitute Teacher and Intern  
**Motion to approve was made by Chuck Mosher and second motion to approve was made by Amanda Russell. The motion to approve Genie Wooters was approved by the Board of Directors.**
- j. Action Item: The Board will determine if it wishes to hire Christen Coleman as a Substitute Teacher  
**Motion to approve was made by Elizabeth Colombo-Kutch and second motion to approve was made by Lisa Moore. The motion to approve Christen Coleman was approved by the Board of Directors.**
- k. Action Item: The Board will determine if it wishes to hire Maria Carmen Ramirez Griffin as a Substitute Teacher  
**Motion to approve was made by Amanda Russell and second motion to approve was made by Elizabeth Colombo-Kutch. The motion to approve Maria Carmen Ramirez Griffin was approved by the Board of Directors.**
- l. Action Item: The Board will determine if it wishes to hire Natalie Kozar as a Substitute Teacher  
**Motion to approve was made by Chuck Mosher and second motion to approve was made by Lisa Moore. The motion to approve Natalie Kozar was approved by the Board of Directors.**
- m. Action Item: The Board will determine if it wishes to hire Donnell Fountain as a Substitute Custodian  
**Motion to approve was made by Elizabeth Colombo-Kutch and second motion to approve was made by Amanda Russell. The motion to approve Donnell Fountain was approved by the Board of Directors.**
- n. Action Item: The Board will determine if it wishes to approve the Staff Tuition Reimbursement Policy, Procedure, and Agreement  
**Motion to approve the Staff Tuition Reimbursement Policy and Agreement based on the feedback from Legal Counsel was made by Chuck Mosher and second motion to approve was made by Elizabeth Colombo-Kutch. The motion to approve the Staff Tuition Reimbursement Policy and Agreement pending Legal Counsel was approved by the Board of Directors.**
- o. Action Item: The Board will determine if it wishes to give the Head of School the authority to alter the calendar for student and PD Days to preserve the continuity of Hybrid Learning for SY2020/2021  
**Motion to approve changes in the calendar to shift days to Wednesdays in March, April and May was made by Lisa Moore and second motion to approve was made by Elizabeth Colombo-Kutch.**

**The motion to approve the calendar changes for PD and student days in SY2020-2021 was approved by the Board of Directors.**

- p. Action Item: The Board will determine if it wishes to approve the addition of two (2) Part-Time Teacher Substitutes from February 1<sup>st</sup> to the end of SY2020/2021

**Motion to approve was made by Elizabeth Colombo-Kutch and second motion to approve was made by Amanda Russell. The motion to approve two part-time teacher positions for SY2020/2021 was approved by the Board of Directors.**

- q. Action Item: The Board will determine if it wishes to approve the minor revisions to the Providence Creek Academy Enrollment Policy and Lottery Policy for formatting and to align with dates shown in Delaware Code

**Motion to approve was made by Danielle Gordy and second motion to approve was made by Amanda Russell. The motion to approve the minor revisions of the Enrollment Policy and the retirement of the Enrollment Lottery Policy was approved by the Board of Directors.**

- r. Action Item: The Board will determine if it wishes to approve the Lower School Eco-System Purchase  
**Motion to approve was made by Lisa Moore and second motion to approve was made by Elizabeth Colombo-Kutch. The motion to approve the Lower School Eco-System Purchase by DAS for \$14,800 was approved by the Board of Directors.**

9. **Old Business: None**

10. **Adjournment:** Next Board Meeting Tuesday February 23, 2021 at 6:00 PM

**Motion to approve was made by Lisa Moore and second motion to approve was made by Amanda Russell.**

**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.*