

**PROVIDENCE CREEK ACADEMY
BOARD OF DIRECTORS MONTHLY MEETING
Tuesday February 23th, 2020
Zoom Meeting
6:00 P.M.**

Present:

Lisa Moore
Chuck Mosher
Christine Chaney
Elizabeth Columbo-Kutch
Danielle Gordy
Amanda Russel

Others Present:

Rachael Straightiff
Kris Smith
Brandon Paris (conference call)

Administration:

Denise Stouffer
Amanda Silcox

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:** There was no one on the conference call to address the board.
4. **Approval of the January 26, 2021 Board Meeting Minutes**
Motion to approve was made by Amanda Russell and second motion to approve was made by Elizabeth Columbo-Kutch. The motion to approve the January 6, 2021 minutes was approved by the Board of Directors.
5. **Board Committee Reports**

a. CBOC Committee:

revenue:

The school has received 95.42% of its expected funding as of January 31st, 2021.

- The State Unit Formula increased by \$15,621 from last month due to an increase in state funding.
- It is expected that all revenue to come in with minor adjustments possible for the Food Service and Special Funds.

expenditures:

PCA is 58% into the school year and overall expenditures are at 52.77% which is 5.23% under the actual percentage for this month. Last month's expenses were at 46.56% which was 3.44% under the actual percentage.

- Based on planned expenditures, the budget shows a surplus of \$104,619.56. This is the same amount of projected surplus as shown last month.

- In the transportation budget, expenses are at 35.79% as of January 31st. This percentage will increase after the completion of the transportation projects including the bus parking lot upgrades and additional paving. This budget may be adjusted later depending on expenditures related to hybrid learning.

- In the cafeteria budget, expenses are at 55.03% as of January 31st which is in line with being 58% into the fiscal year.

- Instructional Supplies (Acct 56150) was increased by \$15,621 to \$76,223.78 using the additional state funding received.

- The PNC Bank Statements were reviewed for this month.

- PCard Reconciliation was reviewed for this month.

b. Website Committee: proposals for new website will be on the one drive

6. Reports:

a. Head of School Report

1. Benchmark Data – Amanda Silcox:

STAR data for Sept. and Jan. presented with explanations of tier 1, tier 2 and tier 3 based on national percentile

2. Strategic Plan Update – Denise Stouffer: presented in March

3. Financial Policies for Discussion

4. Administration and Operations Policies for Discussion

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 Elizabeth Columbo-Kutch and second motion to go into Executive Session was made by Amanda Russell. 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 to come out of Executive Session 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 January 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 January Budget was approved by the Board of Directors.

- b. **Action Item: The Board will determine if it wishes to approve the DOE Monthly January 2021 Budget.**
Motion to approve was made by Amanda Russell and second motion to approve was made by Danielle Gordy. The motion to approve the DOE Monthly January 2021 Budget was approved by the Board of Directors.
- c. **Action Item: The Board will determine if it wishes to approve Danielle Bowers as the Social Media Coordinator beginning January 2021.** This is an EPER Position that will not exceed \$1,200 per year or \$100 per month.
Motion to approve was made by Christine Chaney and second motion to approve was made by Elizabeth Columbo-Kutch. The motion to approve Danielle Bowers as the Social Media Coordinator, not to exceed \$1,200 per year or \$100 per month beginning January 2021, was approved by the Board of Directors.
- d. **Action Item: The Board will determine if it wishes to conduct Spring Sports in SY 2020-2021.**
Motion to approve Spring Sports in 2021 was made by Amanda Russell and second motion to approve was made by Elizabeth Columbo-Kutch. The motion to approve the recommendation to **not** have spring sports in SY 2020-2021 was approved by the Board of Directors.
- e. **Action Item: The Board will determine if it wishes to approve the Paid Parental Leave Policy. This includes minor revisions for clarification and formatting changes.**
Motion to approve was made by Elizabeth Columbo-Kutch and second motion to approve was made by Danielle Gordy. The motion to approve the minor revisions to the Paid Parental Leave Policy was approved by the Board of Directors.
- f. **Action Item: The Board will determine if it wishes to approve the Pediculosis (Lice) Policy.**
Motion to approve was made by Amanda Russell and second motion to approve was made by Chuck Mosher. The motion to approve the Pediculosis (Lice) Policy was approved by the Board of Directors.
- g. **Action Item: The Board will determine if it wishes to approve the Controlled Substance Policy.**
Motion to approve was made by Christine Chaney and second motion to approve was made by Elizabeth Columbo-Kutch. The motion to approve the Controlled Substance Policy was approved by the Board of Directors.
- h. **Action Item: The Board will determine if it wishes to approve the bus purchase.**
Motion to approve the Wolfington quote of \$95,500 was made by Elizabeth Columbo-Kutch and second motion to approve was made by Amanda Russell. The motion to approve the Bus Purchase of the Wolfington quote of \$95,500 was approved by the Board of Directors.

- i. **Action Item: The Board will determine if it wishes to approve the cabinetry and additional storage areas as noted in each quote as part of the CSP grant project.**

Motion to approve was made by Chuck Mosher and second motion to approve was made by Elizabeth Columbo-Kutch . The motion to approve the cabinetry and storage quotes from 3D Fabricators of 381,000 was approved by the Board of Directors.

- j. **Action Item: The Board will determine if it wishes to approve the electric quote for new cabinetry and STEM labs to be paid for by Providence Creek Academy in order to implement the CSP grant project.**

Motion to approve was made by Chuck Mosher and second motion to approve was made by Elizabeth Columbo-Kutch. The motion to approve the electric quote from Masten of \$23,000 for the new cabinetry and STEM labs was approved by the Board of Directors.

- k. **Action Item: The Board will determine if it wishes to approve the plumbing quote for the new STEM labs to be paid for by Providence Creek Academy in order to implement the CSP grant project.**

Motion to approve was made by Elizabeth Columbo-Kutch and second motion to approve was made by Amanda Russell. The motion to approve the plumbing quote from JDM for \$15,000 for the new STEM labs was approved by the Board of Directors.

- l. **Action Item: The Board will determine if it wishes to approve the bus lot upgrades, including expanding the bus lot and upgrading the fence/gate.**

Motion to approve was made by Chuck Mosher and second motion to approve was made by Danielle Gordy. The motion to approve the bus lot expansion and fence/gate quote from Asphalt Delaware Valley of \$160,000 (including the parking lot asphalt in action item m) and Grasso (fence) of \$39,000 was approved by the Board of Directors.

- m. **Action Item: The Board will determine if it wishes to approve the parking lot asphalt project.**

Motion to approve was made by Elizabeth Columbo-Kutch and second motion to approve was made by . The motion to approve the parking lot asphalt (included in the quote from Asphalt Delaware Valley of \$160,000 in action item l) was approved by the Board of Directors.

- n. **Action Item: The Board will determine if it wishes to approve the Masten Electric Contract for \$6,270 to upgrade the fixtures and bulbs around the buildings to accommodate LED lighting.**

Motion to approve was made by Elizabeth Columbo-Kutch and second motion to approve was made by Danielle Gordy. The motion to approve the Masten Electric quote to upgrade fixtures around the buildings for \$6,270 was approved by the Board of Directors.

- o. **Action Item: The Board will determine if it wishes to approve the expenditures related to the Teacher Residency grant for FY22 should it be awarded to PCA.**

Motion to approve was made by Christine Chaney and second motion to approve was made by Elizabeth Columbo-Kutch. The motion to approve the Teacher Residency Grant for FY22 should it be awarded to PCA was approved by the Board of Directors.

- p. **Action Item: The Board will determine if it wishes to approve the expenditures related to the ESSER II grant should it be awarded to PCA.**

Motion to approve was made by and second motion to approve was made by . The motion to approve the ESSER II Grant should it be awarded to PCA was approved by the Board of Directors.

- q. **Action Item: The Board will determine if it wishes to approve the Inventory Coordinator EPER position for \$500. This is temporary one-time EPER position.**

Motion to approve was made by Elizabeth Columbo-Kutch and second motion to approve was made by Danielle Gordy. The motion to approve the Inventory Coordinator EPER position for \$500 was approved by the Board of Directors.

- r. **Action Item: The Board will determine if it wishes to approve Kelli-Ann Jones to the Inventory Coordinator EPER. This is a one-time EPER position for \$500.**

Motion to approve was made by Amanda Russell and second motion to approve was made by Danielle Gordy. The motion to approve Kelli-Ann Jones as the Inventory Coordinator was approved by the Board of Directors.

- s. ~~Action Item: The Board will determine if it wishes to approve the new 2nd grade teacher.~~ TABLED

- t. **Action Item: The Board will determine if it wishes to approve the resignation of Rachael Schluetter.**

Motion to approve was made by Chuck Mosher and second motion to approve was made by Amanda Russell. The motion to approve the resignation of Rachael Schluetter was approved by the Board of Directors.

Old Business: None

- 9. **Adjournment:** Next Board Meeting Tuesday March 23, 2021 at 6:00 PM

Motion to adjourn was made by Elizabeth Columbo-Kutch and second motion to approve was made by Danielle Gordy. The motion to adjourn the February 23rd, 2021 Board 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.