

**PROVIDENCE CREEK ACADEMY**  
**BOARD OF DIRECTORS MONTHLY MEETING**  
**July 26<sup>th</sup>, 2021**  
**6:00 P.M.**  
**Providence Creek Academy Board of Directors Room**

**Board Members Present:**

Melissa Rhoads  
Lisa Moore  
Chuck Mosher  
Lisa English  
Adrian Peoples  
Elizabeth Columbo-Kutch

**Others Present:**

Denise Stouffer (Head of School)

**Regular Meeting 6:00 P.M.**

1. **Call to Order:** The meeting was called to order at 6:45 pm.
2. **Pledge of Allegiance, Moment of Silence**
3. **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.*
  1. Motion to go into Executive Session made by: Adrian Peoples
  2. Second motion made by: Elizabeth Columbo-Kutch
  3. The motion to go into executive session was approved by the Board of Directors.
  4. Motion to come out of Executive Session made by: Chuck Mosher
  5. Second Motion made by: Adrian Peoples
4. **Public Comment-Opportunity to address the Board of Directors:** There was no public comments to address the Board of Directors.
5. **Board of Directors Organization and Appointment:**
  - a. Re-organization of the Board of Directors
    1. Nomination of Melissa Rhoads for President
    2. Nomination of Lisa Moore for Vice President
    3. Nomination of Chuck Mosher for Treasurer
    4. Nomination of Lisa English for Secretary
    5. Motion to approve the nomination and appointment of Melissa Rhoads for President made by Chuck Mosher. Second motion made by Adrian Peoples. The motion to approve the nomination and appointment of Melissa Rhoads for President was approved by the Board of Directors.
    6. Motion to approve the nomination and appointment of Lisa Moore made by Elizabeth Columbo-Kutch. Second motion made by Lisa English. The motion to approve the nomination and appointment of Lisa Moore for Vice President was approved by the Board of Directors.

7. Motion to approve the nomination and appointment of Chuck Mosher as Treasurer made by Adrian Peoples. Second motion made by Elizabeth Columbo-Kutch. The motion to approve the nomination and appointment of Chuck Mosher for Treasurer was approved by the Board of Directors.
8. Motion to approve the nomination and appointment of Lisa English to the position of secretary made by Lisa Moore. Second motion to approve made by Elizabeth Columbo-Kutch. The motion to approve the nomination and appointment of Lisa English to the position of secretary was approved by the Board of Directors.

#### **6. Approval of the June 29, 2021 Board Meeting Minutes**

1. Motion to approve made by: Lisa Moore
2. Second motion made by: Adrian Peoples
3. The motion to approve the June 29, 2021 Board Meeting Minutes was approved by the Board of Directors.

#### **7. Board Committee Reports**

- a. CBOC Committee: This is the last month of reporting revenue for the fiscal year. 99.9% of expected funding has been received at this point. Expenditures are currently at 84.1%. P-Card statements have been reviewed.
- b. Website Committee: The website committee has conducted its initial meeting. The first web markup has been received by the committee and will be shared with the Board at the next school meeting. The committee is looking forward to rolling out the new website at the beginning of the 2021-2022 school year.

#### **8. Reports:**

- a. Head of School Report:
  1. Updated salaries will be communicated to teachers and staff.
  2. The reopening plan has been revised to remove all information prior to the end of the state mandate as of July 13, 2021. PCA will continue to follow recommendations as outlined in the reopening plan. All requirements will be followed as outlined by the state. Pictures of classroom spacing has been added to the reopening plan as a visual. 102 parent responses were submitted regarding the proposed reopening plan. At this point, masking will be required in two locations: the nurse's office and on buses (due to a federal mandate). Current recommendations will be posted in each buildings if/when guidelines change.
  3. Projected intensive and complex special education numbers were shared. Mrs. Stouffer is recommending to the Board that they approve the hire of two additional paraprofessionals and one additional full time special education teacher.
  4. There has been no parent feedback regarding the new proposed grading policy. The Board suggested that Mrs. Stouffer resends the proposed grading policy to parents via email one more time. The Board will revisit the approval of the grading policy at the August 19<sup>th</sup>, 2021 Board of Directors meeting.

#### **9. New Business:**

- a. Action Item: The Board will determine if it wishes to approve the SY2020/2021 June Budget.
  1. Motion to approve made by: Adrian Peoples

2. Second motion to approve made by: Lisa Moore
  3. The motion to approve the SY2020/2021 June Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly June 2021 Budget.
1. Motion to approve made by: Lisa Moore
  2. Second motion to approve made by: Elizabeth Columbo-Kutch
  3. The motion to approve the DOE Monthly June 2021 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the purchase of 26 bookshelves (not to exceed \$12,000)
1. Motion to approve made by: Adrian Peoples
  2. Second motion to approve made by: Chuck Mosher
  3. The motion to approve the purchase of 26 bookshelves was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the upgrade/maintenance of the eco-systems. (action item tabled)
- e. Action Item: The Board will determine if it wishes to approve the MOA with First State Military Academy regarding the sewer line. (pending MOA designed by PCA's attorney's draft)
1. Motion to approve made by: Chuck Mosher
  2. Second motion to approve made by: Adrian Peoples
  3. The motion to approve the MOA with First State Military Academy regarding the sewer line was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the SY21/22 school re-opening plan.
1. Motion to approve made by: Lisa Moore
  2. Second motion to approve made by: Lisa English
  3. The motion to approve the SY21/22 school re-opening plan was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve two (2) additional paraprofessionals for the SY21/22. These positions are one-year positions funded through ESSER III ARP.
1. Motion to approve made by: Adrian Peoples
  2. Second motion to approve made by: Elizabeth Columbo-Kutch
  3. The motion to approve two (2) additional paraprofessionals for the SY21/22 was approved by the Board of Directors.
- h. Action Item: The Board will determine if wishes to approve one (1) additional special education teacher for the SY21/22. These positions are one-year positions funded through ESSERIII ARP.
1. Motion to approve made by: Elizabeth Columbo-Kutch

2. Second motion to approve made by: Adrian Peoples
  3. The motion to approve one (1) additional special education teacher for the SY21/22 was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to note the denying of the 4<sup>th</sup> grade of Grace Stafford.
    1. Motion to approve made by: Lisa Moore
    2. Second motion to approve made by: Elizabeth Colombo-Kutch
    3. The motion to approve the resignation of Grace Stafford was approved by the Board of Directors.
  - j. Action Item: The Board will determine if wishes to approve the hire of Aiden Malmstrom as a substitute custodian.
    1. Motion to approve made by: Chuck Mosher
    2. Second motion to approve made by: Elizabeth Columbo-Kutch
    3. The motion to approve the hire of Aiden Malmstrom as a substitute custodian was approved by the Board of Directors.
  - k. Action Item: The Board will determine if it wishes to approve Christy Wasilkowski as a long-term substitute. Christy will be transitioning from a part-time paraprofessional with PCA to this position.
    1. Motion to approve made by: Elizabeth Columbo-Kutch
    2. Second motion to approve made by: Lisa English
    3. The motion to approve Christy Wasilkowski as a long-term substitute was approved by the Board of Directors.

**10. Old Business:**

- a. **Action Item:** The Board will determine if it wishes to approve the Grading Policy. (action item tabled)

**11. Adjournment:** Next Board Meeting Thursday, August 19, 2021 at 6:00 PM

1. Motion to adjourn made by Lisa Moore.
2. Second motion made by: Adrian Peoples.
3. The motion to adjourn the 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.*