

**Providence Creek Academy Charter School
Board of Directors Monthly Meeting
April 25th,2022
6:00 P.M.
Providence Creek Academy Business Office
Conference Call: (513) 386-0000
Access Code: 290054**

Members Present:

Melissa Rhoads (President)
Lisa Moore (Vice President)
Lisa English (Secretary)
Amy Wharry
Adrian Peoples
Elizabeth Colombo Kutch
Joe Rogerson

Other Members Present:

Denise Stouffer (Head of School)
Amanda Silcox (Dean of Academics)
Rachael Straightiff

Regular Meeting 6:00 P.M.

1. **Call to Order:** The meeting was called to order at 6:02 pm
2. **Pledge of Allegiance, Moment of Silence**
3. **Public Comment-**Opportunity to address the Board of Directors
 - a. There were no members of the public present to address the Board of Directors.
4. **Presentations – Benchmark Data**
 - a. Presented by Amanda Silcox- Dean of Academics
 - b. Mid-Year STAR benchmark for Early Literacy, Reading and Math
5. **Approval of the March 28th, 2022 Board Meeting Minutes**
 - a. Motion to approve made by: Adrian Peoples
 - b. Second motion to approve made by: Elizabeth Colombo Kutch
 - c. The motion to approve
6. **Board Committee Reports:**
 - a. CBOC Committee:
 1. PCA has received 97.73% of its expected funding as of March 31st, 2022.
 2. Local Special Funds is projected to hit 100% of the projected revenue
 3. PCA is 75% into the school year and overall expenditures are at 61.32% which is approximately 11.51% under the actual percentage for this month
 4. Based on the current budget for FY22, PCA has a surplus of \$124,787.22

5. PNC Bank Statements and PCard reconciliation were reviewed with no findings of note.
 - b. Website Committee:
 1. Information/Content is being uploaded for website content.
 - c. Expansion Committee
 1. Large scale concepts were discussed with the architect.
 2. Initial drawings were created by the architect.
 3. Two potential options for mitigating a June 1st, 2022 “reset” of bonds
 - a. Short-term bank loan- refinances the 2008A bonds into a direct bank loan
 - b. Remarket for another 6 months
7. **Reports:**
- a. Head of School Report
 1. Policy Presented for Discussion: Wellness Policy
 - a. Policy has been posted for feedback/public comment.
 2. PCA students have participated in many STEM activities and pictures have been added to the school’s Facebook page.
8. **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.*
- a. Motion to go into Executive Session made by: Lisa Moore
 - b. Second motion made by: Joe Rogerson
 - c. The motion to go into Executive Session was approved by the Board of Directors.
 - d. The motion to come out of Executive Session made by: Adrian Peoples
 - e. Second motion made by: Lisa Moore
 - f. The motion to come out of Executive Session was approved by the Board of Directors.
9. **New Business:**
- a. Action Item: The Board will determine if it wishes to approve the SY2021/2022 March Budget.
 1. Motion to approve made by: Joe Rogerson
 2. Second motion to approve made by: Adrian Peoples
 3. The motion to approve the SY2021/2022 March Budget was approved by the Board of Directors.
 - b. Action Item: The Board will determine if it wishes to approve the DOE Monthly March 2022 Budget.

1. Motion to approve made by: Adrian Peoples
 2. Second motion to approve made by: Elizabeth Colombo Kutch
 3. The motion to approve the DOE Monthly March 2022 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it will close the school on June 20th in observation of the federal holiday of Juneteenth.
1. Motion to approve made by: Lisa Moore
 2. Second motion to approve made by: Adrian Peoples
 3. The motion to close the school on June 20th in observation of the federal holiday of Juneteenth was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the Kindergarten Field Trip to the Bettes Family Fun Center in Ashton, PA on May 13, 2022.
1. Motion to approve made by: Joe Rogerson
 2. Second motion to approve made by: Lisa English
 3. The motion to approve the Kindergarten Field Trip to the Bettes Family Fun Center in Ashton, PA on May 13, 2022 was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the purchase and installation of the bus lot cameras, not to exceed \$10,000.
1. Motion to approve made by: Elizabeth Colombo Kutch
 2. Second motion to approve made by: Adrian Peoples
 3. The motion to approve the purchase and installation of the bus lot cameras, not to exceed \$10,000 was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the student identification system for the busses, not to exceed \$40,000.
1. Motion to approve made by: Lisa Moore
 2. Second motion to approve made by: Joe Rogerson
 3. The motion to approve the student identification system for the busses, not to exceed \$40,000 was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to grant the Head of School the authority to pay the USDA 2009 mortgage for FY23 in May of 2022, not to exceed \$316,000.
1. Motion to approve made by: Adrian Peoples
 2. Second motion to approve made by: Elizabeth Colombo Kutch
 3. The motion to grant the Head of School the authority to pay the USDA 2009 mortgage for FY23 in May of 2022, not to exceed \$316,000 was approved by the Board of Directors.

- h. Action Item: The Board will determine if it wishes to approve the additional HR and Finance Assistant position to start in May of 2022.
 - 1. Motion to approve made by: Adrian Peoples
 - 2. Second motion to approve made by: Lisa Moore
 - 3. The motion to approve the additional HR and Finance Assistant position to start in May of 2022 was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the hire of Sharna Gaymon as the HR and Finance Assistant.
 - 1. Motion to approve made by: Elizabeth Colombo Kutch
 - 2. Second motion to approve made by: Lisa English
 - 3. The motion to approve the hire of Shana Gaymon as the HR and Finance Assistant was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the Extracurricular Activities Coordinator. This position will start in FY23.
 - 1. Motion to approve made by: Lisa Moore
 - 2. Second motion to approve made by: Adrian Peoples
 - 3. The motion to approve the Extracurricular Activities Coordinator for FY23 was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the hire of Lenny Klase as a bus driver.
 - 1. Motion to approve made by: Elizabeth Colombo Kutch
 - 2. Second motion to approve made by: Lisa Moore
 - 3. The motion to approve the hire of Lenny Klase was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to approve the hire of Lisa Cusick as the Summer Camp Co-Director.
 - 1. Motion to approve made by: Lisa Moore
 - 2. Second motion to approve made by: Elizabeth Colombo Kutch
 - 3. The motion to approve the hire of Lisa Cusick as the Summer Camp Co-Director was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the hire of Lorelei Gerstemeier as the Summer Camp Co-Lead.
 - 1. Motion to approve made by: Lisa English
 - 2. Second motion to approve made by: Lisa Moore
 - 3. The motion to approve the hire of Lorelei Gerstemeier as the Summer Camp Co-Lead was approved by the Board of Directors.

- n. Action Item: The Board will determine if it wishes to approve the hire of Nicole Cooper as the Summer Camp Co-Lead.
 - 1. Motion to approve made by: Elizabeth Colombo Kutch
 - 2. Second motion to approve made by: Joe Rogerson
 - 3. The motion to approve the hire of Nicole Cooper as the Summer Camp Co-Lead was approved by the Board of Directors.
- o. Action Item: The Board will determine if it wishes to approve the hire of Emma Holyoke as a substitute teacher.
 - 1. Motion to approve made by: Joe Rogerson
 - 2. Second motion to approve made by: Elizabeth Colombo Kutch
 - 3. The motion to approve the hire of Emma Holyoke as a substitute teacher was approved by the Board of Directors.
- p. Action Item: The Board will determine if it wishes to approve the resignation of Nathan Foreman.
 - 1. Motion to approve made by: Elizabeth Colombo Kutch
 - 2. Second motion to approve made by: Adrian Peoples
 - 3. The motion to approve the resignation of Nathan Foreman was approved by the Board of Directors.
- q. Action Item: The Board will determine if it wishes to approve the termination of Jon Ryan.
 - 1. Motion to approve made by: Joe Rogerson
 - 2. Second motion to approve made by: Elizabeth Colombo Kutch
 - 3. The motion to approve the termination of Jon Ryan was approved by the Board of Directors.
 - 4. Lisa Moore abstained.

10. Old Business:

- a. None

11. Adjournment: Next Board Meeting is Monday May 23, 2022 at 6:00 PM.

- a. Motion to adjourn made by: Adrian Peoples
- b. Second motion to adjourn made by: Lisa Moore
- c. 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.