

Providence Creek Academy Charter School

Board of Directors Monthly Meeting

December 19th, 2022

6:00 P.M.

Conference Call: (513) 386-0000

Access Code: 290054

Board Members Present:

Lisa Moore - President
Adrian Peoples – Vice President
Chuck Mosher - Treasurer
Lisa English - Secretary
Joe Rogerson
Amy Wharry
Elizabeth Colombo Kutch

Others Present:

Denise Stouffer- Head of School
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. No members of the public present virtually or in person to address the Board of Directors.
4. **Approval of the November 28th, 2022 Board Meeting Minutes**
 - a. Motion to approve made by: Joe Rogerson
 - b. Second motion to approve made by: Adrian Peoples
 - c. The motion to approve the November 28th, 2022 Board Meeting Minutes was approved by the Board of Directors.
5. **Board Committee Reports:**
 - a. CBOC Committee
 - i. PCA is 41.66% into the school year and overall expenditures are at 30.81% which is approximately 10.85% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 37.74% which is 3.92% under the actual percentage. Last month PCA's expenditures were at 24.65%, which was 8.68% under the actual percentage, including unallocated.
 - ii. In the Transportation Department, expenditures are currently at 31.33%, which is 10.33% under the actual percentage for this month in the Charter Transportation (05177) budget.
 - iii. In the Cafeteria Department, expenditures are currently at 39.21%, which is 2.45% under the actual percentage for this month.

iv. PNC Bank Statements and PCard transactions were reviewed with no findings of note.

b. Expansion Committee

i. Pre-bid meeting with DelDOT to discuss right turn lane. At the meeting it was determined that First State Military Academy owns the property with no easement. PCA is in contact with FSMA to work on specifications and plans for the turn lane.

6. **Reports:**

a. Head of School Report

- i. Athletics Policy has been slightly updated and is up for discussion.
- ii. DPH and DOE have been working together to test water drinking sources in schools for lead. PCA's water tests came back clean. The state would like to test some additional samples and will be back to collect samples in the near future.
- iii. PCA will be reaching back out to its bond solicitors to discuss options for bond settlement.
- iv. Quotes for builder's risk insurance are being collected, but the action item will be tabled for this meeting until quotes are solidified.
- v. PCA is working on its annual report to include all relevant and important information, and will be brought to January's Board Meeting for approval.
- vi. PCA is looking to make changes to the CSP grant. Originally \$50,000 was budgeted for lighting, which is not possible for adequate lighting for a theatre program. Initial quotes show approximately \$180,000 for adequate lighting. Once quotes are finalized, PCA will share them with the Board of Directors for discussion and approval. Some line items have been adjusted within the CSP grant to allow for the updated lighting costs. The quote for the sound boards is very close to budgeted costs in the CSP grant.

7. **Executive Session:** *Pursuant to 29 Del. C. § 10004(b) (1), (2), and (6) 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 enter Executive Session made by: Adrian Peoples
- b. Second motion made by: Elizabeth Colombo Kutch
- c. The motion to enter Executive Session was approved by the Board of Directors.
- d. Motion to come out Executive Session made by: Chuck Mosher
- e. Second motion made by: Joe Rogerson
- f. The motion to come out 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 SY2022/2023 November Budget.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the SY2022/2023 November Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly November 2022 Budget.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iii. The motion to approve the DOE Monthly November 2022 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the Annual Report for SY21/22. (*action item tabled*)
- d. Action Item: The Board will determine if it wishes to approve the CSP Expansion Grant Amendment.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the CSP Expansion Grant Amendment was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to move forward with the Expansion Project based on the budget created on multiple quotes presented by CCC. (*action item tabled*)
- f. Action Item: The Board will determine if it wishes to approve the hire of Ty'Aunna Spencer as a Teacher Resident for the spring of 2023.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the hire of Ty'Aunna Spencer as a Teacher Resident for the spring of 2023 was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the hire of Ashlyn Tressler as a Fourth Grade Teacher.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iii. The motion to approve the SY2022/2023 November Budget was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to hire Sean Sampson as the Boys' Basketball Coach. This is an EPER position.
 - i. Motion to approve made by: Adrian Peoples

- ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the hire of Sean Sampson as the Boys' Basketball Coach (as an EPER position) was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the resignation of Julius Williams.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the resignation of Julius Williams was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the retirement of Lori Alberts effective December 31, 2022.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the retirement of Lori Alberts effective December 31, 2022 was approved by the Board of Directors.

9. Old Business:

- a. Action Item: The Board will determine if it wishes to approve the lighting quote for the auditorium upgrade. This is funded through the PCA CSP Expansion Grant FY23, should the amendment be approved by the Department of Education.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the lighting quote for the auditorium upgrade, funded through the PCA CSP Expansion Grant FY23, should the amendment be approved by the Department of Education, was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the sound system quote for the auditorium upgrade. This is funded through the PCA Expansion Grant FY23, should the amendment be approved by the Department of Education.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the sound system quote for the auditorium upgrade, funded through the PCA Expansion Grant FY23, was approved by the Board of Directors, should the amendment be approved by the Department of Education

10. Adjournment: Next Board Meeting – January 30th, 2023.

- a. Motion to adjourn made by: Adrian Peoples
- b. Second motion to adjourn made by: Joe Rogerson
- c. 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.