

**Providence Creek Academy Charter School**

**Board of Directors Monthly Meeting**

**January 29<sup>th</sup>, 2024**

**6:00 P.M.**

**PCA Library**

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

1. **Call to Order: Meeting called to order at 6:06 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 to address the Board of Directors.
  - b. Mrs. Stouffer would like to congratulate Adrian Peoples on his recent marriage.
4. **Presentation** – Academic Update
  - a. Academic Team: Sharvelle Cannon, Lisa English, Sarah Selway, Laurie Poore
5. **Approval of the December 20<sup>th</sup>, 2023 Board Meeting Minutes**
  - a. Motion to approve made by: Adrian Peoples
  - b. Second motion to approve made by: Chuck Mosher
  - c. Abstain: Melissa Rhoads
  - d. The motion to approve the December 20th, 2023 Board Meeting Minutes was approved by the Board of Directors.
6. **Board Committee Reports:**
  - a. CBOC Committee
    - i. The school has received 94.56% of its funding as of December 31<sup>st</sup>, 2023.
    - ii. The Unit Formula anticipated revenue decreased \$6,385,591 due to changes in health insurance from the original projections. This is also reflected as a decrease in health insurance costs under expenditures.
    - iii. Technology Block Grant increased to \$16,024.
    - iv. Education Sustainment Fund increased to \$119,730.
    - v. Operations II (00609) FY23 was funded for \$73,636.68 for Yearlong Teacher Residency. PCA was approved for three residents through Relay Graduate School of Education. Despite continuous efforts, PCA was only able to hire one Yearlong Teacher Resident for this school year which will account for 27,874.05. The remaining \$48,762.63 was put into unallocated as PCA can only use these funds on Yearlong Teacher Residents.
    - vi. Local Carryover decreased to \$1,257,047.15. PCA has a current budget of \$1,814,458.74 for expansion related expenses, which consumes more than the local district carryover. Without accounting for expansion related expenses, PCA would have an approximate surplus of \$248,694.33.
    - vii. Interest rates for December 2023 and January 2024 were included for review. PCA received \$10,390.67 in December and \$13,930.72 in January for interest income.
    - viii. PCA is 50% into the fiscal year and overall expenditures are at 51.30% which is approximately 1.30% over the actual percentage for this month. If the capital

expenditures and unallocated funds are removed, PCA has overall expenditures of 47.54% which is 2.46% under the actual percentage.

- ix. Last month PCA's expenditures were at 41.15%, which was 0.51% under the actual percentage, including unallocated. If the capital expenditures and unallocated funds were removed, PCA's overall expenditures as of last month were 37.96%, which is 3.70% under the actual percentage.
- x. Several salary and OEC lines were noted for adjustments greater than \$5,000. These adjustments were made based on current staff and anticipated payroll expenditures in FY24.
- xi. Several expenditures were noted as being adjusted for \$5,000 or more in the general budget
- xii. Pcard and PNC transactions were reviewed with no findings of note.

b. Expansion Committee

- i. Several test spots were treated on the concrete floor, which the school is not pleased with. The concrete company would like to try one more test spot with a different filler and polish.
- ii. Mrs. Stouffer is visiting several sites this week to view the tile that is being suggested as an alternative to the concrete floor.
- iii. Mrs. Stouffer is proposing a quote remediation of the grading issues behind the Upper School leading to water ponding.
- iv. Final punch list items include items such as a bracket for the ladder in the attic and review of brackets on downspouts for proper water flow.

7. **Reports:**

a. Head of School Report

- i. PCA was awarded the Lieutenants' Governor Wellness Award. Members of his team visited PCA to highlight Farm Therapy and a school visit to view social and emotional programs.
- ii. The PCA Winter Classic recently took place and was a success.
- iii. PCA has not found a candidate for the Assistant School Nurse. Our nursing coach will continue as scheduled to support in the nurse's office.
- iv. PCA's Annual Report for SY22/23 was presented to the Board of Directors. PCA "meets" financially and organizationally in terms of the Performance Report Card.
- v. After December's meeting, it was determined that there was a discrepancy between quotes presented and actual quotes to repair the Library HVAC system. Additional repairs have been found to be needed. Mrs. Stouffer is recommending that the heater is replaced and not just repaired.

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 enter Executive Session made by: Elizabeth Colombo Kutch
- b. Second motion made by: Joe Rogerson
- c. The motion to enter Executive Session was approved by the Board of Directors.
- d. Motion to come out of Executive Session made by: Adrian Peoples

- e. Second motion made by: Chuck Mosher
- 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 SY2023/2024 December Budget.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Melissa Rhoads
  - iii. The motion to approve the SY2023/2024 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 2023 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 December 2023 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the SY22/23 Annual Report.
  - i. Motion to approve made by: Chuck Mosher
  - ii. Second motion to approve made by: Adrian Peoples
  - iii. The motion to approve the SY22/23 Annual Report was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the temporary PCard increase to \$30,000 due to continuation of the Expansion Project and the previously approved out of state PCBT/RDA Festival Trip until June 30<sup>th</sup>, 2024.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Elizabeth Colombo Kutch
  - iii. The motion to approve the temporary PCard increase to \$30,000 due to continuation of the Expansion Project and the previously approved out of state PCBT/RDA Festival Trip until June 30<sup>th</sup>, 2024, was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the quote for excavation in the back of the Upper School.
  - i. Motion to approve made by: Chuck Mosher
  - ii. Second motion to approve made by: Joe Rogerson
  - iii. The motion to approve the quote for excavation in the back of the Upper School was approved by the Board of Directors.

**10. Old Business:**

- a. Action Item: The Board will determine if it wishes to approve the hire of Darryl Wiggins as the Attendance Interventionist. This is a grant funded position for the remainder of SY23/24.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Elizabeth Colombo Kutch
  - iii. The motion to approve the hire of Darryl Wiggins as the Attendance Interventionist was approved by the Board of Directors.

- b. Action Item: The Board will determine if it wishes to approve replacement or repair quote of the Library HVAC system.
  - i. Motion to approve the replacement quote of the Library HVAC system made by: Joe Rogerson
  - ii. Second motion to approve made by: Adrian Peoples
  - iii. The motion to approve the replacement quote of the Library HVAC system was approved by the Board of Directors.

11. **Adjournment:** Next Board Meeting – February 26<sup>th</sup>, 2024.

- 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.