

Providence Creek Academy Charter School

Board of Directors Monthly Meeting

October 30th, 2023

6:00 P.M.

PCA Auditorium

Board Members Present:

Lisa Moore: President
Adrian Peoples: Vice President
Chuck Mosher: Treasurer
Lisa English: Secretary & Teacher Member
Melissa Rhoads
Elizabeth Colombo-Kutch
Amy Wharry

Others Present:

Denise Stouffer: Head of School
Rachael Straightiff

Regular Meeting 6:00 P.M.

1. Call to Order

- a. Meeting called to order at 6:05 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.

4. Presentations:

- a. Timothy Sawyer: Barbacane Thornton & Company
- b. Audit Results: June 30, 2023

5. Approval of the September 25th, 2023 Board Meeting Minutes

- a. Motion to approve made by: Chuck Mosher
- b. Second motion to approve made by: Elizabeth Colombo Kutch
- c. The motion to approve the September 25, 2023 Board Meeting Minutes was approved by the Board of Directors.

6. Board Committee Reports:

- a. CBOC Committee
 - i. The school has received 71.84% of its funding as of September 30th, 2023.
 - ii. PCA has completed its September 30th Unit Count with a final student count of 741 students. PCA built the initial budget on 745 students.

- iii. The Unit Formula was increased to \$6,380,251. This will shift over the next few months due to staffing changes and insurance kicking in for new staff members on December 1st.
 - iv. Charter Transportation decreased to \$908,503.05 based on the updated student count. Transportation eligible students will be captured from eSchool to transfer to School Finance on December 1st. This will reflect 741 transportation eligible students.
 - v. Local Carryover is projected for \$1,892,613.42. PCA has a current budget of \$1,930,500 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 \$37,886.58.
 - vi. PCA is 25% into the fiscal year and overall expenditures are at 22.50% which is approximately 2.50% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 20.69% which is 4.31% under the actual percentage.
 - vii. Last month PCA's expenditures were at 13.21%, which was 3.45% under the actual percentage, including unallocated. If the capital expenditures and unallocated funds were removed, PCA's overall expenditures as of last month were 12.42%, which is 4.24% under the actual percentage.
 - viii. In the Transportation Department, expenditures are currently at 21.70%, which is 3.30% under the actual percentage for this month in the Charter Transportation (05177) budget.
 - ix. In the Cafeteria Department, expenditure are currently at 14.84%, which is 10.16% under the actual percentage for this month.
 - x. PCA's custodial units were re-calculated by the State of Delaware to 8 units. The additional units will offset the actual costs for staffing the maintenance department.
 - xi. The PNC Bank Statements were reviewed for this month.
 - xii. PCard Reconciliation was reviewed for this month.
- b. Expansion Committee
- i. Ceiling is still being installed in new upper school classrooms.
 - ii. The Board of Directors is sitting in the auditorium tonight to highlight the additions to the auditorium, including new house lights, new screen and sound board and room
 - iii. The Board of Directors toured the lower school expansion, including the new first grade classroom and K/1 bathrooms.

7. Reports:

- a. Head of School Report

- i. PCA was awarded the Wellness Leadership Award through the Lt. Governor's Challenge
 - ii. PCA's Halloween Parade is tomorrow, October 31st at 1:30 pm.
 - iii. Veteran's Day Salute to Service ceremony will take place on November 9th at 8:15 am.
 - iv. Fall Sports is wrapping up and have had great seasons. Football has won two games this year, which are their first wins since 2017.
 - v. 7th Grade has submitted an itinerary and description of their field trip to Washington, D.C.
 - vi. PCA would like to purchase a new bus for FY25 through Wolfington Bus Company. This new bus will include additional safety features such as a clear glass windshield, a lower hood, clear glass panels on the bus doors, driver safety assist, etc.
 - vii. Mrs. Stouffer would like to table the Class Size Waiver
 - viii. PCA was awarded \$15,000 to its budget for mental health services. A service agreement with the Center for Therapeutic Riding is being proposed to the Board for farm therapy for our students in need.
 - ix. The Policy for Appropriate Adult Conduct with Students Policy has been updated to reflect new regulations from the State of Delaware.
 - x. Mrs. Stouffer had added "Superintendent" to her Secretary of Education Review for her certification.
 - xi. Action items in New Business include an approval of an 8th grade long term substitute position and PE and Health long term substitute position.
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: Adrian Peoples
 - b. Second motion made by: Joe Rogerson
 - c. The motion to enter Executive Session was approved by the Board of Directors.
 - d. Motion to exit Executive Session made by: Joe Rogerson
 - e. Second motion made by: Adrian Peoples
 - f. The motion to exit 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 September 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 September Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly September 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 September 2023 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the Class Size Waiver for SY23/24. (*action item tabled*)
- d. Action Item: The Board will determine if it wishes to approve the SY23/24 Service Agreement with the Center for Therapeutic and Educational Riding, Inc not to exceed \$18,000.
 - i. Motion to approve, contingent upon clarifying language to the contract as discussed, made by: Melissa Rhoads
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the SY23/24 Service Agreement with the Center for Therapeutic and Educational Riding, Inc not to exceed \$18,000 and , contingent upon clarifying language to the contract as discussed was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the Adult Sexual Misconduct Policy. (*action item stricken*)
- f. Action Item: The Board will determine if it wishes to approve the Student Misconduct Policy. (*action item stricken*)
- g. Action Item: The Board will determine if it wishes to approve the Appropriate Adult Conduct with Students Policy.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the Appropriate Adult Conduct with Students Policy was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the Certification Request to the Secretary of Education for Denise Stouffer's Superintendent Certification should it be approved by the Delaware Department of Education.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the Certification Request to the Secretary of Education for Denise Stouffer's Superintendent Certification should it be

approved by the Delaware Department of Education was approved by the Board of Directors.

- i. Action Item: The Board will determine if it wishes to approve the 8th Grade Long-Term Substitute Teacher position.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iii. The motion to approve the 8th Grade Long-Term Substitute Teacher position was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the hire of Katie Brink as a Substitute Teacher.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the hire of Katie Brink as a Substitute Teacher was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the hire of Dennis Slussman as a Substitute Teacher.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the hire of Dennis Slussman as a Substitute Teacher was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to approve the hire of Rebecca Moxley as a Substitute Teacher.
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the hire of Rebecca Moxley as a Substitute Teacher was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the hire of Sharon Schneider as a Substitute Teacher.
 - 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 Sharon Schneider was approved by the Board of Directors.
- n. Action Item: The Board will determine if it wishes to acknowledge the resignation of Kristopher Smith.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples

- iii. The motion to acknowledge the resignation of Kristopher Smith was approved by the Board of Directors.
- o. Action Item: The Board will determine if it wishes to approve the hire of Damon Gillis as the Interim Facilities Manager.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iii. The motion to approve the hire of Damon Gillis as the Interim Facilities Manager was approved by the Board of Directors.
- p. Action Item: The Board will determine if it wishes to approve the hire of Aiden Malmstrom as a Substitute Custodian.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the hire of Aiden Malmstrom as a Substitute Custodian was approved by the Board of Directors.
- q. Action Item: The Board will determine if it wishes to acknowledge the resignation of Juanita Jewell.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to acknowledge the resignation of Juanita Jewell was approved by the Board of Directors.
- r. Action Item: The Board will determine if it wishes to approve the PE and Health Long Term Substitute Teacher position.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the PE and Health Long Term Substitute Teacher position was approved by the Board of Directors.
- s. Action Item: The Board will determine if it wishes to acknowledge the resignation of Joanna Zachos.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to acknowledge the resignation of Joanna Zachos was approved by the Board of Directors.
- t. Action Item: The Board will determine if it wishes to approve the hire of an Art Teacher. (*action item tabled*)
- u. Action Item: The Board will determine if it wishes to acknowledge the termination of Mary Gosser.

- i. Motion to approve made by: Adrian Peoples
- ii. Second motion to approve made by: Elizabeth Colombo-Kutch
- iii. The motion to acknowledge the termination of Mary Gosser was approved by the Board of Directors.

10. Old Business:

- a. Action Item: The Board will determine if it wishes to approve the purchase of a school bus for FY2025 not to exceed \$147,965.00.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the purchase of a school bus for FY2025 not to exceed \$147,965.00 was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the hire of Lionel Rice as a 4th Grade Paraprofessional.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iii. The motion to approve the hire of Lionel Rice as the 4th Grade Paraprofessional was approved by the Board of Directors.

11. Adjournment: Next Board Meeting – November 27th, 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.