

PCA Citizens Budget Oversight Committee

Meeting Minutes

December 19, 2022

2:00pm

Meeting was conducted through a Zoom Video Call

Present: Bill Bentz, Denise Stouffer, Brandon Paris, Rachael Straightiff, Chuck Mosher, Richard Riggs, Kale English

Revenue:

- The school has received 79.23% of its funding as of November 30th, 2022.
- Operations FY23 (05213) increased to \$5,452,939 as shown in Charter School Finance.
- School Safety and Security FY23 (10171) was added for \$36,112.53 for funds related to the School Safety and Security Grant.
- Local District Carryover decreased to \$1,635,681.

Expenditures:

- 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.
- 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.
 - PCA has shifted the bus monitoring system for \$35,000 from Maintenance Contractual (55508) to Computer Supplies (56145) to account for a better account description.
- In the Cafeteria Department, expenditures are currently at 39.21%, which is 2.45% under the actual percentage for this month.
 - The Cafeteria Department currently has a projected surplus of \$74,306.39.
- The following accounts were noted during the meeting due to shifts in the budget –

- Salaries:
 - Paraprofessionals (51104) increased to \$140,000 based on the number of paraprofessionals hired in SY22/23 as the original budget had more Teacher Residents than Paraprofessionals. Due to this, the Teacher Residents (51196) line was decreased to \$24,000.
 - EPER Academic (51112) was increased to \$65,000 to account for the EPERs provided to the Special Education Teachers for the increased caseload while PCA searches for another Special Education Teacher.
 - The Nurse (51130) was decreased to \$46,852 based on the experience of our new school nurse.
 - The Substitute Nurse (51197) line was increased due to additional nurse supports funded through grants for \$9,000. Additionally, the line was increased as PCA did not have a school nurse at the beginning of the year, so the substitute line was higher than if the school nurse started the year.
 - LEAP (51167) was increased to \$7,000 due to student participation in afterschool LEAP programs.
 - Instructional Support (51137/51122) was decreased to \$40,000 as PCA decided to hire a Social Studies and Science Specialist in lieu of a Technology and Security Coach in SY22/23.
- Contracted Services:
 - Other Professional Services (55000) was increased to \$50,000 due to the potential cost for the S&P Rating for \$37,000. Due to the market, PCA is currently waiting to re-market bonds at a fixed rate.
 - The Construction/Building Services (55007) line was increased to \$95,000 for the ALTA Survey related to the bond re-marketing at a fixed rate.
 - Insurance (55452) was increased to \$59,712.86 to account for the upcoming student accident insurance policy renewal for approximately \$2,000.
 - PCA is currently proposing Builder's Risk Insurance to the Board of Director's at the December meeting. Should this be approved, the insurance line would increase by \$5,000 in January.

- Facility Maintenance (55507) was increased to \$368,000 largely due to expenses related to the CSP Expansion Grant FY23.
- Advertising (55610) was increased to \$3,500 due to adds posted in the paper for advertisements related to the Expansion Project.
- Supplies/Materials:
 - Office Supplies (56000) was increased to \$6,000 as PCA had to purchase additional office furniture for the instructional coaches earlier this school year.
 - Computer Supplies (56145/57040) was increased to \$318,000 due to the CSP Expansion Grant FY23.
 - Instructional Supplies (56150) was increased to \$151,000 due to the CSP Expansion Grant FY23.
 - Equipment Supplies & Maintenance Materials (56211) was increased to \$50,000 due to the CSP Expansion Grant FY23 and the School Safety and Security Grant.
 - Athletic Supplies (56960) was increased to \$19,300 for the purchase of new uniforms with funds raised by the team, including a large donation to the football team.
- The PNC Bank Statements were reviewed for this month.
 - PCA has written two checks from the petty cash line to general funds and HERRS. This should appear in the statements next month as they had not been cashed as of this meeting. This was done to ensure that the PCA PNC petty cash account remains active.
- PCard Reconciliation was reviewed for this month.

Next Meeting: January 26, 2022 at 2:00pm