

Providence Creek Academy Charter School

Board of Directors Monthly Meeting

April 24th, 2023

6:00 P.M.

PCA Business Office

Conference Call: (513) 386-0000

Access Code: 290054

Board Members Present:

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

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 6:03 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. Presentation – FY2024 Budget

a. Presentation by Bill Bentz

b. Review of FY24 Preliminary Budget compared to March FY2023 Budget

i. FY24 Budget based on enrollment count of 745

ii. Total Receipts for FY24 projected total: \$11,916,447.21

iii. Total Receipts minus Expansion/Construction costs: \$10,028,790.84

iv. Total Expenditures: \$11,916,447.21

v. Total Expenditures minus Capital/Expansion Improvement and Unallocated funds: \$10,019,140.14

vi. Total Transportation Expenditures: \$909,103.47

vii. Total Cafeteria Expenditures: \$615,129.24

viii. Total Salaries: \$4,020,263.08

ix. Total Other Employment Costs: \$1,998,509.36

- x. Total Contracted Services: \$1,946,160.07
- xi. Total Supplies/Materials: \$406,900.00
- xii. Total Capital Expenses: \$1,860,000.00

5. Approval of the March 27th, 2023 Board Meeting Minutes

- a. Motion to approve made by: Elizabeth Colombo Kutch
- b. Second motion to approve made by: Joe Rogerson
- c. The motion to approve the March 27th, 2023 Board Meeting Minutes was approved by the Board of Directors.

6. Board Committee Reports:

a. CBOC Committee

- i. The school has received 96.97% of its funding as of March 31st, 2023.
- ii. PCA is 75% into the school year and overall expenditures are at 61.99% which is approximately 13.01% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 64.93% which is 10.07% under the actual percentage.
- iii. Last month PCA's expenditures were at 47.30%, which was 19.36% under the actual percentage, including unallocated. If the capital expenditures and unallocated funds were removed, PCA's overall expenditures as of last month were 57.73%, which is 8.93% under the actual percentage.
- iv. In the Transportation Department, expenditures are currently at 53.41%, which is 21.92% under the actual percentage for this month in the Charter Transportation (05177) budget.
- v. The transportation budget will shift in the coming months as PCA was just alerted the bus that is slated to be purchased will not arrive until July.
- vi. In the Cafeteria Department, expenditure is currently at 77.40%, which is 2.4% over the actual percentage for this month.
- vii. The Miscellaneous Expenses (55721) was added for \$21,426.66. This is for the Grass Roots Fundraiser that PCA held earlier this year. The money will be donated to Grass Roots Animal Rescue.
- viii. Capital Outlay was decreased to \$350,000 based on the projected expenses for construction for this year.
- ix. The PNC Bank Statements were reviewed for this month with no findings of note.
- x. PCard Reconciliation was reviewed for this month with no findings of note.

b. Expansion Committee

- i. Plans have been submitted to Kent County Conservation

- ii. Fire Marshall has approved plans and documents were submitted for permits for lower school plans
- iii. Construction workers are in process of getting background checks

7. Reports:

- a. Head of School Report
 - i. Field Day shirts will be preordered, totaling \$5,560.00
 - ii. Air conditioning unit repairs/replacements are needed, as a collective purchase over \$5,000, but it is a regular part of the maintenance budget
 - iii. PCA received its audit from the Department of Special Education. The Department would like PCA to add additional information regarding why students were identified.
 - iv. There have been many successful events this month at PCA, including the award of the Purple STAR, recognizing PCA as a military connected school.

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: Melissa Rhoads
- b. Second motion made by: Adrian Peoples
- c. The motion to enter Executive Session was approved by the Board of Directors.
- d. Motion to come out of Executive Session made by: Melissa Rhoads
- e. Second motion made by: Adrian Peoples
- 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 SY2022/2023 March 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 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 2023 Budget.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Adrian Peoples

- iii. The motion to approve the DOE Monthly March 2023 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the FY2024 Preliminary Budget, pending the Governor's 3% salary increase
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the FY2024 Preliminary Budget was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the proposed pay scales for FY24 pending the approval of the Governor's Recommended Budget.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. Abstain: Lisa English
 - iv. The motion to approve the proposed pay scales for FY24 pending the approval of the Governor's Recommended Budget was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the following substitute hourly rates as of July 1, 2023 -
 - i. Class A: \$21.066667
 - ii. Class B: \$16.800000
 - iii. Class C: \$13.333333
 - iv. Motion to approve made by: Adrian Peoples
 - v. Second motion to approve made by: Joe Rogerson
 - vi. Motion to approve the proposed pay scales for FY24 pending the approval of the Governor's Recommended Budget was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the revisions to the Chromebook Use and Loaner Policy. This revision is to provide clarification.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the revisions to the Chromebook Use and Loaner Policy was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the purchase of a HVAC unit, not to exceed \$12,000.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Chuck Mosher

- iii. The motion to approve the purchase of a HVAC unit, not to exceed \$12,000 was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the hire of Carla Tharp (Owens) as a 4th/5th Grade Teacher.
 - 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 Carla Tharp (Owens) as a 4th/5th grade teacher was approved by the Board of Directors.
- i. Action item: The Board will determine if it wishes to approve the purchase of Field Day shirts for \$5,560.00
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the purchase of Field Day shirts for \$5,560.00 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 bus routing system, not to exceed \$65,000.
 - 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 bus routing system, not to exceed \$65,000 was approved by the Board of Directors.

11. Adjournment: Next Board Meeting – May 22nd, 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.