

Providence Creek Academy Charter School
Board of Directors Monthly Meeting
April 29th, 2024
5:30 P.M.
PCA Library

Board Members in Attendance:

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

Others in Attendance:

Denise Stouffer: Head of School
Rachael Straightiff

Regular Meeting 5:30 P.M.

- 1. Call to Order**
 - a. Meeting called to order at 5:31 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** – Preliminary FY25 Budget
 - a. Item 4 tabled until May 2024 Board of Directors meeting
- 5. Executive Session:** *Pursuant to 29 Del. C. § 10004(b) (4) and (9) Providence Creek Academy Board will call for an executive session closed to the public.*
 - a. Motion to enter: Elizabeth Colombo-Kutch
 - b. Second motion to enter made by: Chuck Mosher
 - c. The motion to enter Executive Session approved by the Board of Directors.
 - d. Motion to come out of Executive Session made by: Elizabeth Colombo-Kutch
 - e. Second motion to exit made by: Joe Rogerson
 - f. The motion to come out of Executive Session was approved by the Board of Directors.
- 6. Approval of the March 25th, 2024 Board Meeting Minutes**
 - a. Motion to approve made by: Melissa Rhoads
 - b. Second motion to approve made by: Elizabeth Colombo Kutch
 - c. Abstainers: Chuck Mosher and Adrian Peoples
 - d. The motion to approve the March 25th, 2024 Board Meeting Minutes was approved by the Board of Directors.
- 7. Board Committee Reports:**
 - a. CBOC Committee
 - i. Substitute Reimbursement increased this month to \$3,718.96 due to an employee on qualifying leave.
 - ii. Local Interest Funds (9800) increased its budget to \$100,000 with \$90,903.80 received.

- iii. Local Carryover decreased to \$1,562,551.23. Without accounting for expansion-related expenses, PCA would have an approximate surplus of \$286,907.51.
 - iv. PCA is 75% into the fiscal year and overall expenditures are at 68.61% which is approximately 6.39% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 67.80% which is 7.2% under the actual percentage.
 - v. Last month PCA's expenditures were at 63.19%, which was 3.48% under the actual percentage, including unallocated. If the capital expenditures and unallocated funds were removed, PCA's overall expenditures as of last month were 60.37%, which is 6.30% under the actual percentage.
 - vi. In the Transportation Department, expenditures are currently at 69.94%, which is 5.06% under the actual percentage for this month in the Charter Transportation (05177) budget.
 - vii. In the Cafeteria Department, expenditure is currently at 65.30%, which is 9.70% under the actual percentage for this month.
 - viii. PCA anticipates to pay approximately \$315,000 for USDA. PCA is considering paying approximately \$491,000 to cover the upcoming principal and interest payment to PNC.
 - ix. PNC Bank Statements and PCard Reconciliation were reviewed for this month. uc
- b. Expansion Committee
- i. Closing document from CCC by May
 - ii. Wrap Up/Close out to the Board of Directors targeted in June or July
 - iii. Desks and furniture are being placed in remainder of classrooms in Upper School
 - iv. The entire wing is projected to be open by the May 10th PD Day.

8. Reports:

- a. Head of School Report
 - i. A video of recent months' events will be presented at the May Board of Directors Meeting.
 - ii. Special Education Compliance Report was passed and approved.
 - iii. PCA will be applying for a CSP grant for \$50,000 for curriculum materials and professional learning.

9. New Business:

- a. Action Item: The Board will determine if it wishes to approve the SY2023/2024 March Budget.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the SY2023/2024 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 2024 Budget. (*action item tabled*)

- c. Action Item: The Board will determine if it wishes to approve the FY2025 Preliminary Budget pending the approval of the Governor's Recommended Budget. (*action item tabled*)
- d. Action Item: The Board will determine if it wishes to approve the FY2025 proposed pay scales pending the approval of the Governor's Recommended Budget. (*action item tabled*)
- e. Action Item: The Board will determine if it wishes to approve the following substitute hourly rates as of July 1, 2024 -
 - i. Class A: \$23.866667
 - ii. Class B: \$19.066667
 - iii. Class C: \$15.066667(*action item tabled*)
- f. Action Item: The Board will determine if it wishes to approve the SY2024/2025 Calendar.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the SY2024/2025 Calendar was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve painting the Art Room (Room 1101), not to exceed \$6,000.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iii. The motion to approve painting the Art Room (Room 1101), not to exceed \$6,000, was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the replacement of the flooring in the Front Offices and Back Offices, not to exceed \$36,000.
 - i. Motion to approve made by:
 - ii. Second motion to approve made by:
 - iii. The motion to approve the replacement of the flooring in the Front Offices and Back Offices, not to exceed \$36,000, was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the electrical lighting quote for the inner circle for \$18,900.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the electrical lighting quote for the inner circle for \$18,900 was approved by the Board of Directors.
- j. Action Item: The Board of Directors will determine if it wishes to approve the electrical quote for the main parking lot for \$23,200.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the electrical quote for the main parking lot for \$23,200 was approved by the Board of Directors.

- k. Action Item: The Board will determine if it wishes to approve the hire of Nikita Nation as the Summer Camp Director.
 - 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 Nikita Nation as the Summer Camp Director was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to approve the hire of Allison Prettyman as the Floating Teacher beginning SY24/25.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by:
 - iii. The motion to approve the hire of Allison Prettyman as the Floating Teacher beginning in SY24/25 was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the hire of Charles Woodward as the Music Teacher beginning SY24/25.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the hire of Charles Woodward as the Music Teacher beginning SY24/25 was approved by the Board of Directors.
- n. Action Item: The Board will determine if it wishes to approve the hire of Lisa Pragg as the Art Teacher.
 - 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 Lisa Pragg as the Art Teacher was approved by the Board of Directors.
- o. Action Item: The Board will determine if it wishes to approve the hire of Margie Dulin-Sinclair as a Cafe Worker.
 - 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 Margie Dulin-Sinclair as a Café Worker was approved by the Board of Directors.
- p. Action Item: The Board will determine if it wishes to acknowledge the resignation of Candice Dill.
 - i. Motion to acknowledge made by: Elizabeth Colombo-Kutch
 - ii. Second motion to acknowledge made by: Joe Rogerson
 - iii. The motion to acknowledge the resignation of Candice Dill was approved by the Board of Directors.
- q. Action Item: The Board will determine if it wishes to approve the termination of Jennifer Chadwick.
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the termination of Jennifer Chadwick was approved by the Board of Directors.

10. **Old Business:** None

11. **Adjournment:** Next Board Meeting – May 20th, 2024 at 5:30 pm

- a. Motion to adjourn made by: Elizabeth Colombo-Kutch
- b. Second motion to adjourn made by: Joe Rogerson
- c. Meeting adjourned at 6:25 pm

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.