

Providence Creek Academy Charter School
Board of Directors Monthly Meeting
April 30th, 2025
6:00 P.M.
PCA PLC Room

Regular Meeting 6:00 P.M.

1. **Call to Order:** Meeting called to order at 5:04 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:** Preliminary FY2026 Budget
 - a. Presentation given by Rachael Straightiff, Jeanine Martin, Bill Bentz
 - b. Revenue Highlights:
 - i. Transportation anticipates \$161,765 in rollover funds for next fiscal year and funding based on 790 students with no increase in per student amount.
 - ii. PCA anticipates approximately \$100,000 in State Unit Formula rollover funds for next fiscal year.
 - iii. State Unit Formula (05213) of \$8,276,905 was calculated by determining the per student funding for the increase of students in addition to adding the increase of state funding for positions.
 - c. Expenditure Highlights:
 - i. The majority of expenditure increases were due to salary increases which include both individual salary increases and the hire of additional staff. These increases also include passing through state provided salary increases to the individuals in each applicable category.
 - ii. Transportation has a preliminary budget that remains fairly similar to the current FY25 budget except for the increase in capital expenditures for next year's bus purchase.
 - iii. Café has a preliminary budget that remains fairly similar to the current budget and has the preliminary FY25 food budget.
 - iv. PCA anticipates a slight decrease in contracted services due to one time expenditures in FY25.
5. **Approval of the March 31st, 2025 Board Meeting Minutes**
 - a. Motion to approve made by Melissa Rhoads
 - b. Second motion to approve made by Joe Rogerson
 - c. Abstained: Lisa English
 - d. The motion to approve the March 31st, 2025 Board Meeting Minutes was approved by the Board of Directors.
6. **Board Committee Reports:**
 - a. CBOC Committee
 - i. In order to keep the amount of money received by the districts separate, PCA created a funding line to hose any additional dollars titled Local District Funding Miscellaneous.
 - ii. PCA increased its contingency to \$493,467.46 which is approximately \$264,692.82 above the required contingency amount of \$228,774.64.
 - iii. PCA is 75% into the fiscal year and overall expenditures are at 64.59% which is approximately 10.41% under the actual percentage for this month.

- iv. Last month PCA's expenditures were at 58.33%, which was 6.54% under the actual percentage, including unallocated.
- v. In the Transportation Department, expenditures are currently at 63.34%, which is 11.66% under the actual percentage for this month in the Charter Transportation (05177) budget.
- vi. In the Cafeteria Department, expenditure is currently at 76.32%, which is 1.32% over the actual percentage for this month.
- vii. PCA anticipates that the food line may need to be increased as current expenditures are at 85.37%.
- viii. The PNC Bank Statements were reviewed for this month.
- ix. PCard Reconciliation was reviewed for this month.
- x. PCA is currently seeking quotes for the following projects to be completed before the end of the fiscal year including sealcoating, pavilion, and concrete.

7. Reports:

- a. Head of School Report

8. 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 go into Executive Session was made by Elizabeth Colombo Kutch. Second motion to go into Executive Session was made by Chuck Mosher. Motion was approved.
- b. Motion to come out of Executive Session was made by Joe Rogerson. Second motion to come out of Executive Session was made by Chuck Mosher. Motion was approved.

9. New Business:

- a. Action Item: The Board will determine if it wishes to approve the SY2024/2025 March Budget.
 - i. Motion to approve was made by Joe Rogerson. Second motion to approve was made by Melissa Rhoads. Motion was approved.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly March 2025 Budget.
 - i. Motion to approve was made by Melissa Rhoads. Second motion to approve was made by Elizabeth Colombo Kutch. Motion was approved.
- c. Action Item: The Board will determine if it wishes to approve the FY2026 Preliminary Budget pending the approval of the Governor's Recommended Budget.
 - i. Motion to approve was made by Chuck Mosher. Second motion to approve was made by Joe Rogerson. Motion was approved.
- d. Action Item: The Board will determine if it wishes to approve the FY2026 proposed pay scales pending the approval of the Governor's Recommended Budget.
 - i. Motion to approve was made by Elizabeth Colombo Kutch. Second motion to approve was made by Melissa Rhoads. Motion was approved.
- e. Action Item: The Board will determine if it wishes to approve the following technology quotes:
 - i. Computer Server not to exceed \$5,000.
 - ii. Access Points not to exceed \$15,000.
 - iii. Motion to approve for both e.i. and e.ii. was made by Chuck Mosher. Second motion to approve was made by Elizabeth Colombo Kutch. Motion was approved.
- f. Action Item: The Board will determine if it wishes to approve the following quotes based on PCA accepting the lowest bid:
 - i. Roofing Repairs in the Lowers School and Core Building not to exceed \$100,000 going with the lowest bid.
 - ii. Pavillion in the Lower School not to exceed \$60,000.
 - iii. Concrete Pad and Sidewalk not to exceed \$65,000.

- iv. Seal coating not to exceed \$60,000.
 - v. Motion to approve action item f.i., f.ii., f.iii., and f.iv. was made by Melissa Rhoads. Second motion to approve was made by Chuck Mosher. Motion was approved.
- g. Action Item: The Board will determine if it wishes to approve the following positions for FY2026. These positions are currently included the FY2026 Preliminary Budget:
 - i. Special Education Coordinator.
 - ii. Third Grade Teacher.
 - iii. Academic Interventionist Paraprofessional (two positions).
 - iv. Support Team Paraprofessional.
 - v. Motion to approve action item g.i., g.ii., g.iii., and g.iv. was made by Elizabeth Colombo Kutch. Second motion to approve was made by Joe Rogerson. Motion was approved.
- h. Action Item: The Board will determine if it wishes to approve the following hires beginning FY2026:
 - i. Andrea Cofield as the Special Education Supervisor.
 - ii. Caitlin Wright as the Special Education Coordinator.
 - iii. Megan Barnett as the Third Grade Teacher.
 - iv. Audrey Price as the Second Grade Teacher.
 - v. Motion to approve action item h.i., h.ii., h.iii., and h.iv. was made by Melissa Rhoads. Second motion to approve was made by Melissa Rhoads. Motion was approved.
- i. Action Item: The Board will determine if it wishes to approve the following hires:
 - i. Diane Thompson as a part-time cafe worker.
 - ii. Nicholas Whitby as a Substitute Teacher.
 - iii. Sam Cooper as the Interim Support Team Paraprofessional. This position will be for the remainder of FY2025 only.
 - iv. Motion to approve action item i.i., i.ii., and i.iii. was made by Chuck Mosher. Second motion to approve was made by Joe Rogerson. Motion was approved.
- j. Action Item: The Board will determine if it wishes to approve the following Summer Camp Regular Counselor hires:
 - i. Graylon High.
 - ii. Jacob Porrini.
 - iii. Motion to approve action item j.i. and j.ii. was made by Melissa Rhoads. Second motion to approve was made by Chuck Mosher. Motion was approved. Motion was abstained by Elizabeth Colombo Kutch

10. **Old Business:** None

11. **Adjournment:** May 29th, 2025 – Virtual.

- a. Motion to adjourn was made by Joe Rogerson. Second motion to approve was made by Melissa Rhoads. Motion was approved.

Note:

Pursuant to 29 Del. C. § 10004 e (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.