

**Providence Creek Academy Charter School**  
**Board of Directors Monthly Meeting**  
**August 27<sup>th</sup>, 2024**  
**6:00 P.M.**  
**PCA Business Office**  
**Conference Call: (513) 386-0000**  
**Access Code: 290054**

Board Members in Attendance: Lisa Moore, Adrian Peoples, Chuck Mosher, Lisa English, Elizabeth Colombo Kutch, Melissa Rhoads

Others in Attendance: Denise Stouffer, Rachael Straightiff

**Regular Meeting 6:00 P.M.**

**1. Call to Order**

- a. Meeting called to order at 6:02 pm

**2. Pledge of Allegiance, Moment of Silence**

**3. Public Comment** – Opportunity to address the Board of Directors

- a. Jacqueline Ivry-Athletic Director

**4. Presentation – Dean of Academics and Instructional Coaches**

**5. Approval of the July 29<sup>th</sup>, 2024 Board Meeting Minutes**

- a. Motion to approve made by: Elizabeth Colombo Kutch  
b. Second motion to approve made by: Chuck Mosher  
c. Abstained: Adrian Peoples  
d. The motion to approve the July 29<sup>th</sup>, 2024 Board Meeting Minutes was approved by the Board of Directors

**6. Board Committee Reports:**

a. CBOC Committee

- i. Both Charter Transportation FY24 and State Unit Formula FY24 had rollover funds from the previous fiscal year of \$43,999.08 and \$203,810.19 respectively that were not included in the preliminary budget.
- ii. Charter Transportation FY25 (05177) increased by approximately \$150,000 from the preliminary budget to \$1,099,234.88 based on updated enrollment numbers and transportation rates.
- iii. Local Interest Funds (98000) decreased by approximately \$20,000 to \$70,000 based on interest rates.
- iv. Local Facility Use (98059) was increased by approximately \$30,000 from the preliminary budget to \$70,000. This projects \$50,000 in additional revenue from facility rentals.
- v. A surplus was added to the budget for approximately \$56,000.
- vi. PCA is 8.3% in the fiscal year and overall expenditures are at 5.69% which is approximately 2.61% under the actual percentage for this month.
- vii. In the Transportation Department, expenditures are currently at 2.70%, which is 5.60% under the actual percentage for this month in the Charter Transportation (05177) budget.
- viii. In the Cafeteria Department, expenditure is currently at 1.86%, which is 6.44% under the actual percentage for this month.
- ix. The PNC Bank Statements were reviewed for this month.
- x. PCard Reconciliation was reviewed for this month.

**7. Reports:**

a. Head of School Report

- i. First Day of School was August 26<sup>th</sup> and it was a successful day  
ii. Compliance certificate signature is up for approval

- iii. Mrs. Stouffer and her team are proposing minor changes to the Promoting Leadership Plan pilot program.
  - iv. Mrs. Stouffer is recommending the installation of new carpet in the band and chorus rooms, as well as new blinds in the art rooms and PLC rooms with vertical blinds.
  - v. Mrs. Stouffer would like to send the academic team to the Teaching, Learning, Coaching Conference in New Orleans on October 27th to October 30<sup>th</sup>. CSP grant funds would cover a portion of the expenses.
  - vi. Crisis response policy is being presented for approval.
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 enter Executive Session made by: Melissa Rhoads
  - b. Second motion to enter Executive Session 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: Chuck Mosher
  - e. Second motion to come out of Executive Session 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 SY2024/2025 July Budget.
    - i. Motion to approve made by: Adrian Peoples
    - ii. Second motion to approve made by: Melissa Rhoads
    - iii. The motion to approve the SY2024/2025 July Budget was approved by the Board of Directors
  - b. Action Item: The Board will determine if it wishes to approve the DOE Monthly July 2024 Budget.
    - i. Motion to approve made by: Melissa Rhoads
    - ii. Second motion to approve made by: Adrian Peoples
    - iii. The motion to approve the DOE Monthly July 2024 Budget was approved by the Board of Directors.
  - c. Action Item: The Board will determine if it wishes to approve the Compliance Certification Statement.
    - i. Motion to approve made by: Adrian Peoples
    - ii. Second motion to approve made by: Melissa Rhoads
    - iii. The motion to approve the Compliance Certification Statement was approved by the Board of Directors
  - d. Action Item: The Board will determine if it wishes to approve the continuation of the Leadership Plan for the SY2024/2025.
    - i. Motion to approve made by: Chuck Mosher
    - ii. Second motion to approve made by: Elizabeth Colombo Kutch
    - iii. The motion to approve the continuation of the Leadership Plan for the SY2024/2025 was approved by the Board of Directors
  - e. Action Item: The Board will determine if it wishes to approve the purchase and installation of carpets in the Band Room and Chorus Room, not to exceed \$20,000.
    - i. Motion to approve made by: Adrian Peoples
    - ii. Second motion to approve made by: Melissa Rhoads
    - iii. The motion to approve the purchase and installation of carpets in the Band Room and Chorus Room, not to exceed \$20,000, was approved by the Board of Directors.
  - f. Action Item: The Board will determine if it wishes to approve the purchase of blinds for both Art Rooms and the PLC Room, not to exceed \$15,000.
    - i. Motion to approve made by: Chuck Mosher
    - ii. Second motion to approve made by: Adrian Peoples
    - iii. The motion to approve the purchase of blinds for both Art Rooms and the PLC Rom, not to exceed \$15,000 was approved by the Board of Directors

- g. Action Item: The Board will determine if it wishes to approve the Dean of Academics and instructional coaches to attend the Instructional Coaching Group Conference from October 27<sup>th</sup> to October 30<sup>th</sup>, 2024 in New Orleans, LA and associated costs.
  - i. Motion to approve made by: Chuck Mosher
  - ii. Second motion to approve made by: Adrian Peoples
  - iii. The motion to approve the Dean of Academics and instructional coaches to attend the Instructional Coaching Group Conference from October 27<sup>th</sup> to October 30<sup>th</sup>, 2024 in New Orleans, LA and associated costs was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the 4<sup>th</sup> Grade Field Trip to Longwood Gardens in Kennett Square, PA tentatively scheduled for October 18<sup>th</sup>, 2024.
  - i. Motion to approve made by: Melissa Rhoads
  - ii. Second motion to approve made by: Elizabeth Colombo Kutch
  - iii. The motion to approve the 4<sup>th</sup> Grade Field Trip to Longwood Gardens in Kennett Square, PA, tentatively scheduled for October 18<sup>th</sup>, 2024 was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the Coach's Payscale proposal.
  - i. Motion to approve made by: Chuck Mosher
  - ii. Second motion to approve made by: Melissa Rhoads
  - iii. The motion to approve the Coach's Payscale proposal was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the Assistant Coach position for any sport with 15 or more athletes.
  - i. Motion to approve made by: Melissa Rhoads
  - ii. Second motion to approve made by: Elizabeth Colombo Kutch
  - iii. The motion to approve the Assistant Coach position for any sport with 15 or more athletes, was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the Crisis Response Policy.
  - i. Motion to approve made by: Melissa Rhoads
  - ii. Second motion to approve made by: Chuck Mosher
  - iii. The motion to approve the Crisis Response Policy was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to approve the hire of:
  - i. Jamal Patterson as the Art Teacher.
  - ii. Collette Cooper as a Substitute Teacher.
  - iii. Holly Driscoll as a Substitute Teacher.
  - iv. Emma Evans as a Substitute Teacher.
  - v. Shaneen Banks as a Substitute Teacher.
  - vi. Motion to approve made by: Adrian Peoples
  - vii. Second motion to approve made by: Elizabeth Colombo Kutch
  - viii. The motion to approve the above hires was approved by the Board of Directors.

10. **Old Business:** None

11. **Adjournment:** September 30<sup>th</sup>, 2024.

- a. Motion to adjourn made by: Adrian Peoples
- b. Second motion to adjourn made by: Chuck Mosher
- 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.*