

Providence Creek Academy Charter School

Board of Directors Monthly Meeting

August 31st, 2023

6:00 P.M.

PCA Business Office

Conference Call: (513) 386-0000

Access Code: 290054

Board Members Present:

Lisa Moore
Chuck Mosher
Lisa English
Joe Rogerson
Melissa Rhoads
Elizabeth Colombo-Kutch

Others Present:

Denise Stouffer
Rachael Straightiff
Sharvelle Cannon
Sarah Selway

Regular Meeting 6:00 P.M.

1. Call to Order

- a. Meeting called to order at 6:05 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. Approval of the July 31st, 2023 Board Meeting Minutes

- a. Motion to approve made by: Joe Rogerson
- b. Second motion to approve made by: Melissa Rhoads
- c. The motion to approve the July 31st, 2023 Board Meeting Minutes was approved by the Board of Directors.

5. Board Committee Reports:

- a. CBOC Committee
 - i. The school has received 70.60% of its funding as of July 31st, 2023.
 - ii. The budget presented is the preliminary budget for FY24. PCA will not receive its final student funding until the September 30th student count.
 - iii. Charter Transportation is expected to increase significantly to \$913,407.25 based on the FY24 transportation rates per pupil.
 - iv. The Unit Formula was increased to \$6,018,254.22 based on additional enrollment and rates from the 80% preload.

- v. Interest Income has been budgeted for \$80,000 based on the current interest rates. This may fluctuate throughout the year due to the state's interest calculations.
- vi. Local Carryover is projected for \$2,106,607.19. A large portion of this is due to the ongoing expansion project which is budgeted at \$1,925,500 for this fiscal year.
- vii. PCA is 8.33% into the fiscal year and overall expenditures are at 5.3% which is approximately 3.03% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 6.27% which is 2.06% under the actual percentage.
- viii. In the Transportation Department, expenditures are currently at 3.02%, which is 5.31% under the actual percentage for this month in the Charter Transportation (05177) budget.
- ix. In the Cafeteria Department, expenditure are currently at 2.07%, which is 6.26% under the actual percentage for this month.
- x. As noted in last month's meeting, CBOC discussed a new threshold for budgetary change notations from \$1,000 to recommend to the Board of Directors. The majority of CBOC voted to increase this threshold to \$5,000 to align with the Head of School's spending authority.
- xi. The PNC Bank Statements were reviewed for this month.
- xii. PCard Reconciliation was reviewed for this month.

b. Expansion Committee

- i. Lower school expansion is finished, except for the bathrooms. The epoxy is being redone. Toilet fixtures are on backorder, and alternative fixtures have been approved.
- ii. Cement for the concrete slab outside of the K/1 will be completed within the next week.
- iii. The Performing Arts Center has been completed with the exception of the roll down gates for the equipment.
- iv. Turn lane is almost complete. Line paint will be completed soon.
- v. Upper school trusses are on and exterior walls are partially complete.

6. Reports:

a. Head of School Report

- i. First week of school was a great success!
- ii. Fall Sports tryouts are taking place.
- iii. Board Training will take place September 25th virtually for the Board of Directors.
- iv. Field Trips are up for approval in action items g and h.

- v. Grants are up for approval in action items c and d.
 - vi. Teen Dating Violence Policy is up for approval in action item e.
 - b. Dean of Academic's Data Report
 - i. Sharvelle Cannon, Lisa English and Sarah Selway
- 7. **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: Elizabeth Colombo-Kutch
 - b. Second motion to enter Executive Session made by: Chuck Mosher
 - c. The motion to enter Executive Session was approved by the Board of Directors.
 - d. Motion to come out made by: Joe Rogerson
 - e. Second motion made by: Elizabeth Colombo Kutch
 - f. The motion to come out of Executive Session was approved by the Board of Directors.
- 8. **New Business:**
 - a. Action Item: The Board will determine if it wishes to approve the SY2023/2024 July Budget.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iii. The motion to approve the SY2023/2024 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 2023 Budget.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the DOE Monthly July 2023 Budget was approved by the Board of Directors.
 - c. Action Item: The Board will determine if it wishes to approve the Safety and Security Grant FY24.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the Safety and Security Grant FY24 was approved by the Board of Directors.
 - d. Action Item: The Board will determine if it wishes to approve the Rural and Low-Income Grant FY24.
 - i. Motion to approve made by: Melissa Rhoads

- ii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iii. The motion to approve the Rural and Low-Income Grant FY24 was approved by the Board of Directors.
 - e. Action Item: The Board will determine if it wishes to approve the Teen Dating Violence and Sexual Assault Policy.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the Teen Dating Violence and Sexual Assault Policy was approved by the Board of Directors.
 - f. Action Item: The Board will determine if it wishes to approve the Child Abuse Policy.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the Child Abuse Policy was approved by the Board of Directors.
 - g. Action Item: The Board will determine if it wishes to approve the 4th Grade Field Trip to Longwood Gardens in Kennett Square, PA on September 20, 2023.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the 4th Grade Field Trip to Longwood Gardens in Kennett Square, PA on September 20, 2023 was approved by the Board of Directors.
 - h. Action Item: The Board will determine if it wishes to approve the 3rd Grade Field Trip to Adventure Aquarium in Camden, NJ on November 2nd, 2023.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the 3rd Grade Field Trip to Adventure Aquarium in Camden, NJ on November 2nd, 2023 was approved by the Board of Directors.
 - i. Action Item: The Board will determine if it wishes to approve the 2022-2023 Organizational Performance Framework Compliance Certification Statement.
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iii. The motion to approve the 2022-2023 Organization Performance Framework Compliance Certification Statement was approved by the Board of Directors.
 - j. Action Item: The Board will determine if it wishes to approve the Support Team Paraprofessional position.

- i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iii. The motion to approve the Support Team Paraprofessional position was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the hire of Kelly DeCento as the Support Team Paraprofessional.
 - 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 Kelly DeCento as the Support Team Paraprofessional was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to acknowledge the resignation of Michelle Mitchell.
 - i. Motion to acknowledge made by: Chuck Mosher
 - ii. Second motion to acknowledge made by: Elizabeth Colombo-Kutch
 - iii. The motion to acknowledge the resignation of Michelle Mitchell was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to hire Nicole Vanderven as the school nurse.
 - 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 Nicole Vanderven as the school nurse was approved by the Board of Directors.
- n. Action Item: The Board will determine if it wishes to acknowledge the resignation of Katie Powell.
 - i. Motion to acknowledge made by: Chuck Mosher
 - ii. Second motion to acknowledge made by: Elizabeth Colombo-Kutch
 - iii. The motion to acknowledge the resignation of Katie Powell was approved by the Board of Directors.
- o. Action Item: The Board will determine if it wishes to approve the hire of Kimberly Walker as the Long-Term First Grade Substitute 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 Kimberly Walker as the Long-Term First Grade Substitute Teacher was approved by the Board of Directors.
- p. Action Item: The Board will determine if it wishes to acknowledge the resignation of Alyssa Kenny.
 - i. Motion to acknowledge made by: Elizabeth Colombo-Kutch

- ii. Second motion to acknowledge made by: Chuck Mosher
 - iii. The motion to acknowledge the resignation of Alyssa Kenny was approved by the Board of Directors.
- q. Action Item: The Board will determine if it wishes to approve the hire of Gwen Ryan as the Band and General Music Teacher.
- i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the hire of Gwen Ryan as the Band and General Music Teacher was approved by the Board of Directors.

9. Old Business:

- a. Action Item: The Board will determine if it wishes to approve the hire of Hope Fudge as the kindergarten teacher.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. Motion to approve the hire of Hope Fudge as the kindergarten teacher was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the hire of Cassandra Jervey as the chorus/general music teacher.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Elizabeth Colombo-Kutch

10. Adjournment: Next Board Meeting – September 25th, 2023 (Virtual).

- a. **Motion to adjourn made by: Joe Rogerson**
- 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.