

**Providence Creek Academy Charter School**  
**Board of Directors Monthly Meeting**  
**December 19th, 2024**  
**6:00 P.M.**  
**PCA Business Office**  
**Conference Call: (513) 386-0000**  
**Access Code: 290054**  
**Regular Meeting 6:00 P.M.**

Board Members in Attendance: Lisa Moore (President), Adrian Peoples (Vice President), Chuck Mosher (Treasurer), Lisa English (Secretary/Teacher Member), Elizabeth Colombo-Kutch, Joe Rogerson

Others in Attendance: Denise Stouffer (Head of School), Rachael Straighttiff

1) **Call to Order**

(1) Meeting called to order at 6:01pm

2) **Pledge of Allegiance & Moment of Silence**

3) **Public Comment:** Opportunity to address the Board of Directors

(1) No members of the public present to address the Board of Directors.

4) **Approval of the November 25th, 2024 Board Meeting Minutes**

(1) Motion to approve made by Elizabeth Colombo-Kutch

(2) Second motion to approve made by Joe Rogerson

(3) The motion to approve the November 25<sup>th</sup>, 2024 Board Meeting Minutes was approved by the Board of Directors.

5) **Board Committee Reports:**

a) CBOC Committee

i) PCA decreased its contingency to \$344,361.99 which is approximately \$118,589.75 above the required contingency amount of \$225,772.24.

ii) Technology Block Grant (05235) increased by approximately \$286 to \$16,941.

iii) The State Unit Formula (05213) decreased by approximately \$83,000 to \$7,543,686 due to increases in the health insurance funding. PCA is currently looking into this matter further with DOE. Additionally, PCA contacted DOE to correct an allocation which will increase health insurance funding by over \$30,000.

iv) Tuition Funding (91050) was added to the budget for \$51,732.40 based on tuition funding billed to the applicable school districts for funding intense and complex students.

v) PCA is 41.66% into the fiscal year and overall expenditures are at 39.28% which is approximately 2.38% under the actual percentage for this month.

vi) Last month PCA's expenditures were at 30.43%, which was 2.90% under the actual percentage, including unallocated.

vii) In the Transportation Department, expenditures are currently at 35.43%, which is 6.23 under the actual percentage for this month in the Charter Transportation (05177) budget.

viii) In the Cafeteria Department, expenditure is currently at 27.87%, which is 13.79% 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.

6) **Reports:**

a) Head of School Report

(1) December activities at PCA included Mrs. Stouffer as PCA's "Elf on the Shelf", band and chorus winter concerts and holiday activities.

(2) PCA has applied for the Yearlong Teacher Residency Grant

- (3) The Coordinator of Special Education's last day was December 16<sup>th</sup>. PCA is looking to add additional special education teachers, as well as a Special Education assistant. From last school year to this school year, there has been an increase of 28 special education students.
- (4) December 20<sup>th</sup> is the last day before winter break. School will resume January 6<sup>th</sup>.
- (5) Kindergarten enrollment for next school year is filled with 105 applications accepted.
- 7) **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.*
  - (1) Motion to enter Executive Session made by Elizabeth Colombo-Kutch
  - (2) Second motion made by: Adrian Peoples
  - (3) The motion to enter Executive Session was approved by the Board of Directors.
  - (4) Motion to exit Executive Session made by: Adrian Peoples
  - (5) Second motion made by: Joe Rogerson
  - (6) The motion to exit 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 SY2024/2025 November Budget.
    - (1) Motion to approve made by: Adrian Peoples
    - (2) Second motion to approve made by: Chuck Mosher
    - (3) The motion to approve the SY2024/2025 November Budget was approved by the Board of Directors.
  - b) Action Item: The Board will determine if it wishes to approve the DOE Monthly November 2024 Budget.
    - (1) Motion to approve made by: Joe Rogerson
    - (2) Second motion to approve made by: Adrian Peoples
    - (3) The motion to approve the DOE Monthly November 2024 Budget was approved by the Board of Directors.
  - c) Action Item: The Board will determine if it wishes to approve the Special Education Supervisor position.
    - (1) Motion to approve made by: Elizabeth Colombo-Kutch
    - (2) Second motion to approve made by: Lisa English
    - (3) The motion to approve the Special Education Supervisor position was approved by the Board of Directors.
  - d) Action Item: The Board will determine if it wishes to approve the hire of two additional Special Education teachers.
    - (1) Motion to approve made by Elizabeth Colombo-Kutch
    - (2) Second motion to approve made by Chuck Mosher
    - (3) The motion to approve the hire of two additional Special Education teachers was approved by the Board of Directors.
  - e) Action Item: The Board will determine if it wishes to approve the hire of:
    - i) Orlando Rodriguez as a paraprofessional and substitute custodian.
    - ii) Julie Jamerson as the Special Education Supervisor.
      - (1) Motion to approve made by: Adrian Peoples
      - (2) Second motion to approve made by: Joe Rogerson
      - (3) The motion to approve the hire of Orlando Rodriguez and Julie Jamerson was approved by the Board of Directors.
- 9) **Old Business:** None
  - a) Action Item: The Board will determine if it wishes to approve the Yearlong Teacher Residency Grant Application.
    - i) Motion to approve made by: Joe Rogerson
    - ii) Second motion to approve made by: Adrian Peoples
    - iii) The motion to approve the Yearlong Teacher Residency Grant Application was approved by the Board of Directors.

10) **Adjournment:** January 27th, 2024 – PCA PLC Room.

- 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. § 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.*