

Providence Creek Academy Charter School

Board of Directors Monthly Meeting

December 20th, 2023

6:00 P.M.

PCA Business Office

Conference Call: (513) 386-0000

Access Code: 290054

Board Members Present:

Lisa Moore: President
Adrian Peoples: Vice President
Chuck Mosher: Treasurer
Lisa English: Secretary/Teacher Board Member
Joe Rogerson
Amy Wharry
Elizabeth Colombo-Kutch

Others Present:

Denise Stouffer: Head of School
Rachael Straightiff

Regular Meeting 6:00 P.M.

1. **Call to Order:** Meeting called to order at 6:04 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. **Approval of the November 27th, 2023 Board Meeting Minutes**
 - a. Motion to approve made by: Adrian Peoples
 - b. Second motion to approve made by: Joe Rogerson
 - c. The motion to approve the November 27th, 2023 Board Meeting Minutes was approved by the Board of Directors.
5. **Board Committee Reports:**
 - a. CBOC Committee
 - i. The school has received 73.92% of its funding as of November 30th, 2023.
 - ii. The Unit Formula was increased to \$6,421,905.
 - iii. Local Carryover is projected for \$1,829,739.61. PCA has a current budget of \$1,814,458.74 for expansion related expenses, which consumes more

than the local district carryover. Without accounting for expansion related expenses, PCA would have an approximate surplus of \$14,719.13.

- iv. PCA received the interest rates for December yesterday which have increased from 0.4% in November to 4.7% in December. With the income of \$10,390, PCA's interest income will be on track to reach its \$80,000 budget.
- v. PCA is 41.66% into the fiscal year and overall expenditures are at 41.15% which is approximately 0.51% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 37.96% which is 3.70% under the actual percentage.
- vi. Last month PCA's expenditures were at 32.70%, which was 0.63% under the actual percentage, including unallocated. If the capital expenditures and unallocated funds were removed, PCA's overall expenditures as of last month were 31.09%, which is 2.24% under the actual percentage.
- vii. PCA has currently spent \$0 from the \$25,000 budgeted for natural gas. Last summer, PCA received a letter from Chesapeake Utilities stating that we had been overcharged for natural gas and issued a credit. Based on the credit and current expenditures, PCA does not anticipate having to pay a natural gas bill until February of 2024.
- viii. In the Transportation Department, expenditures are currently at 46.51%, which is 4.85% over the actual percentage for this month in the Charter Transportation (05177) budget.
- ix. Administrators/Clerical/Mortgage have been updated based on rent calculations. The original budget has been expended and the updated expenditures will reflect in next month's budget.
- x. The bus has been paid for which brings Transportation Equipment to 100% expended.
- xi. In the Cafeteria Department, expenditure is currently at 31.46%, which is 10.20% under the actual percentage for this month.
- xii. The PNC Bank Statements were reviewed for this month.
- xiii. PCA has received a deposit of \$45,856 from DelDot to reflect the escrow amount that was returned to PCA.
- xiv. The petty cash check to EZ Pass for \$500, as discussed previously, cleared this month.
- xv. PCard Reconciliation was reviewed for this month.

b. Expansion Committee

- i. Projects are down to final punch lists.
- ii. An area of concern includes cracking of the cement floor in the new Upper School addition. The architect is recommending a tile surface to cover the

cement. Mrs. Stouffer's concern with this recommendation is that maintenance, repairs and/or replacements were not originally budgeted. The cement contractor is recommending an acid wash on the cement with a glue finish, similar to epoxy, to be applied to the entire concrete surface. The cement contractor has offered to apply this to two "test" areas to see if this is sufficient. The team would like to see a project done with this method approximately 5 years ago to see how the quality of the floor is holding up.

- iii. The other area of concern is ponding behind the upper school. The architect will be reviewing the contract of the grading work to determine next steps.
- iv. Certificate of Occupancy has been issued.
- v. PCA holds a 5% retainer until the project is completed.

6. Reports:

a. Head of School Report

- i. Two winter concerts were held and were a success. The kindergarten and first grade concerts will be postponed until January due to power issues and flooding.
- ii. The PCBT Nutcracker performance was a successful.
- iii. PCA currently has 253 applications for Open Enrollment. There are currently 97 kindergarten choice applications.
- iv. Odyssey of the Mind is starting back up at PCA. This program allows students to work in a collaborative setting on project-based programs.
- v. CTE Monitoring Report was provided to PCA and was extremely helpful.
- vi. Third graders were supplied with free dictionaries from the local Rotary Club.
- vii. PCA's Tuition Tax application was denied. PCA is looking into how to be awarded these funds in the future.
- viii. PCA is currently applying for several grants, including the Yearlong Residency Grant, the Café Grant, and the Filter Funding Application.
- ix. PCA is looking to purchase iTracker Pro to track student data in a single platform for \$7,700.
- x. Two heaters are currently not working in the core building and it is the recommendation of the HVAC company to replace one unit through Fletcher's Plumbing for \$27,350. The library heater needs a repair, and it is the recommendation to repair through Barry HVAC.
- xi. Out of state field trips up for approval include the 5th grade overnight trip to Echo Hills in Maryland and the 4th grade trip to the Maryland Science Center.

- xii. The state has updated its policies on students experiencing homelessness or are in foster care. PCA has updated its policies to reflect state regulations.
- xiii. PCA is looking to hire a Facilities Lead.
- xiv. PCA is looking to hire a Nurse's Assistant to provide support in the nurse's office.

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: Adrian Peoples
- b. Second motion made by: Elizabeth Colombo Kutch.
- 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 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 November Budget.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iii. The motion to approve the SY2023/2024 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 2023 Budget.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the DOE Monthly November 2023 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve Data Service Center's iTracker quote for \$7,700.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iii. The motion to approve Data Service Center's iTracker quote for \$7,700 was approved by the Board of Directors.

- d. Action Item: The Board will determine if it wishes to approve the Yearlong Residency Grant FY25, including the associated expenses, should it be awarded.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the Yearlong Resident Grant FY25, including the associated expenses, should it be awarded, was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the Café Grant, including the associated expenses, should it be awarded.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the Café Grant, including the associated expenses, should it be awarded, was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the Filter Funding Application, including the associated expenses, should it be awarded.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the Filter Funding Application, including the associated expenses, should it be awarded, was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the replacement of the heater behind the Core Building not to exceed \$30,000 using capital funds.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the replacement of the heater behind the Core Building not to exceed \$30,000 using capital funds was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the replacement of the library heater not to exceed \$10,000 using capital funds based on the quote from Barry.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the replacement of the library heater not to exceed \$10,000 using capital funds based on the quote from Barry was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the 5th Grade Trip to Echo Hills on April 13-14, 2024 in Worton, MD.

- i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the 5th Grade Trip to Echo Hills on April 13-14, 2024 in Worton, MD was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the 4th Grade Field Trip to the Maryland Science Center on January 18th, 2024 in Baltimore, MD.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the 4th Grade Field Trip to the Maryland Science Center on January 18th, 2024 in Baltimore, MD was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the Students Experiencing Homelessness Policy.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the Students Experiencing Homelessness Policy was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to approve the Foster Care Policy.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iii. The motion to approve the Foster Care Policy was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the Facilities Lead position.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iii. The motion to approve the Facilities Lead position was approved by the Board of Directors.
- n. Action Item: The Board will determine if it wishes to approve the hire of Darron Marvel as the Facilities Lead.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the hire of a Facilities Lead was approved by the Board of Directors.

- o. Action Item: The Board will determine if it wishes to approve the Assistant School Nurse Position.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the Assistant School Nurse Position was approved by the Board of Directors.
- p. Action Item: The Board will determine if it wishes to acknowledge the resignation of Chandler Swalm.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to acknowledge the resignation of Chandler Swalm was approved by the Board of Directors.
- q. Action Item: The Board will determine if it wishes to approve the hire of Allyson Collier as the 8th Grade Paraprofessional.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the hire of Allyson Collier as the 8th Grade Paraprofessional was approved by the Board of Directors.
- r. Action Item: The Board will determine if it wishes to approve the hire of Halie Wilt as the dishwasher.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the hire of Halie Wilt as the dishwasher was approved by the Board of Directors.

9. Old Business:

- a. None

10. Adjournment: Next Board Meeting – January 29th, 2023.

- a. **Motion to adjourn made by:** Adrian Peoples
- b. **Second motion to adjourn made by:** Joe Rogerson
- 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.