

Providence Creek Academy Charter School
Board of Directors Monthly Meeting
February 26th, 2024
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 and Teacher Member
Elizabeth Colombo-Kutch
Melissa Rhoads
Joe Rogerson
Amy Wharry

Others Present:

Denise Stouffer (Head of School)
Rachael Straightiff

Regular Meeting 6:00 P.M.

1. Call to Order
 - a. Meeting called to order at 6:00 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 January 29th, 2024 Board Meeting Minutes
 - a. Motion to approve made by: Joe Rogerson
 - b. Second motion to approve made by: Elizabeth Colombo-Kutch
 - c. The motion to approve the January 29th, 2024 Board Meeting Minutes was approved by the Board of Directors.
5. Board Committee Reports:
 - a. CBOC Committee
 - i. Changes in food service are due partly to low participation as well as changes in federal reimbursements.
 - ii. Local District carry over the money needed to be added to make it balanced.
 - iii. Operations (05213) increased to \$6,419,065.00 due to salary and health insurance adjustments.
 - iv. Local Carryover increased to \$1,592,641.19. Without accounting for expansion-related expenses, PCA would have an approximate surplus of \$251,817.55.
 - v. PCA is 58.33% in the fiscal year and overall expenditures are at 57.71% which is approximately 0.62% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 54.16% which is 4.17% under the actual percentage.
 - vi. Last month PCA's expenditures were at 51.30%, which was 1.3% over the actual percentage, including unallocated. If the capital expenditures and unallocated funds were removed, PCA's overall expenditures as of last month were 47.54%, which is 2.46% under the actual percentage.
 - vii. In the Transportation Department, expenditures are currently at 60.23%, which is 1.9% over the actual percentage for this month in the Charter Transportation (05177) budget.

- viii. In the Cafeteria Department, expenditure is currently at 51.42%, which is 6.91% under the actual percentage for this month.
- ix. The PNC Bank Statements were reviewed for this month.
- x. PCA hosts the Saints Classic Basketball tournament in which teams enter by way of payment. One school that entered processed their payment using the wrong Vendor ID and processed the \$2,400 payment to the petty cash account, which was withdrawn from petty cash and placed in the athletics account.
- xi. PCard Reconciliation was reviewed for this month. Paid for school technology to support the infrastructure of the expansion. Fundraiser event money will be recouped before payment is made to Habitat for Humanity.
- xii. Mrs. Stouffer provided an update on the construction project including updates on the flooring and using one of the classrooms for ASL and Book Fair. Denise would like to go to the board for an additional sidewalk for the littles to enter, funding would come out of contingency.

b. Expansion Committee

- i. The expansion project is nearing completion. The Oversight Committee toured the upper school expansion to view the remediation of the floor cracking. Mrs. Stouffer and the team feel that this remediation is the best path forward, as the cracks are far less noticeable and filled.
- ii. Gutter brackets were replaced and areas of concern were addressed.
- iii. Cove base and locker installation is currently being worked on.
- iv. A temporary ASL classroom is being set up in one of the new classrooms.
- v. PCA has received a quote for an additional sidewalk outside of the new upper school wing. This will allow students to more easily access their specials classes that are housed in the upper school.
- vi. 5th grade teachers will be moving their classrooms to the upper school at the end of the current school year

c. Board Oversight Committee

- i. The committee met with Mrs. Stouffer last week to review the school calendar and the staff survey results regarding personal leave policies.

6. Reports:

a. Head of School Report

- i. Students recently celebrated the “100th Day of School”.
- ii. The academic team is working diligently with PCA’s benchmark data. Teachers are working in PLCs weekly to use data to drive student instruction.
- iii. PCA has been asked to host the Governor’s Wellness Award.
- iv. PCA will be presenting at the Military Compact Committee on March 14th at the Department of Education. PCA has also been invited to be an “Anchor 4 Life” school, which is a peer to peer program for military connected families.
- v. The business office has worked on a preliminary budget and will be presenting to the Board in April.
- vi. A preliminary calendar for next school year will be voted on at next month’s Board Meeting.

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 to enter Executive Session made by: Chuck Mosher
 - c. The motion to enter Executive Session was approved by the Board of Directors.
 - d. The motion to come out of Executive Session made by: Elizabeth Colombo Kutch
 - e. Second motion to come out of Executive Session made by: Joe Rogerson
 - 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 January Budget.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the SY2023/2024 January Budget was approved by the Board of Directors.
 - b. Action Item: The Board will determine if it wishes to approve the DOE Monthly January 2024 Budget.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the DOE Monthly January 2024 Budget was approved by the Board of Directors.
 - c. Action Item: The Board will determine if it wishes to approve the sidewalk from the expansion to the inner circle not to exceed \$20,000.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the sidewalk from the expansion to the inner circle not to exceed \$20,000 was approved by the Board of Directors.
 - d. Action Item: The Board will determine if it wishes to approve the Summer Camp Assistant Director.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the Summer Camp Assistant Director was approved by the Board of Directors.
 - e. Action Item: The Board will determine if it wishes to approve Nicole Cooper as the Summer Camp Assistant Director.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve Nicole Cooper as the Summer Camp Assistant Director was approved by the Board of Directors.
 - f. Action Item: The Board will determine if it wishes to approve the hire of Colleen Owens as a Summer Camp Head Counselor.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the hire of Colleen Owens as a Summer Camp Head Counselor was approved by the Board of Directors.
 - g. Action Item: The Board will determine if it wishes to approve the hire of Lexi Elborn as a Summer Camp Head Counselor.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Elizabeth Colomb-Kutch
 - iii. The motion to approve the hire of Lexi Elborn as a Summer Camp Head Counselor was approved by the Board of Directors.

- h. Action Item: The Board will determine if it wishes to approve the hire of Michael Wiley as a Substitute Teacher.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the hire of Michael Wiley as a Substitute Teacher was approved by the Board of Directors.
 - i. Action Item: The Board will determine if it wishes to acknowledge the resignation of Allyson Collier.
 - 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 Allyson Collier was approved by the Board of Directors.
 - j. Action Item: The Board will determine if it wishes to acknowledge the resignation of Darryl Wiggins.
 - i. Motion to acknowledge made by: Elizabeth Colombo Kutch
 - ii. Second motion to acknowledge made by: Adrian Peoples
 - iii. The motion to acknowledge the resignation of Darryl Wiggins was approved by the Board of Directors.
9. Old Business: None
10. Adjournment: Next Board Meeting – March 25th, 2024.
- a. March and April meetings will be in person, May meeting will be virtual
 - b. Motion to adjourn made by: Adrian Peoples
 - c. Second motion to adjourn made by: Joe Rogerson
 - d. 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.