

Providence Creek Academy Charter School
Board of Directors Monthly Meeting
January 27th, 2025
6:00 P.M.
PCA PLC Room

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

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

Regular Meeting 6:00 P.M.

1. Call to Order

- a. Meeting called to order at 6:08pm

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 December 19th, 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 December 19th, 2024 Board Meeting Minutes was approved by the Board of Directors.

5. Board Committee Reports:

a. CBOC Committee

- i. PCA increased its contingency to \$365,135.20 which is approximately \$138,023.94 above the required contingency amount of \$227,111.26.
- ii. The State Unit Formula (05213) increased to \$7,621,031 due to PCA contacting DOE to correct an allocation which increased health insurance funding by over \$30,000.
- iii. Unique Alternatives (05181) was added for \$259,940.10 for student alternative placement. PCA still expects to receive an additional \$100,000 as the local portion for this funding.
- iv. PCA is 50% into the fiscal year and overall expenditures are at 45.88% which is approximately 4.12% under the actual percentage for this month.
- v. Last month PCA's expenditures were at 39.28%, which was 2.38% under the actual percentage, including unallocated.
- vi. In the Transportation Department, expenditures are currently at 40.18%, which is 9.82% under the actual percentage for this month in the Charter Transportation (05177) budget.
- vii. In the Cafeteria Department, expenditure is currently at 34.61%, which is 15.39% under the actual percentage for this month.
- viii. The PNC Bank Statements were reviewed for this month.
- ix. PCard Reconciliation was reviewed for this month
- x. Bond repayment schedule was reviewed, and potential payoff options were discussed for the PNC bonds.
- xi. PCA has hired a new school psychologist. Up for approval is the purchase of assessment materials needed for the school psychologist.

6. Reports:

- a. Head of School Report

- i. Academic Spotlight: Professional Learning and New Teacher Center
 - ii. PCA has passed its Individuals with Disabilities IDEA Excess Costs
 - iii. Indicator 13 has passed.
 - iv. PCA has completed its Annual Report for SY23/24 and is up for Board approval.
 - v. Mrs. Stouffer is presenting a minor modification to the Board regarding enrollment preference of military connected youth. This is in conjunction with updated legislation and Mrs. Stouffer is recommending approval of this modification, as PCA is a Purple Hearts School.
 - vi. PCA open enrollment is full at all grade levels, and went to lottery in all grade levels for the first time.
 - vii. PCA's Fingerprint Based Criminal History Policy is for renewal to include revised language to clarify retention of records to align with state policy.
 - viii. PCBT has two out of state festivals upcoming. These are out of state events and parents are required to attend or choose a chaperone.
 - ix. The PCA Leadership proposal is being presented tonight, and Mrs. Stouffer is asking for a one month approval of the proposal.
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.
- i. Motion to enter Executive Session made by: Adrian Peoples
 - ii. Second motion to enter Executive Session made by: Chuck Mosher
 - iii. The motion to enter Executive Session was approved by the Board of Directors.
 - iv. Motion to exit Executive Session made by: Adrian Peoples
 - v. Second motion to exit Executive Session made by: Joe Rogerson
 - vi. 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 December 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 SY2024/2025 December Budget was approved by the Board of Directors.
 - b. Action Item: The Board will determine if it wishes to approve the DOE Monthly December 2024 Budget.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the SY2024/2025 December Budget was approved by the Board of Directors.
 - c. Action Item: The Board will determine if it wishes to approve the SY23/24 Annual Report.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the SY23/24 Annual Report was approved by the Board of Directors.
 - d. Action Item: The Board will determine if it wishes to approve PCA's Minor Modification Request to allow preference for military connected youth.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Adrian Peoples

- iii. The motion to approve PCA's Minor Modification Request to allow preference for military connected youth was approved by the Board of Directors.
 - e. Action Item: The Board will determine if it wishes to approve the revisions to the Finger-Print Based Criminal History Record Information Policy.
 - i. Motion to approve made: Chuck Mosher
 - ii. Second motion to approve made by Elizabeth Colombo-Kutch
 - iii. The motion to approve the revisions to the Finger-Print Based Criminal History Record Information Policy was approved by the Board of Directors.
 - f. Action Item: The Board will determine if it wishes to approve the PCA Leadership Proposal for one month
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iii. The motion to approve the PCA Leadership Proposal for one month was approved by the Board of Directors.
 - g. Action Item: The Board will determine if it wishes to approve the following PCBT trips and associated costs. These are funded through PCBT's tuition based program.
 - i. Regional Dance America / Northeast Festival from April 24th to April 25, 2025 in Scranton, PA.
 - ii. Youth Dance Fest from March 21st to March 23rd, 2025 in Philadelphia, PA
 - iii. Motion to approve made by: Adrian Peoples
 - iv. Second motion to approve made by: Chuck Mosher
 - v. The motion to approve the PCBT trips and associated costs, as listed in action item g, was approved by the Board of Directors.
 - h. Action Item: The Board will determine if it wishes to approve the purchase of school assessment materials, not to exceed \$10,000.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the purchase of school assessment materials, not to exceed \$10,000 was approved by the Board of Directors.
- 9. **Old Business:** None
- 10. **Adjournment:** February 24th, 2025 – Virtual.
 - 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. § 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.