

Providence Creek Academy Charter School
Board of Directors Monthly Meeting
January 30th, 2023
6:00 P.M.
PCA Library

Board Members Present:

Lisa Moore
Adrian Peoples
Chuck Mosher
Lisa English
Amy Wharry
Elizabeth Colombo Kutch
Melissa Rhoads

Others Present:

Denise Stouffer
Rachael Straightiff

Regular Meeting 6:00 P.M.

1. **Call to Order**
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. **Presentation** – Commonwealth Construction with Bill Booth (*tabled until February 2023 Board Meeting*)
5. **Approval of the December 19th, 2022 Board Meeting Minutes**
 - a. Motion to approve made by: Chuck Mosher
 - b. Second motion to approve made by: Elizabeth Colombo Kutch
 - c. Abstain: Melissa Rhoads
 - d. The motion to approve the December 19th, 2022 Board Meeting Minutes was approved by the Board of Directors.
6. **Board Committee Reports:**
 - a. CBOC Committee
 - i. The school has received 94.43% of its funding as of December 31st, 2022
Expansion Committee
 - ii. The following appropriations were added to revenue and are shown as unallocated in expenditures
 1. State – 4 Hour Driver Training (05109) for \$1,101.84
 2. State Certified Training (05318) for \$2,214

3. Technology Block Grant (05235) decreased to \$15,392 due to state funding adjustments.
 4. Local District Carryover (98000) increased by \$96,177.82 since last month. However, Local District Carryover has had an overall decrease of \$287,870.54 since July of this fiscal year.
- iii. Expenditures:
1. PCA is 50% into the school year and overall expenditures are at 36.86% which is approximately 13.14% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 45.08% which is 4.92% under the actual percentage.
 2. Last month PCA's expenditures were at 30.81%, which was 10.85% under the actual percentage, including unallocated. If the capital expenditures and unallocated funds were removed, PCA's overall expenditures as of last month were 37.74%, which is 3.92% under the actual percentage.
 3. In the Transportation Department, expenditures are currently at 38.02%, which is 11.98% under the actual percentage for this month in the Charter Transportation (05177) budget.
- iv. The following accounts were noted due to shifts in the Transportation Department's budget
1. Instructional Supplies (56150) was added to the budget for \$2,000.
 2. Equipment & Maintenance Supplies (56210) was decreased by \$2,000.
 3. Equipment Supplies & Maintenance Materials (56211) was added to the budget for \$8,000.
- v. In the Cafeteria Department, expenditures are currently at 45.96%, which is 4.04% under the actual percentage for this month.
1. The Cafeteria Department currently has a projected surplus of \$40,817.91.
 2. The following accounts were noted due to shifts in the Cafeteria Department's budget –
 3. Administrators (56155) was increased by \$12,178.15 due to disciplinary issues in the café causing additional support from school administrators.
 4. Computer Supplies (55052/55073) increased by \$1,800.
- vi. The following accounts were noted during the meeting due to shifts in the budget –
1. Vacation Payout (51008) was added to the budget for \$2,803. This is due to an employee retiring as of January 1, 2023. The expense will be shown on next month's CBOC report and PCA will be reimbursed by the State of Delaware for this amount.
 2. Sick Leave Payout (51009) was added to the budget for \$4,871. This is due to an employee retiring as of January 1, 2023. The expense will be shown on next month's CBOC report and PCA will be reimbursed by the State of Delaware for this amount.

3. Administrators (51155/51168/51169) decreased by \$12,178.15 due to this budget shifting to the Cafeteria Department.
 4. Computer Services (55052/55073) decreased by \$15,000.
 5. Insurance (55452) increased by \$5,000.
 6. Water/Sewer (55200) decreased by \$19,249.
 7. Electric (55205) increased by \$29,467.44.
 8. Natural Gas (55206) decreased by \$3,718.44.
 9. Loan – Principal Payment (55629) increased by \$93,607.90.
 10. Loan – Interest Payment (55630) decreased by \$18,324.13.
 11. Clothing & Linens (56120) decreased by \$5,000.
 12. Custodial Supplies (56141) increased by \$11,000.
- vii. The PNC Bank Statements were reviewed for this month. The checks that were discussed last month were deposited. The first check was for \$500 to PCA's general account. The second check was for \$38.40 for a ballet fundraiser which will be reimbursed from ballet to petty cash.
- viii. PCard Reconciliation was reviewed for this month.
- ix. PCA provided an update on the Expansion Project. If PCA wishes to move forward with the bond re-financing, PCA will have to decide in March to update the bonds for June. Additionally, there plans to be a presentation and updated budget for the Expansion Project by CCC at February's Board of Directors meeting. Lastly, PCA proposes the purchase of an Energy Recovery Ventilator at January's Board of Directors meeting as there is a six-month supply chain delay.
- b. Expansion Committee:
- i. PCA has received approval from DelDOT and FSMA for the expansion project. Approval is in the initial phase and final approval is expected in February 2023.
 - ii. PNC bond scenarios continue to be evaluated by PCA.

7. Reports:

- a. Head of School Report
 - i. Highlights of SY 2021/2022 Annual Report
 1. PCA opened its doors to all in person instruction for students (no hybrid or virtual instruction), and school remained open for the entirety of SY 2021/2022
 2. Art Therapy and Animal Therapy were piloted to support students
 3. A technology coach was added.
 4. Academics was measured by overall proficiency only. No growth metrics, attendance metrics or roll up metrics were used.
 5. PCA is 8th in the state for ELA Proficiency, 8th in the state for Math Proficiency, 8th in the state for Social Studies, and 21st in the state for Science
 6. SY 21/22 re-nrollment dropped from 94% to 87% due to many families moving out of state

7. SY 21/22 teacher retention rate was at 76%, as similarly seen across the state due to effects of the Covid pandemic.
 8. Financial Performance metrics were met in all categories.
 9. Organization Performance metrics were met in all categories.
- ii. Athletics Policy for Discussion
 1. At time of meeting, no responses have been submitted for discussion.
 - iii. STAR testing is occurring this month with a data presentation planned for March.
 - iv. PLC's are going strong in all core subject areas
 - v. The January 23rd, 2023 PD for teachers included presenters from the state for Fine Arts and teaching history through Fine Arts, SAVAS social studies curriculum, and Purple Star.
 - vi. PCA's Purple Star Application was submitted
 - vii. The Disproportionate Representation in Special Education was approved by DOE.
 - viii. Mrs. Stouffer led the Staff Appreciation Choo Train in January.
 - ix. PCA has organized a school wide fundraiser for Grass Roots Rescue. Activities include a Puppy Kissing Booth and Dance-A-Thon.
 - x. Amendment for Guaranteed Maximum Price for Expansion – Old Business Action Item B to be tabled
 - xi. Masten Electric Quote for Gym Lights at \$5,900 (action item D)
 - xii. Energy Recovery Ventilators total to updated to reflect 1 unit, not to exceed \$4,000.
 - xiii. Summer Camp Trip to Camden Aquarium in Camden, NJ on August 2, 2023 (action item F)
 - xiv. Additional First Grade Teacher Position (action item G)
 - xv. Spring Girls' Soccer Program and Position (action item H)
 1. PCA students have expressed more interest in a soccer program versus a lacrosse program.
8. **Executive Session:** Pursuant to 29 Del. C. § 10004(b) (1), (2), and (6) 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: Melissa Rhoads
 - b. Second motion made by: Adrian Peoples
 - c. The motion to enter Executive Session was approved by the Board of Directors.
 - d. Motion to come out of Executive Session made by: Adrian Peoples

- e. Second motion made by: Elizabeth Colombo Kutch
- f. The motion to come out of Executive Session was approved by the Board of Directors.

9. New Business:

- a. Action Item: The Board will determine if it wishes to approve the re-appointment of Chuck Mosher as a Board of Directors Member.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. Abstain: Chuck Mosher
 - iv. The motion to approve the re-appointment of Chuck Mosher as a Board of Directors Members.
- b. Action Item: The Board will determine if it wishes to approve the SY2022/2023 December Budget.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the SY2022/2023 December Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the DOE Monthly December 2022 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 DOE Monthly December 2022 Budget was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the Masten Electric Quote for \$5,900 to replace the gym lights.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the Masten Electric Quote for \$5,900 to replace the gym lights was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the purchase of seven (7) Energy Recovery Ventilator unit not to exceed \$27,000.
 - i. Updated to reflect 1 unit not to exceed \$4,000.
 - ii. Motion to approve made by: Adrian Peoples
 - iii. Second motion to approve made by: Melissa Rhoads
 - iv. The motion to approve the purchase of one Energy Recovery Ventilator unit not to exceed \$4,000 was approved by the Board of Directors.

- f. Action Item: The Board will determine if it wishes to approve the summer camp field trip to the Camden Aquarium in Camden, New Jersey on August 2, 2023.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the summer camp field trip to the Camden Aquarium in Camden, New Jersey on August 2, 2023 was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the additional First Grade Teacher position for SY23/24.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the additional First Grade Teacher position for Sy23/24 was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the Spring Girls' Soccer Coach position. This is an EPER position.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the Spring Girls' Soccer position as an EPER position, was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the hire of Jamal Patterson as the Spring Girls' Soccer Coach. This is an EPER position.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the hire of Jamal Patterson as the Spring Girls' Soccer Coach as an EPER position, was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the hire of Mark Rosenwald as the Baseball Coach. This is an EPER position.
 - 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 Mark Rosenwald as the Baseball Coach as an EPER position, was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the hire of Jaclynn Ivry as the Softball Coach. This is an EPER position.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the hire of Jaclynn Ivry as the Softball Coach as an EPER position was approved by the Board of Directors.

- l. Action Item: The Board will determine if it wishes to approve the hire of Marisol Jordan as the Volleyball Coach. This is an EPER position.
 - 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 Marisol Jordan as the Volleyball Coach as an EPER position was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the hire of Kristen Black as the Theater Arts Teacher starting in SY23/24.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Lisa English
 - iii. The motion to approve the hire of Kristen Black as the Theater Arts Teacher
 - iv. The motion to approve the hire of Kristen Black as the Theater Arts Teacher starting in SY 23/24 was approved by the Board of Directors.
- n. Action Item: The Board will determine if it wishes to approve the hire of a 4th Grade Teacher. (action item tabled)
- o. Action Item: The Board will determine if it wishes to approve the resignation of Tracey Hennessy.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the resignation of Tracey Hennessy was approved by the Board of Directors.
- p. Action Item: The Board will determine if it wishes to approve the resignation of Ashlynn Tressler.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the resignation of Ashlynn Tressler was approved by the Board of Directors.
- q. Action Item: The Board will determine if it wishes to approve the termination of Charles (Chuck) Harris.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the termination of Charles (Chuck) Harris was approved by the Board of Directors.

10. Old Business:

- a. Action Item: The Board will determine if it wishes to approve the Annual Report for SY21/22.
 - i. Motion to approve made by: Chuck Mosher

- ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the Annual Report for SY 21/22 was approved by the Board of Directors.
 - b. Action Item: The Board will determine if it wishes to approve the amendment for the guaranteed maximum price based on the budget created on multiple quotes presented by CCC for the Expansion Project. (*action item tabled*)
11. **Adjournment:** Next Board Meeting – February 27th, 2023 – live
- a. Motion to adjourn made by: Adrian Peoples
 - b. Second motion to adjourn made by: Elizabeth Colombo Kutch
 - 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.