

**Providence Creek Academy Charter School
Board of Directors Monthly / Annual Meeting
July 29th, 2024
6:00 P.M.
PCA Business Office
Conference Call: (513) 386-0000
Access Code: 290054**

Board Members in Attendance: Lisa Moore, Chuck Mosher, Lisa English, Joe Rogerson, Melissa Rhoads, Amy Wharry

Others in Attendance: Denise Stouffer, Rachael Straightiff

Annual Meeting 6:00 P.M.

1. Call to Order

- a. Meeting called to order at 6:03 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. Board of Directors Organization and Appointment:

- a. Re-organization of the Board of Directors

- b. President

- i. Nomination of Lisa Moore made by Melissa Rhoads
- ii. Motion to approve Lisa Moore made by Melissa Rhoads
- iii. Second motion made by Chuck Mosher
- iv. Motion to approve Lisa Moore as President approved by the Board of Directors

- c. Vice President

- i. Nomination of Adrian Peoples made by Chuck Mosher
- ii. Motion and approval of Adrian Peoples as Vice President approved by the Board of Directors.

- d. Treasurer

- i. Nomination of Chuck Mosher made by Lisa Moore
- ii. Motion and approval of Chuck Mosher as Treasurer approved by the Board of Directors

- e. Secretary

- i. Nomination of Lisa English made by Lisa Moore
- ii. Motion and approval of Lisa English as Secretary approved by the Board of Directors

- f. Teacher Member

- i. Nomination of Lisa English made by Lisa Moore
- ii. Motion and approval of Lisa English as Teacher Member approved by the Board of Directors
- iii. Abstained: Lisa English

- g. Parent Member

- i. Nomination of Joe Rogerson made by Melissa Rhoads
- ii. Motion and approval of Joe Rogerson as Parent Member approved by the Board of Directors

- iii. Abstained: Joe Rogerson
- h. Emeritus Member
 - i. Nomination of Amy Wharry made by Lisa Moore
 - ii. Motion and approval of Amy Wharry as Emeritus Member approved by the Board of Directors
- 5. **Approval of the June 24th, 2024 Board Meeting Minutes**
 - a. Motion to approve made by: Melissa Rhoads
 - b. Second motion to approve made by: Chuck Mosher
 - c. The motion to approve the June 24th, 2024 Board Meeting Minutes was approved by the Board of Directors
 - d. Abstained: Lisa English
- 6. **Board Committee Reports:**
 - a. CBOC Committee
 - i. Presentation by Brandon Paris
 - 1. *Expansion Budget Review: Initial Projections vs. Updated Projections*
 - ii. PCA received slightly over 100% of the projected revenue for FY24.
 - iii. PCA is 100% in the fiscal year and overall expenditures are at 99.30% which is approximately 0.70% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 99.19% which is 0.81% under the actual percentage.
 - iv. Last month PCA's expenditures were at 86.36%, which was 5.30% under the actual percentage, including unallocated. If the capital expenditures and unallocated funds were removed, PCA's overall expenditures as of last month were 85.06%, which is 6.60% under the actual percentage.
 - v. In the Transportation Department, expenditures are currently at 94.76%, which is 5.24% under the actual percentage for this month in the Charter Transportation (05177) budget.
 - vi. In the Cafeteria Department, expenditure is currently at 98.03%, which is 1.97% under the actual percentage for this month.
 - vii. PCA made the following payments at the end of FY24:
 - 1. USDA payment
 - 2. Masten lights
 - 3. Flooring in front and back office
 - 4. Subscription
 - 5. Scholastic
 - 6. Eureka
 - viii. The PNC Bank Statements were reviewed for this month.
 - ix. PCard Reconciliation was reviewed for this month.
 - x. PCA Local Funds finished at approximately \$2.28 million which is above the anticipated ending local fund balance of \$1.5 million following the expansion project.
 - b. Expansion Committee
 - i. Closeout documents are available for review.
 - c. Oversight Committee
 - i. Melissa Rhoads and Lisa Moore met with Mrs. Stouffer last week. They toured the new classrooms and ensured that the rooms are safely set up and items are

stored properly. They also discussed the continued review of policies and plans for the Oversight committee's future meetings.

7. Reports:

a. Head of School Report

- i. PCA was awarded the CSP grant. These grant funds will be used for decodable readers, professional development for teachers on Eureka 2.0 as well as professional development for its leadership team.
- ii. Mrs. Stouffer spoke at Nemours Childrens Hospital to speak on Delaware schools and its work with military connected families.
- iii. Public Meeting calendar will be voted on in New Business.
- iv. Contract renewals include: Jungle Gym Therapy (Occupational Therapy), Diamond Computer (IT services), Jody Williams (school psychologist)
- v. Grading Policy was reposted for public comment regarding special subjects in grades K-3 to move to O/S/N/U beginning SY24/25.
- vi. Attendance Policy and Truancy Policy was reviewed by PCA's attorney with minor language changes.
- vii. Title IX Policy is moving forward and will be posted soon
- viii. Snow Painting has provided quotes for painting the lower and upper atriums
- ix. The reinstall of the LED wall has begun.
- x. Quotes for school copiers have been submitted for approval.
- xi. Additional action items up for approval include:
 1. Reading ESY Grant
 2. Opportunity Fund Application
 3. Consolidated Grant Application

8. 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.*

- a. Motion to enter Executive Session made by: Chuck Mosher
- b. Second motion to enter Executive Session made by: Elizabeth Colombo Kutch
- c. The motion to enter Executive Session was approved by the Board of Directors
- d. Motion to exit Executive Session made by: Joe Rogerson
- e. Second motion to exit Executive Session made by: Chuck Mosher
- f. The motion to exit Executive Session made by was approved by the Board of Directors

9. New Business:

- a. Action Item: The Board will determine if it wishes to approve the SY2023/2024 June Budget.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the SY2023/2024 June Budget was approved by the Board of Directors
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly June 2024 Budget.
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch

- iii. The motion to approve the DOE Monthly June 2024 Budget was approved by the Board of Directors
- c. Action Item: The Board will determine if it wishes to approve the FY25 Public Meeting Calendar.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the FY25 Public Meeting Calendar was approved by the Board of Directors
- d. Action Item: The Board will determine if it wishes to create a committee to complete the evaluation for the Head of School.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve a committee to complete the evaluation for the Head of School was approved by the Board of Directors
 - iv. Motion to approve Adrian Peoples as the Chair of the Evaluation Committee made by: Melissa Rhoads
 - v. Second motion to approve made by: Chuck Mosher
 - vi. The motion to approve Adrian Peoples as the Chair of the Evaluation Committee was approved by the Board of Directors
- e. Action Item: The Board will determine if it wishes to approve the Jungle Gym Contract for FY2025.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the Jungle Gym Contract for FY2025 was approved by the Board of Directors
- f. Action Item: The Board will determine if it wishes to approve the Diamond Computer Contract for FY2025.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the Diamond Computer Contract for FY2025 was approved by the Board of Directors
- g. Action Item: The Board will determine if it wishes to approve the contract with Jody Williams for FY2025.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Lisa English
 - iii. The motion to approve the contract with Jody Williams for FY2025 was approved by the Board of Directors
- h. Action Item: The Board will determine if it wishes to approve the Grading Policy revisions.
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the Grading Policy revisions was approved by the Board of Directors

- i. Action Item: The Board will determine if it wishes to approve the Attendance Policy revisions.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the Attendance Policy was approved by the Board of Directors
- j. Action Item: The Board will determine if it wishes to approve the Truancy Policy revisions.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the Truancy Policy revisions was approved by the Board of Directors
- k. Action Item: The Board will determine if it wishes to approve the Title IX Policy.
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Lisa English
 - iii. The motion to approve the Truancy Policy revisions was approved the Board of Directors
- l. Action Item: The Board will determine if it wishes to approve the Snow Painting Quotes for the Lower Atrium and Upper School Atrium for \$2,750 and \$5,630 respectively.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the Snow Painting Quotes for Lower Atrium and Upper School Atrium for \$2,750 and \$5,630 respectively was approved by the Board of Directors
- m. Action Item: The Board will determine if it wishes to formalize the previous Board of Directors approval to remove and re-install the LED Wall not to exceed \$16,500.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to formalize the previous Board of Directors approval to remove and reinstall the LED wall, not to exceed \$16,500 was approved by the Board of Directors
- n. Action Item: The Board will determine if it wishes to approve the recommended copier lease agreement.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the recommended copier lease agreement was approved by the Board of Directors
- o. Action Item: The Board will determine if it wishes to approve the Reading-Based Extended School Year Services Grant FY25 and associated expenditures pending its approval.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Lisa English

- iii. The motion to approve the Reading-Based Extended School Year Services Grant FY25 and associated expenditures pending its approval was approved by the Board of Directors
- p. Action Item: The Board will determine if it wishes to approve the Opportunity Fund Application FY25. This grant was previously approved as part of the FY25 Preliminary Budget but is provided as a separate action item for additional clarity.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the Opportunity Fund Application FY25 was approved by the Board of Directors
- q. Action Item: The Board will determine if it wishes to approve the Consolidated Grant Application. This grant was previously approved as part of the FY25 Preliminary Budget but is provided as a separate action item for additional clarity.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the Consolidated Grant Application was approved by the Board of Directors
- r. Action Item: The Board will determine if it wishes to approve the PCBT Administrative Assistant position. This position is funded solely by PCBT as a tuition-based program subject to enrollment.
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the PCBT Administrative Assistant position was approved by the Board of Directors
- s. Action Item: The Board will determine if it wishes to approve the hire of:
 - i. Victoria Torres as a paraprofessional.
 - ii. Kristen Gillenwater as a paraprofessional.
 - iii. Charlene Bell as the aquatic caretaker.
 - iv. Motion to approve made by: Joe Rogerson
 - v. Second motion to approve made by: Elizabeth Colombo Kutch
 - vi. The motion to approve the hires listed in action item s was approved by the Board of Directors

10. Old Business:

- a. Action Item: The Board will determine if it wishes to approve the following policies:
 - i. Sick Leave Policy for 10 Month Employees
 - ii. Sick Leave Policy for 11 Month Employees
 - iii. Sick Leave Policy for 12 Month Employees
 - iv. Motion to approve made by: Chuck Mosher
 - v. Second motion to approve made by: Elizabeth Colombo Kutch
 - vi. The motion to approve the policies listed in action item 10a was approved by the Board of Directors

11. Adjournment: Tuesday, August 27th, 2024 at 6:00 pm

- a. Motion to adjourn made by: Joe Rogerson
- b. Second motion to adjourn made by: Chuck Mosher

- c. The motion to adjourn was approved by the Board of Directors.
- d. Meeting adjourned at 7:39 pm

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.