

**Providence Creek Academy Charter School**

**Board of Directors Monthly Meeting**

**July 31<sup>st</sup>, 2023**

**6:00 P.M.**

**PCA Business Office**

**Conference Call: (513) 386-0000**

**Access Code: 290054**

**Board Members in Attendance:**

Lisa Moore – President  
Adrian Peoples – Vice President  
Chuck Mosher – Treasurer  
Lisa English – Secretary  
Joe Rogerson  
Melissa Rhoads  
Elizabeth Colombo-Kutch  
Amy Wharry

**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 6:04 p.m.

**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. Second Nomination made by: Adrian Peoples
  - iii. Motion to nominate and approve Lisa Moore as President was approved by the Board of Directors
- c. Vice President
  - i. Nomination of Adrian Peoples made by Lisa English
  - ii. Second nomination made by Chuck Mosher
  - iii. The motion to nominate and approve Adrian Peoples as Vice President was approved by the Board of Directors.
- d. Treasurer
  - i. Nomination of Chuck Mosher made by Adrian Peoples
  - ii. Second Nomination made by Joe Rogerson
  - iii. The motion to nominate and approve Chuck Mosher as the Treasurer was approved by the Board of Directors.
- e. Secretary/Teacher Board Member

- i. Nomination of Lisa English made by Elizabeth Colombo-Kutch
  - ii. Second Nomination made by Adrian Peoples
  - iii. The motion to nominate and approve Lisa English as Secretary/Teacher Board Member was approved by the Board of Directors.
- f. Parent Board Member
  - i. Nomination of Joe Rogerson made by Chuck Mosher
  - ii. Second nomination made Adrian Peoples
  - iii. The motion to approve Joe Rogerson as the Parent Board Member was approved by the Board of Directors.

**5. Approval of the June 26<sup>th</sup>, 2023 Board Meeting Minutes**

- a. Motion to approve made by: Melissa Rhoads
- b. Second motion to approve made by: Adrian Peoples
- c. The motion to approve the June 26<sup>th</sup>, 2023 Board Meeting Minutes was approved by the Board of Directors.

**6. Board Committee Reports:**

- a. CBOC Committee
  - i. The school has received 100.02% of its funding as of June 30<sup>th</sup>, 2023.
  - ii. Local Interest Funds increased to \$38,544.92.
  - iii. Local Carryover continues to remain at \$0 with a surplus of \$617,382.45.
  - iv. PCA is 100% into the fiscal year and overall expenditures are at 97.44%
  - v. As part of the final CBOC Report for FY23, PCA reviewed final adjustments to accounts due to expenditures. As part of this review, the CBOC Committee discussed the additional tracking for account shifts over \$1,000 that has been in place for numerous year. The CBOC Committee is currently discussing amending this threshold based on the school's current budget and the Head of School's spending threshold.
  - vi. In the Transportation Department, expenditures are currently at 99.45%,
  - vii. In the Cafeteria Department, expenditure are currently at 99.70%
  - viii. The PNC Bank Statements were reviewed for this month.
  - ix. PCard Reconciliation was reviewed for this month.
  - x. Upon Board Approval, a certified check in the amount of \$45,856 was issued to DelDot for PCA's paving project. The money will be returned pending completion of the project.
- b. Expansion Committee
  - i. Change order for new computer lab is coming to board
  - ii. The new turn lane project is beginning soon.
  - iii. Pictures of current progress of the Expansion were shared by Mrs. Stouffer with the Board of Directors.

- iv. A new custodial unit should be available given the Expansion

**7. Reports:**

a. Head of School Report

- i. Summer Camp was very successful this year. Summer Camp concludes on August 4<sup>th</sup>.
- ii. Smarter Balanced data is in the process of being released. Growth data should be available August 1<sup>st</sup>.
- iii. PCA was awarded a low-income grant for approximately \$23,000.
- iv. PCA was awarded a grant for water health.
- v. Mrs. Stouffer is asking the Board to move the August Board meeting from Thursday, August 24<sup>th</sup> to Thursday, August 31<sup>st</sup> virtually at 6:00 pm.
- vi. The PCA Faculty Handbook and Student Code of Conduct have been updated and are up for Board Approval.
- vii. Feedback was solicited from families and stakeholders regarding the revised Grading and Retention Policy. Mrs. Stouffer would like to continue seeking feedback to gain more information. Mrs. Stouffer is recommending that PCA applied the new grading scale to kindergarten specials subjects only.
- viii. PCA has updated its organizational chart.
- ix. PCA is looking into new carpeting for building entrances, not to exceed \$10,000.
- x. PCA is looking for a PCard limit increase to \$30,000, as spending at the beginning of the school year increases.
- xi. Contracting services for therapy and contract services have been provided for SY 23/24.

**8. 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: Elizabeth Colombo-Kutch
- b. Second motion to enter Executive Session 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 to come out of Executive Session 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 SY2022/2023 June 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 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 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 June 2023 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the revision for the Public Meeting Calendar for FY24.
  - i. Motion to approve made by: Chuck Mosher
  - ii. Second motion to approve made by: Adrian Peoples
  - iii. The motion to approve the revision for the Public Meeting Calendar for FY24 was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the PCA Faculty Handbook pending final review of PCA's lawyers.
  - i. Motion to approve made by: Chuck Mosher
  - ii. Second motion to approve made by: Elizabeth Colombo Kutch
  - iii. The motion to approve the PCA Faculty Handbook pending final review of PCA's lawyers was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the Student Code of Conduct.
  - i. Motion to approve made by: Joe Rogerson
  - ii. Second motion to approve made by: Melissa Rhoads
  - iii. The motion to approve the Student Code of Conduct was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the revision to the Grading Policy as discussed.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Chuck Mosher

- iii. The motion to approve the revision to the Grading Policy was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the revision to the Wellness Policy.
  - i. Motion to approve made by: Joe Rogerson
  - ii. Second motion to approve made by: Adrian Peoples
  - iii. The motion to approve the revision to the Wellness Policy was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the revised PCA Organizational Chart.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
  - iii. The motion to approve the revised PCA Organizational Chart was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the change order for the Upper School Computer Science Lab Cabinetry not to exceed \$15,000.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Joe Rogerson
  - iii. The motion to approve the change order for the Upper School Computer Science Lab Cabinetry not to exceed \$15,000 was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the purchase of carpets for the entrance of each building, not to exceed \$10,000.
  - i. Motion to approve made by: Chuck Mosher
  - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
  - iii. The motion to approve the purchase of carpets for the entrance of each building, not to exceed \$10,000 was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the temporary increase of the PCA PCard to \$30,000 until December 31<sup>st</sup>, 2023. This temporary increase is due to the CSP Expansion Grant.
  - i. Motion to approve made by: Joe Rogerson
  - ii. Second motion to approve made by: Adrian Peoples
  - iii. The motion to approve the temporary increase of the PCA PCard to \$30,000 until December 31<sup>st</sup>, 2023 was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to approve the Jungle Gym Contract for FY2024.

- i. Motion to approve made by: Chuck Mosher
  - ii. Second motion to approve made by: Joe Rogerson
  - iii. The motion to approve the Jungle Gym Contract for FY2024 was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the Central Delaware Speech Contract for FY24.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Joe Rogerson
  - iii. The motion to approve the Central Delaware Speech Contract for FY24 was approved by the Board of Directors.
- n. Action Item: The Board will determine if it wishes to approve the contract with Jody Williams for FY24.
  - i. Motion to approve made by: Elizabeth Colombo-Kutch
  - ii. Second motion to approve made by: Joe Rogerson
  - iii. The motion to approve the contract for Jody Williams for FY24 was approved by the Board of Directors.
- o. Action Item: The Board will determine if it wishes to approve the Consolidated Grant Application for FY24. This grant was previously approved as part of the FY24 Preliminary Budget but is provided as a separate action item for additional clarity.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
  - iii. The motion to approve the Consolidated Grant Application for FY24 was approved by the Board of Directors.
- p. Action Item: The Board will determine if it wishes to approve the Opportunity Fund Application for FY24. This grant was previously approved as part of the FY24 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: Chuck Mosher
  - iii. The motion to approve the Opportunity Fund Application for FY24 was approved by the Board of Directors.
- q. Action Item: The Board will determine if it wishes to approve the Odyssey of the Mind EPER for \$5,000.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Melissa Rhoads

- iii. The motion to approve the Odyssey of the Mind EPER for \$5,000 was approved by the Board of Directors.
- r. Action Item: The Board will determine if it wishes to approve the hire of Jen Wursta as the 5<sup>th</sup> Grade ELA Teacher and Odyssey of the Mind EPER.
  - i. Motion to approve made by: Elizabeth Colombo-Kutch
  - ii. Second motion to approve made by: Joe Rogerson
  - iii. The motion to approve the hire of Jen Wursta as the 5<sup>th</sup> Grade ELA Teacher and Odyssey of the Mind EPER was approved by the Board of Directors.
- s. Action Item: The Board will determine if it wishes to approve the resignation of Michelle Ruiz.
  - 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 Michelle Ruiz was approved by the Board of Directors.
- t. Action Item: The Board will determine if it wishes to approve the hire of a kindergarten teacher. (action item tabled)
- u. Action Item: The Board will determine if it wishes to approve the resignation of Carla Owens (Tharp).
  - i. Motion to approve made by: Joe Rogerson
  - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
  - iii. The motion to approve the resignation of Carla Owens (Tharp) was approved by the Board of Directors.
- v. Action Item: The Board will determine if it wishes to approve the hire of a special education teacher. (action item tabled)
- w. Action Item: The Board will determine if it wishes to approve the hire of Jackie Ivry as the Athletic Director
  - i. Motion to approve made by: Elizabeth Colombo-Kutch
  - ii. Second motion to approve made by: Adrian Peoples
  - iii. The motion to approve the hire of Jackie Ivry as the Athletic Director was approved by the Board of Directors.
- x. Action Item: The Board will determine if it wishes to approve the resignation of April Weaver.
  - i. Motion to approve made by: Elizabeth Colombo-Kutch
  - ii. Second motion to approve made by: Chuck Mosher
  - iii. The motion to approve the resignation of April Weaver was approved by the Board of Directors.

- y. Action Item: The Board will determine if it wishes to approve the hire of Nicole Cooper as administrative assistant.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Joe Rogerson
  - iii. The motion to approve the hire of an administrative assistant was approved by the Board of Directors.
- z. Action Item: The Board will determine if it wishes to approve the resignation of Caitlynn Mitchell.
  - i. Motion to approve made by: Joe Rogerson
  - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
  - iii. The motion to approve the resignation of Caitlynn Mitchell was approved by the Board of Directors.
- aa. Action Item: The Board will determine if it wishes to approve the hire of Charlene Bell as the 7<sup>th</sup>/8<sup>th</sup> Grade Science Teacher.
  - i. Motion to approve made by: Elizabeth Colombo-Kutch
  - ii. Second motion to approve made by: Adrian Peoples
  - iii. The motion to approve the hire of Charlene Bell as the 7<sup>th</sup>/8<sup>th</sup> Grade Science Teacher was approved by the Board of Directors.
- bb. Action Item: The Board will determine if it wishes to approve the resignation of Grace Lusby.
  - i. Motion to approve made by: Joe Rogerson
  - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
  - iii. The motion to approve the resignation of Grace Lusby was approved by the Board of Directors.
- cc. Action Item: The Board will determine if it wishes to approve the hire of a chorus/general music teacher. (*action item tabled*)
- dd. Action Item: The Board will determine if it wishes to approve the resignation of Jennifer Seward.
  - i. Motion to approve made by: Chuck Mosher
  - ii. Second motion to approve made by: Joe Rogerson
  - iii. The motion to approve the resignation of Jennifer Seward was approved by the Board of Directors.
- ee. Action Item: The Board will determine if it wishes to approve the hire of Shauna Brittingham as the dance teacher.
  - i. Motion to approve made by: Joe Rogerson
  - ii. Second motion to approve made by: Elizabeth Colombo Kutch



- iii. The motion to approve the hire of Shauna Brittingham as the dance teacher was approved by the Board of Directors.

**10. Old Business:**

- a. None

**11. Adjournment:** Next Board Meeting – Thursday, August 31<sup>st</sup> at 6:00 pm virtually.

- 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.*