

**Providence Creek Academy Charter School**

**Board of Directors Monthly Meeting**

**March 27<sup>th</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  
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 6:03 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. Approval of the February 27<sup>th</sup>, 2023 Board Meeting Minutes**

- a. Motion to approve made by: Chuck Mosher
- b. Second motion to approve made by: Joe Rogerson
- c. The motion to approve the February 27, 2023 Board Meeting Minutes was approved by the Board of Directors.
- d. Abstain: Melissa Rhoads and Elizabeth Colombo Kutch

**5. Board Committee Reports:**

- a. CBOC Committee
  - i. Revenue: The school has received 95.28% of its funding as of February 28<sup>th</sup>, 2023.
  - ii. Expenditures: PCA is 66.66% into the school year and overall expenditures are at 47.30% which is approximately 19.36% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 57.73% which is 8.93% under the actual percentage.

- iii. Last month PCA's expenditures were at 42.76%, which was 15.57% under the actual percentage, including unallocated. If the capital expenditures and unallocated funds were removed, PCA's overall expenditures as of last month were 52.29%, which is 6.04% under the actual percentage.
- iv. PCA is currently evaluating its Mental Health Funds that are continuing and those that must be expended this fiscal year.
- v. The legal fees that were discussed at the last meeting were reduced by 5% based on PCA's one time payment of the fees in lieu of a payment plan.
- vi. The PNC Bank Statements were reviewed for this month.
- vii. PCard Reconciliation was reviewed for this month.

b. Expansion Committee

- i. The Town of Clayton has granted permission for PCA to begin the permit process for the Expansion Project
- ii. The asphalt quote came in significantly under budget at approximately \$30,000.
- iii. A meeting with PCA's legal team will conduct a final review of the construction contract before final signature occurs.

c. Board Oversight Committee

- i. The Board Oversight Committee met last week to review student referrals stemming from the Code of Conduct.
- ii. The committee was looking for compliance and consistency regarding referrals and found no findings of note.
- iii. The committee also reviewed HR records for compliance and found no findings of note.

6. **Reports:**

a. Head of School Report

- i. Congratulations to the new members of our National Junior Honors Society, all students who were celebrated during Trimester 2 awards ceremonies, and to all members of the softball and baseball teams this spring.
- ii. Professional Learning Communities (PLC's) occur throughout the week for all teachers. PLC's focus on Student Growth. Mrs. Stouffer shared highlights of what each grade level is focusing on during PLC's in Math, ELA, Social Studies and Science.

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: Melissa Rhoads
- b. Second motion made by: Elizabeth Colombo Kutch

- 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: Chuck Mosher
- 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 SY2022/2023 February Budget.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Joe Rogerson
  - iii. The motion to approve the SY2022/2023 February Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly February 2023 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 DOE Monthly February 2023 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the hire of the head summer camp counselors below -
  - i. Ziah Williams
  - ii. Lorelei Gerstemeier
  - iii. Amanda Wiley
  - iv. Justina Guity
  - v. Motion to approve made by: Adrian Peoples
  - vi. Second motion to approve made by: Chuck Mosher
  - vii. The motion to approve the hire of the head summer camp counselors listed in action item c was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the hire of the summer camp counselors below -
  - i. Mark Rosenwald
  - ii. Lionel Rice
  - iii. Chistopher Dillon
  - iv. Erin Zeisloft
  - v. Heather Gregg
  - vi. Benjamin Semark
  - vii. Joshua Boudwin
  - viii. Lydia Elliot
  - ix. Chandler Swalm
  - x. Katrina High

- xi. Alyssa Kenny
  - xii. Joshua Moore
  - xiii. Jessica Colon
  - xiv. Lisa Lutes
  - xv. Hummu Saydee
  - xvi. Melissa Kiser
  - xvii. Motion to approve made by: Elizabeth Colombo Kutch
  - xviii. Second motion to approve made by: Melissa Rhoads
  - xix. The motion to approve the hire of the summer camp counselors listed in action item d was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the hire of the junior summer camp counselors below -
- i. Emily Cole
  - ii. Kaleb Smith
  - iii. Cassidy Watson
  - iv. Corey Williams
  - v. Navian Cooper
  - vi. Andrew Ransome
  - vii. Motion to approve made by: Chuck Mosher
  - viii. Second motion to approve made by: Adrian Peoples
  - ix. The motion to approve the hire of the junior summer camp counselors listed in action item e was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the hire of Caitlin Wright as a Special Education 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 Caitlin Wright as a Special Education Teacher was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the termination of Donald White.
- i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Chuck Mosher
  - iii. The motion to approve the termination of Donald White was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the termination of Lois Emerson.
- i. Motion to approve made by: Elizabeth Colombo Kutch
  - ii. Second motion to approve made by: Joe Rogerson

- iii. The motion to approve the termination of Lois Emerson was approved by the Board of Directors.

**9. Old Business:**

- a. Action Item: The Board will determine if it wishes to approve the purchase of a bus routing system, not to exceed \$65,000. (action item tabled)

**10. Adjournment:** Next Board Meeting – April 24<sup>th</sup>, 2023.

- a. Motion to adjourn made by: Adrian Peoples
- b. Second motion to adjourn made by: Chuck Mosher
- 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.*