

Providence Creek Academy Charter School
Board of Directors Monthly Meeting
May 20th, 2024
5:30 P.M.
PCA Library

Board Members in attendance:

Lisa Moore, Adrian Peoples, Chuck Mosher, Lisa English, Joe Rogerson, Melissa Rhoads, Amy Wharry

Others in attendance: Denise Stouffer, Rachael Straightiff, Jeanine Martin, Brandon Paris, Bill Bentz

Regular Meeting 5:30 P.M.

1. Call to Order

a. Meeting called to order at 5:38 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. Presentations – Preliminary FY25 Budget

a. Bill Bentz, Brandon Paris, Rachael Straightiff, Jeanine Martin

5. 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: Joe Rogerson

b. Second motion to enter Executive Session made by: Chuck Mosher

c. The motion to enter Executive Session was approved by the Board of Directors.

d. Motion to exit Executive Session made by: Melissa Rhoads

e. Second motion to exit Executive Session made by: Joe Rogerson

f. The motion to exit Executive Session was approved by the Board of Directors.

6. Approval of the April 29th, 2024 Board Meeting Minutes

a. Motion to approve made by: Adrian Peoples

b. Second motion to approve made by: Joe Rogerson

c. Abstained: Lisa Moore

d. The motion to approve the April 29th, 2024 Board Meeting Minutes was approved by the Board of Directors.

7. Board Committee Reports:

a. CBOC Committee

i. Substitute Reimbursement increased to \$4,982.48 based on the use for substitutes on qualifying leave.

ii. Local Interest Funds increased to a budget of \$115,000. PCA anticipates exceeding this budget before the end of the fiscal year.

iii. Food Service is approximately \$48,000 below the projected revenue. PCA anticipates that this line may be \$13,000 less than projected based on the reimbursements for food service.

iv. Local Carryover decreased to \$1,257,047.15. Without accounting for expansion-related expenses, PCA would have an approximate surplus of \$304,352.44.

- v. Donations received a deposit for approximately \$23,000. This money was raised by PCA for the Habitat for Humanity fundraiser with 20% remaining with PCA for field day fundraising.
 - vi. PCA is 83.33% into the fiscal year and overall expenditures are at 75.10% which is approximately 8.23% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 75.47% which is 7.86% under the actual percentage.
 - vii. Last month PCA's expenditures were at 68.61%, which was 6.39% under the actual percentage, including unallocated. If the capital expenditures and unallocated funds were removed, PCA's overall expenditures as of last month were 67.80%, which is 7.20% under the actual percentage.
 - viii. In the Transportation Department, expenditures are currently at 74.64%, which is 8.69% under the actual percentage for this month in the Charter Transportation (05177) budget.
 - ix. In the Cafeteria Department, expenditure is currently at 73.87%, which is 9.46% under the actual percentage for this month.
 - x. Cafe shows a deficit of \$10,859.26, which considers a pending federal reimbursement. This is largely due to indirect costs and lack of participation.
 - xi. PCA anticipates paying approximately \$315,000 for USDA note in advance.
 - xii. The PNC Bank Statements were reviewed for this month.
 - xiii. PCard Reconciliation was reviewed for this month.
- b. Expansion Committee
- i. Upper School expansion classrooms are open and are being used.
 - ii. Classroom moves have already started. The majority of classroom moves will occur the last few days of school.
 - iii. DOE donated 30 monitors for new tech lab.

8. Reports:

- a. Head of School Report
 - i. End of Year Activities are occurring with band and choral concerts, sports banquet, 8th grade formal, etc.
 - ii. The new bus tracking system is currently being piloted and bus drivers received training on the new system.
 - iii. The Lieutenant Governor will be visiting PCA for the Health and Wellness initiative. PCA will be hosting the awards ceremony for this initiative.
 - iv. Field Day is on Thursday May 23rd
 - v. Sick Leave Policy for discussion will be posted for an extra month to gain more feedback.

9. New Business:

- a. Action Item: The Board will determine if it wishes to approve the SY2023/2024 April Budget.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the SY2023/2024 April Budget was approved by the Board of Directors.

- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly April 2024 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 April 2024 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the Central Delaware Speech Language Pathology for School Year 2024/2025.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the Central Delaware Speech Language Pathology for School Year 2024/2025 was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to acknowledge the resignation of Ethan Wallace.
 - i. Motion to acknowledge made by: Adrian Peoples
 - ii. Second motion to acknowledge made by: Joe Rogerson
 - iii. The motion to acknowledge the resignation of Ethan Wallace was approved by the Board of Directors.

10. Old Business:

- a. Action Item: The Board will determine if it wishes to approve the FY2025 Preliminary Budget pending the approval of the Governor’s Recommended Budget.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the FY2025 Preliminary Budget pending the approval of the Governor’s Recommended Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the FY2025 proposed pay scales pending the approval of the Governor’s Recommended Budget.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. Abstained: Lisa English
 - iv. The motion to approve the FY2025 proposed pay scales pending the approval of the Governor’s Recommended Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the following substitute hourly rates as of July 1, 2024 -
 - i. Class A: \$23.866667
 - ii. Class B: \$19.066667
 - iii. Class C: \$15.066667
 - iv. Motion to approve made by: Joe Rogerson
 - v. Second motion to approve made by: Melissa Rhoads
 - vi. The motion to approve the substitute hourly rates in “action item c” was approved by the Board of Directors.

11. Adjournment: Next Board Meeting – June 24th, 2024.

- 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.