

**Providence Creek Academy Charter School**

**Board of Directors Monthly Meeting**

**May 22<sup>nd</sup>, 2023**

**6:00 P.M.**

**PCA Library**

**Board Members in Attendance:**

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

**Others Present:**

Denise Stouffer (Head of School)  
Rachael Straightiff

**Regular Meeting 6:00 P.M.**

1. **Call to Order**
  - a. Meeting called to order at 6:01 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 April 24<sup>th</sup>, 2023 Board Meeting Minutes**
  - a. Motion to approve made by: Adrian Peoples
  - b. Second motion to approve made by: Chuck Mosher
  - c. The motion to approve the April 24<sup>th</sup>, 2023 Board Meeting Minutes was approved by the Board of Directors.
5. **Board Committee Reports:**
  - a. CBOC Committee
    - i. The school has received 98% of its funding as of April 30<sup>th</sup>, 2023. The only remaining funds to receive are tuition-based programs, food service for federal reimbursements, and federal funds as this is allocated as it is spent.
    - ii. The following revenue appropriations have increased –
      1. State 27<sup>th</sup> Pay increased for a miscellaneous adjustment to \$143,583.82
      2. Local District Funding increased to \$1,272,360.06.
      3. Interest Funds have increased to \$17,441.12 based on the state's monthly interest rate calculation. PCA has requested further

clarification from the State of Delaware regarding how this is calculated.

4. Local Carryover continues to remain at \$0 with a surplus of \$70,326.19.

iii. Expenditures:

1. PCA is 83.33% into the school year and overall expenditures are at 68.71% which is approximately 14.62% under the actual percentage for this month.
  2. Last month PCA's expenditures were at 61.99%, which was 13.01% under the actual percentage, including unallocated. If the capital expenditures and unallocated funds were removed, PCA's overall expenditures as of last month were 64.93%, which is 10.07% under the actual percentage.
  3. PCA is currently reviewing appropriations that are set to expire on June 30th, 2023. Based on current and planned expenditures, PCA believes that all funds will be spent appropriately.
- iv. In the Transportation Department, expenditures are currently at 59.50%, which is 23.83% under the actual percentage for this month in the Charter Transportation (05177) budget.
- v. In the Cafeteria Department, expenditure is currently at 84.09%, which is 0.76% over the actual percentage for this month.
- vi. The PNC Bank Statements were reviewed for this month.
- vii. PCard Reconciliation was reviewed for this month.

b. Expansion Committee

- i. Fences have been placed around construction sites at lower and upper school.
- ii. Lower school demolition and framing will begin this week. Work impacting student movement within lower school will begin after the school year ends.
- iii. Mrs. Stouffer is asking the Board to approve a \$43,000 expense to paint exterior siding to match new siding.

**6. Reports:**

a. Head of School Report

- i. The sound and light board in the auditorium requires protection. Mrs. Stouffer is asking for Board approval to restructure the sound and lighting board and area, not to exceed \$50,000.
- ii. PCA receives funding for mental health resources. Mrs. Stouffer is recommending hiring a full time counselor in lieu of farm and animal therapy for SY 23/24 using these grant funds.
- iii. State testing is 100% completed.

- iv. 8<sup>th</sup> Grade Formal took place on Friday, May 19, 2023.
  - v. PCA's Art Show is taking place on Monday, May 22<sup>nd</sup>, 2023.
  - vi. Mrs. Stouffer is looking into refinishing the stage floor.
  - vii. There is a proposed revision to the Athletic policy, which separates behavioral eligibility from academic eligibility.
  - viii. PCA held its talent show in April, which was 100% student led.
  - ix. DOE has calculated the Excess Costs for Providence Creek and has found that the LEA meets the requirements. No further action is required from PCA regarding these findings.
  - x. Lead Results have been reported to PCA and no further action was required from DOE. A retest has been requested after the replacement of one faucet in the café.
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: Elizabeth Colombo Kutch
  - 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: Joe Rogerson
  - e. Second motion 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 April 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 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 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 April 2023 Budget was approved by the Board of Directors.

- c. Action Item: The Board will determine if it wishes to approve the COPS Grant should it be approved by the Department of Justice. (*action item stricken*)
- d. Action Item: The Board will determine if it wishes to approve the painting of the existing exterior siding not to exceed \$43,000.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Chuck Mosher
  - iii. The motion to approve the painting of the existing exterior siding not to exceed \$43,000 was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the purchase of 200 student Chromebooks and 20 staff laptops not to exceed \$65,000.
  - i. Motion to approve made by: Joe Rogerson
  - ii. Second motion to approve made by: Chuck Mosher
  - iii. The motion to approve the purchase of 200 student Chromebooks and 20 staff laptops not to exceed \$65,000 was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the purchase of 13 smartboards not to exceed \$50,000.
  - i. Motion to approve made by: Elizabeth Colombo Kutch
  - ii. Second motion to approve made by: Chuck Mosher
  - iii. The motion to approve the purchase of 13 smartboards not to exceed \$50,000 was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the auditorium work for renovating the sound booth not to exceed \$50,000.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Elizabeth Colombo Kutch
  - iii. The motion to approve the auditorium work for renovating the sound booth not to exceed \$50,000 was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the purchase and installation of additional cabinetry/cubies for kindergarten and first grade not to exceed \$99,000. This is funded by the CSP Expansion Grant.
  - i. Motion to approve made by: Chuck Mosher
  - ii. Second motion to approve made by: Adrian Peoples
  - iii. The motion to approve the purchase and installation of additional cabinetry/cubies for kindergarten and first grade not to exceed \$99,000 was approved by the Board of Directors.

- i. Action Item: The Board will determine if it wishes to approve the purchase of microphones and headphones for the auditorium not to exceed \$6,000. This is funded by the CSP Expansion Grant.
  - i. Motion to approve made by: Joe Rogerson
  - ii. Second motion to approve made by: Elizabeth Colombo Kutch
  - iii. The motion to approve the purchase of microphones and headphones for the auditorium not to exceed \$6,000, funded by the CSP Expansion Grant, was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the revision to the Athletic Policy. This is to provide clarity.
  - i. Motion to approve made by: Melissa Rhoads
  - ii. Second motion to approve made by: Adrian Peoples
  - iii. The motion to approve the revision of the Athletic Policy was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the School Counselor position. This position is 100% grant funded.
  - i. Motion to approve made by: Elizabeth Colombo Kutch
  - ii. Second motion to approve made by: Chuck Mosher
- l. Action Item: The Board will determine if it wishes to approve the hire of Amanda Wiley as the 8<sup>th</sup> Grade Math Teacher starting in SY23/24, pending her acceptance and enrollment in ARTC by July 30, 2023.
  - 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 Amanda Wiley as the 8<sup>th</sup> Grade Math Teacher starting in SY23/24, pending her acceptance and enrollment in ARTC by July 30, 2023, was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the hire of Isabelle Davis as a First Grade Teacher.
  - i. Motion to approve made by: Melissa Rhoads
  - ii. Second motion to approve made by: Chuck Mosher
  - iii. The motion to approve the hire of Isabelle Davis as a First Grade Teacher was approved by the Board of Directors.
- n. Action Item: The Board will determine if it wishes to approve the hire of Nicole Cooper as the Assistant Behavior Interventionist Paraprofessional.
  - 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 Nicole Cooper as the Assistant Behavior Interventionist Paraprofessional was approved by the Board of Directors.
- o. Action Item: The Board will determine if it wishes to approve the termination of Michelle Adams.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Elizabeth Colombo Kutch
  - iii. The motion to approve the termination of Michelle Adams was approved by the Board of Directors.
- p. Action Item: The Board will determine if it wishes to approve the resignation of Renee Stubbs as the Dean of Students. Mrs. Stubbs will remain a virtual contractor for PCA on an as needed basis.
  - i. Motion to approve made by: Joe Rogerson
  - ii. Second motion to approve made by: Adrian Peoples
  - iii. The motion to approve the resignation of Renee Stubbs as the Dean of Students was approved by the Board of Directors.
- q. Action Item: The Board will determine if it wishes to approve the resignation of Renita Gorum.
  - i. Motion to approve made by: Elizabeth Colombo Kutch
  - ii. Second motion to approve made by: Joe Rogerson
  - iii. The motion to approve the resignation of Renita Gorum was approved by the Board of Directors.
- r. Action Item: The Board will determine if it wishes to approve the resignation of Marty Russell as a permanent part-time cafeteria worker to transition to a substitute cafeteria worker.
  - i. Motion to approve made by: Melissa Rhoads
  - ii. Second motion to approve made by: Chuck Mosher
  - iii. The motion to approve the resignation of Marty Russell as a permanent part-time cafeteria worker to transition to a substitute cafeteria worker was approved by the Board of Directors.

**9. Old Business:**

- a. None

**10. Adjournment:** Next Board Meeting – June 26<sup>th</sup>, 2023.

- a. Motion to adjourn made by: Adrian Peoples
- b. Second motion to adjourn made by: Melissa Rhoads
- 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.*