

**Providence Creek Academy Charter School**  
**Board of Directors Monthly Meeting**  
**November 25<sup>th</sup>, 2024**  
**6:00 P.M.**  
**PCA Lower School Room 2201**  
**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/Teacher Board Member), Elizabeth Colombo-Kutch, Melissa Rhoads, Joe Rogerson

**Also 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 6:05pm

**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 October 28<sup>th</sup>, 2024 Board Meeting Minutes**

a. Motion to approve made by: Joe Rogerson

b. Second motion to approve made by: Chuck Mosher

c. Abstained: Lisa English and Lisa Moore

d. The motion to approve the October 28<sup>th</sup>, 2024 Board Meeting Minutes was approved by the Board of Directors.

**5. Board Committee Reports:**

a. CBOC Committee

i. Unit Formula (05213) decreased slightly due to a decrease in health insurance.

ii. PCA increased its contingency to \$432,853.12 which is approximately \$205,205.14 above the required contingency amount of \$227,647.98.

iii. PCA has submitted tuition billing for approximately \$96,000 to Kendall Masset with the Delaware Charter School Network. It is important to note that it was agreed that districts would pay only 50% of the actual expenses for intense and complex students which brings the amount to approximately \$48,000.

iv. PCA is 33.33% into the fiscal year and overall expenditures are at 30.43% which is approximately 2.90% under the actual percentage for this month.

v. Last month PCA's expenditures were at 18.80%, which was 6.20% under the actual percentage, including unallocated.

vi. A bus was purchased for less than originally budgeted. PCA is looking at purchasing another bus.

vii. Psychologist (51131) was removed for approximately \$85,000 plus additional OEC costs. While PCA is looking for a psychologist, this has been removed as we have not found one at this time. The contracted line of 55032 was increased by approximately \$113,000 to account for this shift.

viii. In the Transportation Department, expenditures are currently at 30.17%, which is 3.16% under the actual percentage for this month in the Charter Transportation (05177) budget.

- ix. This is a significant increase over the previous month as PCA's new school bus arrived and was paid for which accounted for an expense of \$132,796. PCA is currently gathering quotes to bring to the Board of Directors for the next bus purchase.
  - x. In the Cafeteria Department, expenditure is currently at 19.87%, which is 13.46% under the actual percentage for this month.
  - xi. A payment was made to Wilmington Trust of \$360,687.50 for the December bond payment. With this payment, the principal rate for this bond is now less than \$5 million. Additionally, PCA's total loan amount (bonds and mortgage) is now less than \$10 million for the first time as the USDA principal amount is now \$4.8 million.
  - xii. The PNC Bank Statements were reviewed for this month.
  - xiii. This month's statement showed a deposit and a withdrawal of \$600 as discussed last month. This is Smyrna School District's registration fee for the Saint's Classic Basketball Tournament. The PNC withdrawal for \$600 was shared as part of the PNC Bank Statements. Brandon Paris shared his screen with CBOC in order to share the deposit slip that was signed by him and Jackie Ivry, the Athletic Director, to show that these funds were then deposited for athletics.
  - xiv. PCard Reconciliation was reviewed for this month with no findings of note.
- b. Oversight Committee:
- i. Tour of facilities included areas needed new carpet as well as classroom rugs.
  - ii. Overview of storage needs, particularly in specials subjects areas.

## 6. Reports:

- a. Head of School Report
- i. Thanksgiving Lunch was incredibly successful this year.
  - ii. Fall Sports has ended.
  - iii. Veteran's Day Celebration was hosted by sixth grade and was a successful event.
  - iv. School Choice is underway. PCA currently has 100 kindergarten openings with 83 applications. There are 205 applications total. Mailers for recruitment in the MOT and Clayton area are being delivered.
  - v. Special education population grew to 118 students. PCA is looking to add one more special education teacher and assistant.
  - vi. New business items include:
    - 1. Quotes for bus washing and waxing.
    - 2. Class size waiver has been approved for this school year.
    - 3. Year Long Teacher Residency Grant to be tabled until next month.
    - 4. PCA is seeking to hire a Special Education and Office Assistant to support the Special Education Department.
  - vii. Old business items to include:
    - 1. Bus quotes: There are 3 total bus quotes. PCA is recommending to move forward with the Thomas Bus Quote. This quote includes a guaranteed delivery of September 2025, a more comprehensive warranty, and advancements in security features (360 degree cameras, larger windshield, coated steps to reduce tripping hazards, and lights around the bus)

## 7. 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: Melissa Rhoads
- 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 exit Executive Session made by: Adrian Peoples

- e. Second motion to exit Executive Session made by: Chuck Mosher
- f. The motion to exit 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 SY2024/2025 October Budget.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Elizabeth Colombo Kutch
  - iii. The motion to approve the SY2024/2025 October Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly October 2024 Budget.
  - i. Motion to approve made by: Elizabeth Colombo Kutch
  - ii. Second motion to approve made by: Adrian Peoples
  - iii. The motion to approve the DOE Monthly October 2024 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the school bus washing and waxing quote.
  - i. Motion to approve made by: Chuck Mosher
  - ii. Second motion to approve made by: Joe Rogerson
  - iii. The motion to approve the school bus washing and waxing quote from Damon's Detailing of \$2,736.00 was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the Class Size Waiver.
  - i. Motion to approve made by: Melissa Rhoads
  - ii. Second motion to approve made by: Adrian Peoples
  - iii. The motion to approve the Class Size Waiver was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the Yearlong Teacher Residency Grant Application. (*action item tabled*)
- f. Action Item: The Board will determine if it wishes to approve the Special Education and Office Assistant position.
  - i. Motion to approve made by: Elizabeth Colombo Kutch
  - ii. Second motion to approve made by: Chuck Mosher
  - iii. The motion to approve the Special Education and Office Assistant position was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the hire of:
  - i. Amanda Campbell as a Substitute Teacher.
  - ii. Lauren Scotton as a Substitute Teacher.
  - iii. Subhalakshmi Ashwin Kumar as a Substitute Teacher.
  - iv. Ousmame Seck as a Bus Driver.
  - v. Motion to approve made by: Adrian Peoples
  - vi. Second motion to approve made by: Elizabeth Colombo Kutch
  - vii. The motion to approve the hire of individuals listed in action item g was approved by the Board of Directors.

**9. Old Business:**

- a. Action Item: The Board will determine if it wishes to approve the purchase and installation of a lower school pavilion, not to exceed \$50,000.
  - i. Motion to approve made by: Joe Rogerson
  - ii. Second motion to approve made by: Melissa Rhoads

- iii. The motion to approve the purchase and installation of a lower school pavilion, not to exceed \$50,000, was approved by the Board of Directors.
  - b. Action Item: The Board will determine if it wishes to approve the purchase of a school bus for next school year, not to exceed \$160,000.
    - i. Motion to approve made by: Chuck Mosher
    - ii. Second motion to approve made by: Adrian Peoples
    - iii. The motion to approve the purchase of a school bus for next school year, not to exceed \$160,000.
- 10. **Adjournment:** December 19<sup>th</sup>, 2024 – Virtual.
  - 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.
  - d. Meeting adjourned.

*Note:*

*Pursuant to 29 Del. C. § 10004 e (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.*