

Providence Creek Academy Charter School

Board of Directors Monthly Meeting

November 27th, 2023

6:00 P.M.

PCA Business Office

Conference Call: (513) 386-0000

Access Code: 290054

Board Members Present:

Lisa Moore- President
Adrian Peoples- Vice President
Chuck Mosher- Treasurer
Lisa English- Secretary/Teacher Member
Joe Rogerson
Elizabeth Colombo-Kutch
Amy Wharry

Others Present:

Denise Stouffer – Head of School
Rachael Straightiff

Regular Meeting 6:00 P.M.

1. **Call to Order:** Meeting called to order at 6:02 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 October 30th, 2023 Board Meeting Minutes**
 - a. Motion to approve made by: Chuck Mosher
 - b. Second motion to approve made by: Adrian Peoples
 - c. The motion to approve the October 30th, 2023 Board Meeting Minutes was approved by the Board of Directors.
5. **Board Committee Reports:**
 - a. CBOC Committee
 - i. The school has received 72.65% of its funding as of October 31st, 2023.
 - ii. The Unit Formula was increased to \$6,433,813.00. This will shift over the next few months due to staffing changes and insurance kicking in for new staff members on December 1st.
 - iii. Local Carryover is projected for \$1,787,933.32. PCA has a current budget of \$1,814,458.74 for expansion related expenses, which consumes more than the local district carryover. Without accounting for expansion related expenses, PCA would have an approximate surplus of \$56,525.42.
 - iv. PCA has been in contact with Brook Hughes from the State of Delaware regarding the transportation eligible students showing as 589 instead of

741. Brook clarified that this will be corrected to 741 students before the final regeneration.

- v. PCA has noted that interest income continues to vary greatly each month. PCA has received \$41,727.35 of the \$80,000 estimated budget but will continue to monitor this each month.
- vi. PCA is 33.33% into the fiscal year and overall expenditures are at 32.70% which is approximately 0.63% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 31.09% which is 2.24% under the actual percentage.
- vii. Last month PCA's expenditures were at 22.50%, which was 2.50% under the actual percentage, including unallocated. If the capital expenditures and unallocated funds were removed, PCA's overall expenditures as of last month were 20.69%, which is 4.31% under the actual percentage.
- viii. In the Transportation Department, expenditures are currently at 29.43%, which is 9.87% under the actual percentage for this month in the Charter Transportation (05177) budget.
- ix. In the Cafeteria Department, expenditure is currently at 23.46%, which is 9.87% under the actual percentage for this month.
- x. The PNC Bank Statements were reviewed for this month.
- xi. PCA wrote a check to EZ Pass for \$500 to replenish the EZ Pass account for bus tolls.
- xii. PCard Reconciliation was reviewed for this month.

b. Expansion Committee

- i. PCA was approved by DelDot by the reflective line test for the turn lane.
- ii. During a biweekly construction meeting, it was brought to our attention that a hold that was required for an electrical panel was created, but the electrical panel was not included in the bid package. It was determined that the cost for this electrical panel is \$17,000, which will come out of PCA's contingency funds.
- iii. Mrs. Stouffer has called in a construction consultant to attend the next construction meeting.
- iv. Final "punch list" items are being addressed as the project wraps up. Construction at this time is on schedule to finish by Winter Break.

6. Reports:

a. Head of School Report

- i. Additional clarification by the bus company showed that safety features, which were thought to be included in the Board approved quote from October 2023, are not included in the original quote provided. Mrs. Stouffer is suggesting re-examining quotes.
- ii. Winter sports has started at PCA.

- iii. Winter music concerts are coming up the week before Winter Break.
- iv. FY23 MOE IDEA Compliance results have been received and PCA is compliant in all areas of this report.
- v. The Food Establishment Inspection report is available and the inspectors will be back to address minor issues.
- vi. FY24 Unit Count report is available.
- vii. Mrs. Stouffer is asking the Board to approve the Promoting School Leadership Plan revisions.
- viii. PCA applied for the SSIP Grant and was awarded approximately \$45,000. PCA will use these grant funds to hire an attendance interventionist to work closely with families to reduce attendance and truancy issues. Funds will also be available to utilize Hummingbird Counseling and Consulting to provide services to students and families to reduce attendance and truancy issues.
- ix. PCA has applied for a grant for an outdoor pavilion through Dover Motor Speedway Children's Charities and is awaiting a reply.

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 to enter Executive Session made by: Joe Rogerson
- c. The motion to enter Executive Session was approved by the Board of Directors.
- d. Motion to exit Executive Session made by:
- e. Second motion to exit Executive Session made by:
- 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 SY2023/2024 October 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 SY2023/2024 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 2023 Budget.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson

- iii. The motion to approve the DOE Monthly October 2023 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the revisions to the Promoting Leadership Plan SY23/24.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the revisions to the Promoting Leadership Plan SY23/24 was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the Safe and Supportive School Improvement Practices (SSSIP) Grant.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the Safe and Supportive School Improvement Practices (SSIP) Grant was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the 2023 Dover Motor Speedway Children's Charities Grant should it be awarded.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the 2023 Dover Motor Speedway Children's Charities Grant should it be awarded was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve Providence Creek Academy Ballet Theater's trips and associated costs, which are tuition based and not funded by PCA:
 - i. Regional Dance Academy (RDA) 2024 National Festival in Daytona Beach, Florida on April 23rd to April 28th, 2024.
 - ii. Philly Youth Dance Fest in Philadelphia, Pennsylvania on March 22nd to March 24th, 2024.
 - iii. Motion to approve made by: Adrian Peoples
 - iv. Second motion to approve made by: Chuck Mosher
 - v. The motion to approve Providence Creek Academy Ballet Theater's trips and associated costs was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to MOU with Hummingbird Counseling and Consulting. This is grant funded through the Safe and Supportive Schol Improvement Practices (SSSIP) Grant.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Joe Rogerson

- iii. The motion to MOU with Hummingbird Counseling and Consulting was approved by the Board of Directors.
 - h. Action Item: The Board will determine if it wishes to approve the Attendance Interventionist position. This is a grant funded one-year position through the Safe and Supportive Schol Improvement Practices (SSSIP) Grant.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the Attendance Interventionist position was approved by the Board of Directors.
 - i. Action Item: The Board will determine if it wishes to approve the hire of Damon Gillis as the Facilities Manager.
 - 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 Damon Gillis as the Facilities Manager was approved by the Board of Directors.
 - j. Action Item: The Board will determine if it wishes to acknowledge the resignation of Lorelei Gerstemeier.
 - i. Motion to acknowledge made by: Chuck Mosher
 - ii. Second motion to acknowledge made by: Adrian Peoples
 - iii. The motion to acknowledge the resignation of Lorelei Gerstemeier was approved by the Board of Directors.
- 9. Old Business:**
- a. Action Item: The Board will determine if it wishes to approve the Class Size Waiver for SY23/24.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the Class Size Waiver for SY23/24 was approved by the Board of Directors.
 - b. Action Item: The Board will determine if it wishes to approve the hire of an Art Teacher. (*action item tabled*)
- 10. Adjournment:** Next Board Meeting – December 20th, 2023.
- a. Motion to adjourn made by: Adrian Peoples
 - b. Second motion to approve made by: Chuck Mosher
 - c. The motion to adjourn the meeting 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.