

**Providence Creek Academy Charter School**

**Board of Directors Monthly Meeting**

**September 25<sup>th</sup>, 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 Board Member  
Joe Rogerson  
Elizabeth Colombo-Kutch  
Amy Wharry  
Melissa Rhoads

**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 6:04 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. **Presentation** – L&W Insurance and Pratt Insurance
  - a. Connor Brown from L&W Insurance
  - b. Joe Gaynor from Pratt Insurance
5. **Approval of the August 31<sup>st</sup>, 2023 Board Meeting Minutes**
  - a. Motion to approve made by: Joe Rogerson
  - b. Second motion to approve made by: Melissa Rhoads
  - c. The motion to approve the August 31<sup>st</sup>, 2023 Board Meeting minutes was approved by the Board of Directors.
  - d. Abstain: Adrian Peoples
6. **Board Committee Reports:**
  - a. CBOC Committee

- i. The school has received 83.95% of its funding as of August 31<sup>st</sup>, 2023.
  - ii. The budget presented is the preliminary budget for FY24. PCA will not receive its final student funding until the September 30<sup>th</sup> student count.
  - iii. The Unit Formula was increased to \$6,084,798.
  - iv. Local District Funding has decreased by approximately \$64 per pupil.
  - v. Interest Income has been budgeted for \$80,000 based on the current interest rates. This may fluctuate throughout the year due to the state's interest calculations.
  - vi. Local Carryover is projected for \$2,100,975.56. A large portion of this is due to the ongoing expansion project which is budgeted at \$1,925,500 for this fiscal year.
  - vii. PCA is 16.66% into the fiscal year and overall expenditures are at 13.21% which is approximately 3.45% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 12.42% which is 4.24% under the actual percentage.
  - viii. Last month PCA's expenditures were at 8.33%, which was 3.03% under the actual percentage, including unallocated. If the capital expenditures and unallocated funds were removed, PCA's overall expenditures as of last month were 6.27%, which is 2.06% under the actual percentage.
  - ix. In the Transportation Department, expenditures are currently at 7.11%, which is 9.55% under the actual percentage for this month in the Charter Transportation (05177) budget.
  - x. In the Cafeteria Department, expenditure are currently at 5.56%, which is 11.10% under the actual percentage for this month.
  - xi. The PNC Bank Statements were reviewed for this month.
  - xii. PCard Reconciliation was reviewed for this month.
- b. Expansion Committee
- i. Locks on new lower school bathrooms were replaced. It was discovered that if the locks were only partially closed, the master key would not work. To prevent students getting locked in the bathroom, the locks have been replaced so a master key can be inserted and opened.
  - ii. Upper school expansion roofing and windows are nearly installed and complete. The exterior of the addition has been wrapped.
  - iii. Lower school sinks will be installed October 6, 2023 during a Professional Development Day.
- c. Board Oversight Committee
- i. The committee met to tour the expansions of lower and upper school.

- ii. The committee reviewed HR files of new hires and returning employees. Files were deemed to be organized and orderly. Digital files are noted within an employee's file.

**7. Reports:**

a. Head of School Report

- i. Fall sports are up and running at PCA, including cross-country, cheer, volleyball, football and soccer.
- ii. The Mike Rice Memorial Run took place last week.
- iii. PTO Fall Fest is upcoming.
- iv. An estimate on a new bus has been received. Dashboard metrics have been added to the bus as well as air conditioning, bringing the estimate to \$146,000. Mrs. Stouffer recommends shopping for other estimates/quotes.
- v. The Suicide Prevention Policy has been updated and is up for approval.
- vi. The Fiscal Management Policy has been updated and is up for approval.
- vii. The FMLA Policy has been updated for clarify and definition and is up for approval.
- viii. The Sick Leave Policy will be tabled.
- ix. Field trips for Kindergarten, 4<sup>th</sup> grade and 7<sup>th</sup> grade are up for approval.
- x. PCA's School Performance Framework Report Card has been published.

**8. 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: Chuck Mosher
- 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: Joe Rogerson
- f. The motion to come out of Executive Session was approved by the Board of Directors.

**9. New Business:**

- a. Action Item: The Board will determine if it wishes to approve the SY2023/2024 August 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 SY2023/2024 August Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly August 2023 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 August 2023 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the purchase of a school bus for FY2025 not to exceed \$130,000. (*action item tabled*)
- d. Action Item: The Board will determine if it wishes to approve the FY24 insurance policy, pending the results of the Head of School's follow up discussion.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Melissa Rhoads
  - iii. The motion to approve the FY24 insurance policy was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the Suicide Prevention Policy.
  - i. Motion to approve made by: Elizabeth Colombo Kutch
  - ii. Second motion to approve made by: Melissa Rhoads
  - iii. The motion to approve the Suicide Prevention Policy was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the Fiscal Management Policy.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Chuck Mosher
  - iii. The motion to approve the Fiscal Management Policy was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the Family and Medical Leave Policy.
  - i. Motion to approve made by: Joe Rogerson
  - ii. Second motion to approve made by: Adrian Peoples
  - iii. The motion to approve the Family and Medical Leave Policy was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the Sick Leave Policy for 10 Month, 11Month, and 12 Month Employees. (*action item tabled*)

- i. Action Item: The Board will determine if it wishes to approve the hire of Mark Rosenwald as the Cross-Country Coach.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
  - iii. The motion to approve the hire of Mark Rosenwald as the Cross-Country Coach was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to acknowledge the resignation of Madelynn Norris as the Football Cheer Coach.
  - i. Motion to approve made by: Chuck Mosher
  - ii. Second motion to approve made by: Adrian Peoples
  - iii. The motion to acknowledge the resignation of Madelynn Norris as the Football Cheer Coach was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to hire Shauna Brittingham as the Football Cheer Coach.
  - i. Motion to approve made by: Elizabeth Colombo-Kutch
  - ii. Second motion to approve made by: Chuck Mosher
  - iii. The motion to approve the hire of Shauna Brittingham as the Football Cheer Coach was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to approve the hire of Kim Walker as the First Grade 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 Kim Walker as the First Grade Teacher was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the hire of a 4<sup>th</sup> Grade Paraprofessional. (*action item tabled*)
- n. Action Item: The Board will determine if it wishes to approve the hire of Amanda Walker as a Substitute Teacher.
  - i. Motion to approve made by: Chuck Mosher
  - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
  - iii. The motion to approve the hire of Kim Walker as a Substitute Teacher was approved by the Board of Directors.
- o. Action Item: The Board will determine if it wishes to approve the hire of Josh Moore as a Substitute Teacher.
  - 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 Josh Moore as a Substitute Teacher was approved by the Board of Directors.
- p. Action Item: The Board will determine if it wishes to approve the hire of Lexi Elborn as a Substitute 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 Lexi Elborn as a Substitute Teacher was approved by the Board of Directors.
- q. Action Item: The Board will determine if it wishes to approve the hire of Aniah Patterson as a Substitute Teacher.
  - i. Motion to approve made by: Melissa Rhoads
  - ii. Second motion to approve made by: Adrian Peoples
  - iii. The motion to approve the hire of Aniah Patterson as a Substitute Teacher was approved by the Board of Directors.
- r. Action Item: The Board will determine if it wishes to approve the hire of Brittany Havens as a Substitute Teacher.
  - i. Motion to approve made by: Elizabeth Colombo-Kutch
  - ii. Second motion to approve made by: Chuck Mosher
  - iii. The motion to approve the hire of Brittany Havens as a Substitute Teacher was approved by the Board of Directors.
- s. Action Item: The Board will determine if it wishes to approve the 5<sup>th</sup> grade field trip to Echo Hills in Maryland on September 27<sup>th</sup>, 2023.
  - i. Motion to approve made by: Joe Rogerson
  - ii. Second motion to approve made by: Chuck Mosher
  - iii. The motion to approve the 5<sup>th</sup> grade field trip to Echo Hills in Maryland on September 27<sup>th</sup>, 2023 was approved by the Board of Directors.
- t. Action Item: The Board will determine if it wishes to approve the 7<sup>th</sup> grade field trip to Washington D.C.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Melissa Rhoads
  - iii. The motion to approve the 7<sup>th</sup> grade field trip to Washington D.C. was approved by the Board of Directors.
- u. Action Item: The Board will determine if it wishes to approve the kindergarten grade field trip to Milburn Orchards in Maryland on October 16<sup>th</sup>, 2023.
  - i. Motion to approve made by: Elizabeth Colombo-Kutch
  - ii. Second motion to approve made by: Adrian Peoples

- iii. The motion to approve the kindergarten field trip to Milburn Orchards in Maryland on October 16<sup>th</sup>, 2023 was approved by the Board of Directors.

**10. Old Business:**

- a. Action Item: The Board will determine if it wishes to approve the hire of Rebeca Gibson 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 a Special Education Teacher was approved by the Board of Directors.

**11. Adjournment:** Next Board Meeting – October 30<sup>th</sup>, 2023.

- 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.

*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.*