

Providence Creek Academy Charter School
Board of Directors Monthly Meeting
September 30th, 2024
6:00 P.M.
PCA PLC Meeting Room

Board Members in Attendance: Lisa Moore (President), Chuck Mosher (Treasurer), Lisa English (Secretary/Teacher Member), Joe Rogerson, Melissa Rhoads

Others in Attendance: Denise Stouffer (Head of School), Rachael Straightiff

Regular Meeting 6:00 P.M.

1. **Call to Order:** Meeting called to order at 6:03 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 August 27th, 2024 Board Meeting Minutes**
 - a. Motion to approve made by: Melissa Rhoads
 - b. Second motion to approve made by: Chuck Mosher
 - c. The motion to approve the August 27th, 2024 Board Meeting Minutes was approved by the Board of Directors
 - d. Abstained: Joe Rogerson
5. **Board Committee Reports:**
 - a. CBOC Committee
 - i. Operations FY25 (05213) increased by approximately \$300,000 to \$7,476,521.
 - ii. PCA's per pupil funding state funding decreased by approximately \$67 per pupil largely due to decreases in Cesar Rodney School District and Capital School District per pupil funding. These districts' funding represent a greater than \$50,000 decrease in funding.
 - iii. Delaware Federal Charter School Planning Grant for \$50,000 was added to the budget.
 - iv. PCA's interest rate continues to increase which will shift the projected budget for this school year. PCA received approximately \$13,000 in interest during August.
 - v. A surplus was included for \$143,980.10.
 - vi. PCA is 16.66% into the fiscal year and overall expenditures are at 12.27% which is approximately 4.39% under the actual percentage for this month.
 - vii. Last month PCA's expenditures were at 8.3%, which was 2.61% under the actual percentage, including unallocated.
 - viii. In the Transportation Department, expenditures are currently at 7.92%, which is 8.74% under the actual percentage for this month in the Charter Transportation (05177) budget.
 - ix. In the Cafeteria Department, expenditure is currently at 4.23%, which is 12.43% under the actual percentage for this month.
 - x. Health Insurance (52002) increased to \$1,174,934.64 based on the new health insurance rates.
 - xi. The PNC Bank Statements were reviewed for this month.
 - xii. PCard Reconciliation was reviewed for this month.
6. **Reports:**
 - a. Head of School Report
 - i. Pro-Lock Quote: Mrs. Stouffer is recommending that the Board approve the quote from Pro-Lock. This work would include the removal of the center bar in the cafe and gym

doors (one set of each) to replace it with push bar and frame mounted locks to make it easier to move bulkier items in and out (ex. cheer mats).

- ii. School Safety and Security Fund FY25 grant has been submitted. This grant will fund PCA's School Resource Officer and updates to the current camera system.
- iii. Field Trips are up for vote at tonight's meeting, including: 3rd grade field trip to Camden, NJ, 1st grade field trip to Philadelphia Zoo 7th grade field trip to Constitution Center, 7th and 8th grade field trip to Jolly Rogers, and Kindergarten field trip to Bettes Fun Center in Aston, PA

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: 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 come out of Executive Session made by: Joe Rogerson
- e. Second motion to come out of Executive Session 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 SY2024/2025 August Budget.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the SY2024/2025 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 2024 Budget.
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the DOE Monthly August 2024 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the School Safety and Security Fund FY25 Application.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the School Safety and Security Fund FY25 Application was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the eduCLIMBER quote.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Lisa English
 - iii. The motion to approve the eduCLIMBER quote was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the Fingerprint-Based Criminal History Record Information Policy.
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the Fingerprint-Based Criminal History Record Information Policy was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the following out of state field trips:
 - i. 3rd Grade field trip to Adventure Aquarium in Camden, NJ in October.

- ii. 1st Grade field trip to Philadelphia Zoo in Philadelphia, PA in May.
 - iii. 7th Grade field trip to Constitution Center in Philadelphia, PA in April.
 - iv. 7th & 8th Grade field trip to Jolly Rogers in Ocean City, MD in June.
 - v. Kindergarten field trip to Bettes Fun Center in Aston, PA in May.
 - vi. Motion to approve the field trips listed in action item f made by: Chuck Mosher
 - vii. Second motion to approve the field trips listed in action item f made by: Melissa Rhoads
 - viii. The motion to approve the field trips listed in action item f was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the yearly 5th Grade overnight field trip to Echo Hill Outdoor School in Worton, MD in April. This field trip is voluntary for students and guardians are required to attend the field trip.
- i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the yearly 5th Grade overnight field trip to Echo Hill Outdoor School in Worton, MD in April was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the hire of:
- i. Isabelle Davis as the Assistant Volleyball Coach.
 - ii. Deandre Valentine as the Assistant Football Coach.
 - iii. Rachel Patterson as the Assistant Soccer Coach.
 - iv. Holly Driscall as a Paraprofessional.
 - v. Aaron Nation as a Paraprofessional.
 - vi. Jaime Liverman as the Transportation Administrative Assistant.
 - vii. Kristine Fox as the Transportation Supervisor.
 - viii. Bethany Owens as an Aftercare Counselor.
 - ix. Peyton Broadway as a Substitute Teacher.
 - x. Aleedra Hayes as a Substitute Teacher.
 - xi. Kristen Black as the PCBT Administrative Assistant – Studio Coordinator.
 - xii. Charmaine Sloven as the PCBT Administrative Assistant – Clerical and Billing.
 - xiii. Motion to approve the hires listed in action item h made by: Chuck Mosher
 - xiv. Second motion to approve the hires listed in action item h made by: Joe Rogerson
 - xv. The motion to approve the hires listed in action item h was approved by the Board of Directors.

9. **Old Business:** None

10. **Adjournment:** October 28th, 2024

- a. Motion to adjourn made by: Joe Rogerson
- b. Second motion to adjourn made by: Melissa Rhoads
- c. The motion to adjourn was approved by the Board of Directors at 6:49pm

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.