

PCA Citizens Budget Oversight Committee
Meeting Minutes
March 26th, 2026
2:00 p.m.

Meeting was conducted through a Zoom Video Call

Present: Bill Bentz, Denise Stouffer, Jeanine Martin, Rachael Straightiff, Richard Riggs, Kale English, Chuck Mosher

Brandon Paris has welcomed a beautiful baby boy! Victor made his debut last Wednesday so Brandon will be on Parental Leave for the next three months.

Revenue:

- PCA has received 97% of its revenue for this fiscal year and expects to receive all additional revenue from the remaining accounts:
 - Local District Funding Mics.:
 - This is used for school fundraisers, including the school's annual fundraiser which concluded earlier this month. PCA anticipates receiving the remaining \$23,393, especially as we are awaiting a check for over \$20,000 from FundHub for the annual fundraiser. This is a money in and money outline as it is for fundraising for student events and outside organizations such as Operations Paws for Home.
 - Local Food Service:
 - PCA's revenue for food service is continuing as anticipated, and the school expects to receive the remaining \$78,137.38.
 - Local Interest:
 - This line was increased due to the increase in interest that the school has received throughout the year. PCA anticipates receiving the remaining \$39,597.49 before the end of the fiscal year.
 - Local Special Funds:
 - PCA anticipates receiving the remaining \$107,805.68 revenue through enrollment in student tuition-based programs including summer camp. This is a student tuition-based program and is a money-in and money-out fund.
 - Local Facility Use:
 - Facilities rentals increase in the spring for events, such as the FSMA Drill Event and Odyssey of the Mind, which is anticipated to meet the remaining anticipated revenue of \$15,359.34.
- PCA was awarded the Bridge to Practice Grant by the State of Delaware. This is reflected as the State: Literacy Emergency Fund for \$219,838.20. This will be completed within the grant timeframe through AIMs training for K-3 instructional staff.
- Mid-year unit count has been finalized. PCA will not receive any funding for mid-year unit count this year as there has not been a change in the number of students or students identified with special needs. This line reflects the carry over funds from the previous fiscal year.

- PCA's contingency increased to \$379,679.28, which is \$118,721.83 above the required contingency of \$260,957.45.

Expenditures:

- PCA is 66.66% into the fiscal year, and overall expenditures are at 62%, which is approximately 4.66% under the actual percentage for this month.
 - PCA's overall expenditures were at 55% last month, which was approximately 3.3% under the actual percentage for this month.
- In the Transportation Department, expenditures are currently at 73%, which is 6.34% over the actual percentage for this month in the Charter Transportation (05177) budget. This is largely due to the department being charged 100% of annual costs for items such as administration, clerical, custodial, and computer services along with the purchase of two school buses.
 - Bus Drivers Regular Salaries were increased to \$363,267.66 based on the Board of Directors approved salary increases.
 - There is \$78,501.26 in unallocated funds for transportation which will be consumed by summer payrolls for the Transportation Department.
- In the Cafeteria Department, expenditure is currently at 69%, which is 2.34% over the actual percentage for this month.
- The following expenditure lines were noted during the meeting:
 - EPER Extra Curricular (Custodial Facilities):
 - This line is running slightly below the percentage for the fiscal year but will increase due to spring rental events.
 - Custodians:
 - Custodians are running slightly high which is due to the additional full-time custodian that was approved this past summer. This line was not increased to reflect this change due to staffing fluctuations but it will be monitored going forward.
 - Sanitary Services:
 - PCA's original vendor increased their costs and fees during the year which increased the cost. The vendor has been switched to one that was able to match the original budget.
 - OT, PT, Psych, Speech, Farm Therapy:
 - This line is running high due to the increased needs for our students with identified special education needs. PCA will continue to monitor this line as it will likely need to be increased before the end of the fiscal year.
- PCBT Expenses have been reviewed for this month.

Interest Rates:

- PCA reviewed the interest rate and fee costs that have been accrued over the recent years. The team is currently determining if it is beneficial to move to a fixed loan amount versus one that resets every six months. PCA will have to determine if it wishes to move in this direction, the recommendation will be presented to the Board of Directors next month.

PNC Bank:

- The PNC Bank Statements were reviewed for this month.

P-Card:

- PCA PCard Reconciliation was reviewed for this month.
- PCBT PCard Reconciliation was reviewed for this month.

Next Meeting: April 23rd, 2026 at 2:00 p.m.