

**Providence Creek Academy Charter School**  
**Board of Directors Monthly Meeting**  
**March 25<sup>th</sup>, 2024**  
**6:00 P.M.**  
**PCA Library**

Board Members in Attendance:

Lisa Moore- President  
Lisa English- Secretary and Teacher Member  
Joe Rogerson  
Melissa Rhoads  
Elizabeth Colombo-Kutch  
Amy Wharry

Others 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 6:05 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 February 26<sup>th</sup>, 2024 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 February 26<sup>th</sup>, 2024 Board Meeting Minutes was approved by the Board of Directors.

**5. Board Committee Reports:**

a. CBOC Committee

- i. Local Interest Funds (9800) reached its anticipated budget of \$80,000. Due to the fluctuation in this line, PCA did not increase the anticipated revenue budget for this month's report.
- ii. Local Carryover decreased to \$1,585,886.19. Without accounting for expansion-related expenses, PCA would have an approximate surplus of \$263,572.55.
- iii. PCA is 66.67% in the fiscal year and overall expenditures are at 63.19% which is approximately 3.48% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 60.37% which is 6.30% under the actual percentage.
- iv. Last month PCA's expenditures were at 57.71, which was 0.62% under the actual percentage, including unallocated. If the capital expenditures and unallocated funds were removed, PCA's overall expenditures as of last month were 54.16%, which is 4.17% under the actual percentage.
- v. Substitute Reimbursement showed expenditures this month and will continue to grow in expense due to a teacher's Paid Parental Leave.
- vi. In the Transportation Department, expenditures are currently at 64.02%, which is 2.65% under the actual percentage for this month in the Charter Transportation (05177) budget.
- vii. In the Cafeteria Department, expenditure is currently at 51.42%, which is 6.91% under the actual percentage for this month.
- viii. The PNC Bank Statements were reviewed for this month.
- ix. As discussed last month, one of the teams in the Saints Classic paid through our petty cash account in FSF. This was reflected in this month's statement.

- x. PCard Reconciliation was reviewed for this month.
  - xi. Based on the current budget, PCA anticipates an ending balance in local revenue of \$1,849,904.13 which is above the original goal of \$1.5 million at the start of the school year.
  - xii. PCA is currently working with transportation department and bus manufacturers to receive revised quotes.
  - xiii. PCA plans to present the preliminary FY25 budget at the next CBOC meeting.
- b. Expansion Committee
- i. Mrs. Stouffer provided an update on the construction project. The construction project is currently winding down with furniture being installed in the rooms and sidewalks slated for installation over spring break. Additionally, the construction project contingency was discussed. PCA currently has not used this contingency so it will go back into the budget. Chuck Mosher brought the idea of creating a punch list of other items that may need to be completed such as carpets or a lower school pavilion.

## 6. Reports:

- a. Head of School Report
- i. Over Spring Break, day lilies will be split and replanted.
  - ii. The Future Farmers Club has started meeting and have mapped out plans for a garden and began weeding. There are also plans for planting of annuals.
  - iii. CDRC report was submitted
  - iv. Trimester 2 awards ceremonies took place on March 25<sup>th</sup>, 2024
  - v. The Department of Education visited PCA on March 25<sup>th</sup>, 2024 to visit third grade classrooms and join a PLC with third grade teachers.
  - vi. Feedback has been gathered from staff on Sick Leave and Personal Leave
  - vii. Disproportionality Report for Special Education has been submitted and PCA has met the requirements for this.
  - viii. PCA would like to purchase Kindergarten Science Kits to enhance the hands-on learning of students in science classes
  - ix. PCA is looking to expand its speech therapy services. It is the recommendation of PCA to hire a Central Delaware Speech Assistant.
  - x. The Department of Education will visit PCA on March 26<sup>th</sup>, 2024 for its annual Charter School Visit.

## 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 all subsections relating to the discussion of 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: Joe Rogerson
- e. Second motion to exit Executive Session made by: Elizabeth Colombo-Kutch
- 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 February Budget.
  - i. Motion to approve made by: Joe Rogerson
  - ii. Second motion to approve made by: Melissa Rhoads
  - iii. The motion to approve the SY2023/2024 February Budget was approved by the Board of Directors.

- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly February 2024 Budget.
  - i. Motion to approve made by: Melissa Rhoads
  - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
  - iii. The motion to approve the DOE Monthly February 2024 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the purchase of Kindergarten Science Kits not to exceed \$12,000.
  - i. Motion to approve made by: Joe Rogerson
  - ii. Second motion to approve made by: Lisa English
  - iii. The motion to approve the purchase of Kindergarten Science Kits not to exceed \$12,000 was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the hire of Sam Cooper as the Attendance Interventionist. This is a grant funded position for the remainder of SY23/24.
  - i. Motion to approve made by: Melissa Rhoads
  - ii. Second motion to approve made by: Joe Rogerson
  - iii. The motion to approve the hire of Sam Cooper as the Attendance Interventionist was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the conditional hire of Tianna Bland as the Technology Teacher.
  - i. Motion to approve made by: Elizabeth Colombo-Kutch
  - ii. Second motion to approve made by: Joe Rogerson
  - iii. The motion to approve the conditional hire of Tianna Bland as the Technology Teacher was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the termination of Kevin Curry.
  - i. Motion to approve made by: Melissa Rhoads
  - ii. Second motion to approve made by: Joe Rogerson
  - iii. The motion to approve the termination of Kevin Curry was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the hire of Valerie Harris as the Cafe Manager.
  - 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 Valerie Harris as the Café Manager was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the hire of Polesha Heath as a full-time Cafe Worker.
  - 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 Polesha Heath as a full-time Café Worker was approved by the Board of Directors.

9. **Old Business:** None

10. **Adjournment:** Next Board Meeting – April 29<sup>th</sup>, 2024.

- a. Motion to adjourn made by: Joe Rogerson
- b. Second motion to adjourn made by: Elizabeth Colombo-Kutch
- c. Meeting adjourned at 7:16pm.

*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.*