

Providence Creek Academy Charter School
Board of Directors Monthly Meeting
March 30th, 2026
6:00 P.M.
PCA PLC Room
Conference Call: (513) 386-0000
Access Code: 290054

Board Members in Attendance: Lisa Moore (President), Adrian Peoples (Vice President), Lisa English (Teacher Member/Secretary), Elizabeth Colombo-Kutch, Kiera McGillivray, Julie Hoffman

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**
2. **Pledge of Allegiance & Moment of Silence**
3. **Welcome Emeritus Members:** Kiera McGillivray and Julie Hoffman
4. **Public Comment:** Opportunity to address the Board of Directors
 - a. Anyone wishing to make a public comment via the conference call line must email Rachael.Straightiff@pca.k12.de.us with their name and the comment topic at least two hours before the start of the meeting.
 - b. No members of the public present to make a public comment
5. **Presentation:** Auditor Proposals
 - a. Tim Sawyer with Barbacane, Thornton and Company LLP
 - b. Darren Sharma with AT&F (not in attendance)
 - c. Frank DeFroda with Whisman
6. **Approval of the March 2nd, 2026 Board Meeting Minutes.**
 - a. Action item tabled (no quorum)
7. **Board Committee Reports:**
 - a. CBOC Committee
 - i. PCA has received 97% of its revenue for this fiscal year and expects to receive all additional revenue from the remaining accounts:
 - ii. Local District Funding Misc., 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.
 - iii. PCA's revenue for food service is continuing as anticipated, and the school expects to receive the remaining \$78,137.38.
 - iv. Local Interest 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.
 - v. 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.

- vi. 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.
- vii. 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.
- viii. 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.
- ix. PCA's contingency increased to \$379,679.28, which is \$118,721.83 above the required contingency of \$260,957.45.
- x. 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.
- xi. PCA's overall expenditures were at 55% last month, which was approximately 3.3% under the actual percentage for this month.
- xii. 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.
- xiii. Bus Drivers Regular Salaries were increased to \$363,267.66 based on the Board of Directors approved salary increases.
- xiv. There is \$78,501.26 in unallocated funds for transportation which will be consumed by summer payrolls for the Transportation Department.
- xv. In the Cafeteria Department, expenditure is currently at 69%, which is 2.34% over the actual percentage for this month.
- xvi. The following expenditure lines were noted during the meeting:
- xvii. 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.
- xviii. 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.
- xix. 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.
- xx. 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.
- xxi. PCBT Expenses have been reviewed for this month.
- xxii. 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.

- xxiii. The PNC Bank Statements were reviewed for this month.
- xxiv. PCA PCard Reconciliation was reviewed for this month.
- xxv. PCBT PCard Reconciliation was reviewed for this month.

b. Expansion Committee

- i. Longwood Grant was submitted and follow up questions were answered
- ii. Welfare Grant is due April 15th
- iii. PCA is meeting with Hanover Research on 3/31/26 for packaging of grants.

8. **Reports:**

a. Head of School Report

- i. Lisa English is up for reappointment to the Board of Directors
- ii. PCA hosted its second “Night of the Arts” Exhibit on March 26th
- iii. The Associate Secretary of Finance and Operations visited PCA recently for a site visit.
- iv. PCA Spring Sports has started, including softball, baseball and girls soccer
- v. PCA PTO hosted Bingo on March 27th
- vi. Mrs. Stouffer is seeking board approval to move forward with a pilot summer ESY & 12-Month Program not to exceed \$15,000. This program would be optional for qualifying students and would provide them with 4 hours per day of instruction 4 days a week for 5 weeks.

9. **Executive Session:** *Pursuant to 29 Del. C. § 10004 (b) (1), (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: Adrian Peoples
- b. Second motion to enter Executive Session made by: Elizabeth Colombo-Kutch
- c. Motion to exit Executive Session made by: Adrian Peoples
- d. Second motion to exit Executive Session made by: Chuck Mosher

10. **New Business:**

- a. Action Item: The Board will determine if it wishes to approve the reappointment of Lisa English as a Board of Directors Member.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iii. Abstained: Lisa English
 - iv. The motion to approve the reappointment of Lisa English as a Board of Directors Member was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the SY2025/2026 February Budget.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the SY2025/2026 February Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the DOE Monthly February 2026 Budget.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Chuck Mosher

- iii. The motion to approve the DOE Monthly January 2026 Budget was approved by the Board of Directors.
- d. Action Item: The Board will choose an auditor for SY26/27 and determine the length of the contract not to exceed 5 years. (tabled)
- e. Action Item: The Board will determine if it wishes to approve the Pilot Summer ESY and 12-Month Program with an anticipated budget of \$15,000. This program is optional for qualifying students and provides them with 4 hours a day of instruction 4 days a week for 5 weeks.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the Pilot Summer ESY and 12 month program as described in action item e was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the following hires:
 - i. Tamara Allison as the Part-Time Temporary Financial Administrative Assistant.
 - ii. Motion to approve made by: Adrian Peoples
 - iii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iv. The motion to approve Tamara Allison as the Part-Time Temporary Financial Administrative Assistant was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the following hires for PCA Summer Camp:
 - i. Devyn Hubbard as a Summer Camp Counselor.
 - ii. Olivia Wilson as a Summer Camp Counselor.
 - iii. Donnell Brown as a Summer Camp Counselor.
 - iv. Morgan McDonal as a Summer Camp Counselor.
 - v. Ziah Williams as a Summer Camp Counselor.
 - vi. Nikita Nation as a Lead Summer Camp Counselor.
 - vii. Motion to approve made by: Elizabeth Colombo-Kutch
 - viii. Second motion to approve made by: Chuck Mosher
 - ix. The motion to approve the hires listed in action item 10g was approved by the Board of Directors.

11. Old Business:

- a. None

12. Adjournment:

- a. Next Meeting: Regular Meeting on April 27th, 2026 – PLC Room.
 - i. Motion to adjourn made by: Adrian Peoples
 - ii. Second motion to adjourn made by: Elizabeth Colombo-Kutch
 - iii. The motion to adjourn was approved by the Board of Directors.

Note:

Pursuant to 29 Del. C. § 10004 e (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.