

Providence Creek Academy Charter School
Board of Directors Monthly Meeting
September 29th, 2025
6:00 P.M.
PCA PLC Room
Conference Call: (513) 386-0000
Access Code: 290054

Board Members in Attendance: Lisa Moore (President), Lisa English (Secretary/Teacher Member), Chuck Mosher, Melissa Rhoads, Elizabeth Colombo-Kutch

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

Regular Meeting 6:00 P.M.

1. **Call to Order: Meeting called to order at 6:01 pm.**
2. **Pledge of Allegiance & Moment of Silence**
3. **Public Comment:** Opportunity to address the Board of Directors
 - a. Anyone wishing to make public comment via the conference call line must email Rachael.Straighttiff@pca.k12.de.us with their name and the comment topic at least two hours before the start of the meeting.
4. **Approval of the August 27th, 2025 Board Meeting Minutes (action item tabled)**
 - a. Motion to approve made by:
 - b. Second motion to approve made by:
 - c. Abstained: Melissa Rhoads and Elizabeth Colombo Kutch
5. **Board Committee Reports:**
 - a. CBOC Committee
 - i. PCA's budget was updated from 790 students to 786 students based on the current unit count.
 - ii. State Charter Transportation (05177) increased by approximately \$38,000 to \$1,160,356.28.
 - iii. Local District Funding (9800) increased by over \$130,000 to \$1,468,580.05. As part of this review, PCA reviewed the amount received by each school district per pupil. If PCA had students from only Red Clay and Brandywine School Districts, the local district funding line would increase by over \$2.8 million.
 - iv. PCA has the following funds expiring on September 30th which had funds remaining as of August 31st:
 - v. FY25 Certified Driver Training for \$109.24 has been expended.
 - vi. FY25 Charter Transportation for \$66,304.30 has been expended as the new school bus has arrived.
 - vii. PCA has the following funds expiring on November 30th that require encumbrances created by September 30th which had funds remaining as of August 31st:
 - viii. FY24 Career Tech for \$83 and FY25 Career Tech for \$3,105 will be expended based on the approved FY25 Career Tech amendment which has now been approved.

- ix. Unique Alternatives will revert as the student that qualified for these funds has since graduated from PCA.
- x. PCA has a preliminary contingency increased from \$31,904.47 to \$180,282.16 which is still below the required contingency of \$259,153.73.
- xi. PCA is 16.66% into the fiscal year and overall expenditures are at 14% which is approximately 2.66% under the actual percentage for this month.
- xii. PCA's overall expenditures were 6% last month which was approximately 2.3% under the actual percentage for this month.
- xiii. In the Transportation Department, expenditures are currently at 14%, which is 2.66% under the actual percentage for this month in the Charter Transportation (05177) budget.
- xiv. In the Cafeteria Department, expenditure is currently at 8%, which is 8.66% under the actual percentage for this month.
- xv. The PNC Bank Statements were reviewed for this month.
- xvi. Prior to the accounts changing due to the state no long partnering with PNC, PCA was assured that no PCA account would be charged a maintenance feed. PCA was charged a maintenance fee this month due to PCA not having a balance above \$5,000 despite prior assurances. CBOC discussed closing this account due to this charge.
- xvii. The bank account associated with the USDA payments was also charged a maintenance fee. PNC stated that this account type can be changed so that PCA is not charged a maintenance fee.
- xviii. PCard Reconciliation was reviewed for this month.

6. Reports:

- a. Head of School Report
 - i. PCA received a "trash" audit to ensure proper recycling processes.
 - ii. Next month's meeting-currently in person, the Board may want to consider a virtual meeting due to the high amount of on campus events and approaching the holidays.
 - iii. PCA will be seeking an Emeritus Member to join the Board of Directors.
 - iv. PCA's Charter Renewal is underway. The renewal process includes several meetings with CSAC and public hearings. The next meeting is October 22nd.
 - v. PCA has received its audit draft and will be presented to the Board of Directors next month.
 - vi. PCA has been selected to participate in NAEP testing in March.
 - vii. September events included Curriculum Night for Lower and Upper School, fall sports, and picture day.
 - viii. PCA has started a partnership with Albion soccer and it is off to a very successful start.
 - ix. Action items up for vote include changes to the sick leave policy (exception for child graduating)
 - x. Mrs. Stouffer would like to board to consider tabling action item 9a. The policy still needs to be posted for stakeholder feedback.

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: 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 exit Executive Session made by: Melissa Rhoads
- 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 SY2025/2026 August Budget.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the SY2025/2026 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 2025 Budget.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the DOE Monthly August 2025 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve PCA's Renewal Report.
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve PCA's Renewal Report was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the revision Sick Leave Policy which will allow the Head of School to make exception to black out dates for a child graduating from high school, college/trade school, and the military.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the revision Sick Leave Policy which will allow the Head of School to make exception to black out dates for a child graduating from high school, college/trade school, and the military was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the following hires:
 - i. Autumn Abasa-Nyarko as a part-time paraprofessional.
 - ii. Motion to approve made by: Elizabeth Colombo Kutch
 - iii. Second motion to approve made by: Melissa Rhoads
 - iv. The motion to approve the hires listed in action item e was approved by the Board of Directors.
- f. Action item: The Board will determine if it wishes to change the October 27th, 2025 from live to virtual
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the change to the October 27th, 2025 meeting from live to virtual was approved by the Board of Directors.

9. Old Business: None

- a. Action Item: The Board will determine if it wishes to approve the revisions to the Wellness Policy. (*action item tabled*)

10. Adjournment:

- a. Next Meeting: Annual Meeting on October 27th, 2025 – Virtual.
- b. Motion to adjourn made by: Chuck Mosher
- c. Second motion to adjourn made by: Melissa Rhoads
- d. 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.