

Providence Creek Academy Charter School
Board of Directors Monthly Meeting
October 27th, 2025
6:00 P.M.
PCA PLC Room
Conference Call: (513) 386-0000
Access Code: 290054

Board Members Present: Lisa Moore (President), Adrian Peoples (Vice President), Joe Rogerson (Treasurer), Lisa English (Secretary/Teacher Member), Chuck Mosher, Melissa Rhoads, Elizabeth Colombo Kutch

Others Present: Denise Stouffer, Rachael Straightiff

Regular Meeting 6:00 P.M.

1. **Call to Order**
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.Straightiff@pca.k12.de.us with their name and the comment topic at least two hours before the start of the meeting.
4. **Presentation:** Audit
 - a. **Tom Sawyer;** Barbacane Thornton and Company
5. **Approval of the following Board Meeting Minutes:**
 - a. August 27th, 2025
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. Abstained: Elizabeth Colombo Kutch, Melissa Rhoads, Joe Rogerson
 - iv. The motion to approve the August 27, 2025 Board Meeting Minutes was approved by the Board of Directors.
 - b. September 29th, 2025
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion made by: Melissa Rhoads
 - iii. Abstained: Joe Rogerson, Adrian Peoples
 - iv. The motion to approve the September 29th, 2025 Board Meeting Minutes was approved by the Board of Directors.
6. **Board Committee Reports:**
 - a. CBOC Committee
 - i. School Safety and Security funds were received in 2 appropriations for a total of \$44,280.00
 - ii. State funding still remains below anticipation due to issues with the data conversion to DSC. PCA has been in communication with the DOE and are monitoring it closely for the December 1 close.
 - iii. Local revenue has begun coming in very slowly. As of 9/30, only one school (Caesar Rodney) has completed their 35% preload. As of today an additional 3

schools (Lake Forest, Milford, & Smyrna) have paid their preload amounts. We are still waiting for the remaining 4 districts (Appoquinimink, Capital, Christina, & Colonial) to process their preloads.

- iv. Unique Alternatives will revert as the student that qualified for these funds has since graduated from PCA.
- v. PCA has a preliminary contingency that increased to \$243,941.81 which is slightly below the required contingency of \$259,999.49.
- vi. PCA is 25% into the fiscal year, and overall expenditures are at 22%, which is approximately 3% under the actual percentage for this month.
- vii. PCA's overall expenditures were 14% last month which was approximately 2.66% under the actual percentage for this month.
- viii. In the Transportation Department, expenditures are currently at 24%, which is 1% under the actual percentage for this month in the Charter Transportation (05177) budget.
- ix. The committee discussed purchasing a 2nd bus this fiscal year giving us two 2026 busses and allowing us to capture ~\$30,000 in savings before annual price increases. This purchase would come from the transportation contingency and reduce it to ~\$91,000 leaving ~\$83,000 available for any additional expenses and summer payrolls.
- x. In the Cafeteria Department, expenditure is currently at 15%, which is 10% under the actual percentage for this month.
- xi. The PNC Bank Statements were reviewed for this month.
- xii. We discussed follow-up on the fees being assessed and closure of the petty cash account.
- xiii. PCard Reconciliation was reviewed for this month.
- xiv. PCBT Reconciliation was reviewed for the month.
- xv. FY25 Audit:
- xvi. The annual audit was provided and discussed that there were no findings and PCA is in a strong financial position

- b. Oversight Committee
 - i. Exit Interview/Checklist

7. Reports:

- a. Head of School Report
 - i. PCA buys a school bus once per year. In the year 2030, two buses will need to be purchased
 - ii. PCA passed its Special Education Audit and Fire Inspection
 - iii. The Wellness Policy has been posted for feedback and has received zero responses.
 - iv. Instructional Support Teacher Position to support new teachers and provide extra support for those classrooms
 - v. Fall Fest
 - vi. Homecoming Dance

8. **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: Adrian Peoples
- 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: Adrian Peoples
- 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.

9. New Business:

- a.* Action Item: The Board will determine if it wishes to approve the SY2025/2026 September Budget.
 - i.* Motion to approve made by: Adrian Peoples
 - ii.* Second motion to approve made by: Melissa Rhoads
 - iii.* The motion to approve the SY2025/2026 September Budget was approved by the Board of Directors.
- b.* Action Item: The Board will determine if it wishes to approve the DOE Monthly September 2025 Budget.
 - i.* Motion to approve made by: Chuck Mosher
 - ii.* Second motion to approve made by: Joe Rogerson
 - iii.* The motion to approve the DOE Monthly September 2025 Budget was approved by the Board of Directors.
- c.* Action Item: The Board will determine if it wishes to approve the FY2025 Audit.
 - i.* Motion to approve made by: Chuck Mosher
 - ii.* Second motion to approve made by: Adrian Peoples
 - iii.* The motion to approve the FY2025 Audit was approved by the Board of Directors.
- d.* Action Item: The Board will determine if it wishes to approve the temporary PCard for Jeanine Martin from January 1st, 2026 to July 31st, 2026.
 - i.* Motion to approve made by: Chuck Mosher
 - ii.* Second motion to approve made by: Joe Rogerson
 - iii.* The motion to approve the temporary PCard for Jeanine Martin from January 1st, 2026 to July 31st 2026 was approved by the Board of Directors.
- e.* Action Item: The Board will determine if it wishes to approve the purchase of a school bus based on the quotes provided.
 - i.* Motion to approve made by: Adrian Peoples
 - ii.* Second motion to approve made by: Melissa Rhoads
 - iii.* The motion to approve the purchase of a school bus based on the quotes provided was approved by the Board of Directors.
- f.* Action Item: The Board will determine if it wishes to approve the FY26 Rural and Low-Income Grant application.
 - i.* Motion to approve made by: Adrian Peoples
 - ii.* Second motion to approve made by: Elizabeth Colombo Kutch
 - iii.* The motion to approve the FY26 Rural and Low Income Grant application was approved by the Board of Directors.
- g.* Action Item: The Board will determine if it wishes to approve the out of state field trips for 5th grade students to Turners Creek and 8th grade students to iFly.
 - i.* Motion to approve made by: Melissa Rhoads
 - ii.* Second motion to approve made by: Chuck Mosher
 - iii.* The motion to approve the out of state field trips for 5th grade students to Turners Creek and 8th grade students to iFly was approved by the Board of Directors.

- h. Action Item: The Board will determine if it wishes to approve the revisions to the Paid Leave for Birth or Adoption of a Child Policy to align with the State of Delaware. (action item tabled)
- i. Action Item: The Board will determine if it wishes to approve the Instructional Support Teacher position. This position is for SY25/26.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the Instructional Support Teacher position was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the following hires:
 - i. Mikayah Patterson as a part-time substitute teacher.
 - ii. Emily Cole as a part-time substitute teacher.
 - iii. Kaitlyn Lacinski as a part-time support nurse.
 - iv. Madison Sullivan as a full-time Special Education Teacher.
 - v. Cheryl Vaults as a full-time Instructional Support Teacher.
 - vi. Motion to approve made by: Joe Rogerson
 - vii. Second motion to approve made by: Elizabeth Colombo Kutch
 - viii. The motion to approve the hires as listed in action item j was approved by the Board of Directors.

10. Old Business:

- a. Action Item: The Board will determine if it wishes to approve the revisions to the Wellness Policy.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the revisions to the Wellness Policy was approved by the Board of Directors.

11. Adjournment:

- a. Next Meeting: Annual Meeting on November 24th, 2025 – Virtual.
 - i. Motion to adjourn made by: Adrian Peoples
 - ii. Second motion to adjourn made by: Joe Rogerson
 - 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.