

Providence Creek Academy Charter School
Board of Directors Monthly Meeting
December 18th, 2025
6:00 P.M.
PCA Business Office
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, Elizabeth Colombo-Kotch

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

Regular Meeting 6:00 P.M.

1. **Call to Order:** Meeting called to order at 6:00pm
2. **Pledge of Allegiance & Moment of Silence**
3. **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 address the Board of Directors.
4. **Presentation:** Insurance
 - a. Connor Brown, L&W Insurance
5. **Approval of the November 24th, 2025 Board Meeting Minutes.**
 - a. Motion to approve made by: Adrian Peoples
 - b. Second motion made by: Joe Rogerson
 - c. The motion to approve the November 24, 2025 Board Meeting Minutes was approved by the Board of Directors.
6. **Board Committee Reports:**
 - a. CBOC Committee
 - i. PCA has received 73% of its revenue for this fiscal year.
 - ii. Unit Formula FY26 (05213) is anticipated to exceed the preliminary budget of \$8,313,088.
 - iii. State Technology Block Grant FY26 (05235) has been finalized at \$17,292.
 - iv. Yearlong Teacher Residency (YLTR) was decreased to \$33,002.35 based on anticipated grant expenditures. PCA has two teacher residents who will begin their residency in January which reduces both the revenue and expenditures related to the grant as it is for a half year.
 - v. Local Tuition Funding (91050) has increased to \$145,194.10 based on information received from DOE.
 - vi. PCA was awarded the School Cell Phone Pilot FY26 (08922) for \$10,985.70 for upgrading the Upper School camera system.
 - vii. PCA has received its Consolidated Grant funds for this fiscal year which is reflected in the revenue section.

- viii. PCA has a preliminary contingency that increased to \$266,370.68 which is slightly above the required contingency of \$259,957.35.
- ix. PCA is 41.67% into the fiscal year, and overall expenditures are at 41%, which is approximately 0.67% under the actual percentage for this month.
- x. PCA's overall expenditures were at 31% last month which was approximately 2.33% under the actual percentage for this month.
- xi. In the Transportation Department, expenditures are currently at 48%, which is 7% over the actual percentage for this month in the Charter Transportation (05177) budget. This is largely due to the department being charged for 100% of annual costs for items such as administration, clerical, custodial, and computer services.
- xii. As of October 31st, there is \$90,928.27 in unallocated funds for transportation. This is anticipated to be spent on summer payrolls, approximately \$83,000, for time worked in SY25/26 and the purchase of an additional school bus as approved in the last PCA Board of Directors meeting.
- xiii. In the Cafeteria Department, expenditure is currently at 45%, which is 4% over the actual percentage for this month. This is largely due to the department being charged for 100% of annual costs for items such as administration, clerical, custodial, and computer services.
- xiv. The PNC Bank Statements were reviewed for this month.
- xv. The petty cash account has been closed which will be reflected in November's statement reviews. PCA is working with PNC to be reimbursed for banking fees.
- xvi. PCA PCard Reconciliation was reviewed for this month.
- xvii. PCBT PCard Reconciliation was reviewed for the month.
 - 1. Page 26 notes an email from Stephanie Artigliere who accidentally used the PCBT PCard to make a personal purchase on Amazon. She immediately notified Denise Stouffer and Brandon Paris along with submitting the attached reimbursement to cover the fee. Stephanie has since separated the accounts in Amazon to ensure that this does not happen in the future.

b. Expansion Committee

- i. First meeting will be scheduled shortly after Winter Break

7. Reports:

- a. Head of School Report
 - i. PCA held its final CSAC meeting. The State Board of Education approved PCA for a five year renewal.
 - ii. PCA's Autism Audit was conducted and received feedback regarding behavioral interventions for students on the autism spectrum. Professional learning for educators will be provided at no additional cost to PCA.
 - iii. School choice is open and closed the second week of January. PCA has 95 openings and 245 applications on file. PCA will conduct a lottery for enrollment.
 - iv. PCA received a Technology Grant for cameras in upper school to decrease student cell phone usage.
 - v. Parent Teacher conferences were held the last week of November. Tutoring letters have been distributed to eligible students.
 - vi. Chorus and Band winter concerts were held, as well as the Holiday Lip Sync Battle.

- vii. A coffee truck was on site for staff to receive a complimentary beverage and muffin.
 - viii. PCA held its first annual Scripp's Spelling Bee. Brielle Sallas-Mensah was the first place winner and will represent PCA in the state spelling bee.
 - ix. Board Governance Training is coming up, and Mrs. Stouffer is looking for Board Member feedback on the process for training(s).
 - x. Hanover Research Grants: \$16,500 to research and identify grants that are aligned with PCA initiatives. Go through grant pack and provide feedback, national search for grants, evaluate grant applications created for specific organizations.
 - xi. Public Participation in Board Meetings policy change is up for approval. These changes are to align with state code.
 - xii. Paid Parental Leave Policy change is up for approval. These changes are aligned to state code and Delaware Healthy Family Act.
 - xiii. Several out of state field trips are up for Board approval, as well as several PCBT out of state field trips.
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: Chuck Mosher
 - 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: Chuck Mosher
 - 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 November Budget.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion made by: Adrian Peoples
 - iii. The motion to approve the SY2025/2026 November Budget was approved by the Board of Directors.
 - b. Action Item: The Board will determine if it wishes to approve the DOE Monthly November 2025 Budget.
 - i. Motion to approve made by: Elizabeth Colombo-Kotch
 - ii. Second motion made by: Joe Rogerson
 - iii. The motion to approve the DOE Monthly November 2025 Budget was approved by the Board of Directors.
 - c. Action Item: The Board will determine if it wishes to approve the Hanover Services Agreement for \$16,500 for a comprehensive list of available grants, grant development, and grant review.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion made by: Chuck Mosher
 - iii. The motion to approve the Hanover Services Agreement for \$16,500 for a comprehensive list of available grants, grant development and grant review was approved by the Board of Directors.

- d. Action Item: The Board will determine if it wishes to approve the Public Participation in Board Meetings Policy.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion made by: Elizabeth Colombo-Kotch
 - iii. The motion to approve the Public Participation in Board Meetings Policy was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the Paid Leave Policy. *(action item tabled)*
- f. Action Item: The Board will determine if it wishes to approve the Yearlong Teacher Residency Grant FY27.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion made by: Elizabeth Colombo-Kotch
 - iii. The motion to approve the Yearlong Teacher Residency Grant FY27 was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the following field trips:
 - i. Kindergarten to Betts Family Fun Center on January 16th, 2026 in Aston, PA.
 - ii. Third Grade to Herrs Factory on April 20th, 2026 in Nottingham, PA.
 - iii. Fifth Grade to Echo Hill in April or May of 2026 in Kennedyville, MD.
 - iv. Motion to approve made by: Joe Rogerson
 - v. Second motion made by: Adrian Peoples
 - vi. The motion to approve the field trips listed in action item 9g was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the following PCBT trips. These are funded through the PCBT tuition based program.
 - i. Regional Dance America/Northeast Festival on May 7th – 9th, 2026 in Albany, NY.
 - ii. Youth Dance Festival on March 20th – 22nd, 2026 in Philadelphia, PA.
 - iii. DE Youth Dance Festival on April 19th, 2026 in Newark, DE.
 - iv. Motion to approve made by: Elizabeth Colombo-Kotch
 - v. Second motion made by: Joe Rogerson
 - vi. The motion to approve the PCBT trips as listed in action item 8h was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the following hires:
 - i. Sophia Tilley as a Substitute Teacher.
 - ii. Motion to approve made by: Adrian Peoples
 - iii. Second motion made by: Elizabeth Colombo-Kotch
 - iv. The motion to approve the following hires 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 Paid Leave for Birth or Adoption of a Child Policy to align with the State of Delaware.
 - i. Motion to approve made by: Elizabeth Colombo-Kotch
 - ii. Second motion made by: Joe Rogerson

- iii. The motion to approve the revisions to the Paid Leave for Birth or Adoption of a Child Policy to align with the State of Delaware was approved by the Board of Directors.

11. Adjournment:

- a. Next Meeting: Regular Meeting on January 26th, 2026 – PLC Room.
 - 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.