Providence Creek Academy Charter School
Board of Directors Monthly Meeting
February 2nd, 2026
Originally Scheduled for January 26th – Postponed Due to Winter Storm Fern
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 (Parent Member), Elizabeth Colombo-Kutch, Melissa Rhoads

Others Present: Denise Stouffer, Rachael Straightiff, Sharvelle Cannon, Sarah Selway, Laurie Poore

Regular Meeting 6:00 P.M.

1. **Call to Order**
    a. Meeting called to order at 6:02pm
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 for public comment.
4. **Presentation:** Data Presentation by Academic Team
5. **Approval of the December 18th, 2025 Board Meeting Minutes**.
    a. Motion to approve made by: Adrian Peoples
    b. Second motion to approve made by: Elizabeth Colombo-Kutch
    c. The motion to approve the December 18, 20225 Board Meeting Minutes was approved by the Board of Directors.
6. **Board Committee Reports:**
    a. CBOC Committee: Reported out by Denise Stouffer
        i. PCA has received 95% of its revenue for this fiscal year.
        ii. PCA anticipates to receive all projected additional revenue with the exception of State Substitute Reimbursement Family Leave (05389). This appropriation is for state funded substitutes for teachers on Paid Parental Leave. PCA does not anticipate any additional expenses in this line which will reduce the revenue as well.
        iii. PCA has a preliminary contingency that increased to $350,135.03 which is $89,841.70 above the required contingency of $260,293.33.
        iv. PCA is 50% into the fiscal year, and overall expenditures are at 48%, which is approximately 2% under the actual percentage for this month.
        v. PCA's overall expenditures were at 41% last month which was approximately 0.67% under the actual percentage for this month.
        vi. In the Transportation Department, expenditures are currently at 51%, which is 1% 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.
        vii. There is $82,928.27 in unallocated funds for transportation. This is anticipated to be spent on summer payrolls.
        viii. In the Cafeteria Department, expenditure is currently at 52%, which is 2% 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.
        ix. The PNC Bank Statements were reviewed for this month.

x. PCA PCard Reconciliation was reviewed for this month.

b. Expansion Committee: Reported out by Adrian Peoples
   i. An initial meeting was held for the Expansion Committee to define roles and expectations.
   ii. This expansion will primarily be funded through grants. Grant applications are in process and Mrs. Stouffer will provide any updates on grant funding and awards to the Expansion Committee.
   iii. Estimated cost of the expansion will be 2.4 million, with the goal being 1.5 million in grant funds.
   iv. The Longwood Grant application has been finished and submitted to Hanover Research for feedback. The Welfare Grant is in process.

7. **Reports:**
   a. Head of School Report
      i. PCA received its renewal letter from the Secretary of Education without any conditions.
      ii. PCA received the Bridge to Practice grant for approximately $250,000. This grant will fund AIMS Science of Reading training for all K-3 educators, along with a stipend.
      iii. PCA received $10,000 worth of library books from the Delaware Library Consortium. These books will be added to PCA's library.
      iv. A highlight of action items tonight include:
         1. Shifting the part-time assistant nurse to full-time due to increasing volume of students and needs in the nursing office on a daily basis.
         2. Approval of a Summer Camp Director and Summer Camp Assistant Director.
         3. Approval of the Paid Family and Medical Leave Policy to align with state policy and law.

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: Chuck Mosher
   b. Second motion to enter Executive Session made by: Elizabeth Colombo-Kutch
   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: Adrian Peoples
   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 December Budget.
      i. Motion to approve made by: Chuck Mosher
      ii. Second motion to approve made by: Adrian Peoples
      iii. The motion to approve the SY2025/2026 December Budget was approved by the Board of Directors.
   b. Action Item: The Board will determine if it wishes to approve the DOE Monthly December 2025 Budget.
      i. Motion to approve made by: Elizabeth Colombo-Kutch
      ii. Second motion to approve made by: Joe Rogerson
      iii. The motion to approve the DOE Monthly December 2025 Budget was approved by the Board of Directors.
   c. Action Item: The Board will determine if it wishes to proceed with pursuing the grant funding required to continue expanding the school.
      i. Motion to approve made by: Joe Rogerson
      ii. Second motion to approve made by: Melissa Rhoads
      iii. The motion to approve proceeding with pursuing the grant funding required to continue expanding the school was approved by the Board of Directors.
   d. Action Item: The Board will determine if it wishes to approve the full-time School Assistant Nurse.
      i. Motion to approve made by: Elizabeth Colombo-Kutch
      ii. Second motion to approve made by: Adrian Peoples
      iii. The motion to approve the full-time School Assistant Nurse was approved by the Board of Directors.

e. Action Item: The Board will determine if it wishes to approve the Summer Camp Assistant Director position. This is funded through a tuition-based program and dependent upon program enrollment.
    i. Motion to approve made by: Chuck Mosher
    ii. Second motion to approve made by: Elizabeth Colombo-Kutch
    iii. The motion to approve the Summer Camp Assistant Director position was approved by the Board of Directors.
f. Action Item: The Board will determine if it wishes to approve the following hires:
    i. Ryan Hunter as a Paraprofessional.
    ii. Sophia Shell as a Substitute Teacher.
    iii. Colleen Owens as the Summer Camp Director.
    iv. Lexi Elborn as the Summer Camp Assistant Director.
    v. Kaitlyn Lacinski as the School Assistant Nurse.
    vi. Motion to approve made by: Adrian Peoples
    vii. Second motion to approve made by: Joe Rogerson
    viii. The motion to approve the hires listed in action item 9f was approved by the Board of Directors.

10. **Old Business:**
    a. Action Item: The Board will determine if it wishes to approve the Paid Family Medical Leave Policy.
        i. Motion to approve made by: Adrian Peoples
        ii. Second motion made by: Melissa Rhoads
        iii. The motion to approve the Paid Family Medical Leave Policy was approved by the Board of Directors.
11. **Adjournment:**
    a. Next Meeting: Regular Meeting on February 23rd, 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.*