

**Providence Creek Academy Charter School**  
**Board of Directors Monthly Meeting**  
**February 24<sup>th</sup>, 2025**  
**6:00 P.M.**  
**PCA Head of School's Office**  
**Conference Call: (513) 386-0000**  
**Access Code: 290054**

**Board Members in Attendance:**

Lisa Moore-President  
Adrian Peoples-Vice President  
Chuck Mosher-Treasurer  
Lisa English-Secretary/Teacher Member  
Melissa Rhoads  
Elizabeth Colombo-Kutch  
Joe Rogerson

**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 6:00 pm
2. **Pledge of Allegiance & Moment of Silence**
3. **Public Comment:** Opportunity to address the Board of Directors
  - a. **No members of the public present to address the Board of Directors**
4. **Approval of the January 27<sup>th</sup>, 2025 Board Meeting Minutes**
  - a. Motion to approve made by: Joe Rogerson
  - b. Second motion to approve made by: Chuck Mosher
  - c. Abstained: Melissa Rhoads
  - d. The motion to approve the January 27, 2025 Board Meeting Minutes was approved by the Board of Directors.
5. **Board Committee Reports:**
  - a. CBOC Committee: Chuck Mosher
    - i. PCA increased its contingency to \$393,823.38 which is approximately \$166,712.62 above the required contingency amount of \$227,111.26.
    - ii. The State Unit Formula (05213) increased to \$7,651,219.
    - iii. Enhanced MCI (10337) expected to receive the revenue for this in the coming months based on information received by the State of Delaware.
    - iv. Local District Funding has received more than the anticipated revenue by \$24,649.79 which brings Local District Funding receipts to \$1,301,557.98.
    - v. Unique Alternatives (05181) was added for \$259,940.10 for student alternative placement. PCA still expects to receive an additional \$100,000 as the local portion for this funding.
    - vi. PCA is 57.69% into the fiscal year and overall expenditures are at 51.15% which is approximately 6.54% under the actual percentage for this month.
    - vii. Last month PCA's expenditures were at 45.88%, which was 4.12% under the actual percentage, including unallocated.
    - viii. Family Care Benefits were added to the OEC section with a budget of \$1,500 based on the Delaware Paid Leave going into effect this month.

- ix. In the Transportation Department, expenditures are currently at 43.64%, which is 14.05% under the actual percentage for this month in the Charter Transportation (05177) budget.
- x. In the Cafeteria Department, expenditure is currently at 38.70%, which is 18.99% under the actual percentage for this month.
- xi. The PNC Bank Statements were reviewed for this month and show deposits of \$2,526.94 which includes a payment of \$600 for the Saints Classic Tournament and a payment of \$1,926.94 for business services provided to Bryan Allen Stevenson School of Excellence. These funds were withdrawn and deposited into the PCA state account as noted in the attached documentation.

**6. Reports:**

- a. Head of School Report: Denise Stouffer
  - i. PCA has received approval for its minor modification regarding enrollment preferences for military connected youth
  - ii. DDOE has conducted a review of PCA's Child Find Responsibilities for Initial Evaluations and found that all files and data are in compliance with federal and state regulations.
  - iii. PCA has an account with Wilmington Trust with a balance of \$3.00 that must be transferred to a new investment option
  - iv. Mrs. Stouffer is seeking approval to contract with a company to provide a special education audit through Exceptional Ed. Partners. The proposed costs for this audit is \$5,940.00.
  - v. Basketball season has wrapped up for the winter.
  - vi. PCA celebrated its 100<sup>th</sup> day of the school year on February 24<sup>th</sup>.
  - vii. PCA is hosting the Delaware Odyssey of the Mind tournament on Saturday, March 8<sup>th</sup>.

**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: Adrian Peoples
- c. The motion to enter Executive Session was approved by the Board of Directors.
- d. Motion to exit Executive Session made by: Chuck Mosher
- 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 SY2024/2025 January Budget.
  - i. Motion to approve made by: Adrian Peoples
  - ii. Second motion to approve made by: Melissa Rhoads
  - iii. The motion to approve the SY2024/2025 January Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly January 2025 Budget.
  - i. Motion to approve made by: Joe Rogerson
  - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
  - iii. The motion to approve the DOE Monthly January 2025 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the IEP Audit Proposal with Exceptional Ed. Partners, not to exceed \$5,940.
  - i. Motion to approve made by: Chuck Mosher

- ii. Second motion to approve made by: Adrian Peoples
- iii. The motion to approve the IEP Audit Proposal with Exceptional Ed. Partners, not to exceed \$5,940 was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the following hires:
  - i. Denise Kavleksi as the School Psychologist.
  - ii. Latasha Demonina as a School Bus Driver.
  - iii. Christina Morales as a Substitute Teacher.
  - iv. Motion to approve the hires as listed in action item d made by: Adrian Peoples
  - v. Second motion to approve made by: Joe Rogerson
  - vi. The motion to approve the hires as listed in action item d was approved by the Board of Directors.

9. **Old Business:** None

10. **Adjournment:** March 31<sup>st</sup>, 2025 – PCA PLC Room.

- a. Motion to adjourn made by: Adrian Peoples
- b. Second motion to adjourn made by; Joe Rogerson
- c. 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.*