**Providence Creek Academy Charter School**
**Board of Directors Monthly Meeting**
**June 29th, 2026**
**6:00 P.M.**
**PCA Business Room**
**Conference Call: (513) 386-0000**
**Access Code: 290054**

**Board Members in Attendance:** Elizabeth Colombo-Kutch, Julie Hoffman, Chuck Mosher, Kiera McGillivray, Melissa Rhoads, Lisa Moore, Joe Rogerson
**Others in Attendance:** 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 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.
4. **Approval of the May 27th, 2026 Board Meeting Minutes**
    a. Tabled.
5. **Board Committee Reports:**
    a. CBOC Committee
        i. Revenue:
            1. PCA has received 99% of its revenue for this fiscal year.
            2. Local Interest Funds were increased by $14,821.38 based on current interest rates.
            3. Federal Funds was increased by $29,598.69 based on current expenditures for federal funds. This is above the initial projections for federal funds expenditures for the fiscal year but does not reflect an increase in awarded grant expenditures. It is important to note that this does not reflect any increase in awarded federal funds, as noted on page 2.
            4. PCA was awarded the Longwood Foundation Grant for $1 million Welfare Grant for $150,000 which will reflect in the coming months once PCA completes the Clearing House process next month.
            5. As of May 31st, PCA's contingency was $138,907. This was reduced from the previous month due to closing fees related to the re-financed bonds, the first two months payments for the WSFS bonds, and end of year expenditures (ex. Curriculum, technology, etc.
        ii. Expenditures:
            1. PCA is 91.67% into the fiscal year, and overall expenditures are at 86%, which is approximately 5.67% under the actual percentage for this month.
                a. PCA's overall expenditures were at 76% last month, which was approximately 4.8% under the actual percentage for this month.

2. In the Transportation Department, expenditures are currently at 87%, which is 4.67% under the actual percentage for this month in the Charter Transportation (05177) budget.
    a. There is $67,130.54 in unallocated funds for transportation which will be consumed by summer payrolls for the Transportation Department which will occur in FY27.
3. In the Cafeteria Department, expenditure is currently at 92%, which is 0.33% over the actual percentage of the for this month in the Café budget.
4. As part of the end of the year, multiple lines were adjusted in the general budget including:
    a. EPER Academic was increased by $56,700 for the first round of stipends related to the Bridge to Practice Grant. This was funded through the Literacy Emergency Funds.
    b. Custodian was increased by $41,614.11 based on staffing throughout FY26.
    c. Loan Fees, Loan Principal, and Loan Interest were increased by $217,300 collectively for closing fees related to the 2026 WSFS bonds and the first two months payment of these bonds.
5. PCBT Expenses have been reviewed for this month.

iii. PNC Bank:
1. The PNC Bank Statements were reviewed for this month.

iv. P-Card:
1. PCA PCard Reconciliation was reviewed for this month.
2. PCBT PCard Reconciliation was reviewed for this month.

b. Expansion Committee

i. PCA currently has 1.15 million in grant funding for the expansion project and is continuing to work with Hanover for additional grants.

ii. As part of the Longwood Foundation Grant, PCA has been provided a membership to Catchafire which PCA plans to partner with for various projects, including a capital campaign, for free of charge.

iii. The RFP is currently being drafted for the expansion project which will be brought to the Board of Directors next month.

iv. PCA was informed by OMB that we will have to move through Clearinghouse for grants over $50,000, including Longwood Foundation and Welfare Foundation. Mrs. Stouffer will present these grants, along with over 20 other grants, at the Clearing House meeting in July.

6. **Reports:**

a. Head of School Report

i. Mrs. Stouffer shared additional information for New Business items including the PCard for Jeanine Martin, Public Meeting Calendar, painting, and the PCBT trip.

ii. PCA's current enrollment is 804 for the upcoming school year.

iii. The facilities are currently on track with cleaning and repairs for the upcoming school year.

7. **Executive Session**: *Pursuant to 29 Del. C. § 10004 (b) (1), (4), and (9) Providence Creek Academy Board will call for an executive session closed to the public*.

a. Motion to enter into Executive Session was made by: Melissa Rhoads
b. Second motion to enter into Executive Session was made by: Chuck Mosher
c. The motion to enter into Executive Session was approved by the Board of Directors.
d. Motion to exit out of Executive Session was made by: Melissa Rhoads
e. Second motion to exit out of Executive Session was made by: Elizabeth Colombo-Kutch
f. The motion to exit out of 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 May 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 May Budget was approved by the Board of Directors.
   b. Action Item: The Board will determine if it wishes to approve the DOE Monthly May 2026 Budget.
      i. Motion to approve made by: Chuck Mosher
      ii. Second motion to approve made by: Elizabeth Colombo-Kutch
      iii. The motion to approve the DOE Monthly May 2026 Budget was approved by the Board of Directors.
   c. Action Item: The Board will determine if it wishes to move forward with the Request for Proposal (RFP) process for the proposed facilities' expansion.
      i. Motion to approve made by: Elizabeth Colombo-Kutch
      ii. Second motion to approve made by: Melissa Rhoads
      iii. The motion to approve the Head of School to move forward with the Request for Proposal (RFP) for the proposed facilities' expansion was approved by the Board of Directors
   d. Action Item: The Board will determine if it wishes to approve the minor modification for the facilities' expansion.
      i. Motion to approve made by: Chuck Mosher
      ii. Second motion to approve made by: Elizabeth Colombo-Kutch
      iii. The motion to approve the minor modification for the facilities' expansion was approved by the Board of Directors.
   e. Action Item: The Board will determine if it wishes to approve the continuation of the PCard for Jeanine Martin.
      i. Motion to approve made by: Elizabeth Colombo-Kutch
      ii. Second motion to approve made by: Chuck Mosher
      iii. The motion to approve the continuation of the PCard for Jeanine Martin was approved by the Board of Directors.
   f. Action Item: The Board will determine if it wishes to approve the public meeting calendar for SY26/27.
      i. Motion to approve made by: Melissa Rhoads
      ii. Second motion to approve made by: Chuck Mosher
      iii. The motion to approve the public meeting calendar for SY26/27 was approved by the Board of Directors.
   g. Action Item: The Board will determine if it wishes to approve the recommended painting quote.

    i. Motion to approve made by: Chuck Mosher
    ii. Second motion to approve made by: Melissa Rhoads
    iii. The motion to approve the recommended painting quote with Mayse Painting was approved by the Board of Directors.

h. Action Item: The Board will determine if it wishes to approve the out of state trip and associated expenses for the PCBT Artistic Director to attend the RDA Northeast Fall Meeting in Dayton, Ohio. This is funded by a tuition based program.
    i. Motion to approve made by: Melissa Rhoads
    ii. Second motion to approve made by: Elizabeth Colombo-Kutch
    iii. The motion to approve the PCBT Artistic Director trip with associated expenses to RDA Northeast Fall Meeting was approved by the Board of Directors.

i. Action Item: The Board will determine if it wishes to approve the following hires for SY2026/2027:
    i. Mike Marotta as the Music and Chorus Teacher.
    ii. Ruchika Kakkar as the 5th Grade ELA Teacher.
    iii. Tyler Van Riper as a Special Education Teacher.
    iv. Cheyenne Donaghue as a Second Grade Teacher.
    v. Ashley Hinderer as a Fourth Grade Teacher.
    vi. Hailey Richmond as a School Counselor.
    vii. Kelly Blake as a Part-Time Paraprofessional.
    viii. Henry Howard as a Part-Time Custodian.
    ix. Natalia Guity as a Summer Camp Counselor.
    x. Valerie Yancy as a Summer Camp Counselor.
        1. Motion to approve the above hires for SY2026/2027 was made by: Elizabeth Colombo-Kutch
        2. Second motion to approve the above hires for SY2026/2027 was made by: Chuck Mosher
        3. The motion to approve the above hires for SY2026/2027 was approved by the Board of Directors.

9. **Old Business:** None
10. **Adjournment:**
    a. Next Meeting: Annual Meeting on July 27th, 2026 – Virtual & Business Office.
        b. Motion to adjourn made by: Chuck Mosher
        d. Second motion to adjourn made by: Melissa Rhoads
        e. 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.*

*Minutes Recorded by Rachael Straightiff