

Providence Creek Academy Charter School
Board of Directors Monthly Meeting
June 30th, 2025
6:00 P.M.
PCA Business Office Room
Conference Call: (513) 386-0000
Access Code: 290054

Board Members in Attendance: Lisa Moore (President), Adrian Peoples (Vice President), Chuck Mosher (Treasurer), Joe Rogerson, Melissa Rhoads, Elizabeth Colombo-Kutch

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

Regular Meeting 6:00 P.M.

1. **Call to Order:** Meeting called to order
2. **Pledge of Allegiance & Moment of Silence**
3. **Public Comment:** Opportunity to address the Board of Directors
 - a. No Public Comment
4. **Approval of the April 30th, 2025 Board Meeting Minutes**
 - a. Motion to approve made by: Joe Rogerson
 - b. Second motion to approve made by: Adrian Peoples
 - c. The motion to approve the May 29th, 2025 Board Meeting Minutes was approved by the Board of Directors.
5. **Board Committee Reports:**
 - a. CBOC Committee
 - b. Local District Funding Misc. increased to \$167,977.39 which is an increase of approximately \$72,000 based on a refund for an insurance payment previously paid.
 - c. Local Special Funds is currently below its budgeted revenue which should be reflected in June's report due to incoming payments from summer camp and facilities rental. PCA may be slightly below the targeted budget but PCA anticipates to receive 100% of budgeted funds in all other revenue areas.
 - d. PCA increased its contingency to \$956,383.15 which is approximately \$726,918 above the required contingency amount of \$229,464.44. This is largely due to PCA not paying its USDA bond for next fiscal year based on PCA's decision to leave the money in the local account to incur interest on the funds. The Local Fund balance will likely be reduced next month due to purchasing materials for the upcoming school year and completion of facility projects such as seal coating.
 - e. Ed Sustainment FY24 (05289) will revert as it was carried into FY25 via a purchase order. When this purchase order was closed for \$1,237.70 due to no additional eligible expenditures being incurred, the purchase order was closed which resulted in the appropriation being locked for further expenditures.
 - f. Child Safety Awareness (05317) will revert for \$1,482 as the invoice was received by Brandon Paris today which is a day after the system closed for bill processing for this fiscal year.
 - g. PCA is 91.66% into the fiscal year and overall expenditures are at 80.37% which is approximately 11.29% under the actual percentage for this month.
 - h. Last month PCA's expenditures were at 70.99%, which was 12.43% under the actual percentage, including unallocated.
 - i. In the Transportation Department, expenditures are currently at 72.58%, which is 19.08% under the actual percentage for this month in the Charter Transportation (05177) budget.

- j. There is currently \$154,765.53 in unallocated funds which will be used for improvement projects, such as seal coating and dismissal walkways, to improve transportation for the school.
- k. In the Cafeteria Department, expenditure is currently at 93.61%, which is 1.95% over the actual percentage for this month.
- l. PCA has received additional information regarding the CEP program which would provide free and reduced lunch to all students. Based on additional information, PCA is not able to seek reimbursement for enough students to make the program viable for the upcoming school year.
- m. Professional Services shows a negative as it is tied to an Intergovernmental Voucher (IV) for services PCA has provided to Bryan Allen Stevenson.
- n. The PNC Bank Statements were reviewed for this month.
- o. PCard Reconciliation was reviewed for this month.

6. Reports:

- a. Head of School Report
 - i. Several students were published in the Fright Club book.
 - ii. The end of the school year features numerous events including the 5th Grade Wax Museum, Coffee Truck celebration for staff, PCBT summer concert, Kindergarten Sight Word Ball, Fun Days, 8th Grade Promotion Ceremony, and PCA's very own military reunion.
 - iii. Summer camp is off to an excellent start under the leadership of Niki Nation and Nicole Cooper.
 - iv. Renewal is underway with the submission of PCA's curricula and additional information requested by the state. PCA will receive feedback on July 25th.
 - v. In partnership with the New Teacher Network, they were able to secure a Longwood Grant to support our continued coaching sessions at PCA and fellow schools.
 - vi. The updated grading policy has been posted for feedback.
 - vii. The Family Leave Policy was updated due to revising definitions based on state revisions.
 - viii. As of this meeting, PCA is fully staffed for teachers for the upcoming school year. PCA still has two paraprofessionals, a maintenance worker, and two café staff openings.

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: Adrian Peoples
- b. Second motion to enter Executive Session made by: Chuck Mosher
- c. 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: Joe Rogerson
- 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 May Budget. Motion to approve made by: Adrian Peoples
 - i. Second motion to approve made by: Joe Rogerson
 - ii. The motion to approve the SY2024/2025 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 2025 Budget.
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the DOE Monthly May 2025 Budget was approved by the Board of Directors.

- c. Action Item: The Board will determine if it wishes to approve the roof replacement in the 4/5 hallway, not to exceed \$115,000.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the roof replacement in the/ hallway was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the revisions to the Paid Leave for Birth or Adoption of a Child. This revision aligns the current PCA policy with the updated State of Delaware definition of eligible employee and child.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the revisions to the above policy was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the proposed salary increase for the Head of School.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the salary increase for the Head of School was approved by the Board of Directors.
- f. Action Item: Action Item: The Board will determine if it wishes to approve the following hires:
 - i. Anthony Gamble as the Athletic Director.
 - ii. Gabrielle Haber as a First Grade Teacher.
 - iii. Sam Cooper as a Support Team Paraprofessional.
 - iv. Motion to approve made by: Elizabeth Colombo Kutch
 - v. Second motion to approve made by: Joe Rogerson
 - vi. The motion to approve the above hires was approved by the Board of Directors.
 - vii.

g.

9. **Old Business:** None

10. **Adjournment:** July 28th, 2025

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