

Providence Creek Academy Charter School
Board of Directors Monthly Meeting
May 29th, 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), Lisa English (Secretary/Teacher Member), Joe Rogerson, Melissa Wharry, 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 at 6:01pm
2. **Pledge of Allegiance & Moment of Silence**
3. **Public Comment:** Opportunity to address the Board of Directors
 - a. Jamie Weatherby: No public comment at this time, but is on the conference call line to listen to public meeting
 - b. Latoya Greene: Question to the Board of Directors regarding kindergarten move up ceremonies and grade level move up ceremonies. Public comment does not allow for the Board of Directors to respond. Ms. Greene was encouraged to email Mrs. Stouffer with any additional questions and concerns.
4. **Approval of the April 30th, 2025 Board Meeting Minutes**
 - a. Motion to approve made by: Chuck Mosher
 - b. Second motion to approve made by: Joe Rogerson
 - c. Abstained: Lisa Moore
 - d. The motion to approve the April 30th, 2025 Board Meeting Minutes was approved by the Board of Directors.
5. **Board Committee Reports:**
 - a. CBOC Committee
 - i. Local Interest Funds was increased by about \$25,000 to \$175,000 based on interest received from the state.
 - ii. All anticipated revenues have been received except for food service, interest, special funds, facility use. All funds are expected to be fully received by the end of the fiscal year except for food service may be slightly under.
 - iii. PCA increased its contingency to \$518,591.46 which is approximately \$289,816.82 above the required contingency amount of \$228,774.64.
 - iv. PCA is 83.33% into the fiscal year and overall expenditures are at 70.990% which is approximately 12.43% under the actual percentage for this month.
 - v. Last month PCA's expenditures were at 64.59%, which was 10.41% under the actual percentage, including unallocated.
 - vi. In the Transportation Department, expenditures are currently at 67.29%, which is 16.04% under the actual percentage for this month in the Charter Transportation (05177) budget.
 - vii. In the Cafeteria Department, expenditure is currently at 83.16%, which is 0.17% under the actual percentage for this month.
 - viii. PCA has received notification from the state that all students will qualify for a CEP program which will provide free and reduced lunch to all students. PCA is currently working with the state to finalizing the details surrounding this funding.
 - ix. Recreational Equipment (57520) was added for \$6,450.89. This was balanced by reducing Institutional Equipment (56950) for the same amount.
 - x. The PNC Bank Statements were reviewed for this month.
 - xi. PCard Reconciliation was reviewed for this month.

- xii. Historically, PCA has transferred its USDA payment of approximately \$317,000 for future bonds payments. PCA is proposing to keep these funds in state accounts to accrue interest and to comply with FDIC regulations of \$250,000.
- b. Oversight Committee
 - i. Review of Bus Driver incentives including incentives for attendance, referrals and safety. Committee will review again next May.
 - ii. Pay Scale Data for Head of School was reviewed by the committee

6. Reports:

- a. Head of School Report
 - i. Application for National Association of Special Education Teachers was received
 - ii. Determination Letter for IDEA has been provided and PCA is meeting standards
 - iii. Theatre track students performed their first original production, Wait Wait Bo Bait. Second grade classes performed "The Rainbow Fish"
 - iv. Band and Chorus concerts took place this month, along with 5th grade Wax Museum, 8th Grade Science Fair
 - v. Grade Level Fun Days and end of year field trips are taking place the last few weeks of school. PCA's Field Day is May 30th, 2025.
 - vi. Middle School students writing entries were published in a book and Mrs. Stouffer will share with the Board.
 - vii. Members of the seventh grade class participated in mock congressional hearings.
 - viii. PCA's 7th grade Computer Science class built a wheelchair for a dog born with only two legs. "Roo" the dog came to PCA on May 28th and took his first steps. The project was captured by local news station WBOC. These students will also be recognized by local legislators and leaders.
 - ix. Next year's public meeting calendar is up for review for the Board to consider.
 - x. Up for approval are new ovens and warmers for the café, revisions to the Student Dress Code Policy, an additional part-time custodial position for SY25/26, and new hires.
 - xi. There are several leaks in the roof in the Core building and Lower School. PCA is working to get quotes and options for replacement of the lower school roof.

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: Melissa Rhoads
- b. Second motion to enter Executive Session made by: Adrian Peoples
- c. Motion to enter Executive Session was approved by the Board of Directors.
- d. Motion to exit Executive Session made by: Adrian Peoples
- 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.

8. New Business:

- a. Action Item: The Board will determine if it wishes to approve the SY2024/2025 April 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 April Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly April 2025 Budget.
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the DOE Monthly April 2025 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the public meeting calendar for SY25/26.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the public meeting calendar for SY25/26 was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the ovens purchase for the café.

- i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the ovens purchase for the café was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the warmer purchase for the cafe.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the warmer purchase for the café was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the revisions to the Student Dress Code Policy.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Elizabeth Colombo Kutch
 - iii. The motion to approve the revisions to the Student Dress Code Policy was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve an additional part-time custodial position beginning SY2025/2026.
 - i. Motion to approve made by: Elizabeth Colombo Kutch
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve an additional part-time custodial position beginning SY2025/22026 was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the following hires:
 - i. Kasey Phillips as a Substitute Teacher.
 - ii. Bryan Savage as a Summer Camp Counselor.
 - iii. Motion to approve made by: Chuck Mosher
 - iv. Second motion to approve made by: Elizabeth Colombo Kutch
 - v. The motion to approve the hires listed in action item h was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the following hires as of the SY25/26:
 - i. Morgan Lawson as a Special Education Teacher
 - ii. Megan Williams as a Special Education Teacher.
 - iii. Allison Medley as an Art Teacher.
 - iv. Holly Driscall as the Academic Interventionist.
 - v. Christina Morales as the Academic Interventionist.
 - vi. Motion to approve made by: Melissa Rhoads
 - vii. Second motion to approve made by: Adrian Peoples
 - viii. The motion to approve the hires listed in action item I was approved by the Board of Directors.

9. **Old Business:** None

10. **Adjournment:** June 30th, 2025 – Virtual.

- 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.