

Providence Creek Academy Charter School
Board of Directors Monthly Meeting
November 24th, 2025
6:00 P.M.
PCA Instructional Coaches Office (Lower School Room 2201)
Conference Call: (513) 386-0000
Access Code: 290054

Board Members Present: Lisa Moore, Adrian Peoples, Joe Rogerson, Lisa English, Elizabeth Colombo-Kutch, Melissa Rhoads, Chuck Mosher

Others Present: 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 October 27th, 2025 Board Meeting Minutes.**
 - a. Motion to approve made by: Melissa Rhoads
 - b. Second motion to approve made by: Joe Rogerson
 - c. The motion to approve the Board Meeting Minutes was approved by the Board of Directors.
5. **Board Committee Reports:**
 - a. CBOC Committee
 - i. State funding still remains below anticipation due to issues with the data conversion to DSC but is anticipated to reach the full amount. PCA has been in communication with the DOE, specifically Brook Hughes, to resolve issues regarding state funding for employees due to the transition to DSC.
 - ii. PCA has received 70% of its revenue for this fiscal year.
 - iii. PCA has received its local funds from all school districts except Appoquinimink.
 - iv. PCA anticipates that tuition funding and mid-year unit count will be continued this fiscal year but is seeking guidance from DOE on how this is calculated.
 - v. Unique Alternatives is still expected to revert as the eligible student has graduated from PCA.
 - vi. PCA has a preliminary contingency that decreased to \$226,765.39 which is slightly below the required contingency of \$259,975.72.
 - vii. PCA is 33.33% into the fiscal year, and overall expenditures are at 31%, which is approximately 2.33% under the actual percentage for this month.
 - viii. PCA's overall expenditures were 22% last month which was approximately 3% under the actual percentage for this month.
 - ix. In the Transportation Department, expenditures are currently at 29%, which is 4.33% under the actual percentage for this month in the Charter Transportation (05177) budget.
 - x. As of October 31st, there is \$91,028.27 in unallocated funds for transportation. This is anticipated to be spent on summer payrolls, approximately \$83,000, for time worked in SY25/26 and the purchase of an additional school bus as approved in the last PCA Board of Directors meeting.
 - xi. In the Cafeteria Department, expenditure is currently at 27%, which is 6.33% under the actual percentage for this month.
 - xii. The PNC Bank Statements were reviewed for this month.

- xiii. The petty cash account has been closed which will be reflected in November's statement reviews. PCA was reimbursed for all banking fees.
- xiv. P-Card:
- xv. PCard Reconciliation was reviewed for this month.
- xvi. PCBT Reconciliation was reviewed for the month.

6. Reports:

a. Head of School Report

- i. Initial CSAC Meeting occurred on 11/3/25
- ii. Initial CSAC Report has been provided to the Board of Directors for review.
- iii. PCA's First Annual STEM Night occurred on 11/5/25 and was a huge success. Over 300 PCA families attended the event.
- iv. PCA has entered a partnership with New Teacher Center for additional coaching opportunities.
- v. The staff versus students volleyball game took place this month.
- vi. The annual Halloween parade was shifted inside to due inclement weather and was a success.
- vii. Two PCA students are going to the Kent County Honors Band.
- viii. The annual Veteran's Day Ceremony took place, led by the sixth grade teachers and students.
- ix. The annual Thanksgiving Family Lunch took place on 11/14/21
- x. The class size waiver is being submitted tonight for Board approval.
- xi. PCA is asking the Board to consider forming a temporary expansion committee to include possible small group classroom spaces connecting the end of the new wing in upper school to the core building
- xii. PCA has applied for three grants including the Cell Phone Grant, DEMA grant and Bridge to Practice Grant to provide professional development for all K-3 educators on the Science of Reading. The Cell Phone Grant has already been awarded to PCA to add additional cameras on campus,
- xiii. PCA has been recognized by Delaware Secretary of Education Cynthia Marten for being one of 19 schools statewide in Delaware that has demonstrated two consecutive years of progress across the full Delaware School Success Framework.

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: Joe Rogerson
- 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: Adrian Peoples
- 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 SY2025/2026 October Budget.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the SY2025/2026 October Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly October 2025 Budget.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the DOE Monthly October 2025 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the class size waiver.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Melissa Rhoads

- iii. Abstained by: Adrian Peoples
- iv. The motion to approve the class size waiver was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve a temporary Expansion Committee.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve a temporary Expansion Committee was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the following grants:
 - i. Cell Phone Grant FY26.
 - ii. DEMA Grant FY26.
 - iii. Bridge to Practice Grant FY26.
 - iv. Motion to approve the grants as written in action item 8.e made by: Joe Rogerson
 - v. Second motion to approve made by: Elizabeth Colombo-Kutch
 - vi. The motion to approve the grants as written in action item 8e was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the 7th grade field trip to the Philadelphia Art Museum in Philadelphia, PA on January 7th.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the 7th grade field trip to the Philadelphia Art Museum in Philadelphia, PA on January 7th was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the following hires:
 - i. Elena Valente as the K/1 Special Education Teacher.
 - ii. Miguel Rivera as a Second Grade Teacher.
 - iii. Linda McCain as a Substitute Teacher.
 - iv. Anthony Gamble as the Girls' Basketball Assistant Coach
 - v. Motion to approve made by: Elizabeth Colombo-Kutch
 - vi. Second motion to approve made by: Joe Rogerson
 - vii. The motion to approve the hires as listed in action item 8g were approved by the Board of Directors.

9. **Old Business:** None

10. **Adjournment:**

- a. Next Meeting: Regular Meeting on December 18th, 2025 – Virtual.
 - 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.