

Providence Creek Academy Charter School
Board of Directors Monthly Meeting
April 27th, 2026
5:00 P.M.
PCA PLC Room
Conference Call: (513) 386-0000
Access Code: 290054

Board Members in Attendance: Lisa Moore, Adrian Peoples, Lisa English, Elizabeth Colombo-Kutch, Kiera McGillvray, Melissa Rhoads, Chuck Mosher

Others in Attendance: Denise Stouffer, Rachael Straighttiff, Christy Wasilkowski, Bill Bentz

Regular Meeting 5:00 P.M.

1. **Call to Order:** Meeting called to order at 5:06 pm
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.Straighttiff@pca.k12.de.us with their name and the comment topic at least two hours before the start of the meeting.
 - i. No members of the public present for public comment.
4. **Presentation:** Preliminary Budget FY27
5. **Approval of the Below Board Meeting Minutes:**
 - a. March 2nd, 2026
 - b. March 30th, 2026 (abstained: Melissa Rhoads)
 - c. April 20th, 2026
 - d. Motion to approve made by: Adrian Peoples
 - e. Second motion to approve made by: Chuck Mosher
 - f. The motion to approve the Board Meeting Minutes as listed in action item 5 was approved by the Board of Directors.
6. **Board Committee Reports:**
 - a. CBOC Committee: presented by Mrs. Stouffer
 - i. PCA has received 99% of its revenue for this fiscal year and expects to receive all additional revenue from the remaining accounts:
 - ii. Upon the Business Manager leaving for Parental Leave, PCA received a check for approximately \$103K which was re-deposited into PCA's account in error. This was then re-processed from the local Citizen's Bank account to transfer the funds to PCA's PNC Bank Account, as noted in our PNC Bank Statement, for PCA's mortgage.
 - iii. PCA's required contingency was reduced from \$260,957.45 to \$221,212.60 based on information received by Brook Hughes with DOE. Based on this information, the required contingency from the state is 2% of state funding from Tuition, Charter Bill, Operations, and Transportation as noted on page 13.
 - iv. As of March 31st, PCA's contingency was \$348,044 which is \$126,831.74 above the required contingency.

- v. PCA is 73.08% into the fiscal year, and overall expenditures are at 69%, which is approximately 4.8% under the actual percentage for this month.
 - vi. PCA's overall expenditures were at 62% last month, which was approximately 4.6% under the actual percentage for this month.
 - vii. In the Transportation Department, expenditures are currently at 78%, which is 4.92% over the actual percentage for this month in the Charter Transportation (05177) budget.
 - viii. There is \$78,501.26 in unallocated funds for transportation which will be consumed by summer payrolls for the Transportation Department which will occur in FY27.
 - ix. In the Cafeteria Department, expenditure is currently at 75%, which is 2.08% over the actual percentage for this month.
 - x. PCA will be finalize the last indirect costs for the cafeteria by charging the department for their portion of insurance by the end of the month.
 - xi. The following expenditure lines were noted during the meeting
 - 1. Paraprofessionals: This line was decreased by \$51,743 based on staffing changes in the department.
 - 2. OT, PT, Psych, Speech, Farm Therapy: As noted in last month's meeting, this line was increased by \$74,277.10 based on current expenditures and anticipating expenditures of approximately \$20k per month for the remainder of the year as noted on page 10.
 - 3. Security Supplies: This line was increased by \$9,100.84 based on PCA's award of the Cell Phone Pilot Grant to improve our security cameras. As noted on page 11, this project was paid through Safety & Security Funds and the Cell Phone Pilot Grant.
 - 4. Food: PCA's US Foods Purchase Order charged the general operating department, in lieu of the cafe, for purchases. These will be corrected and the line return to under budget by next month's meeting.
 - xii. PCBT Expenses have been reviewed for this month.
 - xiii. The PNC Bank Statements were reviewed for this month.
 - xiv. PCA PCard Reconciliation was reviewed for this month.
 - xv. PCBT PCard Reconciliation was reviewed for this month.
 - xvi. The Preliminary Budget was presented to CBOC prior to going to the Board of Directors the following week.
- b. Expansion Committee
- i. PCA has applied for Welfare grant, representatives for the grant will be conducting a site visit within the next month

7. Reports:

- a. Head of School Report
 - i. End of school year quickly approaching
 - ii. This past month's events included: Spring Concert and Literacy Night
 - iii. Spring sports are in full swing and are going very well
 - iv. Teacher and Staff Appreciation Week kicks off next week May 4-8
 - v. PCA received its second Purple Star for its work with Military Connected Youth
 - vi. Action items tonight include:
 - 1. A new golf cart not to exceed \$15,000

2. 7th and 8th grade field trip to Jolly Rogers on May 28th
 3. New positions including: Part-Time Lead Counselor, fourth grade teacher, part time academic interventionists
8. **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 Executive Session made by; Melissa Rhoads
 - b. Second motion to enter Executive Session made by: Elizabeth Colombo-Kutch
 - c. The motion to enter Executive Session was approved by the Board of Directors.
 - d. The 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.
9. **New Business:**
- a. Action Item: The Board will determine if it wishes to approve the SY2025/2026 March Budget.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the SY2025/2026 March Budget was approved by the Board of Directors.
 - b. Action Item: The Board will determine if it wishes to approve the DOE Monthly March 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 March 2026 Budget was approved by the Board of Directors.
 - c. Action Item: The Board will determine if it wishes to approve the FY2027 Preliminary Budget pending the approval of the Governor's Recommended Budget.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the FY2027 Preliminary Budget pending the approval of the Governor's Recommended Budget was approved by the Board of Directors.
 - d. Action Item: The Board will determine if it wishes to approve the FY2027 proposed pay scales pending the approval of the Governor's Recommended Budget.
 - i. Motion to approve made by: Elizabeth Colombo-Kutch
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve pending the approval of the Governor's Recommended Budget was approved by the Board of Directors.
 - e. Action Item: The Board will determine if it wishes to approve the purchase of a golf cart, not to exceed \$15,000.
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iii. The motion to approve the purchase of a golf cart, not to exceed \$15,000, was approved by the Board of Directors.
 - f. Action Item: The Board will determine if it wishes to approve the 7th and 8th Grade Field Trip to Jolly Rogers Field Trip in Ocean City, MD on May 28th, 2026.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples

- iii. The motion to approve the 7th and 8th Grade Field Trip to Jolly Rogers Field Trip in Ocean City, MD on May 28th, 2026, was approved by the Board of Directors.
 - g. Action Item: The Board will determine if it wishes to approve the Part-Time Lead Custodian position.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Elizabeth Colombo-Kutch
 - iii. The motion to approve the Part-Time Lead Custodian position was approved by the Board of Directors.
 - h. Action Item: The Board will determine if it wishes to approve the following positions starting next school year:
 - i. School Counselor (Full-Time)
 - ii. Fourth Grade Teacher (Full-Time)
 - iii. Academic Interventionist Paraprofessional (Part-Time)
 - iv. Motion to approve made by: Elizabeth Colombo-Kutch
 - v. Second motion to approve made by: Chuck Mosher
 - vi. The motion to approve the positions as listed in action item 21h, was approved by the Board of Directors.
 - i. Action Item: The Board will determine if it wishes to approve the following hires:
 - i. William Scott as a Long-Term Substitute Custodian.
 - ii. Brittany Patrick as a Dishwasher.
 - iii. Kayleigh Fox as a Substitute Teacher.
 - iv. Motion to approve made by: Melissa Rhoads
 - v. Second motion to approve made by: Elizabeth Colombo-Kutch
 - vi. The motion to approve the hires as listed in action item 21i was approved by the Board of Directors.
 - j. Action Item: The Board will determine if it wishes to approve the following hires for SY2026/2027:
 - i. Loretta Price as a Teacher Resident.
 - ii. Lexi Elborn as a Teacher Resident.
 - iii. Shawn Marie Cole as the Academic Paraprofessional (Part-Time)
 - iv. Motion to approve made by: Adrian Peoples
 - v. Second motion to approve made by: Chuck Mosher
 - vi. The motion to approve the hires as listed in action item 21j was approved by the Board of Directors.

10. Old Business:

- a. Action Item: The Board will choose an auditor for SY26/27 and determine the length of the contract not to exceed 5 years.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve Barbacane Thornton for a one year contract was approved by the Board of Directors.
- b. The Board will determine whether it wishes to refinance its 2008A short-term bonds totaling \$4,735,000.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Melissa Rhoads

- iii. Abstention: Chuck Mosher
- iv. The motion to approve the refinancing of the 2008A short-term bonds for \$4,735,000 was approved by the Board of Directors.

11. Adjournment:

- a. Next Meeting: Regular Meeting on May 27th, 2026 – Virtual & Business Office.

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.