

Providence Creek Academy Charter School
Board of Directors Monthly Meeting
August 27th, 2025
6:00 P.M.
PCA Business Office
Conference Call: (513) 386-0000
Access Code: 290054

Board Members in Attendance: Lisa Moore (President), Adrian Peoples (Vice President), Joe Rogerson (Treasurer), Lisa English (Secretary/Teacher Board Member), Chuck Mosher

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

Regular Meeting 6:00 P.M.

1. Call to Order

- a. Meeting called to order at 6:04 pm

2. Pledge of Allegiance & Moment of Silence

3. Public Comment: Opportunity to address the Board of Directors

- a. No members of the public present to address the Board of Directors

4. Presentation: Academic Data Presentation by the PCA Academic Team

5. Approval of the July 28th, 2025 Board Meeting Minutes

- a. Motion to approve made by: Adrian Peoples
- b. Second motion to approve made by: Joe Rogerson
- c. The motion to approve the July 28th, 2025 Board Meeting Minutes was approved by the Board of Directors.

6. Board Committee Reports:

a. CBOC Committee

- i. State Unit Formula (05213) has a budget is \$8,276,905 based on enrollment of 790 students.
- ii. PCA has notable funds from the previous fiscal year roll into this FY26 budget that were not included in the original preliminary budget including State Charter Transportation (05177) FY25 for \$236,978.33, State Unit Formula (05213) FY2 for \$200,373.15, and Mid-Year Unit Count for \$5,117.35.
- iii. PCA has received \$151,657.10 in State Unique Alternatives (05181) for a student in an alternative placement. This student is no longer at PCA which will cause this money to revert due to no qualifying expenditures.
- iv. PCA has a preliminary contingency of \$31,904.47 which is below the required contingency of \$255,595.43.
- v. PCA is 8.3% into the fiscal year and overall expenditures are at 6% which is approximately 2.3% under the actual percentage for this month.
- vi. In the Transportation Department, expenditures are currently at 6%, which is 2.3% under the actual percentage for this month in the Charter Transportation (05177) budget.
- vii. In the Cafeteria Department, expenditure is currently at 2%, which is 6.3% under the actual percentage for this month.
- viii. PCA increased its capital expense line due to the replacement of the Lower School roof which was previously approved by the Board of Directors. Additional funds were budgeted in the account for future repair needs.
- ix. The PNC Bank Statements were reviewed for this month.
- x. Following up on last month's note regarding an additional PNC bank account. PCA was able to confirm with PNC that PCA does not have an additional bank account with PNC and the additional account was reported to PCA in error.

- xi. PCA successfully opened a third bank account last month which was required as part of our transition to Infinite Campus.
- xii. PCard Reconciliation was reviewed for this month.

7. Reports:

- a. Head of School Report
 - i. Summer Camp and Summer School concluded this month.
 - ii. The first day of school was August 25th and was very successful.
 - iii. The lower school pavilion and sidewalk is complete. The lower school roof has also been completed.
 - iv. Meet and Greet was very well attended this year. PTO had an ice cream truck, as well as other community information tables.
 - v. Two policies are up for vote today. Mrs. Stouffer would like to table action item c due to receiving additional feedback. The Title IX policy is being updated to align with federal policy. The Enrollment Policy is being updated to reflect Military Connected Youth enrollment and teacher requests.
 - vi. Sports tryouts are occurring this week.

8. 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: Chuck Mosher
- 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 enter Executive Session made by: Joe Rogerson
- 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 July Budget.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the SY2025/2026 was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly July 2025 Budget.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the DOE Monthly July 2025 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the revisions to the Wellness Policy. (*action item tabled*)
- d. Action Item: The Board will determine if it wishes to approve the revisions to the Title IX Policy.
 - 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 Title IX Policy was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the revisions to the Enrollment Policy.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the revisions to the Enrollment Policy was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the following hires:
 - i. Amber Troupe as a part-time paraprofessional.
 - ii. Chanel Bryan as a part-time paraprofessional.

- iii. Chelsea Connor as a part-time school nurse.
- iv. Laura Shaffer as the Long-Term Technology Substitute Teacher and the Assistant Cheer Coach.
- v. Isabelle Davis as the Head Volleyball Coach.
- vi. Allison Medley as the Assistant Volleyball Coach.
- vii. Kwame Deshields as the Head Boys Basketball Coach.
- viii. Motion to approve made by: Joe Rogerson
- ix. Second motion to approve made by: Adrian Peoples
- x. The motion to approve the hires listed in action item f was approved by the Board of Directors.

10. Old Business: None

- a. Action Item: The Board will determine if it wishes to approve the FY26 Safety and Security Fund Application.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the FY26 Safety and Security Fund Application was approved by the Board of Directors.

11. Adjournment:

- a. Next Meeting: Annual Meeting on September 29th, 2025.
- b. Motion to adjourn made by: Adrian Peoples
- c. Second motion to adjourn made by: Joe Rogerson
- d. 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.