Providence Creek Academy Charter School
Board of Directors Monthly Meeting
August 31, 2026
6:00 P.M.
PCA Business Room
Conference Call: (513) 386-0000
Access Code: 290054

Board Members in Attendance: Adrian Peoples, Joe Rogerson, Lisa English, Kiera McGillivray, Chuck Mosher

Others in Attendance: Denise Stouffer, Head of School; Rachael Straightiff; Laurie Poore; Sarah Selway; Andrea Cofield, Sharvelle Cannon

Regular Meeting 6:00 P.M.

1. **Call to Order:** Meeting called to order at 6:05 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.Straightiff@pca.k12.de.us with their name and the comment topic at least two hours before the start of the meeting.
    b. No members of the public present for public comment.
4. **Presentation: Academics**
    a. Special education presented by Ms. Cofield
        i. Core Word Communication improved from 60% to 100%
        ii. Intraverbal Expressive Communication improved from 50% to 100%
        iii. Reliable Yes/No Communication from 40% to 100%
    b. School-wide Data presented by Ms. Cannon
        i. Overall proficiency
            1. Math: 51%
            2. ELA: 57%
        ii. Outperforming surrounding districts and state
        iii. DDOE State Recognition: Excellence Based Highlight and Strongest Charter Growth from 2024-2026
5. **Approval of the following Board Meeting Minutes:**
    a. July 27th, 2026
    b. Motion to approve made by: Chuck Mosher
    c. Second motion to approve made by: Kiera McGillivray
    d. The motion to approve the July 27th, 2026 Board Meeting Minutes were approved by the Board of Directors.
6. **Board Committee Reports:**
    a. CBOC Committee
        i. PCA has received 61% of its revenue for this fiscal year.
        ii. PCA's budget has increased 9.2% from the fiscal year based on state funding, federal funds, and competitive grants.

iii. The first budget of the fiscal year was based off of the preliminary budget with significant changes noted including the following for revenue:
    1. Charter Transportation: There was no increase in transportation rates for this fiscal year, which has never occurred before. PCA's preliminary budget assumed a 5% increase to be conservative based on the average of a 10% increase in the past four years. This has resulted in PCA reduction in this line for $58,918.60.
    2. Local Food Service: This was increased to $355,350.22 based on the final revenue received for the cafe in the previous fiscal year along with the $28,413.95 which was deposited in July for the final Infinite Campus transfer for the cafe.
    3. Literacy Emergency Fund: PCA received the first round of the Bridge to Practice in the winter of last fiscal year. As part of this grant, the final stipend payment was processed in the first payroll of July which resulted in the revenue and expenses of $86,049.07 reflecting in this fiscal year.
    4. Rural & Low-Income: PCA received the Rural and Low-Income Grant for this fiscal year for $32,693.17.
iv. PCA's contingency reserve increased form $27, 863.43 in the preliminary budget to $131,351.74 in the current budget.
v. PCA is 8.33% into the fiscal year, and overall expenditures are at 9.51%, which is approximately 1.18% over the actual percentage for this month. This is largely due to transferring funds for PCA's USDA mortgage and WSFS bonds for August through January along with the Early Literacy Fund. If these are removed, PCA's expenditures represent 6.47% of the overall budget which is 1.22% under the actual percentage.
vi. In the Transportation Department, expenditures are currently at 4.09%, which is 5.42% under the actual percentage for this month in the Charter Transportation (05177) budget.
    1. Due to the needs of a student, PCA added $24,266.63 in the transportation budget to account for $7,400 for van rental and $16,866.63 in salaries/OECs. PCA plans to apply for the High Needs Grant to assist with these expenses.
vii. In the Cafeteria Department, expenditure is currently at 1.75%, which is 7.76% under the actual percentage of the for this month in the Café budget.
viii. PCBT Expenses have been reviewed for this month.
ix. The PNC Bank Statements were reviewed for this month.
x. PCA PCard Reconciliation was reviewed for this month.
xi. PCBT PCard Reconciliation was reviewed for this month.

b. Expansion Committee
    i. RFP is posted.

c. Oversight Committee
    i. Evaluation of Head of School has been completed.

7. **Reports:**
    a. Head of School Report
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: Chuck Mosher
    b. Second motion to enter Executive Session made by: Kiera McGillivray
    c. The motion to enter Executive Session was approved by the Board of Directors.
    d. Motion to exit Executive Session made by: Kiera McGillivray
    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 SY2026/2027 July Budget.
        i. Motion to approve made by: Chuck Mosher
        ii. Second motion to approve made by: Joe Rogereson
        iii. The motion to approve the SY2026/2027 July Budget was approved by the Board of Directors.
    b. Action Item: The Board will determine if it wishes to approve the DOE Monthly July 2026 Budget.
        i. Motion to approve made by: Chuck Mosher
        ii. Second motion to approve made by: Joe Rogerson
        iii. The motion to approve the DOE Monthly July 2026 Budget was approved by the Board of Directors.
    c. Action Item: The Board will determine if it wishes to approve the Compliance Certification Statement SY25/26.
        i. Motion to approve made by: Kiera McGillivray
        ii. Second motion to approve made by: Joe Rogerson
        iii. The motion to approve the revised Compliance Certification Statement for SY 25/26 was approved by the Board of Directors.
    d. Action Item: The Board will determine if it wishes to approve the following policy revisions:
        i. Student Cell Phone and Personal Electronic Device Policy.
        ii. Cash Receipts and Local Fund Policy.
        iii. Internal Accounts Policy.
        iv. Fiscal Management Policy.
        v. Motion to approve made by: Joe Rogerson
        vi. Second motion to approve made by: Kiera McGillivray
        vii. The motion to approve the above forementioned policies were approved by the Board of Directors.
    e. Action Item: The Head of School requests the support of the Board to re-implement alternative USDA approved school lunches for students with an outstanding balance of $40.00 or more.
        i. Motion to approve made by: Chuck Mosher

ii. Second motion to approve made by: Kiera MGillivray
iii. The motion to approve reimplementing alternative USDA approved lunches for students with an outstanding balance of $40.00 or more was approved by the Board of Directors.

f. Action Item: The Board will determine if it wishes to approve the following field trips:
   i. 4th Grade field trip to Longwood Gardens in Kennet Square, PA in September of 2027.
   ii. 5th Grade overnight field trip to Echo Hill in Kennedyville, MD in the spring of 2027.
   iii. Hershey Park Music Festival (Band) in Hershey, PA on May 8, 2027.
   iv. Motion to approve made by: Kiera McGillivray
   v. Second motion to approve made by: Joe Rogerson
   vi. The motion to approve the recommended field trips was approved by the Board of Directors.

g. Action Item: The Board will determine if it wishes to approve the following hires:
   i. Deandre Valentine as the Head Football Coach.
   ii. Amber Tomczak as the Special Education Teacher.
   iii. Lori Stanton as the Special Education Teacher.
   iv. Glen Husted as the Dishwasher.
   v. Sophia Shell as a Paraprofessional.
   vi. Shana Vollmer as a Substitute Teacher.
   vii. Khadira Abdul-Aziz as a Substitute Teacher.
   viii. Motion to approve made by: Chuck Mosher
   ix. Second motion to approve made by: Joe Rogerson
   x. The motion to approve the above mentioned new hires was approved by the Board of Directors.

10. **Old Business:** None
11. **Adjournment:**
    a. Next Meeting: Regular Meeting on September 28th, 2026 – Virtual & Business Office.
       i. Motion made by: Kiera McGillivray
       ii. Second motion made by: Chuck Mosher
       iii. 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.*