Providence Creek Academy Charter School
Board of Directors Monthly Meeting
July 27th, 2026
6:00 P.M.
PCA Business Room
Conference Call: (513) 386-0000
Access Code: 290054

Board Members in Attendance: Lisa Moore, Adrian Peoples, Joe Rogerson, Lisa English, Chuck Mosher, Kiera McGillvray, Julie Hoffman

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

Regular Meeting 6:00 P.M.

1. **Call to Order:** Meeting called to order at 6:02 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. **Board of Directors Organization and Appointment:**
    a. Re-Organization of the Board of Directors
        i. Nomination and Appointment of a Temporary Chairperson
            1. Motion to nominate Lisa English made by: Lisa Moore
            2. Second motion made by: Adrian Peoples
            3. The motion to appointment Lisa English as temporary chairperson was approved by the Board of Directors.
        ii. Nomination and Appointment of New Board Member
            1. Motion to nominate Kiera McGillvray made by: Adrian Peoples
            2. Second motion made by: Joe Rogerson
            3. The motion to nominate and appoint Kiera McGillvray as Board Member was approved by the Board of Directors.
        iii. Reappointment of Adrian Peoples for five-year term
            1. Motion to reappoint made by: Joe Rogerson
            2. Second motion made by: Chuck Mosher
            3. The motion to reappoint Adrian Peoples for a five-year term on the Board of Directors was approved by the Board of Directors.
        iv. Nomination and Appointment of President of Board of Directors
            1. Motion to nominate Lisa Moore made by: Adrian Peoples
            2. Second motion made by: Chuck Mosher
            3. The motion to nominate and appoint Lisa Moore as President was approved by the Board of Directors.
        v. Nomination and Appointment of Vice President of Board of Directors
            1. Motion to nominate Adrian Peoples made by: Lisa Moore

2. Second motion made by: Chuck Mosher
3. The motion to nominate and appoint Adrian Peoples as Vice President was approved by the Board of Directors.

vi. Nomination and Appointment of Treasurer of Board of Directors
1. Motion to nominate Chuck Mosher made by: Joe Rogerson
2. Second motion made by: Adrian Peoples
3. The motion to nominate and appoint Chuck Mosher as Treasurer was approved by the Board of Directors.

vii. Nomination and Appointment of Secretary of Board of Directors
1. Motion to nominate Kiera McGillvray made by: Lisa Moore
2. Second motion made by: Chuck Mosher
3. The motion to nominate and approve Kiera McGillvray as Secretary was approved by the Board of Directors.

viii. Nomination and Appointment of Parent Member of Board of Directors
1. Motion to nominate Joe Rogerson made by: Chuck Mosher
2. Second motion made by: Adrian Peoples
3. The motion to nominate and approve Joe Rogerson as Parent Member was approved by the Board of Directors.

5. **Approval of the following Board Meeting Minutes:**
   a. May 27th, 2026
   b. June 29th, 2026
      i. Abstained: Lisa English and Lisa Moore
   c. Motion to approve made by: Joe Rogerson
   d. Second motion to approve made by: Chuck Mosher
   e. The motion to approve the May 27th, 2026 and June 29th, 2026 Board Meeting Minutes were approved by the Board of Directors.
6. **Board Committee Reports:**
   a. CBOC Committee
      i. PCA has received 100% of its revenue for this fiscal year.
      ii. Federal Funds was increased by $27,794 based on current expenditures for federal funds.
      iii. Local Food Service increased by $36,936 based on revenue received.
      iv. As of June 30th, PCA's contingency was $173,708.
      v. PCA is 100% into the fiscal year, and overall expenditures are at 95%, which is approximately 5% under the actual percentage for this month.
      vi. PCA's overall expenditures were at 86% last month, which was approximately 5.67% under the actual percentage for this month.
      vii. In the Transportation Department, expenditures are currently at 92%, which is 8% under the actual percentage for this month in the Charter Transportation (05177) budget.
      viii. The transportation department had remaining funds of $118,571, including $67,130.54 in unallocated funds for summer payroll, which will carryover into the upcoming fiscal year. These funds will be consumed by payrolls and beginning of the year expenditures.
      ix. In the Cafeteria Department, expenditure is currently at 99%, which is 1% under the actual percentage of the for this month in the Café budget.

x. As part of the end of the year, multiple lines were adjusted in the general budget including:
xi. Student Support Equipment was created for $14,295 for the purchase of the Board approved golf cart.
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. Infinite Campus and WSFS statements were reviewed for the month.

b. Expansion Committee
   i. RFP was voted on by the Board at last month's meeting. Therefore, Mrs. Stouffer is requesting that action item 9e is stricken from the agenda.

7. **Reports:**
   a. Head of School Report
      i. Student schedules will be ready by 8/13 and posted online as well as office buildings.
      ii. MPC painting company did a great job on the painting of several classroom, bathrooms, and hallways.
      iii. Damon and his team are completed with all of the buildings are working on the finishing touches these next two weeks.
      iv. Kudos to the academic team for attending the state data conference this week with the Department of Education.
      v. Mrs. Stouffer attended the Clearing House Committee meeting at Legislative Hall and all of our grant applications were approved. We were very grateful to Senator Pardee and State Rep. Postles for their kind words about PCA and the assistance of the Office of Management and Budget.
      vi. PCA has grown significantly over the last eight years. We have increased enrollment from about 680 students to 806 students this year. We have gone from a traditional grouping of special subjects (Music, Art, Library, World Language, Health/PE, Technology) that rotated every 6-8 weeks to a full complement of special subjects including Spanish, ASL, Theater, Dance, Computer Science, Visual Arts, Band, and Chorus that students participate in twice daily.
      vii. It is now time to expand how we organize our business office. Mrs. Stouffer is recommending, per the new organizational chart, Rachael Straightiff to oversee the Business office, Jeanine Martin to oversee the HR Office, and KelliAnn Jones, along with her role as pupil accounting coordinator to be added to the business office to ensure that we continue to have three checks or verifications for our business practices.
      viii. This remains a heavy time for grant writing and Kudos to Rachael for Completing the Consolidated Grant application, the Opportunity Fund Application, and the Safety and Security Fund Application.
      ix. Preparing the school for our start, you will note that we have filled our board approved grounds keeper position on a temporary basis for now.
      x. We have 3 contracts we are presenting this meeting/ Diamond Computer, Jungle Gym, and Central Delaware Speech. All there companies have been working with PCA since before I was hired. In a moment in time when many prices are going up, I am grateful for our partners for keeping all three contracts the exact same as the previous years. In fact, Central Delaware Speech can be deleted from the agenda as they will continue to work from last year's contract.

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: Adrian Peoples
    b. Second motion to enter Executive Session made by: Chuck Mosher
    c. The motion to enter Executive Session was approved by the Board of Directors.
    d. Motion to exit Executive Session made by: Chuck Mosher
    e. Second motion to exit Executive Session made by: Adrian Peoples
    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 June Budget.
        i. Motion to approve made by: Adrian Peoples
        ii. Second motion to approve made by: Joe Rogerson
        iii. The motion to approve the SY2025/2026 June Budget was approved by the Board of Directors.
    b. Action Item: The Board will determine if it wishes to approve the DOE Monthly June 2026 Budget.
        i. Motion to approve made by: Chuck Mosher
        ii. Second motion to approve made by: Adrian Peoples
        iii. The motion to approve the DOE Monthly June 2026 Budget was approved by the Board of Directors.
    c. Action Item: The Board will determine if it wishes to approve the revised Organizational Chart.
        i. Motion to approve made by: Chuck Mosher
        ii. Second motion to approve made by: Joe Rogerson
        iii. The motion to approve the revised Organizational Chart was approved by the Board of Directors.
    d. Action Item: The Board will determine if it wishes to approve the following contracts for the upcoming school year:
        i. Jungle Gym Contract SY26/27
        ii. Central Delaware Speech Contract SY26/27
        iii. Diamond Computer Contract SY26/27
        iv. Motion to approve made by: Adrian Peoples
        v. Second motion to approve made by: Joe Rogerson
        vi. The motion to approve the contracts for Jungle Gym, Central Delaware Speech, and Diamond Computer was approved by the Board of Directors.
    e. Action Item: The Board will determine if it wishes to approve the RFP for the 2026 Expansion Project. *(action item is a duplicate from last month's meeting)*
    f. Action Item: The Board will determine if it wishes to approve the FY27 Consolidated Grant Application.
        i. Motion to approve made by: Chuck Mosher
        ii. Second motion to approve made by: Joe Rogerson
        iii. The motion to approve the FY27 Consolidated Grant Application was approved by the Board of Directors.
    g. Action Item: The Board will determine if it wishes to approve the FY27 Opportunity 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 FY27 Opportunity Fund Application was approved by the Board of Directors.

h. Action Item: The Board will determine if it wishes to approve the FY27 Safety and Security Fund Application.
    i. Motion to approve made by: Kierra McGillivray
    ii. Second motion to approve made by: Adrian Peoples
    iii. The motion to approve the FY27 Safety and Security Fund Application was approved by the Board of Directors.
i. Action Item: The Board will determine if it wishes to approve the following positions in alignment with the restructuring of the Business Office and Front Office:
    i. Business Office Assistant and Pupil Accounting Coordinator
    ii. Administrative Assistant I
    iii. Administrative Assistant II
    iv. Motion to approve made by: Chuck Mosher
    v. Second motion to approve made by: Joe Rogerson
    vi. The motion to approve the restructuring of the Business Office as listed in action item i was approved by the Board of Directors.
j. Action Item: The Board will determine if it wishes to approve the following hires:
    i. Omari Cofield as the Temporary Groundskeeper.
    ii. Motion to approve made by: Joe Rogerson
    iii. Second motion to approve made by: Kierra Mc Gillivray
    iv. The motion to approve Omari Cofield as the Temporary Groundskeeper was approved by the Board of Directors.

10. **Old Business:** None
11. **Adjournment:**
    a. Next Meeting: Regular Meeting on August 31st, 2026 – Virtual & Business Office.
        i. Motion made by: Adrian Peoples
        ii. Second motion made by: Joe Rogerson
        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.*