

Providence Creek Academy Charter School
Board of Directors Monthly Meeting
July 28th, 2025
6:00 P.M.
PCA PLC Room

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

Others in Attendance: Denise Stouffer, Rachael Straightiff

Regular Meeting 6:00 P.M.

1. Call to Order

- a. Meeting called to order at 6:03 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. Board of Directors Organization and Appointment:

a. President:

- i. Motion to nominate and reappoint Lisa Moore as President made by: Chuck Mosher
- ii. Second motion to nominate and reappoint made by: Melissa Rhoads
- iii. The motion to reappoint Lisa Moore as President was approved by the Board of Directors.

b. Vice President:

- i. Motion to nominate Adrian Peoples as Vice President made by: Melissa Rhoads
- ii. Second motion to nominate made by: Chuck Mosher
- iii. The motion to nominate and approve Adrian Peoples as Vice President was approved by the Board of Directors.

c. Treasurer:

- i. Motion to nominate Joe Rogerson as Treasurer made by: Chuck Mosher
- ii. Second motion to nominate made by: Melissa Rhoads
- iii. The motion to nominate and approve Joe Rogerson as Treasurer was approved by the Board of Directors.

d. Secretary/Teacher Member:

- i. Motion to nominate Lisa English as Secretary and Teacher Member made by Adrian Peoples
- ii. Second motion to nominate made by: Joe Rogerson
- iii. The motion to nominate and approve Lisa English as Secretary and Teacher Member was approved by the Board of Directors.

e. Parent Member:

- i. Motion to nominate Chuck Mosher made by: Joe Rogerson
- ii. Second motion to nominate made by: Adrian Peoples
- iii. The motion to nominate and approve Chuck Mosher as Parent Member was approved by the Board of Directors.

f. Board Member:

- i. Motion to reappoint Elizabeth Colombo-Kutch as Board Member made by: Chuck Mosher
- ii. Second motion to reappoint made by: Melissa Rhoads
- iii. The motion to reappoint Elizabeth Colombo-Kutch as Board Member was approved by the Board of Directors.

5. Approval of the June 30th, 2025 Board Meeting Minutes

- a. Motion to approve made by: Adrian Peoples
- b. Second motion to approve made by: Joe Rogerson
- c. Abstained: Lisa English
- d. The motion to approve the June 30th, 2025 Board Meeting Minutes was approved by the Board of Directors

6. Board Committee Reports:

- a. CBOC Committee
 - i. State Unit Formula (05213) increased to \$7,651,653 due to a degree level increase.
 - ii. Local District Funding Miscellaneous increased to \$1,77,965.27 due to payment of local billing for an alternative placement for a student.
 - iii. PCA increased its contingency to \$1,020,373.23 which is approximately \$791,308.54 above the required contingency amount of \$229,064.69. This is largely due to PCA not paying its USDA bond for next fiscal year based on PCA's decision to leave the money in the local account to incur interest on the funds.
 - iv. PCA is 100% into the fiscal year and overall expenditures are at 10.78% which is approximately 11.29% under the actual percentage for this month.
 - v. Last month PCA's expenditures were at 80.37%, which was 11.29% under the actual percentage, including unallocated.
 - vi. In the Transportation Department, expenditures are currently at 82.05%, which is 17.95% under the actual percentage for this month in the Charter Transportation (05177) budget.
 - vii. There is currently \$189,733.85 in unallocated funds which will be used for improvement projects, such as seal coating and dismissal walk ways, to improve transportation for the school.
 - viii. In the Cafeteria Department, expenditure is currently at 98.90%, which is 1.90% under the actual percentage for this month.
 - ix. Health Insurance increased by \$11,657.28 due to plan selection changes during the school year for qualifying events.
 - x. Textbooks increased by \$63,440.20 due to the purchase of materials for the upcoming school year.
 - xi. Technology equipment increased by \$63,953 for the purchase of Chromebooks and building improvements increased by \$25,000 for the deposit for the Lower School pavilion. These expenses were offset by the reducing the Capital Improvements line.
 - xii. The PNC Bank Statements were reviewed for this month.
 - xiii. PCA was informed by the State of Delaware's Treasurer's Office that the State of Delaware's contract with PNC was no longer valid or renewed. Due to this, PCA may be subject to banking fees charged by PNC or switch banking institutions.
 - xiv. PCard Reconciliation was reviewed for this month.

7. Reports:

- a. Head of School Report
 - i. Jamie Weathersby has been working in her leadership program and has been working with PCA this summer. She provided a report on proposed changes to PCA's grading policy regarding K-3 specials subjects.
 - ii. Building summer maintenance and construction is moving along. Construction of the pavilion outside of lower school is in progress. Paving has been completed and a new sidewalk is being installed along the bus line outside of lower school.
 - iii. Overall, the new addition in upper school is performing as expected. There was some condensation that led to minimal water damage, which has since been repaired.
 - iv. Summer school ends on August 8th.
 - v. Current enrollment is at 785 and is budgeted at 791. Current waitlist is at 353 students.
 - vi. Action items in tonight's board meeting include: compliance certification on organizational framework, K-3 specials subjects grading policy, student code of conduct with updated DE code references and minimal language updates, updated OT contract, updated Data and Computer contract, Consolidated Grant Application, PCA Operations Proposal, Opportunity Fund Application (recommendation to continue funding Dean of Academics position, request to table action item j, and addition of full time custodian
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 exit Executive Session made by: Joe Rogerson
 - f. Motion to return to item 4 made by: Chuck Mosher
 - g. Second motion to return to item 4 made by: Melissa Rhoads
 - h. The motion to return to item 4 was approved by the Board of Directors.
9. **New Business:**
 - a. Action Item: The Board will determine if it wishes to approve the SY2024/2025 June Budget.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion made by: Melissa Rhoads
 - iii. The motion to approve the SY2024/2025 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 2025 Budget.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the DOE Monthly June 2025 Budget was approved by the Board of Directors.
 - c. Action Item: The Board will determine if it wishes to approve the 2024-25 Organizational Performance Framework Compliance Certification Statement.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Melissa Rhoads

- iii. The motion to approve the 2024-2025 Organizational Performance Framework Compliance Certification Statement was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the Grading Policy.
 - i. Motion to approve, pending the development of a scoring matrix to accompany the Grading Policy made by: Adrian Peoples,
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the Grading Policy, pending the development of a scoring matrix to accompany the Grading Policy, was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the Student Code of Conduct.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the Student Code of Conduct was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the following contracts for FY2026:
 - i. Jungle Gym Contract
 - ii. Diamond Computer Contract
 - iii. Motion to approve made by: Melissa Rhoads
 - iv. Second motion to approve made by: Joe Rogerson
 - v. The motion to approve the following contracts for FY2026 was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the PCA Operations Proposal, with edits as discussed in Executive Session
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. Opposed: Chuck Mosher
 - iv. The motion to approve the PCA Operations Proposal was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the FY26 Consolidated Grant Application.
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. Abstained: Lisa English
 - iv. The motion to approve the FY26 Consolidated Grant Application was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the FY26 Opportunity Fund Application.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve the FY26 Opportunity Fund Application was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the FY26 Safety and Security Fund Application. (*action item tabled*)
- k. Action Item: The Board will determine if it wishes to approve the hire of an additional full-time custodian.
 - i. Motion to approve made by: Chuck Mosher

- ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the hire of an additional full-time custodian was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to approve the following hires:
 - i. Lindsey Neubauer as a Third Grade Teacher.
 - ii. Kenneth Brown as the Head Football Coach.
 - iii. Mark Wright as the Assistant Cross Country Coach.
 - iv. Motion to approve the hires listed in action item l made by: Melissa Rhoads
 - v. Second motion to approve made by: Joe Rogerson
 - vi. The motion to approve the hires listed in action item l was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the following hires for the custodial team:
 - i. Kenneth Brown (full time)
 - ii. Josh Wingate (substitute)
 - iii. Ava Breneman (part time)
 - iv. Juan Pablo Escudero (part time)
 - v. Lorenzo DeCapua (part time)
 - vi. Roger Ellis (summer only, part time)
 - vii. Dallas Leager (part time)
 - viii. Motion to approve made by: Adrian Peoples
 - ix. Second motion to approve made by: Chuck Mosher
 - x. The motion to approve the following hires for the following hires for the custodial team

10. **Old Business:** None

11. **Adjournment:**

- a. Next Meeting: Annual Meeting on August 27th, 2025 – Virtual.
- 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.