

**Providence Creek Academy Charter School
Board of Directors Monthly Meeting
March 2nd, 2026**

***Originally Scheduled for February 23rd – Postponed Due to Winter Storm Hernando*
5:30 P.M.**

**PCA Business Office
Conference Call: (513) 386-0000
Access Code: 290054**

Board Members Present: Lisa Moore (President), Adrian Peoples (Vice President), Joe Rogerson (Treasurer), Chuck Mosher (Parent Member), Melissa Rhoads

Others Present: Denise Stouffer, Rachael Straightiff, Sharvelle Cannon, Sarah Selway, Laurie Poore

Regular Meeting 5:30 P.M.

1. **Call to Order**
 - a. Meeting Called to order at 5:32
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. **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 into Executive Session made by: Adrian Peoples
 - b. Second motion to enter into Executive Session made by: Chuck Mosher
 - c. The motion to enter Executive Session was approved by the Board of Directors.
 - d. Motion to exit into Executive Session made by: Adrian Peoples
 - e. Second motion to exit Executive Session made by: Melissa Rhoads
 - f. The motion to exit Executive Session was approved by the Board of Directors.
5. **Presentation:** Dean of Students
6. **Approval of the February 2nd, 2026 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 February 2nd, 2026 Board Meeting Minutes was approved by the Board of Directors.
7. **Board Committee Reports:**
 - a. CBOC Committee – Presented by Joe Rogerson
 - i. PCA has received 97% of its revenue for this fiscal year.
 - ii. PCA anticipates to receive all projected additional revenue with the exception of State Substitute Reimbursement Family Leave (05389). This appropriation is for state-funded substitutes for teachers on Paid Parental Leave. PCA does not anticipate any additional expenses in this line, which will reduce the revenue as well.

- iii. PCA has a preliminary contingency that increased to \$350,135.03 which is \$89,841.70 above the required contingency of \$260,293.33.
- iv. PCA was awarded the Cell Phone Pilot Grant which is reflected in the Equipment appropriation. PCA anticipates that this money will be expended for April's report
- v. PCA is 58.3% into the fiscal year, and overall expenditures are at 55%, which is approximately 3.3% under the actual percentage for this month.
- vi. CBOC discussed the café budget in great detail including the cost of wipes.
- vii. The transportation budget was discussed at length including the cost of diesel fuel and the budget increase due to purchasing a second bus.
- viii. PCA was recently alerted to an internal processing error that resulted in a decimal point being missed, resulting in the bill being processed for \$1,329,750 instead of \$13,297.50. PCA has since received the funds back in the school's local funds account where it was originally expended, which will be noted in next month's CBOC. An analysis of this error determined the root causes were the utilization of the BAM exception, lack of purchase order, and lack of internal communication. This has since been addressed to ensure it does not occur in the future.
- ix. PNC Bank Statements and the PCard Reconciliation was reviewed this month.
- b. Expansion Committee – Presented by Denise Stouffer
 - i. PCA has moved forward with its contract with Hanover Research based on the Board of Directors approval last month. In its first month, this has proved extremely successful through their review of PCA's Longwood

8. Reports:

- a. Head of School Report
 - i. Governance Training –
 - 1. PCA has the option to pursue training through DANA, Delaware Charter School Network, and the National Charter Schools Institute. Mrs. Stouffer recommendation is to pursue governance training with the National Charter Schools Institute and a legal follow-up with Jim Taylor through the Delaware Charter School Network.
 - ii. PCA's SY2026/2027 will be presented without any major shifts from previous years.
 - iii. Mrs. Stouffer is recommending that PCA send the Dean of Academics and Instructional Coaches to the Teaching, Learning, Coaching Conference in the fall of 2026. These individuals attended the conference two years ago and PCA believes that it is imperative for the team to stay up-to-date on the most recent information.
 - iv. PCA has received the Bridge to Practice Grant and approved PCA's amendment to shift the training from LETRS to AIM which better supports the schedule needs of our teachers and our school.
 - v. PCA has presented a bus driver pay scale with a starting salary of \$30 per hour due to PCA's need to hire additional bus drivers.
 - vi. PCA had several successful events throughout the month including the Puppy Kissing Booth.

9. New Business:

- a. Action Item: The Board will determine if it wishes to approve the SY2025/2026 January Budget.

- i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve SY2025/2026 January Budget was approved by the Board of Directors.
 - b. Action Item: The Board will determine if it wishes to approve the DOE Monthly January 2026 Budget.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve DOE Monthly January 2026 Budget was approved by the Board of Directors.
 - c. Action Item: The Board will determine if it wishes to approve the PCA SY 2026/2027 Calendar.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Joe Rogerson
 - iii. The motion to approve PCA SY2026/2027 Calendar was approved by the Board of Directors.
 - d. Action Item: The Board will determine if it wishes to approve the Dean of Academics and Instructional Coaches to attend the Teaching, Learning, Coaching Conference 2026 from October 25th, 2026 to October 28th, 2026 (including travel time) in Dallas, Texas and the associated costs.
 - i. Motion to approve made by: Melissa Rhoads
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve the Dean of Academics and Instructional Coaches to attend the Teaching, Learning, Coaching Conference 2026 was approved by the Board of Directors.
 - e. Action Item: The Board will determine if it wishes to approve the amendment to PCA's Bridge to Practice Grant Application.
 - i. Motion to approve made by: Chuck Mosher
 - ii. Second motion to approve made by: Adrian Peoples
 - iii. The motion to approve the amendment to PCA's Bridge to Practice Grant Application was approved by the Board of Directors.
 - f. Action Item: The Board will determine if it wishes to approve the proposed pay scale for the transportation department effective February 23rd, 2026.
 - i. Motion to approve made by: Joe Rogerson
 - ii. Second motion to approve made by: Melissa Rhoads
 - iii. The motion to approve the proposed pay scale for the transportation department effective February 23rd, 2026 was approved by the Board of Directors.
 - g. Action Item: The Board will determine if it wishes to approve the Part-Time Financial Administrative Assistant Position. This is a temporary position.
 - i. Motion to approve made by: Adrian Peoples
 - ii. Second motion to approve made by: Chuck Mosher
 - iii. The motion to approve Part-Time Financial Administrative Assistant Position was approved by the Board of Directors.

- h. Action Item: The Board will determine if it wishes to approve the following PCBT EPER positions. These positions are funded through a tuition-based program and dependent upon the program's enrollment:
 - i. Theater Technology Specialist.
 - ii. Wardrobe Supervisor.
 - 1. Motion to approve made by: Joe Rogerson
 - 2. Second motion to approve made by: Adrian Peoples
 - 3. The motion to approve the PCBT EPER positions was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the following hires:
 - i. Patricia Duphily as a School Bus Driver.
 - ii. Anthony Johnson as a School Bus Driver.
 - iii. Luwanne Caldwell as a School Bus Driver.
 - iv. Lily Barkus as a Part-Time Paraprofessional.
 - v. Devyn Hubbard as a Substitute Teacher.
 - vi. Sarah Coverdale as a Substitute Teacher.
 - 1. Motion to approve made by: Chuck Mosher
 - 2. Second motion to approve made by: Melissa Rhoads
 - 3. The motion to approve the listed hires was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the following hires for the PCBT EPER positions:
 - i. Marcello Grasso as the Theater Technology Specialist.
 - ii. Valerie Grasso as the Wardrobe Supervisor.
 - 1. Motion to approve made by: Adrian Peoples
 - 2. Second motion to approve made by: Joe Rogerson
 - 3. The motion to approve the listed PCBT hires listed above was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the following hires for PCA Summer Camp:
 - i. Amber Troupe as a Summer Camp Counselor.
 - ii. Lauren Nemeth as a Summer Camp Counselor.
 - iii. Halie Wilt as a Summer Camp Counselor.
 - iv. Autumn Abasa-Nyarko as a Summer Camp Counselor.
 - 1. Motion to approve made by: Melissa Rhoads
 - 2. Second motion to approve made by: Chuck Mosher
 - 3. The motion to approve the Summer Camp hires listed above was approved by the Board of Directors.

10. Old Business:

- a. None

11. Adjournment:

- a. Next Meeting: Regular Meeting on March 30th, 2026 – PLC Room.
 - i. Motion to adjourn made by: Adrian Peoples
 - ii. Second motion to adjourn made by: Joe Rogerson

iii. 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.