Providence Creek Academy Charter School
Board of Directors Monthly Meeting
September 28, 2026
6:00 P.M.
PCA Library
Conference Call: (513) 386-0000
Access Code: 290054

Board Members in Attendance: Lisa Moore (President), Chuck Mosher (Treasurer), Lisa English, Joe Rogerson, Melissa Rhoads

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 6:03pm**
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 to address the Board of Directors
4. **Presentation: Audit FY26**
    a. Presentation made by: Timothy Sawyer from Barbacane, Thorton & Company LLP
5. **Approval of the August 31, 2026 Board Meeting Minutes** *(action item tabled)*
6. **Board Committee Reports:**
    a. CBOC Committee
        i. PCA has received 62.89% of its revenue for this fiscal year.
        ii. Local District Funding increased by $22,196.38 to a budget total of $1,688,142.82 based on per pupil funding increases for certain districts including Capital School District.
        iii. PCA's contingency reserve increased to $142,012.89, which is an increase of $114,149 since the preliminary budget.
        iv. PCA is 16.67% into the fiscal year, and overall expenditures are at 15.86%, which is 0.81% under the actual percentage for this month. As seen last month, this continues to trend slightly higher due to salaries and contracted services. If summer programs, loan principal, and loan interest are removed, PCA is at 12.63% expended, which is 4.04% under the percentage for the month.
        v. Last month, PCA was 9.51%, which was approximately 1.18% over the actual percentage for that month.
        vi. In the Transportation Department, expenditures are currently at 8.11%, which is 8.56% under the actual percentage for this month in the Charter Transportation (05177) budget.
        vii. In the Cafeteria Department, expenditure is currently at 5.64%, which is 11.03% 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 for the WSFS, Citizen's Bank Account for Infinite Campus, and PNC Bank Account. The Infinite Campus transfer packet for the month was reviewed as well.
        x. PCA PCard Reconciliation was reviewed for this month.
        xi. PCBT PCard Reconciliation was reviewed for this month.
    b. Expansion Committee
        i. The RFP was posted and a pre-bid meeting took place this week. This meeting was attended by: Commonwealth Construction, Richard Y. Johnson & Son, Inc, Security Instrument, Kent Construction, Becker Morgan Group, and Gateway Construction.
            1. Meeting discussion included concerns regarding the space between upper and core buildings.

2. Proposals may include expanding spaces in both lower and upper, rather than one large expansion between building and core.
3. Proposals will be submitted and will be presenting to the Board of Directors in the October Meeting.

ii. The Crystal Trust Grant application for $250,000 was submitted.
iii. PCA is in the process of writing several other grants, which will be brought to the Board as they are completed.

c. Oversight Committee
i. Several members of the Board of Directors met in August to draft the evaluation for the Head of School and was submitted to the Board of Directors to review. During Executive Session, the Board of Directors will review and discuss salary proposal and evaluation for the Head of School.

7. **Reports:**
a. Head of School Report
i. Policy Updates: AI Policy Feedback- On Website
ii. The Tuition Reimbursement Policy was presented to the Board for posting- changes to this policy excludes those on extended leave or on improvement/coaching plans
iii. Lower School and Upper School Curriculum Nights took place on September 23rd and September 24th
iv. Mrs. Stouffer had a business proposal from a 5th grade student, Jackson English, to have a vending machine business at PCA, and will give 20% profit to PCA.
v. High School Night took place on September 28th
vi. PCA held its Title I Meeting. Based on feedback from this meeting, PCA will be conducting a survey for students and families regarding interests in expanding programming for CTE or specials.
vii. Fall Sports are underway, including football, cheer, volleyball, soccer and cross-country
viii. PCA has been selected for Kee's Cupcakes pilot program for a self-service station
ix. New business items on the agenda include the approval of the Rural and & Low Income Grant Application, a PCard for Rachael Straightiff, an additional paraprofessional, and an Assistant Athletic Director.

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: Melissa Rhoads
b. Second motion 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: Melissa Rhoads
e. Second motion 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 SY2026/2027 August Budget.
i. Motion to approve made by: Joe Rogerson
ii. Second motion to approve made by: Chuck Mosher
iii. The motion to approve the SY026/2027 August Budget was approved by the Board of Directors.
b. Action Item: The Board will determine if it wishes to approve the DOE Monthly August Budget
i. Motion to approve made by: Melissa Rhoads
ii. Second motion to approve made by: Lisa English
iii. The motion to approve the DOE Monthly August Budget was approved by the Board of Directors.
c. Action item: The Board will determine if it wishes to approve the Audit Presentation with the changes are proposed during the presentation
i. Motion to approve made by: Chuck Mosher
ii. Second motion to approve made by: Joe Rogerson

iii. The motion to approve the Audit presentation with the changes as proposed was approved by the Board of Directors.

d. Action Item: The Board will determine if it wishes to approve the Rural & Low-Income Grant Application.
   i. Motion to approve made by: Melissa Rhoads
   ii. Second motion to approve made by: Chuck Mosher
   iii. The motion to approve the Rural & Low-Income Grant Application was approved by the Board of Directors.

e. Action Item: The Board will determine if it wishes to approve a PCard for Rachael Straightiff.
   i. Motion to approve made by: Joe Rogerson
   ii. Second motion to approve made by: Chuck Mosher
   iii. The motion to approve a PCard for Rachael Straightiff was approved by the Board of Directors.

f. Action Item: The Board will determine if it wishes to approve the Assistant Athletic Director position. This will be funded by the athletics department, a tuition-based program.
   i. Motion to approve made by: Melissa Rhoads
   ii. Second motion to approve made by: Lisa English
   iii. The motion to approve the Assistant Athletic Director position was approved by the Board of Directors.

g. Action Item: The Board will determine if it wishes to approve the additional part-time special education paraprofessional.
   i. Motion to approve made by: Chuck Mosher
   ii. Second motion to approve made by: Joe Rogerson
   iii. The motion to approve the additional part-time special education paraprofessional was approved by the Board of Directors.

h. Action Item: The Board will determine if it wishes to approve the following hires:
   i. Ifedolapo Adejoro as a Substitute Teacher.
   ii. Patricia Cole as a Substitute Teacher.
   iii. Lisa Banks Rawlings as a Bus Driver.
   iv. Beauvoir Duperoy as a Bus Driver.
   v. Rachel Johnson as a Paraprofessional.
   vi. Matthew Vaughan as the Assistant Athletic Director.
   vii. Motion to approve the hires as listed in Action Item 9h made by: Joe Rogerson
   viii. Second motion to approve the hires as listed in Action Item 9h made by: Melissa Rhoads
   ix. The motion to approve the hires as listed in Action Item 9h was approved by the Board of Directors.

Adjournment:

i. Next Meeting: Regular Meeting on October 26, 2026 – In Person at PCA Library
   i. Motion to adjourn made by: Joe Rogerson
   ii. Second motion to adjourn made by: Chuck Mosher
   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.*