



PROVIDENT CHARTER SCHOOL
Eleven Parkway Center, Suite 300
Pittsburgh, PA 15220
(412) 921-6100

MINUTES
OF THE MEETING OF THE BOARD OF DIRECTORS OF PROVIDENT CHARTER SCHOOL
Tuesday, July 12, 2016
6:00 – 8:00 PM
Provident Charter School

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	OTHERS PRESENT
Curtis Kossman	Dr. David Whitcomb	
Dr. Jean Ferketish	Darra Brock	Amelia Brett
Tyra Oliver	Dan Sullivan	Brett Marcoux
Scott Cunningham	Andy Paterson	
Dan Sponseller	John Rushford	
Joseph DeMario		Maria Paluselli
Jennifer Fichtner	Dr. Sharon Arffa	
Avi Baran Munro		
Roland Gargani		

1. Call to Order by President: Mr. Kossman

Mr. Kossman called the meeting to order.

2. Approval of Minutes from Prior Board Meeting: June 29, 2016:

A **MOTION** was made by D. Sponseller, duly seconded by Andy Patterson, and the meeting minutes, previously circulated by email to all Board members, were approved.

3. Public Comments:

No Public Comments.

4. Board Governance:

The Oath of Office was administered to all present Board members (Except Munro who was participated by phone) by a Notary Public, signed and notarized.

After discussion of Roland Gargani's qualifications, Mr. Sponseller moved for a vote to appoint Roland Gargani as Treasurer, which **MOTION** was seconded by Mr. Kossman, and all present voted in favor, and the motion passed.

Mr. Sponseller reported that Mr. Dan Sullivan had **RESIGNED** from the Board due to other pressing commitments. Mr. Sponseller and others expressed their thanks for Mr. Sullivan's contributions to the Board to date.

5. Report on Business Services:

Brett Marcoux reported on the need to enter into various contracts and purchases as the School moves toward opening. After discussion, Mr. Sponseller moved to authorize Mr. Marcoux to enter into contracts for services and supplies and equipment, not exceeding \$20,000 individually, and in all cases only if within the School's approved budget and according to applicable law, after review by counsel, unless the purchase or contract is separately approved by a majority of the three member executive committee of the Board (currently consisting of Mr. Kossman, Dr. Ferketish and Mr. Sponseller), which **MOTION** was seconded by Mr. Kossman, and all present voted in favor, and the motion passed.

After discussion, Mr. Kossman moved that the Board approve the following individuals to have check signing ability, that checks exceeding \$1,000 require two signatures, and that the School maintain petty cash on hand not to exceed \$500 : Mr. Marcoux, Mr. Gargani and Mr. Kossman. The **MOTION** was seconded by Mr. Sponseller, and all present voted in favor, and the motion passed .

6. Report on IRC Section 125 Plan:

The Board discussed the advisability, per the strong suggestion of Mr. Cotrell, of entering into a Section 125 Plan, and Mr. Sponseller moved that the appropriate officer of the School be authorized to execute, after review by counsel, such Plan, which **MOTION** was seconded by Mr. Gargani, and all present voted in favor, and the motion passed .

7. Report on Insurance:

Mr. Marcoux discussed the current status of insurance. After further discussion Mr. Kossman moved to authorize Mr. Marcoux to procure, under the supervision of Mr. Rushford, appropriate additional insurance policies, including but not limited to directors and officers liability and errors and omissions policies, for circulation to (or described summarily in an email for) the Board at least five days prior to their execution, not to exceed an aggregate annual premium of \$15,000. The **MOTION** was seconded by Ms. Oliver, and all present voted in favor, and the motion passed.

8. Report on Hiring:

Brett Marcoux and Maria Paluselli reported that they proposed to hire two highly qualified teachers, Mr. Kleber and Ms. Sintz. After a review of their qualifications, Mr. Cunningham moved to authorize their hiring under terms to be negotiated by Mr. Marcoux, which **MOTION** was seconded by Ms. Oliver, and all present voted in favor, and the motion passed.

9. Approval of Calendar:

After discussion, Ms. Oliver moved to approve the School Calendar proposed and circulated by Mr. Marcoux, which will be filed with these minutes, which **MOTION** was seconded by Dr. Ferketish, and all present voted in favor, and the motion passed.

10. Report on Marketing and Enrollment:

Mr. Marcoux reported that 28 students had pre-enrolled, and that he and others were working with Shift Collaborative and E.Holdings Inc. regarding various marketing and proposed marketing efforts, which are ongoing and being pursued diligently.

11. Report on Finance and Facilities:

Mr. Kossman reported on the status of the School building, including the progress made and matters remaining to be completed before the opening of the School.

12. Recent and Future Events:

Mr. Kossman reported that the Shoot for Literacy event held in July was a success and further improved awareness of the School and its mission in western Pennsylvania, and raised approximately \$12,000 for the School.

The Board learned that the upcoming August 3, 2016 Open House for the School would be attended by the Mayor of Pittsburgh and possibly other dignitaries, who would participate in a ribbon-cutting for the School on that day. A number of other Open Houses will be scheduled in the near future also.

Since there was no further business to address a motion was made to close the meeting by Curtis Kossman at 8:20 p.m. and Dan Sponseller seconded the motion and the meeting was adjourned.

Respectfully submitted,

Dan Sponseller, Esq.
Board Secretary