



**PROVIDENT CHARTER SCHOOL
MINUTES
OF THE MEETING OF THE BOARD OF DIRECTORS OF PROVIDENT CHARTER
SCHOOL**

August 14, 2018

6:00 – 8:00 PM

Provident Charter School

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	OTHERS PRESENT
Curtis Kossman*	Andy Patterson	Alan Shuckrow
Dr. Jean Ferketish	Dan Sponseller	Kathy Clark
Joseph DiMario	Karen Colbert	Maria Paluselli
Roland Gargani	Tyra Oliver	David Zeiler
Scott Cunningham		
John Rushford**		
David Whitcomb**		

* Joined via phone

** Joined via phone for voting matters

Curtis Kossman convened the meeting at 6:15 p.m.

Public Comment

None.

Approval of Minutes

ACTION: Upon motion by Roland Gargani, second by Dr. Jean Ferketish , the minutes for the Board’s June 12, 2018 meeting, previously circulated to the Board, were unanimously approved.

Report on School Operations

David Zeiler presented and reviewed information on insurance, the PPS report and reviewed the following policies needed to be adopted as a result of the Title I audit: Purchases Budgeted Policy; Budget Management and Control Policy; Fiscal Compliance Policy; Fiscal Federal Compliance Policy; and Budget and Financial Management Policy; Mr. Zeiler noted for the Board that all of the policies were prepared by the consultant hired by Provident and reviewed by Strassburger McKenna Gutnik & Gefsky law firm. In addition, Mr. Zeiler reported that because Provident now has over 50 employees, it is required to adopt the FMLA policy, which allows employees to take leave for a variety of circumstances. The Board discussed the purposes behind the policies.

ACTION: Upon motion by Scott Cunningham, second by Roland Gargani, the Purchases Budgeted Policy, Budget Management and Control Policy; Fiscal Compliance Policy; Fiscal Federal Compliance Policy, Budget and Financial Management Policy and FMLA Policy were unanimously approved.

Report on Governance

Alan Shuckrow briefly discussed board reappointments and current board terms. Dr. Jean Ferketish's term expired at the end of June, 2018 and Scott Cunningham and Dr. David Whitcomb's terms expired at the end of June, 2017, but pursuant to the by-laws, they continue to serve until reappointed or they resign.

ACTION: Upon motion by Joseph DiMario, second by Dr. Jean Ferketish, the Board unanimously approved the reappointment of Dr. Jean Ferketish, Scott Cunningham and Dr. David Whitcomb to a second term.

Mr. Shuckrow also notified the Board that Avi Munro had submitted her resignation from the Board, with regrets.

ACTION: Upon motion by Scott Cunningham, second by Dr. Jean Ferketish, the Board unanimously accepted Avi Munro's resignation from the Board, with regrets and thanks.

Report on Business Services

David Zeiler presented information on employee healthcare and ADP time and attendance. Mr. Zeiler noted that healthcare costs have increased by 12%, which will be split between the school and its employees. The Board discussed meeting with the insurance broker during the first week of September to potentially renegotiate the healthcare insurance rates. Discussion was also held regarding the establishment of an employee committee on healthcare.

Mr. Zeiler informed the Board that the EITC tax credits have been completed.

Report on Hiring

David Zeiler presented and reviewed the hiring report, including the proposed hires set forth on Appendix A attached to the Agenda. Mr. Zeiler noted that the new hires still need to be trained.

ACTION: Upon motion by Scott Cunningham, second by Joseph DiMario, the hires set forth on Appendix A were unanimously approved.

Enrollment Report

David Zeiler presented the current enrollment report which was attached as Appendix B to the Agenda. The Board engaged in a discussion regarding current enrollment numbers and marketing efforts. Mr. Zeiler indicated to the Board that he may come to the Board in September and ask to close enrollment.

Mr. Zeiler reported to the Board that newly released data showed that for an average student attending the school longer than 1 year, that student will arrive 1 grade level behind in reading and 1.2 grade levels behind in math. Provident has increased that student by 2 grade levels in reading and by 2.87 grade levels in math.

A discussion was held regarding this data and information provided to PPS for its report. Mr. Zeiler offered to ask PPS Board Members to come visit the school, and Mr. Zeiler has invited the PSBA Advocacy Ambassador to visit the school.

A discussion was held by the Board about sending a “Thank You” to supporters to thank them and let them know how well we are doing.

Finance and Facilities Report

Roland Gargani presented the Treasurer’s update. He noted that there are dwindling cash reserves due to the lack of revenue from the school district over the next few months. He advised that he expects to draw a total of \$400,000 from the S & T Bank line of credit by mid-September and ask for another \$200,000 by the end of September. The total credit line on the S&T Bank line of credit is \$1M.

Mr. Gargani indicated that the school will likely come under budget by \$50,000-\$75,000 for the 2017-2018 school year. Mr. Gargani also noted that the audit will occur at the end of the month.

David Zeiler presented the results of an RFP for cleaning services for the school for the 2018-2019 school year. Six bids were received and although the cleaning company from the 2017-2018 school year was the lowest bid, staff was dissatisfied with the company’s efforts, and there was only a slight monetary difference between the lowest and second lowest bid. Mr. Zeiler requested that the Board ratify the contract with Central Maintenance and Service Company, Inc., and he pointed out to the Board that the agreement can be cancelled within 30 days if the service is unsatisfactory.

ACTION: Joseph DiMario made a motion to ratify the contract for cleaning services with Central Maintenance and Service Company, Inc., as the provider of the clearing services for the 2018-2019, upon a second by Roland Gargani, the motion was unanimously approved by the Board.

David Zeiler presented an update on the work completed by the contractor in the Annex building as a result of the water damage last year and the outstanding payment due to the contractor. The Board engaged in a discussion about entering into payment arrangements with the contractor while at the same time contacting the insurance company and insurance broker regarding payment.

Report on Special Events

David Zeiler presented a report on upcoming special events, including the Celebrating Provident event on November 3rd at Longview Country Club, which will include Kevin McClatchey and Andrew Stockey as emcee. Strassburger McKenna Gutnick & Gefsky has committed to be a sponsor.

Mr. Zeiler also noted the Pittsburgh Business Exchange Event in September where Provident will be highlighted as the charity of choice. The event will be held at Top Golf from 6:30-9:30 on September 12th

There being no further business, the meeting was adjourned at 7:43p.m.

Date

Daniel J. Sponseller
Secretary of the Board