



**PROVIDENT CHARTER SCHOOL
MINUTES
OF THE MEETING OF THE BOARD OF DIRECTORS OF PROVIDENT CHARTER
SCHOOL
February 14, 2023
6:00 – 8:00 PM**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	OTHERS PRESENT
George Robinson(via zoom)	Joseph DiMario	Maria Paluselli
Sheila Conway	John Rushford	Kathy Clark
Curtis Kossman	Dan Sponseller	Rachel Owens
David Baker (via zoom)	Dr. Jean Ferketish	Darlene Brown
Terry Smith (via zoom)		Alan Shuckrow
		Don Marinelli

Curtis Kossman convened the meeting at 6:00 p.m.

Executive Session

Kathy Clark announced that prior to this evening's meeting the Board held an Executive Session to discuss the School's safety and security report.

Public Comment

Curtis Kossman introduced Don Marinelli to the Board as a potential new board member. Mr. Marinelli provided the Board with his information, including that he and the late CMU computer science professor Randy Pausch co-founded the Carnegie Mellon Entertainment Technology Center. In addition, Mr. Marinelli is active in e-sports in the area, and Mr. Kossman acknowledged he would like to have Provident involved in e-sports at some point. The Board thanked Mr. Marinelli for his interest in Provident.

Approval of Minutes

The Board reviewed the meeting minutes from the November, 2022 and the December, 2022 school board meetings. Maria Paluselli noted corrections to the December, 2022 meeting minutes.

ACTION: Upon motion by Curtis Kossman, seconded by Sheila Conway, the meeting minutes of the November 8, 2022 school board meeting were unanimously approved.

ACTION: Upon motion by Curtis Kossman, seconded by Sheila Conway, the meeting minutes of the December 13, 2022 school board meeting were unanimously approved.

Report from Solicitor

Alan Shuckrow discussed with the Board the governance issues about committees and a governance committee reviewing and updating the by-laws.

Kathy Clark handed out Statement of Financial Interest forms to Board Members attending in person and reminded everyone that the forms are due by May 1, 2023.

In addition, Ms. Clark reminded the Board Members of their Act 55 board training requirements and noted that she and Mr. Shuckrow were offering training through the PA Charter Coalition. If Board members are not able to attend the sessions, she reminded them to inquire about additional free virtual sessions that are available as the training is required by the end of the 22-23 school year.

Report on School Operations

Maria Paluselli presented her report on school operations.

Enrollment Report

Ms. Paluselli noted that enrollment has begun for the 23-24 school year; as of 2/14, there are 13 new students on the list for the second grade. Ms. Paluselli did note that they are a bit behind in calls and inquiries in comparison to past years. The Board entered into a discussion on enrollment information and marketing for new students.

Provident Charter School 21CCLC After School Program 2021-22 Evaluation

Ms. Paluselli provided the Board with a copy of the evaluation received for the after-school program; the Board reviewed the information and discussed the results which were largely positive.

Homebound Policy

Ms. Paluselli presented the Board with a new Homebound Policy. This is for the student who needs to be home for schooling due to a medical issue.

ACTION: Upon motion by Curtis Kossman, seconded by David Baker, the Homebound Policy was unanimously approved.

Biometric Privacy Policy

This policy is for use in the cafeteria, for students to use their fingerprint in order to purchase lunch. The Board discussed the policy and the potential issues involved, particularly the potential for parents to not want to enroll in the use of fingerprint usage for their children. Those who do not want to do so may continue to use the current card system.

ACTION: Upon motion by Curtis Kossman, seconded by George Robinson, the biometric privacy policy was unanimously approved.

Report on Hiring and Departures

Ms. Paluselli reported on hiring and departures as reflected in Appendix A to the Agenda.

ACTION: Upon motion by Curtis Kossman, seconded by David Baker, the Board unanimously approved the hiring and departures as reflected on Appendix A to the Agenda for this meeting.

Report on Business Services

Ms. Paluselli provided a detailed list of vendor purchases for December, 2022 and January, 2023, which the Board reviewed and approved.

ACTION: Upon motion by Curtis Kossman, seconded by George Robinson, the Board unanimously approved the vendor purchases for December 2022 and January, 2023, provided by Ms. Paluselli, copies of which will be filed with these minutes.

403(b) Vesting Schedule – Short Year

Ms. Paluselli discussed an amendment to the pension plan to change the plan year so that it will end on 6/30 and coincide with the end of the school year. This year will be the transition year so this year will be a short year from 1/1/23 to 6/30/23 and we will be moving to a fiscal year. This will result in a benefit to employees because of the short year as they will receive an extra 6 months of accelerated vesting due to the change.

ACTION: Upon motion by Curtis Kossman, seconded by David Baker, the change to the 403(b) plan to conform with the fiscal year was unanimously approved.

Facilities and Finance Update

Maria Paluselli provided a letter from the auditors at Goff Backa regarding the requirement of a single audit which will require an increase fee of \$5,000.

ACTION: Upon motion by Curtis Kossman, seconded by Sheila Conway, the Goff Backa change order was unanimously approved.

Curtis Kossman submitted the Financial Reports for the months of January and February to date to the Board, copies of which will be filed with these minutes.

ACTION: Upon motion by Curtis Kossman, seconded by Sheila Conway, the Board unanimously approved the Finance Reports.

The Board entered into a discussion regarding the capture vestibule. The bid was put together by the school's architect Kento with assistance from SMGG.

ACTION: Upon motion by Curtis Kossman, seconded by David Baker, the Board unanimously approved the capture vestibule bid book form and notice for advertising of bids.

The Board discussed the use of the large credit card limit card for Darlene Brown for the general expenses for the school and the lower limit card will be closed out.

Rachel Owens provided the Board with an update regarding fundraising.

Special Events

Rachel Owens provided the Board with an update on ongoing events at the School including the spaghetti dinner fundraiser for parents and students in the 5-8th grade to talk about transitioning out of Provident. Former Provident students and their families will also be invited to the dinner to discuss transition.

There being no further business, the meeting was adjourned at 7:40 p.m.

Date

Kathryn Clark on behalf of
Daniel J. Sponseller
Secretary of the Board