



PROVIDENT CHARTER SCHOOL - WEST
MINUTES
OF THE MEETING OF THE BOARD OF DIRECTORS OF PROVIDENT CHARTER
SCHOOL - WEST
December 12, 2023
6:00 PM
HELD AT PROVIDENT CHARTER SCHOOL AND VIA ZOOM

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	OTHERS PRESENT
Dr. Jean Ferketish	John Rushford	Maria Paluselli
George Robinson	Dan Sponseller	Kathy Clark
Curtis Kossman	David Baker	Rachel Owens
Don Marinelli	Mike Brady	Darlene Brown
Terry Smith		Alan Shuckrow
Sheila Conway		
		Sallie Richards

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

Public Comment

None.

Approval of Minutes

The meeting minutes were deferred until the February 2024 meeting.

CEO Report

Maria Paluselli presented information regarding the budget projections specific to staffing, which were requested at a prior board meeting. Specifically, for Provident West, the budget is based upon the enrollment of 30 students, which is 33% of capacity and amounts to \$660,000. The actual salary expenditures are \$780,000; however, this amount includes some shared salaries, and 30% of it is reimbursed by the CSP grant.

On a separate matter, Ms. Paluselli requested that the Board move the previously scheduled meeting date for February 2024 due to a scheduling conflict with meetings with the PA CSP grant team and other grant recipients. The Board suggested moving the date of the meeting to February 6, 2024 at 6pm. SMGG indicated it would submit an advertisement to reflect the meeting change.

Ms. Paluselli also briefly discussed the enrollment report and noted that there are currently 28 students enrolled with another 2 students potentially enrolling in January, 2024.

Committee Reports

Facility Committee

Kathy Clark discussed with the Board a “closed campus” policy that was requested after discussion at a prior Board meeting. The purpose of the policy is to limit the public from entering the school property while school is in session, but to allow the public to continue to access the property (to walk/exercise, etc.) in the evening or on weekends. The Board discussed how an organized sports team would fit into the proposed policy and it was determined to add a statement to the policy to indicate that any organized sports team interested in using the Provident facilities for practice or games should contact the Provident administration to obtain permission and complete the required forms. Ms. Clark indicated she would make the change desired by the Board.

ACTION: Upon motion by Curtis Kossman, seconded by George Robinson, the closed campus policy, with changes as discussed was unanimously approved.

Finance Committee

Alan Shuckrow discussed the need for a formal agreement between the two schools to document the financial arrangement authorized by the Federation Agreement. This was discussed by the finance committee and a draft agreement has been circulated to be voted upon at the February board meeting. There will be a \$1 million limit in the agreement and it is structured like a line of credit, and due on demand. The committee discussed whether there would be interest accruing and if so, what the rate would be. It was determined there should be interest, but the rate should be less than market rate to acknowledge the relationship between the parties. This document will also be presented to the bank for its approval. Mr. Kossman informed the Board that he previously discussed this with the bank and he believes they are on board, but agrees a formal meeting with the bank should be scheduled. Mr. Shuckrow requested that the vote on the agreement be placed on the agenda for the February meeting.

Rachel Owens provided the Board with a brief update on the Annual Fund. She noted that the fund has approximately \$12,000, which is the result of a mailer sent to over 1,100 emails in the fall. Ms. Owens also updated the Board about the school’s holiday gift giving program, which allows individuals to adopt a child in need from the school for the holidays. Ms. Owens

informed the Board that all of the children have been sponsored, and an anonymous donor also paid for all outstanding school lunch debt.

Matters Recommended for Board Action

Maria Paluselli also presented the hiring report to the Board, which included a third grade teacher who was hired effective November 28, 2023 at \$42,500.

ACTION: Upon motion by Curtis Kossman, seconded by Sheila Conway, the hiring report was unanimously approved.

Curtis Kossman presented the Board with the vendor purchases for the month of November, 2023. The Board also engaged in a discussion regarding the reimbursement process for the CSP grant expenses.

ACTION: Upon motion by Curtis Kossman, seconded by Sheila Conway, the vendor purchases for the month of November, 2023 were unanimously approved.

Mr. Kossman and Darlene Brown presented the financial report to the Board. Ms. Brown noted that the closing of accounts continues, and the remaining accounts open include a cafeteria account that has a few outstanding checks which have yet to be cashed. In addition, since the PNC credit card was recently closed, the corresponding money market account which was required collateral for the PNC credit card will be closed and the money transferred. In addition, Ms. Brown informed the Board that there are no longer any outstanding receivables for the 2022-2023 school year.

ACTION: Upon motion by Curtis Kossman, seconded by Jean Ferketish, the finance report was unanimously approved.

Alan Shuckrow discussed the Solicitor Engagement letter with the Board. Ms. Paluselli requested an updated engagement letter to submit to the Coalition as continuing required documentation related to the grant. In addition, the engagement letter includes current rates for SMGG.

ACTION: Upon motion by Curtis Kossman, seconded by Sheila Conway, the SMGG engagement letter was unanimously approved.

There being no further business, the meeting was adjourned at 7:06 p.m.

Date

Daniel J. Sponseller
Secretary of the Board