



**PROVIDENT CHARTER SCHOOL – WEST
MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF PROVIDENT CHARTER SCHOOL**
December 9, 2025
6:00 PM
HELD AT PROVIDENT CHARTER SCHOOL – CENTRAL AND VIA ZOOM

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	OTHERS PRESENT
Curtis Kossman*		Maria Paluselli
David Baker		Darlene Brown*
Dr. Jean Ferketish		David Mongillo
Julie Shepard		Vivi Besteman
Sallie Richards		Frances Newman* (PCS Parent)
Shiela Conway		

*Via Zoom

Curtis Kossman convened the meeting at 6:05 p.m.

Public Comment

There was no public comment.

Approval of Minutes

The minutes of the November 11, 2025 meeting were reviewed by the Board.

ACTION: Upon motion by Shiela Conway, seconded by David Baker, the November 11, 2025 meeting minutes were unanimously approved.

Finance Report & Vendor Purchases

Finance Report

Darlene Brown presented the financial report for November 2025. Notably, Ms. Brown indicated that school districts have started to resume making tuition reimbursement payments following the end of the state budget impasse. Ms. Brown noted that the General Account balance as of the

end of November 2025 was \$70K, which will be increased by a \$150K deposit that was made during the first week of December.

ACTION: Upon motion by Curtis Kossman, seconded by David Baker, the financial report for November 2025 was unanimously approved.

Vendor Purchases

Darlene Brown presented the vendor purchases for November 2025, which were generally ordinary and routine. Maria Paluselli noted significant expenses for speech and occupational therapy services.

ACTION: Upon motion by Curtis Kossman, seconded by Julie Shepard, the vendor purchases for November 2025 were unanimously approved.

Investment Policy Review

The Board reviewed and discussed proposed revisions to the PCS Investment Policy. Notably, the Board discussed adding provisions authorizing investments in equities, and the appropriate allocation for equity investments. Curtis Kossman suggested an investment allocation of 30% equities and 70% bonds, with the equity allocation being funded from the accrued interest on existing investments. The Board discussed drafting the revisions to the Investment Policy to reflect certain approved classes of equity investments that are aligned with PCS's mission and values as a school (e.g., prohibiting investments in tobacco, firearms, etc.).

ACTION: Upon motion by Curtis Kossman, seconded by Dr. Jean Ferketish, the Board moved to authorize legal counsel to prepare a revised Investment Policy in accordance with the above discussion for review and comment ahead of the February 2026 Board meeting.

Enrollment & Hiring Reports

Enrollment Report

The Board reviewed the enrollment report prepared by Maria Paluselli. Ms. Paluselli shared that there are currently 97 students enrolled at PCS West for the 2025-2026 school year, and one student who is in the process of applying. The Board celebrated the growth in enrollment at PCS West over the last year.

Hiring Report

There were no hiring changes to report.

ACTION: Upon motion by Curtis Kossman, seconded by Dr. Jean Ferketish, the December Hiring Report was unanimously approved.

Attendance Policy Updates

Maria Paluselli reviewed updates to the PCS Attendance Policy, noting that there have been changes in attendance patterns post-COVID and the school is continuing to work on strategies to improve attendance, including through policy updates. Attendance Policy updates include extending the timeframe for accepting written explanations for unexcused absences from three days to five days; removing the requirement for a parent signature on absence excuses to allow for voicemail notifications; and revising the educational trip request process to require submission two weeks in advance instead of five days. The Board briefly discussed potential additional changes to the policy in the future to clarify the definition of religious instruction and religious holidays for attendance purposes.

ACTION: Upon motion by David Baker, seconded by Julie Shepard, the updated PCS Attendance Policy was unanimously approved.

General Updates

Giving Opportunities

Dr. Rachel Owens shared updates on recent giving opportunities, including the annual holiday gift giving program. Last year, program giving supported holiday gifts and/or payment of outstanding school lunch balances for 143 children, including both PCS students and their siblings. This year, Dr. Owens reported that 163 children will receive gifts through the campaign, exceeding last year's totals, and that with \$1K in additional contributions PCS Central will be able to pay off lunch balances for all students. In addition, Dr. Owens reported that \$11.5K of the \$20K annual fund campaign goal has been raised so far.

SBDC Promotional Video

Dr. Rachel Owens informed the Board that recently PCS was visited by an individual affiliated with the Small Business Development Center (SBDC), which is a group that partners with local universities like Pitt and Duquesne to provide no-cost consulting and support to growing businesses and organizations. The SBDC volunteered to direct and produce a short promotional video highlighting the PCS experience and mission. Dr. Owens shared the promotional video with the Board and commented on the wonderful experience working with the SBDC and their skill in showcasing PCS's unique environment and opportunities.

Empowered with Meg Ryan

Dr. Rachel Owens shared an update regarding PCS's feature on *Empowered Hosted by Meg Ryan*. Dr. Owens reported that Summit Studios visited PCS Central on Thursday, November 20, 2025 to film interviews and related content for the feature. PCS expects to receive a draft of the feature within 4-6 weeks after filming (i.e., end of December 2025 or early January 2026). The feature is expected to air on public television stations across the United States in April 2026.

Adjournment

There being no further business, the meeting was adjourned at 7:28 p.m.