



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

December 12, 2023

6:00 PM

HELD AT PROVIDENT CHARTER SCHOOL AND VIA ZOOM

| <b>BOARD MEMBERS PRESENT</b> | <b>BOARD MEMBERS ABSENT</b> | <b>OTHERS PRESENT</b> |
|------------------------------|-----------------------------|-----------------------|
| 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, as to teachers, there were 71 teachers budgeted but are 75 current teachers. The reason for the additional teachers is due to four (4) Orton Gillingham interventionists that are currently paid for out of ESSR funds which funding will end in 2024. Ms. Paluselli noted that it takes up to a year to have a teacher Wilson trained and certified, so the availability of these trained teachers has been a significant addition to the ability to assist students in need. The budgeted amount for all team salaries and benefits (124

total teachers and staff) is \$8,439,945. The projected spend based upon budget to actual as of December 1, 2023 is \$7,280,000. Ms. Paluselli discussed additional reasons for the difference between budgeted and actual spend, which included the vacancies in the positions of counselor, teacher, technology director and business services assistant, all of which were part of the budget.

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.

### **Committee Reports**

#### *Facility Committee*

Mr. Kossman informed the Board about the Facility Committee meeting to discuss agenda setting, which included a discussion regarding making the building ADA compliant. This could include the construction of an outdoor catwalk to connect the two buildings together and an outdoor elevator. Preliminary meetings with the architect are scheduled for January. A second consideration is to make the gymnasium more serviceable with the addition of acoustic panels.

#### *Finance Committee*

Alan Shuckrow discussed the need for a formal agreement between the two schools to document the financial arrangement contained in 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 new business services administrative assistant who was hired effective December 4, 2023 at \$45,000 as well as a computer science teacher effective November 27, 2023 at \$42,500 and a cafeteria assistant effective November 14, 2023 at \$24,000.

**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.

**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

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Daniel J. Sponseller  
Secretary of the Board