

**Board of Trustees Meeting for
Pennsylvania Distance Learning Charter School**
2100 Corporate Drive, Suite 500, Wexford, PA 15090
Telephone: (888) 997-3352 Facsimile: (866) 977-3527
Website: www.padistance.org

Board Meeting

Date: December 9, 2013
Time: 4:00 PM
Location: Pennsylvania Distance Learning Charter School
and via Teleconference

MINUTES

MEETING TYPE: Regular Special Proposed Approved

A. Call to Order

Mr. Marous called the meeting to order at 4:01 p.m.

B. Roll Call

Board Member Attendance:

John Marous, President	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
William Donahue, Secretary	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Bill DiBenedetto, Board Member	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
John Lally, Treasurer, Advisory Board Member	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

Other Attendees:

Patricia Rossetti, Chief Executive Officer, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Dr. Ed Mandell, Principal, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Jamie Desrochers, Director SE	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Sheryl Allmon, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Michael Whisman, Charter Choices	<input checked="" type="checkbox"/> Present- p	<input type="checkbox"/> Absent
David Pierce, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mary Alicandro, Recording Secretary	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Coleen Brennan, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Tracey Colbert, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Karen Clutter, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Brooke Franus, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Jamie Conrad, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Nick Kocuba, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
JP Pascasio, Cloudcast	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

C. Public Comment

Mrs. Rossetti presented the Board members with a gift from the staff at PDLCS for their dedication and support to the school throughout the year.

D. Review of Agenda

E. Standard Business

i. Meeting Minutes of September 16, 2013

Motion: Mr. Donahue moved to approve the minutes.

Support: Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

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ii. State of the School Report

The report was presented by Patricia Rossetti. Total enrollment is 511 students with 410 regular education and 101 special education. Mrs. Rossetti noted an increase in the Hispanic population of almost 5%. Staffing changes noted since the last meeting include 1 staff member who is no longer employed at the school, 2 new hires and 1 employee who transferred departments. Mrs. Rossetti stated that she and Dr. Mandell would be focusing on retention of our students this year to determine why we are not retaining students for more than one year. Currently there are 75 withdrawals. Retention reporting will remain in the State of the School report. Mrs. Rossetti stated that the improvement plan was submitted, we were granted Medical Access for SE students and the PIMS reports were submitted.

Motion: Mr. Marous moved to approve the report.

Support: Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

iii. Financial Report

The report was presented by Michael Whisman. Mr. Whisman stated that there were no surprises with the audit this year and the final audit should be received within the next week. Total current assets decreased from \$772,942 to \$666,105, total liabilities were \$169,006, Cash on hand is \$521,921. Revenues and expenditures for the year to date are lower than budgeted. Mr. DiBenedetto commented that he likes the new format for financial reporting.

Motion: Mr. Donahue moved to approve the report.

Support: Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

iv. 2014-17 Comprehensive Plan

Mrs. Rossetti stated the comprehensive plan was submitted on November 29, 2013. Mr. Marous and Mr. DiBenedetto reviewed the plan and provided input. If approved, we will have three years to attain goals.

Motion: Mr. DiBenedetto moved to approve the plan.

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

F. New Business

i. School Performance Profile

Mrs. Rossetti presented the 2013 School Performance Profile.

Motion: Mr. Donahue moved to adopt the plan.

Support: Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

ii. Cloudcast Update

JP Pascasio presented an overview of the future school system. Mr. DiBenedetto stated that his concern was that the staff has to be fluent in the system to ensure the students are receiving the quality education they deserve. Mr. Marous stated that he would like to take an active role in mapping out with Cloudcast a chart of how to get an effective plan in place.

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iii. Marketing Update

The report was presented by David Pierce. Mr. Pierce reported that he and Erin from Charter Choices have come up with a marketing campaign that will focus "Behind the Apple". It will feature YouTube videos of our teachers, students, support staff, alumni and administration as it follows what happens behind the scenes at PDLCS. This theme will also be carried out in print, billboards and news article campaigns. Mr. Pierce stated that the marketing budget will now run brand building. Mr. Marous asked Mr. Pierce to put together a map of how the additional funds will be used.

iv. Predictive Index

Mrs. Rossetti stated that she would like to use the predictive index for the hiring process and would like current staff to take assessment too. The results will help managers know how to manage their employees. The cost is \$5,000 for 100 employees, and can be used as many times as needed for new hires and once for each existing employee. One employee will have to be trained and there will be monthly meetings and quarterly updates to the program.

v. Innovation and Leadership Award Proposal

Mrs. Rossetti stated that she and Dr. Mandell would like to create a proposal to present criteria at the March Board meeting for a staff award. The award could be self-nominated, staff, family, student nominated and administrators are not eligible to receive the award. They are requesting \$5000 for the award.

G. Reminder of Next Board Meeting

March 10, 2014 at 4:00 p.m., to be held at Pennsylvania Distance Learning Charter School and by teleconference.

H. Executive Session

The Board of Trustees entered into Executive Session at 6:25 pm

The Board of Trustees exited the Executive Session at _____ pm.

I. Adjournment

The meeting was adjourned at _____ pm.

Motion: Mr. Marous moved to adjourn the meeting.

Support: Mr. DiBenedetto seconded the motion.

Ayes: 3 Opposed: 0

MINUTES CERTIFICATION

Proposed minutes respectfully submitted,

Recording Secretary, Mary Alicandro

Date

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Board Secretary, Bill Donahue

Date