

**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: May 11, 2015
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. Donahue called the meeting to order at 4:00 p.m.

B. Roll Call

Board Member Attendance:

John Marous, President	<input checked="" type="checkbox"/> Present-p	<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 checked="" type="checkbox"/> Present-p	<input 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 checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Sheryl Allmon, PDLCS	<input checked="" type="checkbox"/> Present-p	<input type="checkbox"/> Absent
Michael Whisman, Charter Choices	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
David Pierce, PDLCS	<input checked="" type="checkbox"/> Present-p	<input type="checkbox"/> Absent
Mary Alicandro, Recording Secretary	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Nicholas Kocuba, PDLCS	<input checked="" type="checkbox"/> Present-p	<input type="checkbox"/> Absent
Coleen Brennen, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

C. Public Comment - None

D. Review of Agenda

E. Standard Business

i. Meeting Minutes of December 1, 2014 and March 2, 2015

Motion: Mr. DiBenedetto moved to approve both meeting minutes.

Support: Mr. Donahue seconded.

Ayes: 2 Opposed: 0

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ii. State of School Report

Mrs. Rossetti presented the state of the school report. She stated that current enrollment is at 485 students, with 374 regular education students and 111 special education students. This is a decrease of 50 students and is due to PSSA testing, truancy issues and school transfers. Mrs. Rossetti stated that Mr. Pierce was still working with Hoffman Murtaugh and Figment Consulting to expand our brand. Mrs. Rossetti stated that an online application was due from Cloudcast on April 1, 2014, but they have not been able to provide one that meets all of our needs. However, she found one called Act On that can meet all of our needs. Mrs. Rossetti is requesting board permission to purchase Act On, a customer relationship management program with an on-line application and a legal binding signature using DocuSign. Mrs. Rossetti requested approval to revise the Cloudcast contract for the cost of the product which is under \$9000.

Motion: Mr. DiBenedetto moved to approve the State of the School report.

Support: Mr. Donahue seconded.

Ayes: 2 Opposed: 0

iii. Financial Report

Mike Whisman presented the financial report. He stated that current assets decreased from \$1,536,948 to \$1,138,630 in March. This decrease is primarily due to operating activities offset by the collection of federal receivables and local revenues from school districts. Total cash increased \$177,450. Total liabilities for March were at \$187,014 which was \$49,580 lower than June 2014. Cash balance of \$1,025,030 for March was equivalent to 61.3 days of cash on hand. Thirty days of cash on hand is a common benchmark for adequate cash, with 45-60 days being ideal. The school's current ratio was at 6:1 meaning the current assets are sufficient to meet current liabilities.

Motion: Mr. DiBenedetto moved to approve the financial report.

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

F. New Business

i. Alternative Retirement Plan – New Hires

Mr. Whisman stated that we are able to offer an alternative retirement plan for new staff members who are not in the PSERS program. The plan would be administered by eXude and Penn Serve. The plan calls for a 5% mandatory contribution for school and employee.

Motion: Mr. Marous moved to agree on the concept of an alternative retirement plan and advised he would like a detailed plan from a qualified PPA for approval at the June board meeting.

Support: Mr. Donahue seconded the motion.

Ayes: 3 Opposed: 0

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ii. Proposed Budget FY 2015-16

Mr. Whisman stated that the proposed budget was based on 580 student average daily membership. The draft assumed a 1% increase in Regular Ed and Special Ed district tuition rates. There is a 10% assumption for health care costs and total salaries are budgeted to increase approximately 3%. The budgeted cost of the state retirement system increases to 23.4% due to additional eligible wages and the increase in the required employer match from 21.4% to 25.84%. Personnel costs area approximately 52% of the total budget and computer costs are approximately 2% of the budget. Mrs. Rossetti stated that nothing new has been added to the budget and that the increase was due to the rental of the space on the second floor. Staff will be not replaced until enrollment has increased. There will be no change to the public relations budget.

Motion: Mr. Marous moved to post the proposed budget for 30 days.

Support: Mr. DiBenedetto seconded the motion.

Ayes: 3 Opposed: 0

iii. Board Officer Appointment

Mr. Marous proposed the following changes to the Board officers. Mr. Donahue will be appointed Vice President and Mr. DiBenedetto will be appointed Secretary. Mr. Marous will continue as the President and Mr. Lally will continue as the Treasurer.

Motion: Mr. Marous moved to approve the Board meeting calendar for next year

Support: Mr. Donahue seconded the motion.

Ayes: 3 Opposed: 0

iv. Board Meeting Calendar

Mr. Marous presented the Board meeting calendar for the 2015-2016 school year.

Motion: Mr. Marous moved to approve the Board meeting calendar for next year

Support: Mr. Donahue seconded the motion.

Ayes: 3 Opposed: 0

v. Renewal of Line of Credit

Mrs. Rossetti asked permission from the board to approach PNC to ask for an increase in the line of credit. Mrs. Rossetti is to present implications of expanding credit line to the board in June.

Motion: Mr. Marous moved to allow Mrs. Rossetti to ask that the line of credit be doubled.

Support: Mr. Donahue seconded the motion.

Ayes: 3 Opposed: 0

vi. School Improvement Plan First Year Evaluation

Dr. Mandell presented the school improvement plan. He stated that the teachers have been working on aligning the curriculum to the PA Common Core standards and are in the process of updating the curriculum mapping software to reflect the changes made within the courses. The goal for the 2015-16 school year will be to redefine the Graduation Recovery program to ensure students who need credit recovery have the opportunity to graduate with the 4 year cohort. This plan will be posted for 28 days

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Motion: Mr. DiBenedetto moved to approve the 1st year evaluation and updated School Improvement Plan.

Support: Mr. Donahue seconded the motion.

Ayes: 2 Opposed: 0

vii. Office of the Auditor General's Report

Mrs. Rossetti stated the report was a no findings report. The board congratulated those involved in the success.

viii. Auditing Firm

Mrs. Rossetti reviewed the request for proposals from auditing firms for the 2014-15 school audit and 990 filing. Five firms were invited to make proposals. Three firms submitted proposals. The RFP committee, John Lally, Ed Mandell and Mrs. Rossetti will score the RFPs and follow-up for clarification with each firm on areas of discourse. A final recommendation will be presented in June for board approval and to issue a letter of intent to engage in services.

G Reminder of Special Board Meeting

June 22, 2015 at 4:00 pm., to be held at the Pennsylvania Distance Learning Charter School and by teleconference.

H. Executive Session (if necessary)

Not necessary at this time.

The meeting was adjourned at 5:20 pm.

Motion: Mr. Donahue 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

Board Secretary, Bill Donahue

Date