

**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 12, 2014
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 4:02 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 -p	<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 type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Michael Whisman, Charter Choices	<input checked="" type="checkbox"/> Present	<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
Nick Kocuba, PDLCS	<input checked="" type="checkbox"/> Present-p	<input type="checkbox"/> Absent

C. Public Comment - None

D. Review of Agenda

E. Standard Business

i. Meeting Minutes of March 3, 2014

Motion: Mr. DiBenedetto moved to approve the minutes.

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

**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

ii. State of the School Report

The report was presented by Patricia Rossetti. Enrollment as of April 25, 2014 was at 482 students with 386 regular education and 96 special education. She stated that greatest transition back to home school district is with 9th grade students. There are currently 40 full-time employees and one hourly, part-time employee. Dr. Mandell presented the teacher effectiveness model stating that it focuses on the four domains of teaching: planning and preparation; classroom environment; instruction and professional responsibilities. The school has replicated the Teacher Effectiveness Model in all departments based on individual job descriptions. He stated that 5-10 minute walkthroughs are done within a course with focus on accessibility, assignment layout, course calendar and announcements. Observations are performed within live learning classes with focus on student/teacher interactions, student engagement with content and assessment. Dr. Mandell stated that information gathered during the walkthrough and observations is shared with the teacher on their evaluations. He stated that much is done to support our teachers including: monthly department meetings, RtII, Advanced Placement Training, Intermediate Unit Training and Student Assistance Program Training through PaTTAN. Dr. Mandell stated that 85% of our teachers have a Level II certification and 75% have Master's degrees.

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 the current assets increased from \$772,942 at June 30, 2013 to \$860,025 at April 30, 2014. The increase was due primarily to operating expenses being offset by the collection of federal receivables and local revenues from school districts. Cash balance is at \$878,776 which is the equivalent of 64.1 days of cash on hand. .

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

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

iv. Proposed Budget

Mike Whisman presented the proposed 2014-15 budget stating that it was based on an average daily membership of 580 students. Personnel costs will make up 54% of the budget. PSERS contribution will increase by 38.6% and projected health care costs will increase by 10%. The proposed budget will be made public until the June 23, 2014 Budget approval meeting.

**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

v. Board Officer Appointment

Mr. Marous recommended re-appointment of all Board officers for another year.

Motion: Mr. DiBenedetto moved to approve the Board officer appointment.

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

vi. 2014-2015 Board Meeting Calendar

Mr. Marous presented the dates for the Board meetings for the 2014-15 school year and noted that the September 8, 2014 meeting may be moved due to a scheduling conflict.

Motion: Mr. Donahue moved to approve the Board meeting schedule noting the possible change in date for the September 8, 2014 meeting.

Support: Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

vii. Renewal of Line of Credit

Mr. Marous recommended renewing the line of credit.

Motion: Mr. DiBenedetto moved to approve renewal of the line of credit.

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

viii. Marketing Report

The marketing report was presented by David Pierce. Mr. Pierce provided an update on the "Behind the Apple" campaign. He stated that WixPix would be creating 3 videos, 20-30 seconds in length to introduce users to our experience using a walk on spokesperson. Mr. Pierce provided a brief summary of the public relations expenditures. Mr. Marous requested a brief presentation from Mr. Pierce at the next Board meeting to determine the most effective way to use the public relations budget to help sustain enrollment.

ix System Analysis

Patricia Rossetti presented a brief analysis of our system analysis. She requested a motion to give notice to Bocavox and a motion to move to SIS/LMS through Cloud Cast. Mr. Mauros stated that notice should not be given to Bocavox until we receive a clearer picture of what CloudCast could provide.

Motion: Mr. Marous moved to approve the report.

Support: Mr. DiBenedetto seconded.

Ayes: 3 Opposed:

**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

x. BEC

Patricia Rossetti stated that PDE released the Basic Education Circular last week that basically states do not make any changes in our cyber school without PDE's approval.

xi. School Improvement Plan

Mrs. Rossetti stated that the school improvement plan was revised in the new system and was sent in with original signatures and approved on May 9, 2014.

F. Reminder of Next Board Meeting

The next Board meeting will be, **June 23, 2014 at 4 pm** to be held at the Pennsylvania Distance Learning Charter School and by teleconference.

H. Executive Session (if necessary)

I. Adjournment

The meeting was adjourned at 5:00 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

Board Secretary, Bill Donahue

Date