

**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

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**Board Meeting**

**Date:** May 17, 2016  
**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 4:00 p.m.

**B. Roll Call**

**Board Member Attendance:**

John Marous, President	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
William Donahue, Vice President	<input checked="" type="checkbox"/> Present-p	<input type="checkbox"/> Absent
Bill DiBenedetto, Secretary	<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
Darla Posney, Principal	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Jamie Desrochers, Director SE, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Sheryl Allmon, Director of Student Services PDLCS	<input checked="" type="checkbox"/> Present-p	<input type="checkbox"/> Absent
Michael Whisman, Charter Choices	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Nicholas Kocuba, Director of Technology PDLCS	<input checked="" type="checkbox"/> Present-p	<input type="checkbox"/> Absent
David Pierce, Public Relations PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mary Alicandro, Recording Secretary, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Andrea Brauer, Charter Choices	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Michelle Delgado, Charter Choices	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Dave Sutter, Charter Choices	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Houston Tucker, Figment Consulting	<input checked="" type="checkbox"/> Present-p	<input type="checkbox"/> Absent

**C. Public Comment**

Mr. DiBenedetto welcomed those visiting from Charter Choices

**D. Review of Agenda**

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**E. Standard Business**

**i. Meeting Minutes of February 29, 2016 Board meeting**

**Motion:** Mr. Donahue moved to approve the February 29, 2016 meeting minutes.

**Support:** Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

**ii. State of the School Report**

Mrs. Rossetti presented the State of the School report. She stated the current ADM was 495 and was made up of 46% male and 54% female. There are 378 regular education students and 117 special education students. We currently have 43 full-time employees and 1 part-time employee. Darla Posney, Principal, Jennifer McWilliams, Special Education teacher and Brandee Kantrowitz, Enrollment Specialist joined our staff since the last Board meeting. Mrs. Rossetti stated that the school has contracted with Figment Consulting for April-June 2016 for the following services: website and landing page, digital campaign and management fee, and a fee of \$65 per completed new student enrollment beginning April 1, 2016 through 250 new students and \$75 per completed new student application beginning April 1, 2016 over 250 new students not to exceed 740. Any additional spending required a signed addendum. The school held their second annual job fair on May 4, 2016. There were over 600 applicants received for anticipated openings for the 2016-17 school year. Mrs. Rossetti stated that 148 people signed up to either attend the job fair or have a brief interview via phone. Of the 148, 85 actually attended the job fair. Those that attended were able to tour our school and meet with school personnel. Mrs. Rossetti stated that the school held a 4<sup>th</sup> Grade Science Fair on May 5, 2016 and their annual Spring Music concert on May 12, 2016.

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

**Support:** Mr. Donahue seconded.

Ayes: 3 Opposed: 0

**iii. Financial Report**

Mike Whisman provided the financial report stating that the total current assets decreased from \$1,938,049 to \$1,609,121. The net decrease was due primarily to a decrease in Local, Federal and State receivable offset by an increase in cash. Local subsidies receivables show a negative balance of \$206,581 at April 30, 2016. This is a timing issue around the release of the current year rates in April and the district billing for April occurring in March. As of May 6, 2016, this balance is approximately \$992,000 due to the school. Total liabilities at April 30 are at \$6,089,360, were \$279,743 lower than at June 30, 2015. This net decrease resulting from a decrease in Accounts Payable and Accrued Expenses. The cash balance of \$1,748,744 at April 30, 2016 was equivalent of 92.1 days of cash on hand. Total revenues for the period, at \$4,779,051, were \$1,274,994 lower than budgeted due primarily to enrollment being less than budgeted. Total expenditures for the period at \$4,828,236 were \$944,399 lower than budgeted.

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**Motion:** Mr. Donahue moved to approve the financial report.

**Support:** Mr. DiBenedetto seconded.

Ayes: 3    Opposed: 0

**F. NEW BUSINESS**

**i. Public Relations Report**

**ii. Board Officer Appointment**

Mr. Marous proposed that the Board members continue in their respective roles for the 2016-17 school year.

**Motion:** Mr. Donahue moved to approve the Board Officer appointments.

**Support:** Mr. DiBenedetto seconded the motion.

Ayes: 3    Opposed: 0

**iii. Board Meeting Calendar**

Mr. Marous presented the Board meeting calendar for the 2016-17 school year.

**Motion:** Mr. DiBenedetto move to approve the Board meeting calendar.

**Support:** Mr. Donahue seconded.

Ayes: 3    Opposed: 0

**iv. Student Handbook Update**

Mrs. Rossetti presented the following changes to the Student Handbook. Update to the non-discrimination policy; 2016-17 school calendar; Drop/add period of two weeks for high school classes; Added use of photographs, audio, video of students in publications, social media, and other public relations media; Added Technology Support and Technology Repair section; Changed Response to Intervention (Rtl) to Multi-tiers System of Support Response to Intervention and Instructions (MTSS-RTII); Updated phone extension for principal from 123 to 150 and changed year on cover and signature pages and updated page numbers and formatting as necessary.

**Motion:** Mr. Donahue moved to approve the 2016-17 Student Handbook.

**Support:** Mr. DiBenedetto seconded.

Ayes: 3    Opposed: 0

**v. Employee Handbook Update**

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Mrs. Rossetti presented the following changes to the Employee Handbook. Updated non-discrimination policy to include basis of race, color, religion, sex, national origin, age, disability, familial status, genetic information, sexual identity, ancestry or any other Characteristic protected by law; Added Act 168 clearance requirement; Revised vacation/personal time section to include that all staff reports to the office, are required to travel and listed role distinctive time off parameters; Added air travel is not an option for standardized testing and removed non-family member funeral day.

**Motion:** Mr. DiBenedetto moved to approve the updated Employee Handbook.

**Support:** Mr. Donahue seconded.

Ayes: 3 Opposed: 0

**vi. School Improvement Plan**

Dr. Posney provided the year-end review of the three primary goals of the plan to improve graduation rates, increase parent involvement, and implementation of Universal Design for Learning. The plan is part of the larger 3-year Comprehensive Plan required to be monitored and updated annually. Evidence within PVAAS indicates strong growth in ELA/Literature, student attendance, rejoining of cohort graduations, and alignment of curriculum to PA Core Standards. The 2016-17 plan increases the live learning time with teachers for the graduation recovery participants from three times per week to daily. Monthly data team meetings will be part of monthly department meetings. Classroom Diagnostic Testing will be added as a source of goal implementation and effectiveness.

**vii. Right-to-Know Officer Appointment**

Mrs. Rossetti asked the Board to appointment Darla Posney, Principal as our Right-to-Know officer and to approve the updated policy.

**Motion:** Mr. DiBenedetto moved to appoint Dr. Posney as the Right-to-Know officer and to approve the updated policy.

**Support:** Mr. Donahue seconded.

Ayes: 3 Opposed: 0

**viii. Proposed SY 2016-17 Budget**

Mr. Whisman presented the proposed 2016-17 budget. Local revenue assumption of a 500 ADM with 400 regular education and 100 special education. District rates are projected to Decrease by 1%. Revenue is projected to be \$6,507,590.41 and personnel costs \$3,672,696.76. Staff salaries are budgeted with an average increase of 4.4% with no new positions added. Healthcare projection of a 10% increase. Older staff computers are scheduled to be replaced with an allocation of \$20,000. Total expenses \$6,282,596.76 with a net income of \$224,993.65.

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

**Support:** Mr. DiBenedetto seconded the motion.

Ayes: 3 Opposed: 0

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**G.      Reminder of Next Board Meeting**

June 20, 2016 at 4:00 pm to be held at the Pennsylvania Distance Learning Charter School and by teleconference.

**H.      Executive Session (if necessary)**

The Board of Trustees entered into executive session at 5:37 pm

The Board of Trustees ended the executive session at 5:50 pm reconvening the public session.

**I.      Adjournment**

The meeting was adjourned at 5:50 pm.

**Motion:** Mr. DiBenedetto moved to adjourn the meeting.

**Support:** Mr. Donahue seconded the motion.

Ayes: 3    Opposed: 0

**MINUTES CERTIFICATION**

Proposed minutes respectfully submitted,

\_\_\_\_\_  
Recording Secretary, Mary Alicandro

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary, Bill DiBenedetto

\_\_\_\_\_  
Date