

**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: June 22, 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. Marous called the meeting to order at 3:58 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-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 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 type="checkbox"/> Present	<input checked="" 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
Nicholas 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 May 11, 2015

Miss Alicandro noted two corrections that were brought to her attention by Mrs. Rossetti prior to the meeting.

Motion: Mr. DiBenedetto moved to approve the May 11, 2015 meeting minutes.

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

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ii. SY 2015-16 Budget

Mr. Whisman stated that the budget was based on an average daily membership of 580. The draft assumes a 1% increase in Regular Ed and Special Ed district tuition rates. The draft assumes a 10% increase in health insurance. Total salaries are budgeted to increase approximately 3.09%. The budgeted cost of the state retirement system, PSERS, increases approximately 25.4% and the required employer match increased from 21.4% to 25.84%. Total personnel costs are approximately 52% and projected computer costs are approximately 2% of the projected 2015-16 expenses. Mr. Marous asked if there were any changes to the proposed budget within the last 30 days. Mr. Whisman stated that no changes made. A review of fund balance allocations was discussed due to the possible State budget delaying payments to the school.

Motion: Mr. Donahue moved to approve the SY 2015-16 Budget.

Support: Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

Additional Financial Issues:

Mrs. Rossetti requested permission to close the Citizens Bank account. Mr. Donahue asked for the balance on the account. Mr. Whisman stated that the balance was approximately \$60,000. Mr. Lally asked if Citizens Bank might be an option for the line of credit.

Motion: Mr. Marous moved to close the Citizens Bank account unless they are a candidate for a line of credit.

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

iii. Alternative Retirement Plan

Mrs. Rossetti presented the alternative retirement plan. She stated existing employees would continue in the PSERS system. New hires would have the option of continuing in PSERS if they are already members or enrolling in the 403B plan that will be available. The 403B provides a 5% match to each individual. There is a one-time \$2000 set-up fee and \$1000 per year to execute the plan.

Motion: Mr. DiBenedetto moved to approve the alternative retirement plan.

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

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iv. RFP

Mrs. Rossetti stated that the auditing services committee conducted an in-depth review of each of the three (3) RFPs during the week of May 11, 2015 and formally evaluated and scored the proposals based on professional standing/ability of personnel; charter school experience and knowledge; staff depth/ability to perform; and cost of services. Each vendor was awarded points based upon the Auditing Services RFP scoring rubric. The committee agreed on Hill, Barth and King and would like to formally requested that they provide the auditing services for PDLCS.

Motion: Mr. DiBenedetto moved to approve Hill, Barth and King to provide auditing services for PDLCS.

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

v. Line of Credit

Mr. Marous stated that PNC declined to increase the line of credit. He suggested contacting another institution. Mr. Donahue suggested that Mrs. Rossetti contact Tri-State Capital. Mrs. Rossetti requested contact information.

vi. Student Handbook

Mrs. Rossetti noted that there were two changes to the student handbook for next year. The school year was changed to 2015-16 and the school calendar was updated. There were no other changes made.

Motion: Mr. DiBenedetto moved to approve the Student Handbook.

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

vii. Public Relations Plan

Mr. Pierce presented an update to the public relations plan. He stated that in January he began working with Hoffman/Murtaugh regarding Search Engine Marketing (SEM). In March he began working with Figment Consulting to work on building on who we are so that the internal and external messages are the same.

E. Reminder of Next Board Meeting

The next Board meeting will be held, September 8, 2015 at 4:00 pm to be held at Pennsylvania Distance Learning Charter School and by teleconference.

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F. Executive Session (if necessary)

Not necessary at this time.

The meeting was adjourned at 4:50 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