

**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:** September 11, 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. 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, 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	<input type="checkbox"/> Absent

**Other Attendees:**

Patricia Rossetti, Chief Executive Officer, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Edward 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	<input type="checkbox"/> Absent
David Pierce, PDLCS	<input checked="" type="checkbox"/> Present-p	<input type="checkbox"/> Absent
Tracey Colbert, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Nick Kocuba, 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 June 24, 2014**

**Motion:** Mr. Donahue moved to approve the June 24, 2014 meeting minutes with correction noted.

**Support:** Mr. DiBenedetto seconded.

Ayes: 3    Opposed: 0

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**ii. State of the School Report**

The report was presented by Mrs. Rossetti. Total enrollment is 605 students with 502 regular education and 103 special education. Staffing changes noted since the last meeting include one staff member who is no longer employed at the school and 5 new hires. Mrs. Rossetti stated the additional hiring of a special education teacher, guidance counselor, physical education teacher, and a social studies teacher were due to higher enrollment levels. The hiring of the mathematics teacher was due to the transition of Mr. Kocuba to Director of Technology. Mrs. Rossetti stated there were 27 June 2014 graduates. Mr. Donahue suggested the post-secondary information, such as the colleges and universities of our graduates, be included in future advertising. Mr. Marous asked for input from attendees on the new school systems. Mr. Kocuba, Mrs. Allmon, and Dr. Mandell each stated the systems were functioning, but need additional development. Mr. Kocuba noted the potential of the system to become a premier system in the future. Mr. Kocuba also stated that in hindsight he would have preferred an extra year of development. Mrs. Colbert abstained from comment. Mrs. Rossetti stated the systems were functional, but due to delayed access prior to school starting it was difficult to communicate with families and staff in a timely manner. Administration was developing instructions for families during back-to-school training for staff causing strain on the school community. Mrs. Rossetti concurred with Mr. Kocuba that the potential was there for the product to become superior. She commended Cloudcast for the technical support offered to families prior to and during the start of school. Mr. Marous asked Mrs. Rossetti to provide an overview of additional development needed. Mrs. Rossetti stated that seven components were still undeveloped, PIMS reporting, administrative reports, asset management, online integrated enrollment application, live learning classroom, school nurse and health reporting, and special education. Mrs. Rossetti stated, once functional development was complete, a meeting with Cloudcast would be scheduled to determine a development timeline. Mr. Marous requested that Mrs. Rossetti provide an update after a schedule of development was secured.

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

**Support:** Mr. DiBenedetto seconded.

Ayes: 3    Opposed: 0

**iii. Financial Report**

The report was presented by Michael Whisman. Total current assets decreased from \$1,498,244 as of June 30, 2014 to \$1,322,904 as of August 30, 2014, total liabilities were \$199,854. Cash on hand is \$872,841. Revenues and expenditures for the year to date are lower than budgeted. The net change in fund balance, at a negative \$139,496, was \$133,729 lower than budgeted. Discussion was held regarding PSERS contributions increasing and changes in reimbursement to the charter school.

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

**Support:** Mr. Donahue seconded.

Ayes: 3    Opposed: 0

**iv. Approval of Student Handbook, Employee Handbook and Policies (Please refer to the March 3, 2014 meeting minutes:**

- a. Employee Handbook and Student Handbook
- b. Right-To-Know Policy

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- c. Test Security Policy
- d. ESL Policy
- e. Technology and Internet Acceptable Use Policy
- f. Homeless Policy

**Motion:** Mr. Marous moved to approve the policies.

**Support:** Mr. DiBenedetto seconded.

Ayes: 3    Opposed: 0

**v. Marketing Report**

This report was presented by Mrs. Rossetti. Mrs. Rossetti stated there were 1,165 leads generated during the 2014-15 enrollment period with 240 students enrolling in the school. Marketing costs from July 1-August 30, 2014 were \$190,971.

**F. Reminder of Next Board Meeting**

The next Board meeting will be **Monday, December 1, 2014 at 4:00 pm** to be held at the Pennsylvania Distance Learning Charter School and by teleconference.

**H. Adjournment**

The meeting was adjourned at 5:47 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, Patricia Rossetti

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary, Bill Donahue

\_\_\_\_\_  
Date