

**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 15, 2017
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- phone	<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	<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	<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- phone	<input type="checkbox"/> Absent
David Pierce, Public Relations PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mary Alicandro, Recording Secretary, PDLCS	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Jesse Gagich, Teacher PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

C. Pledge of Allegiance

D. Public Comment

None

E. Review of Agenda

F. Standard Business

i. Meeting Minutes of the March 6, 2017 Board meeting

Motion: Mr. DiBenedetto moved to approve the December 5, 2016 meeting minutes.

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

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ii. State of the School Report

Mrs. Rossetti presented the State of the School report. She stated that we currently have 672 students enrolled. There are 499 regular education students and 173 special education students bringing the percentage to 25.7% of total students. Mrs. Rossetti stated that since the last meeting Jennifer McWilliams, special education teacher and Kristen Johnson, English teacher had resigned. Joining PA Distance were Mary Ann Calderone, PIMS Coordinator, Brianna Lesko, Spanish teacher, Gina Pagnotta, special education teacher, Christin Trudeau, English teacher and Casey Zollner, math teacher. Mr. Kocuba, Director of Technology shared the implementation of a Day in the Life of a student training that led to the development of summer professional development activities for staff. Vicki DeRoner, Katie Heiles, and Nick presented at the 2017 PA Educational Technology Expo and Conference. Vicki and Katie also presented at the Manchester Academy Charter School. Dr. Posney presented benchmark assessment data indicating 50% of K-2 student were at expectations at mid-year. Classroom Diagnostic data indicates the only 68% of student scored basic/below. Intensive remediation and recommendation for a change in core materials to a mastery approach needs to be considered. Tammy Donahue presented data on the Wilson Reading Program used to close the learning gap for 18% of students in special education. The lowest growth was an 11% from the individual student's baseline to a high of 229%. All students enrolled in the program showed measurable growth from baseline to the most recent progress monitoring period.

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

Support: Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

iii. Financial Report

Mike Whisman presented the financial report. Total current assets increased to \$3,709,167 at January 31, 2017. This net increase is due primarily to Cash and Local Subsidies Receivables. Total cash increased by \$225,206. Local subsidies receivables show a net positive balance of \$658,510 at January 31, 2017, which includes a net balance of prior year receivables of \$87,003. Total liabilities at January 31, 2017 are at \$7,513,073 and were \$378,474 less than at June 30, 2016. The cash balance as of January 31, 2017 was at \$2,939,274 or the equivalent of 130.9 days cash on hand. This is a decrease from 168.1 days cash on hand at June 30, 2016 due primarily to the days cash need increasing from \$16,145 to \$22,454 for the current year budget. Cash needs increased because of the increase in student enrollment. The school's current ratio, a measure of its ability to meet current payment obligations stood at 5.9 at the end of January. Revenues for the period were higher by \$424,583 due primarily to the increase of special education students from a budgeted 135 to anticipated 154 students. Total expenditures for the period were at \$4,505,774, were \$254,914 less than budgeted primarily due to personnel costs less than budgeted by \$204,009 due to hiring dates and \$104,739, due to 11 employees opting out of health insurance. Net change in the fund balance for the period is positive \$1,005,943. PDE has not yet confirmed funding levels for the school districts. Early indicators are that there may be a budget impasse for 2017-18. Mr. Whisman suggested the board adopt a threshold amount for school district refunds. Discussion was had regarding an acceptable threshold.

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Motion: Mr. DiBenedetto moved to approve the Financial Report.

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

Motion: Mr. DiBenedetto moved to adopt a threshold of \$100 for refunds to school districts and no check will be written for less than \$1.

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

G. NEW BUSINESS

i. **Employee Handbook**

Mrs. Rossetti stated updates were listing exempt and non-exempt status, time off and expense procedures, FMLA, and page numbers.

Motion: Mr. Donahue moved to accept the handbook.

Support: Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

ii. **Student/Parent Handbook**

Mrs. Rossetti stated updates were telephone listing, calendar attendance policy and procedures to meet Act 138, and page numbers.

Motion: Mr. Donahue moved to accept the handbook.

Support: Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

iii. **Memorandum of Understanding Allegheny County CYF and Foster Care Transportation**

Mrs. Rossetti explained foster care children are no longer listed under homeless student policies. To be compliant with federal regulations, the county children and youth offices must have MOUs with school districts/LEAs for enrollment, communication, and transportation of foster care children.

Motion: Mr. Donahue moved to accept the handbook.

Support: Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

iv. **Homeless Policy Revision**

Mrs. Rossetti stated the removal of foster care students from the policy.

Motion: Mr. Donahue moved to accept the handbook.

Support: Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

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v. **2017-18 School Calendar**

Mrs. Rossetti stated school will begin on August 30, 2017 with the last day being June 5, 2018. Traditional holidays are built into the schedule, as well as a two-day semester transition for professional development and scheduling in January. Graduation will be on June 9, 2018.

Motion: Mr. Donahue moved to accept the handbook.

Support: Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

H. Reminder of Next Board Meeting

May 17, 2017 at 4:00 pm to be held at the Pennsylvania Distance Learning Charter School and by teleconference.

I. Executive Session (if necessary)

The Board entered into Executive Session at 6:02 pm

The Executive Session concluded at 6:12 pm

Motion: Mr. DiBenedetto motioned to make staff members in non-certified or non-administration positions non-exempt salaried employees with time off parameters as outlined in individual annual contracts.

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

The meeting was adjourned at 6:20 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