

**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: October 23, 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 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
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 type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Michael Whisman, Charter Choices	<input checked="" type="checkbox"/> Present - phone	<input type="checkbox"/> Absent
Kelly Crooks, Curriculum Director PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Nicholas Kocuba, Director of Technology PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mary Alicandro, Special Education Asst, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Leigh Anne Lord, Recording Secretary, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Jesse Gagich, Teacher, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Shawn Kocen, Auditor, HBK	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Matt Lewis, Auditor, HBK	<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 September 11, 2017 Board Meeting

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Motion: Mr Marous moved to adopt the meeting minutes of September 11, 2017 with the following change: Content from future Executive Sessions will be kept in separate Executive Session Minutes.

Support: Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

ii. Summary and Management Report – October 2017

Mr. Whisman presented the October financial report. Total current assets decreased from \$3,636,289 at June 30, 2017 to \$2,837,183 at September 30, 2017. It was also noted that there are now investments in two CDs with PNC Investments. Federal and local receivables are beginning to come in and there was an increase in local revenues due to an increase in student enrollment. Total liabilities at September 30, 2017 at \$8,650,573 were \$149,750 less than at June 30, 2017. The Operating cash balance of \$1,888,198 at September 30, 2017 was the equivalent of 68.4 days of cash on hand. This is a decrease from 122.1 days cash on hand at June 30, 2017 due primarily to the days cash need increasing from \$23,694 to \$27,588 for the current year budget, transferring \$500,000 to investments not included in the calculation and year-to-date deficit. As student enrollment increases, operating costs will increase proportionately. Mr. Marous inquired if the level of staffing was adequate. Ms. Rossetti replied that Special Education enrollment had grown from 22% recently to 26% and several Special Education teachers have been hired to fill the growing need. Mr. Lally inquired about the high amount of bank fees for the end of year. Mr. Whisman indicated that these included Line of Credit Renewal Fee, CD Fee and Investment Banking fees and would be better projected in December.

Motion: Mr. Donohue moved to approve the budget.

Support: Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

iii. Audit Review

Shawn Kocen presented the audit report. He indicated that the audit outcome provides the highest form of assurance and the language is consistent with previous years. The results of the audit are under quality control review presently and the representation letter should be delivered within the next twenty-four to forty-eight hours. He noted very positive trends year-over-year due to an increase in ADM. District receivables have grown due to five to six districts being slow to pay. Mr. Marous inquired if these districts were always slow to pay or if it was a question of timing. Ms. Rossetti confirmed that it was a matter of timing. Mr. Kocen indicated that there had been an increase investment in capital assets which centered on the purchase of tablets, computers, additional monitors, furniture associated with move to 4th floor. Current liabilities increased due to school district balances and a true-up with Cloudcast. Mr Marous inquired as to whether the student computer purchase is considered capitalized or expensed and Mr. Kocen responded that they were expensed.

Mr. Marous inquired if there was anything that the Board and Administration should be doing to improve the audit process. Mr. Kocen responded that the school's accounting policies are reasonable and consistent and there are no significant difficulties or disagreements with

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management. He thanked both the school administration and Charter Choices for their cooperation and support during the audit process.

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

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

G. NEW BUSINESS

i. Student Handbook Change

Mrs. Rossetti presented a change to the Enrollment section of the Student Handbook that was needed in order to be in compliance during the school's Cyclical Monitoring Audit in December. Currently, the policy did not address that the school could not inquire as to a student's immigration status and there needed to be a deadline of enrollment of no more than five business days after all required documents are received.

Mr. Marous requested that the policy change for the Handbook be sent to the Board Members.

ii. Board Policy Change

Mrs. Rossetti presented two Board policy changes, again needed due to the Cyclical Monitoring Audit. The Positive Behavior Supports Policy was combined with the Restraints Policy resulting in one document. The only significant change was indicating that if restraints are presented in an IEP, then parental approval is required. The change to the Child Find policy included the addition of verbiage that would include our efforts to reach homeless children, wards of the state, children with disabilities attending private schools and highly mobile children, including migrant children.

Motion: Mr. Marous moved to adopt the new language in the Parent/Student Handbook and the two Board Policy Changes

Support: Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

iv. RFP/Cloudcast Update

Mrs. Rossetti reviewed the meeting between Cloudcast and PDLCS. While there have been improvements, Mrs. Rossetti indicated that the RFP process should continue and Cloudcast's response should be considered as an intent to extend the contract. PDLCS recommends that Cloudcast be reviewed in the same manner as all other interested firms and the committee should continue to work through the RFP process.

Mr. Donahue noted that Cloudcast's cost per student was very low and how would other firms compete with that amount. Mrs. Rossetti indicated that other companies have been competitive in this area.

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H. Reminder of Next Board Meeting

To be held at the Pennsylvania Distance Learning Charter School and by teleconference on Tuesday, December 5, 2017 at 4:00pm.

I. Executive Session (if necessary)

None

The meeting was adjourned at 4:50pm.

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, Leigh Anne Lord

Date

Board Secretary, Bill DiBenedetto

Date