

**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: March 12, 2018
Time: 4:00 pm
Location: Pennsylvania Distance Learning Charter School
and via Teleconference

MINUTES

MEETING TYPE: Regular Special Proposed Approved

A. Call to Order

The meeting was called to order at 4:04 p.m.

B. Roll Call

Board Member Attendance:

John Marous, President	x Present	<input type="checkbox"/> Absent
William Donahue, Vice President	x Present	<input type="checkbox"/> Absent
John Lally, Treasurer, Advisory Board Member	<input type="checkbox"/> Present	x Absent

Other Attendees:

Patricia Rossetti, Chief Executive Officer, PDLCS	x Present	<input type="checkbox"/> Absent
Darla Posney, Principal, PDLCS	x Present	<input type="checkbox"/> Absent
Jamie Desrochers, Director SE, PDLCS	x Present	<input type="checkbox"/> Absent
Sheryl Allmon, Director of Student Services PDLCS	x Present	<input type="checkbox"/> Absent
Michael Whisman, Charter Choices	x Present	<input type="checkbox"/> Absent
Nicholas Kocuba, Director of Technology PDLCS	x Present - phone	<input type="checkbox"/> Absent
Kelly Crooks, Curriculum Coordinator, PDLCS	<input type="checkbox"/> Present	x Absent
Leigh Anne Lord, Recording Secretary, PDLCS	x Present - phone	<input type="checkbox"/> Absent

C. Pledge of Allegiance

D. Public Comment - none

E. Review of Agenda

F. Standard Business

i. Meeting Minutes of December 5, 2017 Board Meeting

Motion: William Donahue
Ayes: 2

Support: John Marous
Opposed: 0

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ii. State of School Report

Ms. Rossetti reported a continued increase in Middle School enrollment. Special Education enrollment is currently at 27% of total enrollment. CPAA test results in K-2 are showing significant growth rates in this age group. Also promising is the engagement rate for Acellus. Although the initial implementation of Acellus created an initial conflict, Acellus being mastery based rather than the School's semester paced programs, this has been addressed for the next school year. The engagement rate is increasing for the Acellus program. We are monitoring Health and Wellness, which has shown a decreased engagement due in part to its scheduling. In preparation for 8th Grade PSSAs, 8th grade math, which has been stagnant, is being closely monitored. Ms. Desrochers provided the Cyclical Monitoring update. The auditor did question the school's method for housing certain policies in the Employment and/or Student/Parent Handbook rather than in its own Board Policy book. Mr. Marous agreed that the school's method ensured more frequent review. Ms. Allmon provided a general overview of the Records, Testing and Enrollment/PR Teams. Mr. Kocuba brought to the Board's attention the number of middle school students currently enrolled in high school level courses. He also brought attention to the Technology Coaches, who have conducted successful presentations at several conferences. Mr. Marous asked whether or not this success could be leveraged for positive publicity for the school. In Ms. Crooks's absence, Ms. Rossetti provided the update for Attendance (plans are showing positive results), and Career-to-Work (we are ahead of many schools in our implementation).

Motion: John Marous
Ayes: 2

Support: William Donahue
Opposed: 0

iii. Financial Report

Mr. Whisman provided the end of month February financial report which indicated that the school's cash position along with investments has increased. Cash as of February 28, 2018 was \$3,460, 846, an increase of \$566,650 from June 30, 2017. Total assets increased from \$6,360,385 at June 30, 2017 to \$7,412,086 at February 28, 2018 due to current year positive operations. Funds are coming in from the districts. Total liabilities at February 28, 2018, at \$8,453,115, were \$347,208 less than at June 30, 2017. Local subsidies payable show a balance of \$401,576 for refunds due to districts. The 17-18 budget was based on an ADM of 825, which was conservative. The 18-19 budget process will begin shortly. Mr. Marous initiated a short conversation concerning the 2020 lease expiration in the current building. He asked at what enrollment level would cause the school to have to move. Ms. Rossetti indicated that we have staff capacity to service 900 students at the current location. Several options are being considered and the Board will be provided with additional information as it comes available. Mr. Marous inquired about the 17-18 reconciliation process. Mr. Whisman explained that this must be completed by October 1, 2018. As the last billing cycle will be in late April 2018, this will give ample time to complete the reconciliation within the deadline.

Motion: William Donahue
Ayes: 2

Support: John Marous
Opposed: 0

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G. NEW BUSINESS

i. 2018-2019 Employment Handbook Revisions

Motion: John Marous	Support: William Donahue
Ayes: 2	Opposed: 0

ii. 2018 – 2019 Parent/Student Handbook Revisions

Motion: John Marous	Support: William Donahue
Ayes: 2	Opposed: 0

iii. Fixed Asset Board Policy Revision

Motion: John Marous	Support: William Donahue
Ayes: 2	Opposed: 0

iv. English as a Second Language Revision

Motion: William Donahue	Support: John Marous
Ayes: 2	Opposed: 0

- v. Mr. Marous indicated that discussions were still taking place for new Board Members. There will be more to follow in the upcoming months.

H. Reminder of Next Board Meeting

To be held at the Pennsylvania Distance Learning Charter School and by teleconference on May 14, 2018.

I Executive Session (if necessary) – none

The meeting concluded at 5:34 p.m.

MINUTES CERTIFICATION

Proposed minutes respectfully submitted,



Recording Secretary, Leigh Anne Lord

5/14/18

Date



Board Secretary,

5/14/18

Date