

**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: December 5, 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 4:03 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 type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
John Lally, Treasurer, Advisory Board Member	<input checked="" type="checkbox"/> Present- phone	<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
Kelly Crooks, Curriculum Director PDLCS	<input checked="" type="checkbox"/> Present-phone	<input type="checkbox"/> Absent
Nicholas Kocuba, Director of Technology PDLCS	<input checked="" type="checkbox"/> Present-phone	<input type="checkbox"/> Absent
Leigh Anne Lord, Board Liaison, PDLC S	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Jesse Gagich, Teacher, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Coleen Brennen, Teacher, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Carla, CCL	<input checked="" type="checkbox"/> Present-phone	<input type="checkbox"/> Absent
JP – Cloudcast	<input checked="" type="checkbox"/> 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 October 23, 2017 Board Meeting

Motion: Mr Donahue moved to adopt the meeting minutes of October 23, 2017.

A copy of the meeting minutes are available for public inspection at the Pennsylvania Distance Learning Charter School, 2100 Corporate Dr., Suite 500, Wexford, PA 15090

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Support: Mr. Marous seconded.
Ayes: 3 Opposed: 0

ii. State of the School Report

Ms. Rossetti reviewed the current State of the School report highlighting current school demographics, curriculum mapping project, upcoming medical insurance change to UPMC, Act 55 provisions, recent staffing changes and highlights of school programs. Mr. Marous inquired as to whether or not there is a trend in staff departures. Ms. Rossetti indicated that most departing staff members were leaving education altogether. Regarding board training which will be required as a result of Act 55, Mr. Marous asked what that would entail. Mr. Whisman and Ms. Rossetti indicated that it was likely to contain board governance for new board members and legal updates to existing board members. Mr. Donahue was interested in knowing if the school was publicizing new initiatives such as the Career-to-Work team. Ideas are in the works.

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

Support: Mr. Marous seconded.
Ayes: 3 Opposed: 0

iii. Financial Report

Mr. Whisman presented the current financial report and the updated 2017-18 budget. The balance sheet is trending in the right direction. While end of month October reflected a decrease in cash, this was due to school year start-up expenses and the timing of district invoices. Reviewing preliminary month-end November data, the cash is increasing. Receivable are coming in and liabilities are decreasing.

The new budget is based on an ADM of 825 students rather than the original estimate of 700 students; which leads to a 12% increase in expenditures from the original budget but also an increase of 19% in revenue.

Motion: Mr. Donahue moved to approve the financial statement and revised budget.

Support: Mr. Marous seconded.
Ayes: 3 Opposed: 0

G. NEW BUSINESS

i. Comprehensive Plan Submission

Mrs. Rossetti indicated that the Comprehensive Plan has been completed, reviewed by Mr. Marous and submitted to PDE. Its goal is to align the school and framework with PA standards. Students will receive annual goal sheets and will develop comprehensive portfolios which will follow them through graduation in an effort to personalize learning. To model, staff members will also have personalized professional goals.

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ii. Network Security

Cloudcast presented an overview of the school's network security system. They explained the school's intrusion detection system, 3-factor authentication and confirmed full encryption. He also explained that our weakest link with regards to protection is phishing. However, parent and student Gmail accounts can only email other parent/gmail accounts and cannot go outside of padistance.org. This decreases the risk.

Mr. Lally suggested that we look to an outside vendor for training with regards to phishing. Mr. Marous requested Cloudcast send the BAA to the Board.

iii. Change to Positive Behavioral Support Board Policy

Based on recommendations from the Cyclical Monitoring audit, the Board Policy was slightly revised.

Motion: Mr. Marous moved to accept the change to the Positive Behavior Support Board Policy as discussed.

Support: Mr. Donahue seconded the motion.

Ayes: 3 Opposed: 0

iv. Student Information System/Technical Services RFP Update

It is the recommendation of the School's RFP Committee, to enter into negotiations with Cloudcast Computing to continue providing both technical services and the school's student information system.

Motion: Mr. Donahue motioned to accept the Administration recommendation to continue with Cloudcast Computing.

Support: Mr. Marous seconded the motion.

Ayes: 3 Opposed: 0

v. 3rd Floor Expansion Proposal

The school has received a proposal to expand its existing space to the 3rd floor. Approximately, 9,300 RSF would be available beginning June 1, 2018 at a cost of \$22.50/RSF (for months 1-26) and \$24.00/RSF for months 27-62. The contract would commence June 1, 2018- July 31, 2023.

After initial discussions, it was agreed that Ms. Rossetti should first try to negotiate a better deal indicating that we would do so without a broker. More discussions will follow based on their response.

H. Reminder of Next Board Meeting

To be held at the Pennsylvania Distance Learning Charter School and by teleconference on Wednesday, March 14, 2017 at 4:00pm.

Executive Session (if necessary)

None

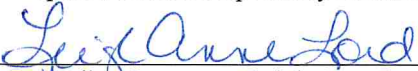
The meeting was adjourned at 5:35pm.

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Motion: Mr. Marous 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

5/14/18

Date



Board Secretary

5/14/18

Date