

**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 18, 2018
Time: 12:30 pm
Location: Pennsylvania Distance Learning Charter School
and via Teleconference

MINUTES

MEETING TYPE: Regular Special Proposed Approved

A. Call to Order

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
Greg Dolan, Treasurer	x Present	<input type="checkbox"/> 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
Nicholas Kocuba, Director of Technology PDLCS	x Present	<input type="checkbox"/> Absent
Kelly Crooks, Principal, PDLCS	x Present	<input type="checkbox"/> Absent
Michael Whisman, Charter Choices	<input type="checkbox"/> Present	x Absent
Leigh Anne Lord, Recording Secretary, PDLCS	x Present	<input type="checkbox"/> Absent
Jesse Bean, Charter Choices	x Present	phone <input type="checkbox"/> Absent
Andrea Brauer, Charter Choices	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 October 29, 2018 Special Board Meeting

Mr. Marous requested a motion to accept the minutes of the October 29, 2018 Special Board Meeting.

Motion: William Donahue
Ayes: 3

Support: Greg Dolan
Opposed: 0

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ii. State of School Report

Mrs. Rossetti presented the current school demographics. As of December 10, 2018, there were 854 active students with 46% male and 54% female. Continuing student retention rate is 72% and new student retention rate is 78%. Four staff members have presented sessions at regional and national conferences and the sessions were very well received. Since the last Board meeting three teachers have joined the school and five teachers have departed. Mr. Marous inquired if there was an overriding factor in the reason teachers are departing. Mrs. Rossetti responded that there is not a trend; some left education, some left to join brick and mortar schools and one left to join another cyber school as she wanted to work from home.

Mrs. Desrochers, Director of Special Education, presented a new program called Odyssey Fellows. The school currently has six research teams meeting once a week. Each team has a partner within the community that acts as a mentor. Thus far, the program has been a success.

Mr. Marous inquired about reasons for student withdrawing. Dr. Posney indicated that most go back to brick and mortar schools. Mrs. Rossetti detailed a new program that the Attendance Office will be spearheading – where detailed interviews will be conducted with withdrawing families in order to seek more concrete data.

Mr. Marous requested a motion to approve the State of School report as presented.

Motion: Greg Dolan
Ayes: 3

Support: William Donahue
Opposed: 0

iii. Financial Report

Jesse Bean, Charter Choices, presented the financial report as of November 30, 2018. Cash position is decreased slightly from June 30, 2018. This is due primarily from the timing of payments from the school districts. Investments have decreased as well although this is due to a transfer of funds into operating expenses. Current ratio and cash on hand are still strong. Local Revenue actuals is more than the budgeted figure due to conservative approach taken to school payment rates.

Mr. Marous requested a motion to accept the financial statements as presented.

Motion: Greg Dolan
Ayes: 3

Support: William Donahue
Opposed: 0

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Mr. Marous asked Mr. David Pierce, Community Outreach Coordinator and member of the team, his impressions of BD&E. As the school has worked with this organization in the past, Mr. Pierce had a very favorable impression and is looking forward to working with them again.

Mr. Marous requested a motion to approve the BD&E proposal.

Motion: Greg Dolan
Ayes: 3

Support: William Donahue
Opposed: 0

v. SY 2019-2020 Proposed School Calendar

Mr. Marous requested a motion to approve the SY2019-2020 school calendar.

Motion: Greg Dolan
Ayes: 3

Support: William Donahue
Opposed: 0

vi. Administrative Team Addition Proposal

Mrs. Rossetti presented a proposal to the Board to create a new administrative position within the school. The intent in Year 1 is for this individual to take over supervisory roles of 7th and 8th grade teachers, guidance counselors and curriculum maps. In Year 2, there would be the possibility of adding additional programs to this individual's responsibilities.

Mr. Marous indicated that he would like a Board member to serve on the hiring capacity. Mr. Dolan volunteered to serve as the primary Board Member on this committee. Mr. Marous volunteered to be a secondary member.

Mr. Marous requested a motion to approve the proposal to hire a 7/8 Grade Principal.

Motion: Greg Dolan
Ayes: 3

Support: William Donahue
Opposed: 0

vii. Board Training

Mr. Marous thanked the administrative team for the Board Training session held on December 18, 2018. All Board Members have now completed both the state mandated training (4 hours for Mr. Dolan and 2 hours each for Mr. Marous and Mr. Donahue) plus the in-school training.

Mr. Marous asked, in light of SPP scores and Future Ready, if the school administrative team could develop a metric of our own to assess our own progress. Mrs. Rossetti indicated that there were data points that could be further explored such as the school's demographics, age when a student enrolls and was the student on track, the mobility of the student and the time of year of the moves, and assessment scores.

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H. Reminder of Next Board Meeting

To be held at the Pennsylvania Distance Learning Charter School and by teleconference on March 4, 2018 at 4:00 p.m.

I Executive Session (if necessary): none

The meeting concluded at 2:12 p.m.

MINUTES CERTIFICATION

Proposed minutes respectfully submitted.

Leigh Anne Lord
Recording Secretary, Leigh Anne Lord

March 6, 2019
Date

William Donahue
Board Secretary, William Donahue

March 6, 2019
Date