

**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 6, 2019  
**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 4:04 p.m.

**B. Roll Call**

**Board Member Attendance:**

John Marous, President	x Present-phone	<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-phone	<input type="checkbox"/> Absent
Michael Whisman, Charter Choices	x Present	<input type="checkbox"/> Absent
Leigh Anne Lord, Recording Secretary, PDLCS	x Present	<input type="checkbox"/> Absent
Jesse Bean, Charter Choices	x Present	<input type="checkbox"/> Absent
Coleen Brennen, Teacher, PDLCS	x Present	<input type="checkbox"/> Absent
Tracey Colbert, Teacher, PDLCS	x Present	<input type="checkbox"/> Absent

**C. Pledge of Allegiance**

**D. Public Comment - none**

**E. Review of Agenda**

**F. Standard Business**

**i. Meeting Minutes of December 18, 2018 Board Meeting**

Mr. Marous requested a motion to accept the minutes of the December 18, 2018 Board Meeting.

**Motion:** Greg Dolan  
**Ayes:** 3

**Support:** William Donahue  
**Opposed:** 0

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**ii. State of School Report**

Mrs. Rossetti presented the State of the School report. As of February 25, 2019, there were 848 active students with 46% male and 54% female. Continuing student retention rate is 66% and new student retention rate is 69%. Two staff members have presented at a state level conference. The PIMS Coordinator will be presenting at the 2019 PDE Data Summit and has been nominated for the 2019 Data Governance Aware of Excellence. Two counselors developed a one-day counselor symposium with 12 of 15 cyber charter schools attending. Since the last Board meeting, two teachers and one school nurse assistant have departed and two teachers have joined the school. Mr. Marous inquired as to the reason for the teacher departure. Mrs. Rossetti responded that the teachers would have the ability to work from home in their new positions and expressed some dissatisfaction with Acellus. Mr. Marous congratulated the PIMS Coordinator on her nomination. Mr. Marous asked if the Board would benefit from listening to some of the presentations that have been recently given. Mrs. Rossetti responded that learning more about our professional learning communities and professional learning plans may be useful to the Board. She also indicated that from the counselor symposium, it would be interesting to see what trends arise in the standard population across all cyber schools.

Mr. Donahue asked if Marketing reviewed the grade level enrollments and should they be more level. He asked if we knew why K-2<sup>nd</sup> grade had low enrollment. Mrs. Rossetti responded that although we do not know the exact reason, most likely, it is due to the level of parent interaction required with the younger grades.

Mr. Donahue also inquired how testing is planned with the staff. Mrs. Rossetti gave him a high level response explaining the logistics and basic plans. He also asked if the clubs were student led. The response was that the Student Leadership Club was student led but the others are teacher led.

Mr. Dolan inquired about the 12<sup>th</sup> grade enrollment drop-off and reasons for it. Mrs. Rossetti gave him an overview of the Graduation Recovery program and how it can start in the 9<sup>th</sup> grade and its implications for graduation and 12<sup>th</sup> grade enrollment.

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

**Motion:** Greg Dolan  
**Ayes:** 3

**Support:** William Donahue  
**Opposed:** 0

**iii. Financial Report**

Mr. Whisman presented the financial report as of January 31, 2019. He indicated that while operating cash and investments were lower, so were liabilities. Monies are now showing as collateral for the new facility. Cash on hand is still a positive at 58 days and is calculated with cash only and no investments. While the P&L statement shows that we are just under what we budgeted, this is in part due to under-enrollments but the school district rates have increased keeping us in a good position. All ratios are in line. He reminded the Board that PDE has

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changed reimbursement timing with it now being one month in arrears so we are consistently one month behind in receiving payments.

Mr. Marous inquired about the student computer purchase as it appears that we have not purchased up to the budget. Mrs. Rossetti explained that purchases will be completed in the Spring 2019 in advance of the 2019-2020 school year.

Mr. Marous requested a motion to approve the Financial Report as presented.

**Motion:** Greg Dolan  
**Ayes:** 3

**Support:** William Donahue  
**Opposed:** 0

**G. NEW BUSINESS**

**i. 2019-2020 Student Handbook**

Mr. Marous made a motion to approve the changes to the Student Handbook for SY2019-2020 as presented.

**Motion:** John Marous  
**Ayes:** 3

**Support:** Greg Dolan  
**Opposed:** 0

**ii. 2019-2020 Employment Handbook**

Mr. Marous made a motion to approve the changes to the Employee Handbook for SY2019-2020 as presented.

**Motion:** John Marous  
**Ayes:** 3

**Support:** Greg Dolan  
**Opposed:** 0

**iii. Board Policy Additions: Records Retention, Business Travel and Reimbursement; Visitation**

Mr. Marous made a motion to approve the new Board policies presented with the slight modification to the Visitation Policy pertaining to where visitors report.

**Motion:** John Marous  
**Ayes:** 3

**Support:** Greg Dolan  
**Opposed:** 0

**iv. Board Policy Changes: Technology Usage Agreement and Procurement Policy**

Mr. Marous made a motion to approve the changes to the Technology Usage Agreement and the Procurement Policy as presented.

**Motion:** John Marous  
**Ayes:** 3

**Support:** William Donahue  
**Opposed:** 0

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**v. PDLCS Strategic Plan**

Jesse Bean from Charter Choices presented the PDLCS Strategic Plan. He first outlined the process and the committee configuration. He stressed that it was not a top-down process but encompassed a diverse group of people. The committee's next focus will be developing an implementation and evaluation plan.

Mr. Marous questioned where we stood in regards to the cyber charter landscape. He indicated that he felt that the biggest threat may be coming from school districts developing in-house programs and believes that this review is an important piece that should be included in the plan.

Mr. Dolan asked how the decision to have the regional family coordinators based here rather than dispersed throughout the state. Mrs. Rossetti replied that based on our previous marketing relationships, we have found that important to success is the knowledge that the individual has of our school. Basing the team here gives them that leverage and then they can better reach out to communities.

Mr. Whisman provided context as to how the possible additional staff would impact the budget. He presented several scenarios based on differing enrollment numbers. Mr. Marous expressed some concern with the number of hires based on the current legislation being considered. It was agreed that a motion to adopt the Strategic Plan was not necessary at this time but would be further considered at the May budget meeting. Mrs. Rossetti and Mr. Bean intend to gather more research pertaining to other cyber charter schools that may provide additional context to the plan. Mr. Marous expressed an additional concern that the plan did not address an investment in technology in order to remain competitive. This has been a large part of our vision in the past and he does not want this to diminish.

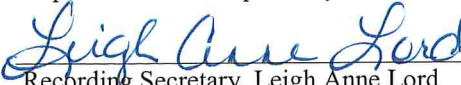
**H. Reminder of Next Board Meeting**

To be held at the Pennsylvania Distance Learning Charter School and by teleconference on May 6, 2019 at 4:00 p.m.

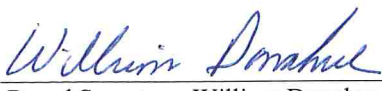
**I Executive Session (if necessary): none**


**MINUTES CERTIFICATION**

Proposed minutes respectfully submitted.

  
Recording Secretary, Leigh Anne Lord

  
Date

  
Board Secretary, William Donahue

  
Date