

**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: May 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

The meeting was called to order at 4:02 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
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	<input type="checkbox"/> Present	x Absent
Jamie Desrochers, Director SE, PDLCS	<input type="checkbox"/> Present	x Absent
Sheryl Allmon, Director of Student Services PDLCS	<input type="checkbox"/> Present	x Absent
Nicholas Kocuba, Director of Technology PDLCS	<input type="checkbox"/> Present	x Absent
Kelly Crooks, Principal, PDLCS	<input type="checkbox"/> Present	x Absent
Michael Whisman, Charter Choices	x Present	<input type="checkbox"/> Absent
Leigh Anne Lord, Recording Secretary, PDLCS	x Present	<input type="checkbox"/> Absent
Tracey Colbert, Teacher, PDLCS	x Present	<input type="checkbox"/> Absent
Coleen Brennen, 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 March 4, 2019, 2018 Board Meeting and April 29, 2019 Special Board Meeting

Mr. Marous asked for a motion to approve the Board Meeting Minutes as presented.

Motion: Bill Donahue
Ayes: 3

Support: Greg Dolan
Opposed: 0

**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

ii. State of School Report –

Mrs. Rossetti presented the State of the School report. Mr. Marous inquired about the success rate of parent teacher conferences. While specific data was not readily available, Mrs. Brennen and Mrs. Colbert shared their insights. Mrs. Rossetti indicated that specific data could be sent to the board.

Mr. Marous asked for a motion to adopt the State of School Report.

Motion: Bill Donahue
Ayes: 3

Support: Greg Dolan
Opposed: 0

iii. Financial Report

Mr. Whisman presented the financial report through March 31, 2019. Local Subsidies Receivable is higher but again this is due to the change made by PDE to the collection process. There is no concern at this time with the amount received to date. Current ratio of 4.16 is higher and days cash on hand are now at 76. Mr. Whisman added that the metrics were positive month over month. Mr. Dolan asked if there was an upside to the new delays in receivables collection. Mr. Whisman indicated that there was no real positive effect. Ideally, collecting monies soon is more ideal. A higher surplus is being projected than originally budgeted. This is due to higher district payment rates and a higher special education enrollment rate. Current ratios listed are in good shape. Mr. Marous asked if additional board training is required. Mr. Whisman indicated that two hours were needed prior to each board election. As this meeting is the annual meeting, training will be required prior to the May 2020 annual meeting.

Mr. Marous asked for a motion to adopt the financial report

Motion: Bill Donahue
Ayes: 3

Support: Greg Dolan
Opposed: 0

G. NEW BUSINESS

i. 2019-2020 Board Appointments

Mr. Marous asked for a motion to approve the board appointments.

Motion: Bill Donahue
Ayes: 3

Support: Greg Dolan
Opposed: 0

ii. SY2019-2020 Board Meeting Dates

Mr. Marous asked for a motion to adopt the board schedule.

Motion: Bill Donahue
Ayes: 3

Support: Greg Dolan
Opposed: 0

**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

iii. 2019-2020 Draft Budget

Mrs. Rossetti, with input from Mr. Whisman, presented the draft 2019-2020 budget. The budget projects more than a 10% increase in healthcare costs for employees. 2018-19 revenues are higher than originally budgeted. We are now projecting average salary increases of 3.5%. PSERS will also increase to 34.29%. Personnel costs are projected to run at 59% of the budget and is in line with our 60% goal. The majority of moving costs will take place after the 2019-20 school year with \$750,000 allocated for moving and furniture expenses. We have also presented the implementation of the strategic plan.

In response to a question concerning how much are we expecting to release from the fund balance, the answer was \$876K for personnel costs and services related to strategic plan and \$750k for the move. We will be running at a deficit for 2019-20 of approximately \$220k as this amount will be dedicated to the strategic plan. Mr. Marous indicated that it is his opinion that this is very strong given the moving costs and the current surplus. He did ask how justified are the computer costs declining from three to 2%. Mrs. Rossetti indicated it was based on the life cycle of the devices; which are replaced every three years.

Mr. Dolan expressed excitement over the strategic plan. Mr. Marous stressed the plan presents an investment in the mission with fiscal responsibility.

Mr. Marous asked for a motion to approve the budget as presented.

Motion: Bill Donahue
Ayes: 3

Support: Greg Dolan
Opposed: 0

iv. School Improvement Plan

Mrs. Rossetti presented the state of the 2018-19 School Improvement plan. The goal is to have a 100 point gain on the Scantron benchmark assessment in Reading and Math for Grades 3-8. When comparing scores for those students taking the assessment both in the Fall and at mid-year, there was a 91 point gain in reading and 78 gain in math. The assessments will be administered one last time in May. Scantron scores have typically mirrored PSSA results. The school also implemented a universal screener and a data warehousing system. Staff members have also received MTSS/RtII training.

As a professional development goal, K-6 teachers have received training on the Daily Five literacy; which will be fully implemented in the 2019-20 school year. Professional goal planning was accomplished for all staff members. Goals were monitored and supported during the school year and will be included in raise recommendations. There are; however, concerns about the fidelity of the MTSS process; specifically what to do with the data, how to analyze and apply it the data to differentiated instruction. There is also standards knowledge deficit and it is being researched by the school's Curriculum and Instruction Coach.

**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

H. Reminder of Next Board Meeting

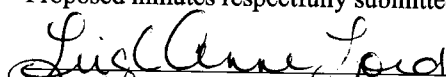
To be held at the Pennsylvania Distance Learning Charter School and by teleconference on June 10, 2019 at 4:00 p.m.

The meeting was adjourned at 4:58 p.m.

I Executive Session (if necessary): none

MINUTES CERTIFICATION

Proposed minutes respectfully submitted.


Recording Secretary, Leigh Anne Lord

6/11/2019
Date


Board Secretary, William Donahue

6-12-19
Date