

**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: September 9, 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 4:03 p.m.

B. Roll Call

Board Member Attendance:

John Marous, President	x Present	<input type="checkbox"/> Absent
William Donahue, Vice President	x Present-phone	<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, Family Engagement, PDLCS	<input type="checkbox"/> Present	x Absent
Jamie Desrochers, Director SE, PDLCS	x Present	<input type="checkbox"/> Absent
Sheryl Allmon, Director of Student Services PDLCS	<input type="checkbox"/> Present	x Absent
Nicholas Kocuba, Director of Technology PDLCS	x Present	<input type="checkbox"/> Absent
Kelly Crooks, Principal, PDLCS	x Present	<input type="checkbox"/> Absent
Aubrey Ploesch, Principal, PDLCS	x Present	<input type="checkbox"/> Absent
Tara Webber, Principal, PDLCS	x Present	<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
Sean Kocan, Auditor, HBK	x Present	<input type="checkbox"/> Absent
Tim Gagen, Auditor, HBK	x Present	<input type="checkbox"/> Absent
Christa Foy, Auditor, HBK	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
Elizabeth Habbyshaw, Teacher, PDLCS	x Present	<input type="checkbox"/> Absent
Alan-Michael Wisniewski, Teacher, PDLCS	x Present	<input type="checkbox"/> Absent

C. Pledge of Allegiance

D. Public Comment - none

E. Review of Agenda

F. Standard Business

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i. Meeting Minutes of June 10, 2019 Board Meeting

Mr. Marous asked for a motion to approve the June 10, 2019 Board Meeting Minutes.

Motion: Bill Donahue
Ayes: 3

Support: Greg Dolan
Opposed: 0

G. NEW BUSINESS

i. 2018-2019 Annual Audit

Sean Kocan, Engagement Partner for Audit Services at HBK, LLC, presented the results of the annual audit. He indicated that the level of cooperation between the PDLCS Board and Management and Charter Choices continues to remain strong and consistent. As a result, the financial statements of the General Fund as of June 30, 2019 are fairly presented in conformity with U.S. GASB and include all necessary financial information and classifications. Mr. Marous asked if the auditors had any recommendations going forward and Mr. Kocan indicated that the consistency year over year adjustments have been minor due to the relationship and oversight with management and Charter Choices. There were no recommendations to be addressed.

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

Motion: Greg Dolan
Ayes: 3

Support: Bill Donahue
Opposed: 0

The meeting adjourned briefly to Executive Session in order to discuss the Board Resolution made in the matter of Student Number 29818.

ii. Board Resolution (as discussed in Executive Session)

Mr. Marous asked for a motion to accept the Board Resolution File 29818 as discussed in Executive Session.

Motion: Greg Dolan
Ayes: 3

Support: Bill Donahue
Opposed: 0

iii. State of the School Report

Mrs. Rossetti presented the State of the School report detailing current enrollment numbers and breakdown, internal staff changes, terminations and new hires. She presented the schoolwide goals for SY19-20 indicating a move away from a staff member focus to more of a student focus with the implementation of student annual goal sheets. The school's Comprehensive Plan has been aligned with the school's Strategic Plan; thereby increasing professional development for teachers. Specifically, the school's intent is to provide increased teacher training in order for the effective use of the Tier system (also mirrored in the school's Federal Programs goals). The purpose of a new Family Engagement Team, as outlined in the school's Strategic Plan, will be to have an in-depth understanding of various communities and cultures throughout the state in order to discover barriers to student achievement that families may be experiencing and to work

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diligently with families to remove those barriers. Each of the department administrators presented departmental goals to the Board.

Mr. Marous commented that the implementation of the school's plans and goals would result in placing more teaching into the current platform and should result in higher student engagement. Investing in these directions would provide for continual improvement and goal setting. He asked that the student goal sheets be made available to the Board for review and wanted to ensure that there was sufficient tracking of the goals. He indicated that the more goals are tracked (and tracked efficiently), the more meaningful it will be in the end.

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

Motion: Greg Dolan
Ayes: 3

Support: Bill Donahue
Opposed: 0

iv. Financial Report

Mr. Whisman presented the financial reports for month end June and July, 2019. For June, he pointed out that the monthly ratios were healthy and in line. For July, while cash was down, this was not unusual. Mr. Marous inquired as to the reconciliation process with the school districts. Mr. Whisman indicated that the process had gone well and we have until October 1, 2019 to bill a district for the previous school year. Charter Choices, in conjunction with the school, have put in place quarterly checks, which have made the annual reconciliation process much smoother.

Mr. Marous asked for a motion to accept the financial reports as presented.

Motion: Greg Dolan
Ayes: 3

Support: Bill Donahue
Opposed: 0

v. Stipend Request

Mrs. Rossetti presented a proposal for Board approval which would designate a small amount of funds to be distributed at the CEO's discretion. In the past, for additional work projects that a staff member undertakes outside of normal duties, the CEO would request funds from the Board. Earmarking a small amount to be used at the CEO's discretion would provide for these projects to take place in a timely manner. Currently, the request is for \$3,000 and would be used to develop a Special Education Induction Pathway. The project will be tracked and reported to the Board in the State of the School Report.

Mr. Marous supported the flexibility to invest; however, inquired how this is to be documented as we are a public school. Mr. Whisman responded that other clients have created a budget line item with back-end reporting and this is a standard procedure.

Mr. Marous asked for a motion to add an Innovation Stipend with access to immediate use by the CEO, to be reflected in the next budget meeting (December 2019) and tracked in the meeting State of School reports.

Motion: Greg Dolan
Ayes: 3

Support: Bill Donahue
Opposed: 0

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vi. Review of Charter Renewal Application

Mrs. Rossetti presented an update to the charter renewal process indicating that the application is due October 1, 2019. The school should expect the on-site PDE visit in December. The application will be made available to the Board for review prior to the submission date for review and signing.

vii. PA Coalition of Public Charter School PR Campaign/BD&E Branding Recommendations/PR Proposal

Mr. Kocuba presented BD & E's Branding Proposal. Their proposal indicates the brand as: "PA Distance Learning Charter School....Where Teaching Still Matters." They are recommending that we trademark the brand in order to protect it. Mr. Marous indicated that while many schools can say that they have good teachers, can they say that their combination of teaching and an instructional process is strong? Mr. Dolan supported the analysis but inquired as to whether or not all the points had been nailed down. Mrs. Rossetti provided further guidance stressing it will be how we demonstrate those qualities. Up until now, it has been through standalone pictures. However, now we need to pull teachers and students together; we have to show students interacting with each other; we have to show a sense of community. Mr. Dolan acknowledged the further explanations as useful to an overall comprehension and support of the plan.

Mr. Marous asked for a motion to authorize the branding budget by BD & E to be executed with feedback from the staff.

Motion: Greg Dolan
Ayes: 3

Support: Bill Donahue
Opposed: 0

Mrs. Rossetti presented a PR Proposal that would be designed in conjunction with the PA Coalition of Public Charter Schools PR Campaign to combat the current negativity about charter and cyber schools as presented by the leadership of the state. Our message would mirror the Coalition's message with a minimum contract of three months. Mrs. Rossetti recommended implementing the PR Campaign for a period of six months, at which such time, the school should be able to access indicators of success.

Mr. Marous asked for a motion to authorize additional spending to the PR Budget for a period of six months.

Motion: Greg Dolan
Ayes: 3

Support: Bill Donahue
Opposed: 0

H. Reminder of Next Board Meeting

To be held at the Pennsylvania Distance Learning Charter School and by teleconference on December 3, 2019 at 4:00 p.m.

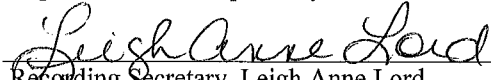
The meeting was adjourned at 6:33 p.m. and moved into a second Executive Session.

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I Executive Session (if necessary): yes

MINUTES CERTIFICATION

Proposed minutes respectfully submitted.



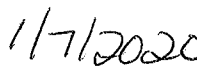
Recording Secretary, Leigh Anne Lord



Date



Board Secretary, William Donahue



Date