

**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 2, 2020
Time: 4:00 pm
Location: Pennsylvania Distance Learning Charter School
and via Teleconference
888.988.2893 Guest: 73527

MINUTES

MEETING TYPE: Regular Special Proposed Approved

A. Call to Order: The meeting was called to order at 4:00 p.m.

B. Roll Call

Board Member Attendance:

John Marous, President	xPresent	<input type="checkbox"/> Absent
William Donahue, Vice President	x Present-phone	<input type="checkbox"/> Absent
Greg Dolan, Treasurer	x Present-phone	<input type="checkbox"/> Absent

Other Attendees:

Patricia Rossetti, Chief Executive Officer, PDLCS	xPresent	<input type="checkbox"/> Absent
Tara Webber, MS Principal, PDLCS	<input type="checkbox"/> Present	x Absent
Aubrey Ploesch, Elementary Principal, PDLCS	<input type="checkbox"/> Present	x Absent
Kelly Crooks, High School Principal, PDLCS	xPresent	<input type="checkbox"/> Absent
Darla Posney, Family Engagement, PDLCS	xPresent	<input type="checkbox"/> Absent
Jamie Desrochers, Director SE, PDLCS	xPresent	<input type="checkbox"/> Absent
Sheryl Allmon, Director of Student Services PDLCS	<input type="checkbox"/> Present	x Absent
Michael Whisman, Charter Choices	xPresent	<input type="checkbox"/> Absent
Nicholas Kocuba, Director of Technology PDLCS	xPresent	<input type="checkbox"/> Absent
Leigh Anne Lord, Recording Secretary, PDLCS	xPresent	<input type="checkbox"/> Absent
David Pierce, Community Outreach, PDLCS	xPresent	<input type="checkbox"/> Absent
Coleen Brennen, Teacher, PDLCS	xPresent	<input type="checkbox"/> Absent
Kelsey Mulac, BD&E	xPresent	<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 December 3, 2019 Board Meeting

Mr. Marous asked for a motion to approve the December 3, 2019 Board Meeting Minutes.

Motion: Bill Donahue
Ayes: 3

Support: Greg Dolan
Opposed: 0_

ii. State of the School Report

Mrs. Rossetti presented the State of the School Report detailing current enrollment numbers and breakdown, staff changes and new hires. As of the end of February 2020, enrollment had grown to 940 students and she pointed out that the Hispanic enrollment has been increasing. Of continuing enrollment, we have a 67% retention rate and an 83% retention rate of new students. Mrs. Rossetti also briefly outlined the school's efforts with the pandemic preparation, indicating that we were following guidelines produced by PDE, the CDC and FEMA. Staff members have been encouraged to stay home if sick; wipe down work areas on a regular basis and to bring computers home on a nightly basis. There will be further guidance provided as the situation dictates.

Recent technical issues resulted in staff having to work from home on two occasions. However, was no student downtime as a result. The new building continues to be on schedule; currently, the third floor is nearly finished. We are targeting an early June move in date with new furniture being delivered mid-May.

The results of the Winter Scantron benchmark assessments indicated that of those students taking the assessment in both the Fall and the Winter, 37% are at or above annual growth rate goals. Our challenge continues to be that not all of the students take the assessment and the findings could be producing a false positive. The withdrawal rate from October 1, 2019 was 30%. Mr. Marous inquired as to whether or not these withdrawn students affected the scores. Mrs. Rossetti indicated that only the students taking the exam twice were counted.

Finally, Mrs. Rossetti presented the timeline for the Continuous School Improvement Plan and highlighted changes to the processing of the Comprehensive Plan. Mr. Dolan asked whether the low enrollment in Grades 1-3 was a norm amongst cyber schools. Mrs. Rossetti responded that it was. Across the board, Grades 9-10 tend to be the highest and Grades 1-3, the lowest.

Mr. Marous asked about the likelihood of Bill 1897 passing. Both Mr. Whisman and Mrs. Rossetti indicated that from their sources, it seems unlikely of passing; however, the Governor's proposed budget cuts could be approved. The Speaker of the House and various supports are putting together a package for late March/April and at this time needs no input from Charter Schools. They do want more parental support and have started a grassroots campaign called 143kRising. Mr. Dolan indicated that he has another candidate interested in touring the school to learn more about the work that we do. Mr. Marous asked if all of our stakeholders have been informed. Mrs. Rossetti answered that the building owners are aware along with our parents and staff. Mr. Marous called for a work session to go over the possible scenarios given a possible funding decrease.

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

Motion: Greg Dolan
Ayes: 3

Support: Bill Donahue
Opposed: 0

iii. Financial Report

Mr. Whisman presented the Financial Statements for January 31, 2020. There has been an increase in cash and a decrease in local subsidies receivable. We are seeing that the number of districts that paid year over year is better this year. We are projecting a year end surplus of \$684,306 which includes \$387,242 of fund balance released funds. The Monthly Ratios continue to be in good shape. Work has already begun on the SY20-21 budget.

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

Motion: Greg Dolan
Ayes: 3

Support: Bill Donahue
Opposed: 0

G. NEW BUSINESS

i. SY 2020-2021 Employee and Student Handbook Revisions

Mrs. Rossetti outlined the changes to both the Employee and Student Handbooks. Mr. Marous asked for a motion to approve the handbooks as proposed.

Motion: Bill Donahue
Ayes: 3

Support: Greg Dolan
Opposed: 0

ii. Test Security Board Policy Revision

Mrs. Rossetti outlined the changes to the Test Security Board Policy. Mr. Marous asked for a motion to approve the policy as presented.

Motion: Greg Dolan
Ayes: 3

Support: Bill Donahue
Opposed: 0

iii. Chief Academic Office Recruitment Initiative

Mrs. Rossetti presented the position description and hiring process for the Chief Academic Officer which is under our Strategic Plan. Mr. Marous explained that the hiring had been put off in the Fall due to lower than expected enrollment numbers. However, he stressed that it makes sense to plan continuing growth. Before starting the process, we need to relook at the March working session.

iv. SY 2020-2021 Public Relations Budget and Proposal

Mr. Kocuba presented the upcoming school year Public Relations Budget and Proposal. Since November 2019, when Ms. Mulac was embedded within the school, we have seen strong growth and outside interest. She has been able to convey a sense of community with her blog posts. When she started blog posts had an average of 25 reads. Her latest had 250 reads. There was a

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significant mid-year spike in enrollment (30%) and Mr. Marous questioned the reason for this spike. Mr. Kocuba indicated it was the efforts of BD&E. His recommendation would be to continue with BD&E for the next school year. We are asking the Board's approval in advance of budget meeting in order for BD&E to start with the SY20-21 content.

Mr. Marous asked for a motion to approve the proposal in advance of the regularly scheduled budget meeting.

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 May 4, 2020. Start time has been changed to 3:00 p.m.

I Executive Session (if necessary): None

MINUTES CERTIFICATION

Proposed minutes respectfully submitted.

Leigh Anne Lord

Recording Secretary, Leigh Anne Lord

05/04/2020

Date

William Donahue

Board Secretary, William Donahue

05/04/2020

Date