

**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

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**Board Meeting**

**Date:** May 4, 2020  
**Time:** 3:00 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 3:02 p.m.

**B. Roll Call**

**Board Member Attendance:**

John Marous, President	xPresent	<input type="checkbox"/> Absent
William Donahue, Vice President	xPresent	<input type="checkbox"/> Absent
Greg Dolan, Treasurer	xPresent	<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	xAbsent
Aubrey Ploesch, Elementary Principal, PDLCS	<input type="checkbox"/> Present	xAbsent
Kelly Crooks, High School Principal, PDLCS	xPresent	<input type="checkbox"/> Absent
Jamie Desrochers, Director SE, PDLCS	xPresent	<input type="checkbox"/> Absent
Sheryl Allmon, Director of Student Services PDLCS	xPresent	<input type="checkbox"/> 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

**C. Pledge of Allegiance**

**D. Public Comment:** none

**E. Review of Agenda**

**F. Standard Business**

**i. Meeting Minutes of March 2, 2020 Board Meeting**

Mr. Marous asked for a motion to approve the minutes of March 2, 2020 Board Meeting.

**Motion:** Gregg Dolan  
**Ayes:** 3

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

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**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. Mrs. Rossetti gave an updated to the school's efforts regarding the pandemic. Mr. Marous thanked the staff for their efforts. He inquired as what changes had been made regarding academics. Mrs. Rossetti indicated that credits were still being earned at the high school level. For Grades K-8, end of year grades will be the average of grades earned in Quarters 1, 2 and 3. In the content areas, one assignment per week is being grads and the grade earned in Quarter 4 will only enhance the overall course grade.

Mr. Marous asked about the school's retention policy and Mrs. Rossetti explained that the cycle had started the previous week. Parents of applicable students are being contacted now so there is no surprise to the family or student. A letter will accompany the end of year report card. Mr. Dolan asked if there was any increased interest in enrollment based on the current situation. Mrs. Rossetti indicated that we have not seen a significant increase but have also not taken advantage of the situation. We did not advertise for further enrollments for the 2019-2020 school year but do expect an uptick for 2020-2021. Graduation for this school year will take place virtually on June 6, 2020 at 2:00 p.m.

Mrs. Rossetti gave an update concerning the new building. Everything is still on target with an anticipated move date of June 9-10.

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

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

**iii. Financial Report**

Mr. Whisman presented the financial report. He indicated that the balance sheet had not changed dramatically. The school continues to receive payments from the districts. We have not seen changes to cash flow through April. The school does not have a need to release the fund balance. The ratios are also positive.

He did present considerations due to the COVID-19 pandemic. The school was able to save funds due to the school closure in the areas of testing, field trips and graduation. Mr. Marous asked if there was a stated process for the March 13, 2020 date on the report. Mrs. Rossetti indicated that March 13, 2020 was the date that the Governor closed schools. Mr. Whisman also stated that under the CARES Act, the school could receive \$200,000. There had not been guidance on how to use the monies; however, the funds would be available through 2022. Mr. Donahue recommended the usage of the funds but highly recommended that there be documentation showing exactly what the funds were used for and to make sure it is used exactly as dictated. Mr. Whisman reiterated that we will only use the funds for its intended purposes.

Mr. Marous commended the administrative team and Charter Choices for managing the financials through this tough time. He asked for a motion to approve the financials as presented.

**Motion:** William Donahue  
**Ayes:** 3

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

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**G. NEW BUSINESS**

**i. SY 2020-2021 Board Appointments**

Mr. Marous asked the Board members to continue serving. He asked for a motion to approve the slate of officers.

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

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

**ii. SY2020-2021 Board Meeting Dates**

Mr. Marous asked for a motion to approve the dates of the 2020-2021 Board of Trustees meetings.

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

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

**iii. 2020-2021 Draft Budget**

Mr. Whisman presented the 2020-2021 draft budget. He stated that the budget projected a 27% special education rate, an ADM of 900 students and took into account potential cuts in cyber school budgeting. Mr. Marous indicated that the budget made sense and the multi-year planning exemplified careful planning. Mr. Dolan indicated that the five year projections showed a modest but cautious approach. Mr. Donahue stated that it was conservative with the enrollment numbers which was preferable.

Mr. Marous asked for a motion to approve the budget for posting.

**Motion:** William Donahue  
**Ayes:** \_\_\_\_\_

**Support:** Greg Dolan  
**Opposed:** \_\_\_\_\_

**iv. 2020-2021 Continuous School Improvement Plan**

Mrs. Rossetti presented the Continuous School Improvement Plan which will need to be posted for 28 days prior to submission.

Mr. Maurous asked for a motion to approve the Continuous School Improvement Plan

**Motion:** William Donahue  
**Ayes:** 3

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

**v. Resolution – Student 63418**

This has been discussed in a previous Executive Session. Mr. Marous asked for a motion.

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

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

**vi. Continuity of Education Plan**

This is presented during the State of the School Report.

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This was presented during the State of the School Report.

**vii. Resolution with Pennsylvania Coalition of Public Charter Schools**

Mr. Dolan asked if his name could be added to the Resolution.

Mr. Marous requested a motion to approve the Resolution and spirit in which it was submitted.

**Motion:** Bill Donahue  
**Ayes:** 3

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

**H. Reminder of Next Board Meeting**

To be held at the Pennsylvania Distance Learning Charter School and by teleconference on June 8, 2020.

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

Meeting was adjourned at 4:43pm

**MINUTES CERTIFICATION**

Proposed minutes respectfully submitted.

Leigh Anne Lord  
Recording Secretary, Leigh Anne Lord

June 9, 2020

Date

William Donahue  
Board Secretary, William Donahue

7/16/2020  
Date