

**Board of Trustees Meeting for
Pennsylvania Distance Learning Charter School**
2605 Nicholson Road, Suite 4100, Sewickley, PA 15143
Telephone: (888) 997-3352 Facsimile: (866) 977-3527
Website: www.padistance.org

Board Meeting
Date: June 8, 2020
Time: 4:00 pm
Location: Pennsylvania Distance Learning Charter School
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 4:02 p.m.

B. Roll Call

Board Member Attendance:

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

Other Attendees:

Patricia Rossetti, Chief Executive Officer, PDLCS	xPresent	<input type="checkbox"/> Absent
Aubrey Ploesch, Elementary Principal, PDLCS	xPresent phone	<input type="checkbox"/> Absent
Kelly Crooks, High School Principal, PDLCS	xPresent phone	<input type="checkbox"/> Absent
Sheryl Allmon, Director of Student Services PDLCS	xPresent	<input type="checkbox"/> Absent
Michael Whisman, Charter Choices	xPresent phone	<input type="checkbox"/> Absent
Nicholas Kocuba, Director of Technology PDLCS	xPresent	<input type="checkbox"/> Absent
Leigh Anne Lord, Recording Secretary, PDLCS	xPresent phone	<input type="checkbox"/> Absent
Tracey Colbert, Teacher, PDLCS	xPresent phone	<input type="checkbox"/> Absent
Beth Habbyshaw, Teacher, PDLCS	xPresent phone	<input type="checkbox"/> Absent

C. Pledge of Allegiance

D. Public Comment: none

E. Review of Agenda

F. Standard Business

i. Meeting Minutes of May 4, 2020 Board Meeting

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

Motion: Bill Donahue

Support: Greg Dolan

Ayes: 3

Opposed: 0

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G. NEW BUSINESS

i. SY 2020-2021 Budget

Changes from the draft presented at the May Board Meeting were proposed: The school is funded at a flat rate for 2020-21 with an ADM of 900. The school anticipates a special education enrollment rate of 27%. The CARES act funding has been added in the final budget. Mrs. Rossetti requested to use these funds for additional teachers: 1 elementary, 1 graduation recovery, 1 special education, and 1 secondary position. The school is expected to receive a payment of approximately \$231,000.

There is a second round of CARES act funds that will be approximately \$90,000. As the school has not received guidelines for the usage of these funds, they have not been allocated to a specific area but could be used to make the school CDC compliant.

Mr. Dolan inquired if there were any early indications of an increase in the ADM. Mrs. Rossetti indicated that while there has been a higher rate of engagement, completed applications have not increased. It is highly probably that families are waiting to see the outcome in local districts before making a final decision regarding cyber school enrollment.

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

Motion: Gregg Dolan
Ayes: 3

Support: William Donahue
Opposed: 0

ii. Comp Plan/CSI Update

Mrs. Ploesch provided an update to the comprehensive plan. The one major update is that the school is proposing to use the school improvement grant funds to hire a behavior specialist. A second change is the K-2 assessment. Going forward into the next school year, the school will administer the Acadiance benchmark test as the current CPAA assessment will no longer exist.

Mr Marous asked for a motion to approve the plan.

Motion: Greg Dolan
Ayes: 3

Support: William Donahue
Opposed: 0

iii. Right to Know Officer/Homeless Liaison Appointments

Mrs. Rossetti requested that the Board nominate Leigh Anne Lord as Right to Know Officer and Cathy Talento as Homeless Liaison.

Mr. Marous made a a motion to approve the nominations.

Motion: John Marous
Ayes: 3

Support: Greg Dolan
Opposed: 0

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iv. Resolution with Pennsylvania Coalition of Public Charter Schools

Mrs Rossetti explained that the Coalition had changed the wording of the Resolution as presented and voted upon at the May 4, 2020 meeting. Mr. Dolan agreed with the other Board members that this resolution still has merit regardless of current budget discussions within the State.

Mr. Marous asked for a motion to re-approve/re-sign the Resolution.

Motion: Greg Dolan
Ayes: 3

Support: William Donahue
Opposed: 0

v. Organization Chart Update for 2020-21

Mrs. Rossetti presented the organization chart for the 2020-2021 school year. Mr. Marous emphasized that organization chart reflects the delay in the hiring of the Chief Academic Officer which was agreed upon in a previous meeting.

vi. Building Update

Building has been signed over to the school with an effective June 1, 2020. Fax numbers and phone numbers will remain the same but with a new vendor, Consolidated Communications. Move will be completed June 9-10, 2020. There are still some outstanding items and work continues with the school's security vendor regarding building security..

vii. 2019-2020 Leave Balances due to the pandemic Proposal

Due to the pandemic, several of the school's essential workers were unable to take the remainder of the paid time off for the school year. Mrs. Rossetti recommended to the Board that these individuals receive a one-time payout of leave (and in one case, a one-time rollover of leave).

Mr. Marous made a motion to accept the recommendation.

Motion: John Marous
Ayes: 3

Support: William Donahue
Opposed: 0

viii. Financial Literacy Grant 2020-2021

Mr. Marous supported the idea of adding a financial literacy course as a graduation requirement. The school is asking that the requirement would take place for the 2021-2022. Mr. Dolan asked if the grant would require a change in the course. Mrs. Rossetti indicated that there are three teachers interested in working on the course revision.

Mr. Marous asked for a motion to include a financial literacy course as part of the 2021-2022 graduation requirements.

Motion: William Donahue
Ayes: 3

Support: Greg Dolan
Opposed: 0

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ix. ESY Stipend Request

A coordinator is needed to manage the ESY program. A current staff member is qualified for the position. The school is requesting a stipend for the program coordinator.

Mr. Marous asked for motion to approve the requested stipend.

Motion: William Donahue
Ayes: 3

Support: Greg Dolan
Opposed: 0

x. Fund Balance Resolution

Mr. Whisman presented the annual Fund Balance resolution requesting that an additional \$600,000 be allocated as a fund reserve for the operations of the school.

The Board Members expressed that this was a prudent measure and were in agreement. Mr. Marous made a motion to accept the resolution. (Mr. Dolan's call dropped as the motion was made; however, there was still a quorum.)

Motion: John Marous
Ayes: 2

Support: William Donahue
Opposed: 0

xi. School Programs Book for Board of Trustees – Year in Review

xii. Annual Security Report

Mr. Kocuba, the school's Safety Officer, presented the annual Security Report detailing the protocols put in the place for the 2019-2020 school year. These included requiring staff members to wear school identification badges during each work day and restricting the flow of staff members through certain entry points on each of the four floors. In addition, the school instituted a visitor sign-in system, including issuing visitor badges to PDLCS visitors upon signing in at the 4th floor entrance.

Mr. Marous made a motion to accept the annual security report as presented.

Motion: John Marous
Ayes: 2

Support: William Donahue
Opposed: 0

H. Reminder of Next Board Meeting

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

I Executive Session (if necessary). The meeting was adjourned at 5:20p.m. into Executive Session.

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MINUTES CERTIFICATION

Proposed minutes respectfully submitted.

Leigh Anne Lord
Recording Secretary, Leigh Anne Lord

9/8/2020
Date

William Donahue
Board Secretary, William Donahue

9/8/2020
Date