

**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: December 7, 2020
Time: 3:30 pm
Location: 2605 Nicholson Road, Suite 4100, Room 124,
Sewickley, Pa, 15143, and
via Teleconference 888.988.2893, access 73527

MINUTES

MEETING TYPE: Regular Special Proposed Approved

A. Call to Order

The meeting was called to order at 3:34 p.m.

B. Roll Call

Board Member Attendance:

John Marous, President	xPresent phone	<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	<input type="checkbox"/> Absent
Kelly Crooks, High School Principal, PDLCS	xPresent	<input type="checkbox"/> Absent
Sheryl Allmon, Director of Student Services PDLCS	xPresent	<input type="checkbox"/> Absent
Stephanie Faith, Special Education Coordinator	xPresent	<input type="checkbox"/> Absent
Michael Whisman, Charter Choices	xPresent	<input type="checkbox"/> Absent
Nicholas Kocuba, Chief Operating Officer, PDLCS	xPresent	<input type="checkbox"/> Absent
Leigh Anne Lord, Recording Secretary, PDLCS	xPresent	<input type="checkbox"/> Absent
Tracey Colbert, Teacher, PDLCS	xPresent phone	<input type="checkbox"/> Absent
Coleen Brennen, Teacher, PDLCS	xPresent phone	<input type="checkbox"/> Absent
Katie Heiles, R & D Coordinator, PDLCS	xPresent phone	<input type="checkbox"/> Absent
Katie Mihoerck, Guidance Counselor, PDLCS	xPresent phone	<input type="checkbox"/> Absent
Tanya Contos, Curriculum & Instruction, PDLCS	xPresent phone	<input type="checkbox"/> Absent
Tim Gagen, Auditor, HBK	xPresent phone	<input type="checkbox"/> Absent
Sean Kocan, Auditor, HBK	xPresent phone	<input type="checkbox"/> Absent

C. Pledge of Allegiance

D. Public Comment - none

E. Review of Agenda

**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

F. Standard Business

- i. Meeting Minutes of September 8, 2020 Board Meeting
Mr. Marous asked for a motion to approve the minutes as presented.

Motion: William Donahue
Ayes: 3

Support: Greg Dolan
Opposed: 0

G. New Business

i. **Audit Report**

Mr. Kocek, HBK, first spoke to express his gratitude for the continued positive working relationship that HBK has not only with PA Distance Learning Charter School but also with Charter Choices. Management has been very approachable and accommodating with auditor requests. Mr. Gagen, spoke primarily about the outcome of the audit and indicated that an unmodified opinion would be forthcoming. There were no outstanding issues related to the audit.

Mr. Marous asked for a motion to approve the June 30, 2020 annual audit.

Motion: Greg Dolan
Ayes: 3

Support: William Donahue
Opposed: 0

ii. **Financial Report**

Mr. Whisman indicated that more districts and the Department of Education were paying us so receivable and cash were normalizing as it should be. Current ratios and cash on hand exceed industry standards. Mr. Marous inquired if the EOY projection was reliable. Mr. Whisman indicated that while it did depend on continued enrollment figures, there were no red flags to indicate that the prediction would not be reliable. Mr. Marous also asked Mrs. Rossetti about mid-year enrollment figures and whether or not supply issues would be a factor. Mrs. Rossetti indicated that most students are staying with the school. We are projecting 120 new enrollments for mid-year and have the Chromebook supply to accommodate this number. He further asked if the SY20-21 budget should be rebudgeted and Mrs. Rossetti answered in the affirmative.

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

Motion: Greg Dolan
Ayes: 3

Support: William Donahue
Opposed: 0

iii. **Budget SY20-21**

Mrs. Heiles, R & D Coordinator, presented a proposal to establish a Community Connection Program. Under this program, the Family Engagement Team would have three vehicles at their disposal to use to travel throughout the state support families, transition from post high-school, and promote community engagement. She emphasized that this is not a program to replace or add to our existing model but rather to enhance and pull together other existing programs such

**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

as field trips, college visits, job shadowing, technology, health screenings, etc. The plan would call for a \$300,000 investment in three vehicles and the hiring of several additional family engagement coaches (which were allocated in our Strategic Plan).

Mr. Marous asked if this proposal would go against our current charter and Mrs. Rossetti explained that it did not. He also asked how often would the coaches be on the road and what would be the process. Mrs. Heiles explained that the first step after the vehicle purchases would be to establish a yearly calendar of events. Travel of the certified staff would not be mandatory but their collaboration in the project would be helpful. He asked about vehicle utilization and Mr. Heiles explained that the school was targeting two weeks a month with two weeks in the office for collaboration but that this was not set in stone. Mr. Dolan asked how this could interact with Career Education Work and Mrs. Rossetti provided an example of a field trip to a zoo. The zoo trip would be a field trip, but if a student was interested in a career in this field, they could potentially meet with a zoo staff member and schedule a job shadowing. On these trips, students could receive their health screenings. There could be enhanced technology training. An ideal coach would be non-certified, charismatic and able to hold an audience. While there was some skepticism in the program, the Board Members did indicate support. Mrs. Rossetti explained that while there were some very tangible benefits for the students, there would also be benefits for the staff members in getting to know our student population.

The SY20-21 re-budget was presented and the Board felt that it was sufficiently conservative and challenged the administrative team to continue searching for new and innovative programs.

Mr. Marous asked for a motion to approve the Community Connections Program proposal and the rebudgeting of SY20-21..

Motion: Greg Dolan
Ayes: 3

Support: William Donahue
Opposed: 0

iv. State of School Report

Mrs. Rossetti presented the State of the School Report as of December 2, 2020. Mrs. Ploesch presented the K-6 program overview while Ms. Crooks presented the 7-12 program overview. Mr. Marous asked how the special education transition was progressing. Mrs. Ploesch indicated that the regular and special education teachers were teaming quite well. Ms. Crooks indicated the same and also expressed appreciation for the increased commitment to student transition from high school forward. Ms. Faith explained that many special education teachers felt that while information previously had been kept in silos, but this is not currently the case. There are regular meetings so the teachers feel supported and there is a high level of transparency. Through the PATTAN, she is scheduling IEP training for the entire certified staff.

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

Motion: Greg Dolan
Ayes: 3

Support: William Donahue
Opposed: 0

v. Proposed Organization Chart Changes

Mrs. Rossetti presented the proposed organizational chart for the SY21-22 school year. This will add the positions of Chief Compliance Officer and Chief Academic Office to the staff.

A copy of the meeting minutes are available for public inspection at the Pennsylvania Distance Learning Charter School, 2605 Nicholson Road, Suite 4100, Sewickley, PA 15143

**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

Departments will be realigned . These two new positions will manage the various programs throughout the school and allow the Principals and the Special Education Coordinator to focus on teacher development and student achievement. Mr. Marous stressed the recruitment effort should be very deliberate and there should be strong collaboration. Rather than hiring quickly, we should hire with an emphasis on quality.

The Board expressed support for the changes and the direction for SY 20-21.

vi. Proposed SY21-22 Calendar

Mrs. Rossetti presented the proposed calendar for the SY21-22 school year.

Mr. Marous asked for a motion to approve the proposed calendar.

Motion: Greg Dolan
Ayes: 3

Support: William Donahue
Opposed: 0

vii. Student 217-20 Agreement

Mrs. Rossetti an overview of the legal case involving Student 217-20. The agreement, which would be in place through the end of the 20-21 school year, would entail the school paying \$2,500 in legal fees and \$6,840 in assistive technology and tutoring hours.

Mr. Marous asked for a motion to approve the Student 217-20 Agreement.

Motion: William 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 March 1, 2021.

I. Executive Session (if necessary): The meeting was adjourned at 6:45 p.m. There was no executive session.

MINUTES CERTIFICATION

Proposed minutes respectfully submitted.

Leigh Anne Lord

Recording Secretary, Leigh Anne Lord

03/02/2021

Date

William Donahue

Board Secretary, William Donahue

3-2-2021

Date

A copy of the meeting minutes are available for public inspection at the Pennsylvania Distance Learning Charter School, 2605 Nicholson Road, Suite 4100, Sewickley, PA 15143