

**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 7, 2021  
**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 4:00 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

**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 -phone	<input type="checkbox"/> Absent
Nicholas Kocuba, Director of Technology PDLCS	xPresent -phone	<input type="checkbox"/> Absent
Sarah Simmons, Teacher, PDLCS	xPresent -phone	<input type="checkbox"/> Absent
Mary Ann Calderone, PIMS Coordinator, PDLCS	xPresent -phone	<input type="checkbox"/> Absent
Dean Pappaterra, Chief Compliance Officer, 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 3, 2021 Board Meeting**

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

**Motion:** Bill Donahue  
**Ayes:** 2

**Support:** John Marous  
**Opposed:** 0

**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

---

**G. NEW BUSINESS**

**i. SY 2021-22 Budget**

Changes from the draft presented at the May Board Meeting were proposed:

The school is projecting a break-even budget with an ADM of 1240 students. Regular education is budgeted at a 2% increase with an anticipated reduction per-pupil. Special education is budgeted at a 3% increase with a special education rate of 21.99%. Flat salary increases of \$4,500 per employee are included with additional positions including a middle school principal. Total personal costs are approximately 61.86% of the budget.

The current building will be at capacity there is additional space in an adjacent building of the campus available that will allow the school to grow approximately 30%. The rent for the space has a structured lease allowing commitment and risk to be minimal. The space will be leased in two parts, one which is ready to go office space fully furnished to begin July 2021, and the second to be buildout to the specification of the school for January 2022 occupancy. The school is proposing to build out a STEAM lab as part of the Community Connections Program and Strategic Plan goals. The lab will bring to life additional opportunities in science, technology, engineering, art, and music for students in their homes and communities. Mr. Donahue inquired about the possibility of subleasing the additional space. Mr. Marous stated the structure of the lease allows for non-renewal periods limiting the school's long-term commitment.

Mr. Marous asked for a motion to approve the budget as presented including the additional office spaces.

**Motion:** John Marous      **Support:** William Donahue  
**Ayes:** 2                      **Opposed:** 0

**ii. Comp Plan/CSI Update**

Mrs. Ploesch provided an update to the comprehensive plan. The priority statement for the plan states, If PA Distance successfully identifies and addresses individual student learning needs within the multi-tiered system of support...then students will receive targeted interventions resulting in growth on standardized assessments and on-track measures. The one-year plan addresses goals in the areas of academic achievement, academic growth, on-track graduation, attendance, and career education and work. The action plan aligns the implementation of professional development, targeted teacher evaluation walk-throughs, graduation recovery, student annual goal sheets, and student portfolios with the use of the school's data warehouse LinkIt!

Mr. Donahue asked for a motion to approve the plan.

**Motion:** Bill Donahue                      **Support:** John Marous  
**Ayes:** 2    **Opposed:** 0

**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

---

**iii. Annual Security Report**

Mr. Kocuba, the school's Safety Officer, presented the annual Security Report detailing the protocols put in the place for the 2020-21 school year. Utilizing the recommendations of Vulnerability Solutions Group Safety Assessment, the school has restricted building access, installed video surveillance, and contracted with Sonitrol for building security and Dark Trace for cyber security monitoring. COVID-19 mitigation was a top priority throughout the year and included additional safety protocols for state assessments. Mr. Kocuba and Tony Reda were certified as required under Act 18 for Comprehensive Threat Assessment.

In 2021-22 the school will be securing the new building, issuing new badges and fobs, developing a larger Threat Assessment team, creating a multi-threat emergency operations plan, and continuing to hold monthly safety meetings. There were no reportable safety incidents with students and staff and no Safe2Say Something reports in 2020-21.

Mr. Marous asked about reporting from Dark Trace. Mr. Kocuba indicated that the regular reporting would be available.

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

**Motion:** John Marous

**Support:** William Donahue

**Ayes:** 2

**Opposed:** 0

**iv. Fund Balance Resolution**

Mrs. Rossetti presented the annual Fund Balance resolution committing a total of \$7,950,000 of which \$840,000 is committed for strategic plan implementation, \$1,842,802 for associated costs of the PSERS retirement program, \$4,250,000 to offset anticipated future district rate reductions as a result of COVID-19, and \$1,017,198 as collateral for the letter-of-credit required under the facility use.

Mr. Marous expressed that this was a prudent measure to annually commit the funds. Mr. Marous made a motion to accept the resolution.

**Motion:** John Marous

**Support:** William Donahue

**Ayes:** 2

**Opposed:** 0

Mr. Marous stated that graduation was well done with everything going very smoothly. He noted the speeches by Maggie and Jesse were stories that need to be conveyed. Mr. Marous congratulated Lindsey Fanning, Graduation Lead, Miss Crooks, and Mr. Kocuba for a job well done at graduation.

**H. Reminder of Next Board Meeting**

To be held at the Pennsylvania Distance Learning Charter School and by teleconference on September 20, 2021.

**I Executive Session (if necessary).** No session was held.

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

**MINUTES CERTIFICATION**

Proposed minutes respectfully submitted.

Patricia Rossetti  
Recording Secretary, Patricia Rossetti

9-20-2021  
Date

William Donahue  
Board Secretary, William Donahue

9-20-2021  
Date