

**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

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**Board Meeting**

**Date:** September 20, 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	<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
Kelly Crooks, Chief Academic Officer, PDLCS	xPresent	<input type="checkbox"/> Absent
Nicholas Kocuba, Chief Operations Officer, PDLCS	xPresent	<input type="checkbox"/> Absent
Dean Pappaterra, Chief Compliance Officer, PDLCS	xPresent	<input type="checkbox"/> Absent
Charles Mort, Principal, PDLCS	xPresent	<input type="checkbox"/> Absent
Kim Crandall, Principal, PDLCS	xPresent	<input type="checkbox"/> Absent
Aubrey Ploesch, Principal, PDLCS	<input type="checkbox"/> Present	x Absent
Michael Whisman, Charter Choices	xPresent	<input type="checkbox"/> Absent
Jesse Bean, Charter Choices	xPresent	<input type="checkbox"/> Absent
Kara Buncic, School Counselor, 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 June 7, 2021 Board Meeting**

Mr. Marous asked for a motion to approve the minutes as amended to isolate the first sentence as a separate paragraph.

**Motion:** William Donahue  
**Ayes:** 2

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

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**ii. Meeting Minutes of July 27, 2021 Special Board Meeting**

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

**Motion:** William Donahue  
**Ayes:** 2

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

**G. NEW BUSINESS**

**i. State of School Report**

Mrs. Rossetti presented the State of the School Report. Student enrollment numbers and ethnicity groups are fairly consistent with the previous school year. There are an additional 69 students starting on September 29, 2021. New students consist of 37% of enrollment; with returning students consisting 63% of enrollment. Since the last Board Meeting, there have been 24 new hires and 3 departures. New curriculum materials for ELA have been implemented for the 2021-22 school year. The focus on curriculum changes for this school year will center on Social Studies, Science and Electives. With regards to the Community Engagement Team, the first mobile classroom van, Explorer 1, has been completed and is being utilized for events. The second van, which will include mobile Science lab, is expected to be completed late October 2021. Mrs. Rossetti then presented an update to the school five-year Strategic Plan.

Mr. Marous stated that with fewer leads, the school still had a strong influx of students. He inquired about where students went when they withdrew from the school. Mr. Kocuba indicated that given the current circumstances surrounding the pandemic, most students returned to their home districts.

With regards to the Strategic Plan, Mr. Marous queried the outcomes of the Community Engagement Team. Were the events worthwhile and should they continue? Mrs. Rossetti provided specific examples which supported their value and indicated that 42% of leads were converted into enrollments. Mr. Marous also queried the hiring of 24 new staff members when only three had departed. Mrs. Rossetti explained that these new hires (1) supported the Strategic Plan; (2) provided more Interventionist support and (3) supported the increase in the volume of work.

Mr. Marous commented that the school is poised in the right direction, but stressed that the biggest indicator will be how it impacts student achievement. He encouraged the leadership team to have a formal reflection of the Strategic Plan. For the December Board Meeting, he asked the Principals to present their reflections.

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

**Motion:** William Donahue  
**Ayes:** 2

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

**ii. Financial Report**

Mr. Whisman presented the financials through August 31, 2021. He stressed that the details were typical of summer months with receivables increasing and cash decreasing. The metrics are in line and will begin to normalize. He stressed that there were good, solid trends with regards to the monthly ratios. He

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also highlighted the increase of districts paying directly; an increase of 34% from August 2020. Mr. Marous asked what rates were being used for billing. Mr. Whisman explained that we are still billing at last school year's rates until updated rates are received from the State.

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

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

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

**iii. Draft Comprehensive School Improvement Three Year Plan**

Ms. Crooks presented the school's draft Comprehensive/School Improvement Plan indicating that the purpose of the presentation was to have the Board to approval to post the Plan to the school's website for 30 days prior to the October Special Board Meeting. There were some minor changes made since the June Board Meeting. Several of the educational value statements were updated to better identify our positions. Mr. Marous highlighted the consistency between the Strategic Plan and the Comprehensive Plan stressing that both were interconnected and in line with institutional goals.

Mr. Donahue inquired about chronic absenteeism. Mrs. Rossetti gave a brief overview of the Attendance program; explaining that a student is considered habitually truant after six unexcused absences. After ten consecutive unexcused absences, the student is dropped from the rolls. Mr. Donahue asked when the school stops billing the applicable school district. Mrs. Rossetti indicated that as of the withdrawal date (Day 11), billing is discontinued.

Mr. Marous indicated that no motion was needed. The draft report will be posted to the School's website for a period of 30 days and will be formally approved at the October Special Board Meeting.

**iv. Update to Board Policies**

Mr. Pappaterra presented slight changes to Board policies and the Student Handbook in order to be compliant with state regulations. Mr. Marous asked that a link to the red-lined versions be made available to the Board for final review and email confirmation no later than end of day, September 21, 2021.

Mr. Marous asked for a motion to approve the updated policies/handbook as presented conditional to reviewing red-lined versions.

**Motion:** William Donahue  
**Ayes:** 2

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

**v. Health and Safety Plan**

Mrs. Rossetti provided updates to the school Health and Safety Plan indicating that on August 2, 2021, she issued a schoolwide mask mandate to all staff members and visitors while inside the school building. On August 30, 2021, a schoolwide staff meeting was held to provide updated staff protocols for self-reporting. In addition, 10 flexible work days are being provided this school year. Staff members may use these days to work from home on a previously scheduled in-office day. Staff members are required to call the HR Coordinator to notify when usage will take place. Mrs. Rossetti asked that the school be

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granted the ability to make changes to the Health and Safety Plan as needed with Board acceptance at the next meeting. The Health and Safety Plan will remain an agenda item through the end of the school year.

Mr. Marous asked for a motion to allow the school to modify the Health and Safety Plan as needed with Board acceptance at the following Board Meeting.

**Motion:** William Donahue  
**Ayes:** 2

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

**vi. Decennial Report**

Mrs. Rossetti indicated that the school's name must be registered to the State as a non-profit organization ten years. We received notice and have completed the necessary filing.

Mr. Marous indicated that a Board motion was not needed.


**H. Reminder of Next Board Meeting**

To be held at the Pennsylvania Distance Learning Charter School and by teleconference on October 25, 2021..

**I Executive Session (if necessary).** The meeting adjourned at 6:04 p.m. and moved into Executive Session.

**MINUTES CERTIFICATION**

Proposed minutes respectfully submitted.

  
\_\_\_\_\_  
Recording Secretary, Leigh Anne Lord

12/6/2021  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Secretary, William Donahue

12/6/2021  
\_\_\_\_\_  
Date