

**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 6, 2021
Time: 3:00 pm
Location: PA Distance Learning Charter School and via
Teleconference at 888.988.2893, access 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

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, Chief Academic Officer, PDLCS	xPresent	<input type="checkbox"/> Absent
Kimberly Crandall, MS Principal, PDLCS	xPresent	<input type="checkbox"/> Absent
Michael Whisman, Charter Choices	x Present	<input type="checkbox"/> Absent
Nicholas Kocuba, Chief Operating Officer, PDLCS	<input type="checkbox"/> Present	x Absent
Charles Mort, HS Principal, PDLCS	xPresent	<input type="checkbox"/> Absent
Dean Pappaterra, Chief Compliance Officer, PDLCS	<input type="checkbox"/> Present	x Absent
Stephanie Faith, Special Education Co., PDLCS	xPresent	<input type="checkbox"/> Absent
Leigh Anne Lord, Recording Secretary, PDLCS	xPresent	<input type="checkbox"/> Absent
Sean Kocan, Auditor, HBK	xPresent	<input type="checkbox"/> Absent
Tim Gagen, Auditor, HBK	xPresent	<input type="checkbox"/> Absent
Katie Heiles, R & D Coordinator, PDLCS	xPresent	<input type="checkbox"/> Absent
Paul Pollock, Teacher, PDLCS	xPresent	<input type="checkbox"/> Absent
Kara Buncic, Counselor, 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 September 20, 2021 Board Meeting

Motion: William Donahue
Ayes: 2

Support: John Marous
Opposed: 0

ii. Meeting Minutes of October 25, 2021 Special Board Meeting

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

G. New Business

i. Student Update – Giovanni Waters

Current student, Giovanni Waters, gave a brief synopsis of activities and events happening at the school. This is to become a standard presentation at each Board Meeting.

ii. Audit Report

Sean Kocan and Tim Gagen, auditors with HBK, presented the audit findings through June 30, 2021. Due to a late issuance of guidance from OMB, the final report cannot be released. OMB's guidance surrounds grant funding. The auditors do not anticipate any findings as a result of the guidance. The school remains in a financially strong position.

Mr. Marous asked for a motion that would allow him to approve the final report on behalf of the Board once it has been received, barring any findings. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

iii. Proposed Strategic Plan Update

Mrs. Rossetti presented an update to the Strategic Plan for adoption by the Board. The original Family Engagement Team has adopted a new name, Community Engagement Team to better define the direction of the team. In addition, due to a large enrollment in the greater Philadelphia area, there is a need to recruit for an additional Community Engagement Coach to focus on this geographical area in addition to staffing the team at original levels. Mrs. Rossetti also highlighted the need for the school to develop a staff communication plan that would ensure clarity and transparency with regards to new initiatives. Mr. Marous acknowledged the school's strong efforts with regards to the Strategic Plan and voiced support of a written communication plan.

Given additional funding needed for the recruitment efforts, Mr. Marous asked for a motion to approve the updated Strategic Plan. Mr. Donahue made the motion - so moved.

Ayes: 2

Opposed: 0

iv. Fund Balance Review

Mrs. Rossetti highlighted the Resolution signed by the Board in June, 2021 outlining the General Fund Balance assignments. Mr. Marous commented that while under the current situation, the fund balance could be higher, if conditions were to change then the figures may be a bit low. Mr. Whisman indicated that the Fund Balance would be relooked in the Spring and any proposed changes will be brought to the attention of the Board.

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v. Financial Report

Mr. Whisman presented the October 31, 2021 financial reports and indicated the metrics remain healthy and strong. There are no concerns with the balance sheet. As of October, 2021, there has been a four percent increase in the number of districts who are paying directly. Mr. Marous requested that going forward, the current state of the fund balance be reflected under cash.

Mr. Marous asked for a motion to approve the financial report as presented. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

vi. State of the School Report

Mrs. Rossetti presented the current State of the School report. Mr. Marous asked about the current state of travel amongst staff members. Mrs. Rossetti indicated that a major change has been to allow staff members to drive separately for testing travel. In addition, all other safety protocols remain in place. Mr. Donahue inquired about the state of the recently purchased School vans. Currently, the Community Engagement Team is on the road for 6-14 days a month. All have completed an online drivers training course. Mr. Marous inquired about the reason for staff departures and if any issues have been raised during exit interviews. Mrs. Rossetti responded that there were no outstanding issues or concerns with regards to the staff departures.

Mr. Marous asked for a motion to approve the State of School report as presented. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

vii. ESSER Presentation

For informational purposes, Mrs. Rossetti presented the allocation of ESSER funding that the school will receive. With this funding, the School will be creating the position of Parent Impact Coordinator who will develop a committee of parents and staff to raise student and parent engagement. In addition, funds will be used to address learning loss and the implementation of targeted tutoring.

viii. Proposed 2022-2023 Academic Calendar

Mrs. Rossetti presented the proposed Academic Calendar for the 2022-2023 school year highlighting that there are no material changes from this school year.

Mr. Marous asked for a motion to approve the 2022-2023 Academic Calendar. Mr. Donahue made the motion - so moved.

Ayes: 2

Opposed: 0

ix. Proposed New Telework and Bloodborne Pathogen Policies

Mrs. Rossetti presented two new Board policies for approval.

Mr. Marous asked for a motion to approve the additional Board Policies. Mr. Donahue made the motion – so moved.

Ayes: 2
Opposed: 0

x. Proposed Board Policy Updates to Cash Management, Fixed Asset, Fund Balance and Procurement Using Grant Funds Policies; and Removal of Allowability of Costs, Inter-District Open Enrollment and Allowable Use of Funds and Adherence to Cost Circular Policies.

Mrs. Rossetti presented changes to the above mentioned Board Policies.

Mr. Marous asked for a motion to approve the policy updates and policy removals. Mr. Donahue made the motion – so moved.

Ayes: 2
Opposed: 0

xi. Allegheny County Sick Leave Policy Resolution

Due to recent legislation within Allegheny County, the school is required to change its sick leave policy. As a result, the School will allow employees to use one hour increments of paid sick time designated as personal time in individual contracts. This will be updated in the *2022-2023 Employment Handbook* and will be brought to the Board's attention in a future meeting.

Mr. Marous asked for a motion to approve the Allegheny County Sick Leave Policy Resolution. Mr. Donahue made the motion – so moved.

Ayes: 2
Opposed: 0

xii. SIS Review and Recommendation

Mrs. Heiles, PDLCS Research and Development Coordinator presented the findings of the SIS review for the upcoming contract renewal. After careful deliberation, the Committee is prepared to provide Cloudcast, the current vendor, a list of needed functionality and enhancements for Cloudcast to complete by February 4, 2022. If the list of requirements are met, the relationship will continue. If the suspense is not met, then the School will move forward with a change in providers. Mr. Marous asked what the major areas of concern were and Mrs. Heiles indicated that the Committee wanted more efficiency and functionality with regards to Enrollment. There also needed to be increased efficiency in how we access data, and integrate with the LMS. Mr. Marous stressed that there should be specific deliverables and also inquired as to whether there would be additional costs associated with these changes. Mrs. Rossetti indicated that there would be no additional costs.

Mr. Marous thanked the committee for its work on this important project.

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xiii. Health and Safety Plan Review

Mrs. Rossetti indicated that, at this time, there has been no change to the School's Health and Safety Plan.

H. Reminder of Next Board Meeting

To be held at the Pennsylvania Distance Learning Charter School and by teleconference on March 7, 2022.

I. Executive Session (if necessary)

The meeting adjourned at 5:11 p.m. An Executive Session was not called.

MINUTES CERTIFICATION

Proposed minutes respectfully submitted.

Leigh Anne Lord

Recording Secretary, Leigh Anne Lord

3/23/2022

Date

William Donahue

Board Secretary, William Donahue

3-23-2022

Date

