

**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:** May 10, 2022  
**Time:** 4:00 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 4:03 p.m.

**B. Roll Call**

**Board Member Attendance:**

John Marous, President	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
William Donahue, Vice President	<input checked="" type="checkbox"/> Present -phone	<input type="checkbox"/> Absent

**Other Attendees:**

Patricia Rossetti, Chief Executive Officer, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Aubrey Ploesch, Elementary Principal, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Kelly Crooks, Chief Academic Officer, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Kimberly Crandall, MS Principal, PDLCS	<input checked="" type="checkbox"/> Present -phone	<input type="checkbox"/> Absent
Michael Whisman, Charter Choices	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Nicholas Kocuba, Chief Operating Officer, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Charles Mort, HS Principal, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Dean Pappaterra, Chief Compliance Officer, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Stephanie Faith, Special Education Co., PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Leigh Anne Lord, Recording Secretary, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Sheryl Allmon, Procurement Coordinator, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Brandon Payne, School Counselor, PDLCS	<input checked="" type="checkbox"/> Present -phone	<input type="checkbox"/> Absent
Katie Mihoerck, School Counselor, PDLCS	<input checked="" type="checkbox"/> Present -phone	<input type="checkbox"/> Absent
Jaxon Jerico, Student, PDLCS	<input checked="" type="checkbox"/> Present -phone	<input type="checkbox"/> Absent

**C. Pledge of Allegiance**

**D. Public Comment** Mrs. Rossetti presented the Board Members with a token of appreciation for their 20 years of service to the school. She also passed along a request from a student that the Spring Break recess be moved to the 1<sup>st</sup> day of Spring.

**E. Review of Agenda**

**F. Standard Business**

- i. Jaxon Jerico, a 9<sup>th</sup> grade student, presented a succinct yet detailed overview of the elementary, middle and high schools.

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**ii. Meeting Minutes of March 7, 2021 Board Meeting**

Mr. Marous asked for a motion to approve the minutes of the March 7, 2022 Board Meeting.  
Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

**iii. State of the School Report**

Mrs. Rossetti presented the State of the School report. She indicated that enrollment had remained steady since the last Board meeting. She gave a brief overview of two (2) staff departures, and the anticipated hires for the 2022-2023 school year. She shared that Ms. Azzaro was a finalist for the Career Compass Teacher Awards sponsored by eDynamics and Mr. Dayka has joined the Pennsylvania Interscholastic Esports Association Board. She indicated that May was a very busy month with standardized testing. She also indicated that the ESSER funds received had enabled 35 tutors to work with 95 students. She provided a summary of PSSA growth from 2019 – 2021. Mr. Marous congratulated the staff and inquired as to the reason for the improvement. Mrs. Rossetti indicated that it was the consistency in learning opportunities. Mrs. Crooks added that the push to focus on data and to use it to drive instruction also provided better consistency. Mr. Marous also asked how many staff members were involved in testing. Mrs. Rossetti indicated that 88 staff members were assigned as proctors for the PSSAs and 45 are assigned for the Keystone exams.

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

Ayes: 2

Opposed: 0

**iv. Financial Report**

Mr. Whisman presented the financial report indicating that there was very little change month over month from February. Ratios were very healthy. There is a healthy surplus and projections were conservative. Mr. Marous noted that there appeared to be more hires that were a part of PSERS. Mrs. Rossetti responded that the school was hiring more experienced teachers.

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

Ayes: 2

Opposed: 0

**G. New Business**

**i. SY2022 – 2023 Board Appointments**

Mr. Marous asked for a motion to approve the 2022-2023 Board Appointments as presented. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

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**ii. SY2022-2023 Board Meeting Dates**

Mr. Donahue indicated that he was unavailable to meet on September 12, 2022 and proposed a new date of September 20, 2022

Mr. Marous asked for a motion to approve the Board Meeting dates with the exception of moving the September 12<sup>th</sup> to September 20, 2022. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

**iii. 2022-2023 Draft Budget**

Mrs. Rossetti presented the draft budget indicating that it was based on an ADM of 1,400 students and a special education ration of 22.94%. She proposed a 7% average salary increase based on evaluation criteria. The assumptions were considered conservative. Mr. Marous indicated that the budget appeared to be very appropriate and asked if there were any concerns. Mrs. Rossetti indicated that the school needed to plan ahead to identify possible cost savings areas in the future.

Mrs. Rossetti proposed a commitment bonus for returning staff of \$5,000 payable in two installments: \$2,500 payable June 30, 2022 and the remaining amount payable on October 31, 2022 (if still employed). Mr. Marous asked if this bonus should be linked to student achievement and whether there was any reason to believe that turnover could increase. Mrs. Rossetti indicated that data was showing teachers leaving education. Mr. Donahue asked how the School's salary structure compared to other districts. Mrs. Rossetti indicated that our structure was equitable with other districts. The Board agreed to discuss this proposal in Executive Session and asked Mrs. Rossetti to join the session.

Mr. Marous asked for a motion to approve the draft budget for posting. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

**iv. Strategic Plan Update**

Mrs. Rossetti shared the strategic plan update indicating that the school proposes a tiered leadership structure which would create the position of Instructional Specialists who would be report directly to the Chief Academic Officer in year one (1). There would be two Instructional Specialists at the elementary level, one at the middle school level and two at the high school level. In addition, Department Lead positions would be created as a stipend position. The leads would be supportive of the entire department and would assist in disseminating information and not providing instruction support. In addition, the School wanted to provide an investment increase to enhance the depth of knowledge within the school. This would entail providing up to \$10,000 to individuals working towards a principal or supervisory license. These Leadership Fellows would have a three year commitment to school following completion. Mr. Marous agreed that investing in these types of programs would lead to achievement and was a great direction for the School. He stressed that it should build continuity and opportunities.

Mr. Marous asked for a motion to approve the Strategic Plan updated. Mr. Donahue made the motion – so moved.



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Ayes: 2

Opposed: 0

**v. Comprehensive School Improvement Plan 2022-2025**

Ms. Crooks presented the update. She indicated that the CSI goals were built into the Comprehensive Plan. The action steps were updated since last presented to align with the annual and three-year goals. This also included a change to the School's Mission/Vision Statement, the inclusion of shared value, and priority statements, as well as targets based on baseline data.

Mr. Marous asked for a motion to approve the Comprehensive School Improvement Plan for posting. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

**vi. Business Services Renewal – Charter Choices**

Mr. Whisman indicated that a termination clause was added and a fee decrease for ADM enrollments over 1,500 students. Mr. Marous commented that the partnership continues to be very successful. He asked for a motion to approval the renewal. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

**vii. Student Services Systems Proposal**

Mr. Kocuba explained the outcome of the proposal process indicating that the school would move away from the current vendor, Cloudcast, at the end of the 2022-2023 contract period. The new vendor, Infinite Campus, would begin implementation in the near future. He indicated one of the highlights with their proposal was the customization and the flexibility of reporting functions. They provided a detailed implementation plan which will start in July 2022. A dedicated project manager will be assigned. Initial training will occur over the summer. In January 2023, the system will run parallel with the Cloudcast system. Full implementation will occur July 2023. Mr. Marous inquired as to the impact in the short term doubling up of programs. Mr. Kocuba indicated that one staff member would be devoted to the direct implementation.

Mr. Marous asked for a motion to approve the SIS Systems Proposal as documented. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

**viii. Organizational Chart Update**

Mrs. Rossetti presented the updated Organization Chart for SY2022-2023. Changes included moving 6<sup>th</sup> grade from Elementary to Middle School, including the School Nurse under the supervision of the Chief Operating Officer, and moving the Testing Coordinator to the supervision of the Chief Academic Office. In addition the K-5 Special Education Teachers would fall under the supervision of the Elementary Principal and the Grades 6-8 Special Education Teachers would fall under the supervision of the Middle School Principal.

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Mr. Marous asked for a motion to adopt the organizational chart as presented. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

**ix. 2022-2023 Student Handbook**

Mr. Pappaterra shared the proposed changes to the Student Handbook which included an update to the contact page, an update to the academic calendar, inclusion of the new mission/vision statement and an update to the minimum grade requirements.

Mr. Marous asked for a motion to adopt the 2022-2023 Student Handbook as presented. Mr. Donahue made the motion – so moved.

Ayes: 0

Opposed: 0

**x. 2022-2023 Employee Handbook**

Mr. Pappaterra shared the proposed changes to the Employee Handbook which included the change in personal leave increments based on Allegheny County requirements and text clarifications regarding insurance during periods of FMLA.

Mr. Marous asked for a motion to adopt the 2022-2023 Employee Handbook as presented. Mr. Donahue made the motion – so moved.

Ayes: 0

Opposed: 0

**xi. Student Resolution**

The Board was already briefed on the resolution. Mr. Marous asked for a motion to confirm and approve the settlement as proposed by legal counsel. Mr. Donahue made the motion to approve subject to the correction of a typo – so moved.

Ayes: 2

Opposed: 2

**xii. Charter Renewal Update**

Mrs. Rossetti indicated that the relationship with the Department of Education has been very respectful. There continues to be a positive relationship and valuable discussion and the effort is ongoing.

**xiii. Updated June 30, 2021 Financial Statements**

Mrs. Rossetti indicated that the change was due to a change in naming conventions only and there were no changes to the financial statement.

Mr. Marous asked for a motion to approve the updated financial statements. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

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**H. Reminder of Next Board Meeting**

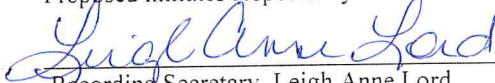
To be held at the Pennsylvania Distance Learning Charter School and by teleconference on September 20, 2022.

**I. Executive Session (if necessary)**

The meeting adjourned at 6:15 p.m and moved into Executive Session.

**MINUTES CERTIFICATION**

Proposed minutes respectfully submitted.

  
Recording Secretary, Leigh Anne Lord

6/15/2022  
Date

  
Board Secretary, William Donahue

6/15/2022  
Date