

**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 5, 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 4:08 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	xPresent	<input type="checkbox"/> Absent
Nicholas Kocuba, Chief Operating Officer, PDLCS	x Present	<input type="checkbox"/> Absent
Charles Mort, HS Principal, PDLCS	x Present	<input type="checkbox"/> Absent
Dean Pappaterra, Chief Compliance Officer, PDLCS	xPresent	<input type="checkbox"/> Absent
Stephanie Faith, Special Education Co., PDLCS	xPresent	<input type="checkbox"/> Absent
Leigh Anne Lord, Recording Secretary, PDLCS	xPresent	<input type="checkbox"/> Absent
Sheryl Allmon, Procurement Coordinator, PDLCS	xPresent	<input type="checkbox"/> Absent
Maggie Kelly Brown, Teacher, PDLCS	xPresent -phone	<input type="checkbox"/> Absent
Kara Buncic, School Counselor, PDLCS	xPresent -phone	<input type="checkbox"/> Absent
Casey Allshouse, Student, PDLCS	xPresent -phone	<input type="checkbox"/> Absent
Grace Allshouse, Student, PDLCS	xPresent -phone	<input type="checkbox"/> Absent
Sean Kocan, Auditor, HBK	xPresent	<input type="checkbox"/> Absent
Tim Gagen, Auditor, HBK	xPresent	<input type="checkbox"/> Absent

C. Pledge of Allegiance

D. Public Comment none

E. Review of Agenda

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F. Standard Business

i. Meeting Minutes of September 20, 2022 Board Meeting

Mr. Marous asked for a motion to approve the minutes of the September 20, 2022 Board Meeting.

Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

G. New Business

i. Student Report

Siblings, Casey (12th Grade) and Grace (10th Grade) Allshouse presented the student report. Both have been students of the school for several years. Their brief highlighted several positive aspects of the school year thus far. Grace pointed out that assistance from the teaching staff was readily available and Casey provided an example of his experience requested recommendations for his college application. Both were highly impressed with the after school clubs and tutoring efforts and gave specific examples of the school's ESports and Dungeons and Dragons Clubs. Casey explained the recent Core 4 Jeopardy Event at the high school and Grace discussed a recent speaker from NASA and also highlighted the Career Fair experience at the elementary school.

ii. Audit Report

Sean Kocan and Tim Gagen, auditors with HBK, presented the audit findings through June 30, 2022. Both expressed appreciation of the relationship between their firm, the school and Charter Choices. They explained that the new GASB requirements had been implemented and while the report was still in draft form, they did not anticipate any findings. The report was under standard review and should be released shortly.

Mr. Marous asked for a motion to conditionally approve the June 30, 2022 financial statements. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

iii. Financial Report

Mr. Whisman presented the October 31, 2022 financial reports and indicated the metrics remain healthy and strong. While receivables were higher than in June, when compared with receivables in October 2021, they were actually less. He emphasized that the ADM was driving the decrease in revenues. Originally, the ADM was forecasted at 1,400 students, it has now been revised to 1,250 students which is more in line with the current enrollment of 1,220.

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

Ayes: 2

Opposed: 0

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iv. State of the School Report

Mrs. Rossetti presented the current State of the School report. At the time of the report preparation, there was an enrollment of 1,264 students with the demographics remaining the same as previous months. Currently, the highest enrollments were in grades 6-9. She highlighted that there were 24 after school clubs with approximately 200 students participating, in addition to 61 students receiving after school tutoring provided by the staff. She presented an in-depth data analysis of the school's statistical data consisting of a comparison of our Future Ready Index, PVAAS, and Pennsylvania State Assessments as compared to other cyber charter schools and the State. Mr. Marous indicated that it was helpful to see where we stood against other cyber schools.

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

Ayes: 2

Opposed: 0

v. Proposed 2023-2024 Academic Calendar

Mrs. Rossetti presented the proposed 2023-2024 Academic Calendar indicating that the only significant change was to build in more professional development days for staff and to scatter them throughout the school year.

Mr. Marous asked for a motion to approve the 2023-2024 Academic Calendar. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

vi. Technical Support Recommendation

Mr. Kocuba explained that the school's current contract for technical support with Cloudcast was up for renewal. As part of this process, in working with the school's Research and Development Coordinator, they had initiated the RFI process with three vendors and Cloudcast. While Cloudcast did not submit a RFI, the three other firms did and were evaluated using a standard rubric. As a result, the School was recommending that the service contract be awarded to Infradapt, a service provider who works with a number of other charter schools. It was the opinion of the committee that Infradapt had the highest level of network and cyber security, had provided a detailed implementation guide and a list of technicians who would be resourced to the school. Mr. Donahue asked for confirmation that Infradapt's cost proposal was in fact, considerably less than our current vendor, Cloudcast. Mr. Kocuba indicated that it was and that it did not appear to contain any "hidden" costs as some of the other vendors. Mr. Marous stated that it would be helpful to understand more of the company structure of Infradapt. Mr. Kocuba answered that this information would be provided.

Mr. Marous asked for a motion to pursue a change in technical services from Cloudcast to Infradapt. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

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vii. 2022-2023 and 2023-2024 Parent Student Handbook

Mr. Pappaterra presented the minor changes made to the 2022-2023 Parent Student Handbook. The edits to the current year's handbook incorporated changes made due to Act 55.

Mr. Marous asked for a motion to approve the changes made to the 2022-2023 Parent Student Handbook. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

Mr. Pappaterra then presented the 2023-2024 Parent Student Handbook indicating the same changes but with the inclusion of the now approved 2023-2024 Academic Calendar.

Mr. Marous asked for a motion to approve the changes made to the 2023-2024 Parent Student Handbook. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

viii. 2023-2024 Employee Handbook

Mr. Pappaterra presented the minor changes made to the Employee Handbook. Given the minor changes, there was no resulting discussion.

Mr. Marous asked for a motion to approve the 2023-2024 Employee Handbook. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

H. Reminder of Next Board Meeting

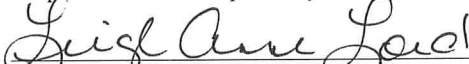
To be held at the Pennsylvania Distance Learning Charter School and by teleconference on March 6, 2023.

I. Executive Session (if necessary)

The meeting adjourned at 5:40 p.m. and moved into Executive Session.

MINUTES CERTIFICATION


Proposed minutes respectfully submitted.



Recording Secretary, Leigh Anne Lord

03/13/2023

Date



Board Secretary, William Donahue

3-13-2023

Date