

**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: March 13, 2023
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 4:00 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:

Michael Leitera, PDLCS		
Patricia Rossetti, 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 - phone	<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
Sarah Simmons, Teacher, PDLCS	xPresent -phone	<input type="checkbox"/> Absent
Tracey Colbert, Teacher, PDLCS	xPresent -phone	<input type="checkbox"/> Absent
Kara Buncic, School Counselor, PDLCS	xPresent -phone	<input type="checkbox"/> Absent
Taydum Johnson, Student, PDLCS	xPresent -phone	<input type="checkbox"/> Absent

C. Pledge of Allegiance

D. Public Comment Mr. Kocuba expressed gratitude for the dedication and work that Mrs. Rossetti has dedicated to the school and wished her the best of luck in her retirement.

E. Review of Agenda

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F. Standard Business

i. Meeting Minutes of December 5, 2022 Board Meeting

Mr. Marous asked for a motion to approve the minutes of the December 5, 2022 Board Meeting.
Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

G. New Business

i. Student Report

Taydum Johnson presented the student report. The student expressed sincere gratitude for the amazing and supportive staff of the School. She highlighted the created freedom the teachers have given students with regards to assignments. She also emphasized that the field trips and clubs help to establish a community within the school. She spotlighted the School's Book Buddies Club where the High School is partnering with the Elementary School to conduct in class read aloud opportunities. She also felt that the club will be able to provide mentorship opportunities. Mr. Marous asked her what has been her favorite class and she indicated that as she wants a nursing career, any science class has always ranked high with her. He also asked her how she decided to attend PDLCS. She explained that health issues prompted the search. The initial intention was to attend the school for the 9th grade only, but it has been very easy to build relationships and her classes have been so strong that she plans to graduate from the school.

ii. Board Motion to accept the resignation for retirement of Patricia Rossetti as Chief Executive Officer.

Mr. Marous thanked Mrs. Rossetti for her years of dedicated service to the school. Dr. Leitera expressed appreciation for her assistance during the CEO transition.

Mr. Marous asked for a motion to approve the resignation of Mrs. Patricia Rossetti. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

iii. Board Motion to appoint Michael Leitera as Chief Executive Officer and he will replace Mrs. Rossetti as signatory, the eSignature Resolution and other school-related accounts.

Mr. Marous asked for a motion to appoint Michael Leitera as Chief Executive Officer, as signatory for school related accounts and approval of the eSignature Resolution. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

iv. State of the School Report

Dr. Leitera presented the State of the School Report. He highlighted that the School's highest enrollments continue to be in Grades 7-10 and the Special Education enrollment continues to be approximately twenty-five percent of total enrollment. He provided a status of the transition to the

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new SIS and Technical Services – indicating that the transition was on target and going well. He also provided an update on the School’s CSI Designation. Ms. Crooks explained that the school had completed a facilitated internal assessment. Based on these results, the CSI Facilitators will provide suggestions. While the goals will remain the same, action steps may change based on the survey results. Dr. Leitera spotlighted the School’s recent Ed Camp (professional development session). Mr. Marous inquired about the School’s implementation of CDT testing to replace Scantron. Mrs. Ploesch explained that the CDT is closely aligned to the state assessments. As a result, it is anticipated that students will be more comfortable with the state assessments and experience less anxiety. Mr. Donahue inquired about exit interviews for departing employees and if there was a trend in the reason for departing. Mrs. Lord explained that exit interviews had been conducted and there was no one reason for the departures.

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. Financial Report

Mr. Whisman explained that total current assets decreased and this decrease was due to a decrease in cash as there is currently a higher district receivables amount. However, he also indicated that this is typical at this point in the budget year and the trend is continuing. The differences between Budgeted vs Actual is due to the enrollment variance. However, in reviewing February data, enrollment tends to be trending up. Mr. Marous asked if the Committed Fund Balance could be broken out by fund on the Balance Sheet and Mr. Whisman indicated that this could be reflected.

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

Ayes: 2

Opposed: 0

vi. Public Relations Proposal

Due to underwhelming results of the 2022-2023 enrollment season, Mr. Kocuba indicated that the School had received proposals from its current vendor and two other providers. Currently, the biggest concern is the need for increased optimization of search engines as we enter the 2023-2024 enrollment season. To that extent, the School has identified one vendor that could provide this assistance. It would require an investment of approximately \$27,600 for the remainder of this budget year. The recommendation to the Board would be to approve this amount and relook a possible longer term contract during the May Board Meeting. Mr. Marous indicated that he felt it was a good use of funds and it was important to fix the optimization now in order to get the message out going forward and fit with the need for continued increases in enrollment per our budgetary figures.

Mr. Marous asked for a motion to approve the funding before the end of the current budgetary year and to revisit a possible contract extension during the Board’s Annual Meeting in May. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

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vii. Updated Board Procurement Policy

Mr. Pappaterra presented minor changes to the Procurement Policy that would put the policy in line with current regulatory industry thresholds.

Mr. Marous asked for a motion to confirm continuation of the current policy with the updates. Mr. Donahue made the motion – so moved.

Ayes: 2

Opposed: 0

H. Reminder of Next Board Meeting

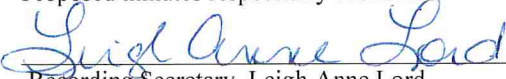
To be held at the Pennsylvania Distance Learning Charter School and by teleconference on May 1, 2023.

I. Executive Session (if necessary)

The meeting adjourned at 5:18 p.m. and moved into Executive Session.

MINUTES CERTIFICATION


Proposed minutes respectfully submitted,



Recording Secretary, Leigh Anne Lord

5/9/2023

Date



Board Secretary, William Donahue

5/9/2023

Date