

**Board of Trustees Meeting for  
Pennsylvania Distance Learning Charter School**  
2100 Corporate Drive, Suite 500, Wexford, PA 15090  
Telephone: (888) 997-3352 Facsimile: (866) 977-3527  
Website: www.padistance.org

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**Board Meeting**

**Date:** August 10, 2018  
**Time:** 11:00 am  
**Location:** Pennsylvania Distance Learning Charter School  
and via Teleconference

**MINUTES**

MEETING TYPE:     Regular     Special     Proposed     Approved

**A. Call to Order**

The meeting was called to order at 11:01 a.m.

**B. Roll Call**

**Board Member Attendance:**

John Marous, President	x Present-phone	<input type="checkbox"/> Absent
William Donahue, Vice President	x Present-phone	<input type="checkbox"/> Absent
Greg Dolan, Trustee	x Present-phone	<input type="checkbox"/> Absent

**Other Attendees:**

Patricia Rossetti, Chief Executive Officer, PDLCS	<input type="checkbox"/> Present	x Absent
Darla Posney, Principal, PDLCS	<input type="checkbox"/> Present	x Absent
Jamie Desrochers, Director SE, PDLCS	<input type="checkbox"/> Present	x Absent
Sheryl Allmon, Director of Student Services PDLCS	<input type="checkbox"/> Present	x Absent
Michael Whisman, Charter Choices	x Present	<input type="checkbox"/> Absent
Nicholas Kocuba, Director of Technology PDLCS	<input type="checkbox"/> Present	x Absent
Kelly Crooks, Curriculum Coordinator, PDLCS	<input type="checkbox"/> Present	x Absent
Leigh Anne Lord, Recording Secretary, PDLCS	<input type="checkbox"/> Present	x Absent
Andrea Bauer, Charter Choices	x Present	<input type="checkbox"/> Absent
Dick Cassetti, Cusham & Wakfield, School Broker	x Present	<input type="checkbox"/> Absent
Evan Cicirello, Cusham & Wakfield, School Broker	x Present	<input type="checkbox"/> Absent

**C. Pledge of Allegiance**

**D. Public Comment - none**

**E. Review of Agenda**

**F. Standard Business**

**i. Real Estate Options**

Mrs. Rossetti reviewed the proposals of expanding in the school's current building, Corporate Drive, or pursuing development of a new location at VIP Drive. Comparison of available square footage, parking, and additional costs at both locations was shared. Mr. Whisman reviewed the break-even 10 year models of leasing the entire potential building on VIP Drive, and subleasing 1-2 floors compared to expanding offices at the school's current location of

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Corporate Drive. Mr. Dolan made note of the floor for lower enrollment being the same at both locations, but the ceiling for potential growth being higher at VIP Drive providing the ability to succeed. Mr. Marous stated the cost to stay versus leave is fairly the same. Risk exists with the down payment and ADM reductions, but the downsides are very reasonable. Mr. Cassetti and Mr. Cicirello stated the VIP Drive has definite advantages; it is new construction, energy efficient, ADA compliant, availability to sub-divide, and efficiency of space usage with consistency of layout. Mrs. Rossetti recommended the board consider VIP Drive as the potential for growth is higher at the new location. Mr. Donahue stated that it was interesting the Corporate Drive proposal is less attractive with the additional space and the numbers support a VIP Drive lease if the school can sustain the necessary ADM. Mr. Marous iterated that if nothing else changes there is a surplus at 900 students of \$404,000 and 1,000 students of \$1,400,000. Any enrollment higher than budgeted increases the fund balance. There was discussion of assigning a committee versus holding more full board meetings to negotiate the Letter of Intent and lease. Mr. Marous suggested offering a Letter of Credit as it is the least impact to the school versus paying cash. The budget for 2018-19 brings the fund balance to \$3,600,000 plus the potential increase in 2019-2020 for possibly more. Tying up \$1,200,000 in a deposit for VIP Drive would leave approximately \$2,400,000. The goal is to keep the down payment costs low by having the developer draw from a Letter of Credit instead of cash payments.

Motion was made to approve to move direction to negotiations of the Letter of Intent and lease agreement with the VIP Drive developers given the analysis and recommendation of administration with Mr. Marous, Mrs. Rossetti, and the school's legal counsel serving as the committee.

**Motion:** Greg Dolan  
**Ayes:** 3

**Support:** Bill Donahue  
**Opposed:** 0

**G. NEW BUSINESS**

**H. Next Board Meeting - Special**

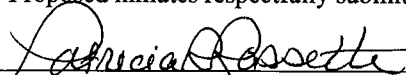
To be held at the Pennsylvania Distance Learning Charter School and by teleconference on September 19, 2018.

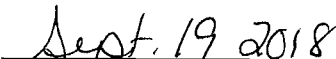
**I Executive Session (if necessary) – none**

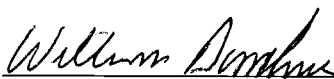
The meeting concluded at 11:52 a.m.


**MINUTES CERTIFICATION**

Proposed minutes respectfully submitted,

  
\_\_\_\_\_  
Recording Secretary, Patricia R. Rossetti

  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date

A copy of the meeting minutes are available for public inspection at the Pennsylvania Distance Learning Charter School, 2100 Corporate Dr., Suite 500, Wexford, PA 15090