

**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

Board Meeting

Date: September 19, 2018
Time: 11:30 am
Location: Pennsylvania Distance Learning Charter School
and via Teleconference

MINUTES

MEETING TYPE: Regular Special Proposed Approved

A. Call to Order

B. Roll Call

Board Member Attendance:

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

Other Attendees:

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

C. Pledge of Allegiance

D. Public Comment -none

E. Review of Agenda

F. Standard Business

i. Meeting Minutes of July 17, 2018 and August 10, 2018 Special Board Meetings

Motion: William Donahue
Ayes: 3

Support: Greg Dolan
Opposed: 0

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ii. State of School Report

Mrs. Rossetti presented the current school demographics. As of September 10, 2018, there were 866 active students with 46% male and 54% female. Since the last board meeting, there have been 11 new hires and two departures. Special Education comprises almost 26% of enrollment. At this point in the school year, we will begin to see lower enrollment rates in the elementary grades and higher enrollment rates at the high school level. Mrs. Rossetti mentioned three staff members that had either presented at conferences or received grants. The start of school went very well and the school has implemented a new universal screener, STAR 360, which is a quick test to provide a baseline look at where our students are in reading and math. As part of our SY18-19 initiatives, we have defined department goals, implemented professional learning plans for all staff and weekly professional development sessions. The school also received approval to move to a school-wide Title 1 Program, developed and implemented a School-Wide Positive Behavioral Interventions and Support Program and launched a new data warehouse system, LinkIt, which will house data from our standardized tests, benchmark assessments and universal screener in one location for better and more thorough analysis. Mrs. Rossetti announced that pursuant to Act 55, board members must receive either two or four hours of Board Training (depending on date of Board Member appointment.) Charter Choices has submitted possible training avenues to PDE for approval, which could consist of online training. Mr. Marous asked the school administration if there were other school specific training that should occur. Mrs. Rossetti recommended that the Board receive a walk-through of our academic programs, Human Resources processes and Technology. Date for school specific Board training will be determined at the October special meeting.

Mr. Dolan inquired about the number of returning students. Mrs. Rossetti indicated that we had 79% of students returning at the time of the report and it was now at approximately 74%. Mr. Marous observed that there were small enrollments in Kindergarten and 12th grade and inquired if this was the norm. He also wondered if the enrollment in 9th grade was larger than normal and did that present staffing concerns. Mrs. Rossetti indicated that 9th grade enrollment is historically large and this year is at about a 20 student increase. Many of these students are out of their grad cohort and we will be researching this further. There were no staffing concerns. Mr. Donahue asked if there was a high retention rate in 8th grade. Mr. Kocuba indicated that departures from the school are expected with the move to high school. We do see some of these students returning. Mrs. Rossetti also praised the school's graduation recovery program which has had great success. Mr. Marous also praised the program and inquired if we were able to inquire about the social status of our students. Mrs. Rossetti replied families can self submit income status through the Income Verification Form. Last year, 40% of our population qualified for free and reduced lunch status.

Motion: William Donahue

Ayes: 3

Support: Greg Dolan

Opposed: 0

iii. Financial Report

Mr. Whisman presented the end of month's August financial report, which indicated that the school's cash position has decreased from June 30, 2018. The Local Subsidiaries Receivable increase is quite normal in the summer and is due to the how the state is sending in payments for redirections. Our spendings in the summer months were usual and customary and nothing was out of the ordinary comparing August, 2017 against August, 2018.

The audit process is moving along in a positive manner and it should be ready for Board review in October. Mr. Marous indicated that a Special Board Meeting should be called once it is received.

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Mr. Whisman did explain that a definite charter school funding formula has not been decided upon by PDE. Currently, 453 districts have filled out documentation indicating their funding rates, while 47 districts have not. As a school, we are currently billing those 47 districts using SY16-17 funding rates (the last rates approved) and believe it is consistent to continue doing so until further guidance from PDE is received.

Motion: William Donahue
Ayes: 3

Support: Greg Dolan
Opposed: 0

G. NEW BUSINESS

Mr. Marous reminded the Board regarding the process that has taken place with the potential move of the school in June, 2020. As a review, the Board has reviewed the cost of a new building against the proposal to remain in the school's current space and there is not much difference and provides the school the ability to grow over future years. Approximately two weeks ago, the Letter of Intent was reviewed through legal counsel and the Board Committee and was signed. We have received the draft lease agreement and it has also been reviewed. There are two issues that are being addressed. The school's position is to delay payment of the \$750,000 deposit until the developer has received his commitment. If we pay the deposit up front and he does not secure the commitment; it is the school's position that we would not want them with our cash at that point in time and there is no indication of when this deposit would be returned. We also need to review their financial statements prior to lease signing. There is a suspense date of September 25, 2018 for the lease signing and deposit receipt.

Mr. Marous presented a motion that if Mrs. Rossetti, Board Committee (Mr. Marous) and legal counsel receive an acceptable lease agreement, then one of them will be able to sign the lease. "Acceptable" would indicate that the deposit would match up with the date of the developer's commitment and we were satisfied in the financial position of the developer.

Motion: William Donahue
Ayes: 3

Support: Greg Dolan
Opposed: 0

H. Reminder of Next Board Meeting

To be held at the Pennsylvania Distance Learning Charter School and by teleconference on December 3, 2018. A date for an October Special Board Meeting is to be set. At this meeting, the Board Members will receive the results of the audit report and a date for school specific Board Training will be set.

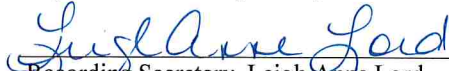
I Executive Session (if necessary):

The regular meeting concluded at 12:32 p.m. and the Board entered Executive Session.


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MINUTES CERTIFICATION

Proposed minutes respectfully submitted.


Recording Secretary, Leigh Anne Lord

December 18, 2018
Date


Board Secretary, William Donahue

12-18-18
Date