

**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:** February 29, 2016  
**Time:** 4:00 PM  
**Location:** Pennsylvania Distance Learning Charter School  
and via Teleconference

**MINUTES**

MEETING TYPE:     Regular     Special     Proposed     Approved

**A. Call to Order**

Mr. Marous called the meeting to order at 4:00 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-p	<input type="checkbox"/> Absent
Bill DiBenedetto, Secretary	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
John Lally, Treasurer, Advisory Board Member	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

**Other Attendees:**

Patricia Rossetti, Chief Executive Officer, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Jamie Desrochers, Director SE, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Sheryl Allmon, Director of Student Services PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Michael Whisman, Charter Choices	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Nicholas Kocuba, Director of Technology PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
David Pierce, Public Relations PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mary Alicandro, Recording Secretary, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Tracey Colbert, Teacher, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Coleen Brennen, Teacher, PDLCS	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

- C. Public Comment** – Mrs. Brennen stated that March is Youth Arts Month. The Science and Math Departments are working together on this project. Mrs. Brennen stated John O. Prascak would be the guest speaker on March 22, 2016. Mr. Prascak provided Mrs. Brennen with a tour of his studio and he and his wife, Maria, provided several prints to be displayed at our school. The tour will be shared with all students via the school’s website. The artists will also be at the Pittsburgh Home and Garden show.

**D. Review of Agenda**

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**E. Standard Business**

**i. Meeting Minutes of December 7, 2015 Board meeting**

**Motion:** Mr. Donahue moved to approve the December 7, 2015 meeting minutes.

**Support:** Mr. DiBenedetto seconded.

Ayes: 3    Opposed: 0

**ii. State of the School Report**

Mrs. Rossetti presented the State of the School report. She stated the current school census was at 529 and was made up of 48% male and 52% female. There was an increase in elementary students with Special Education currently at 120 students, or 23% of our population. We currently have 41 full-time employees and 1 part-time employee. Three staff members left and one staff member returned since the last Board meeting. Mr. Marous asked Mrs. Rossetti if the staff member that returned could provide any lessons learned. Mrs. Rossetti stated the staff member stated that they were happy to return to a place where people know what they are doing. Mr. Donahue asked if there were plans to move forward with filling the principal position. Mrs. Rossetti stated that the interview committee made a recommendation to the Board. Mr. Marous stated that is necessary to be fiscally pragmatic before we move forward with filling the position. Mrs. Rossetti stated that Mr. Kocuba, Mrs. Heiles and Mrs. DeRoner attended the PETE&C conference. Mrs. Heiles and Mrs. DeRoner were presenters at the conference and their presentation was well received. Mr. Marous asked if there was a link to the presentation that he could view. Mr. Kocuba stated that he would forward the link to the Board members.

**Motion:** Mr. DiBenedetto moved to approve the State of the School Report.

**Support:** Mr. Donahue seconded.

Ayes: 3    Opposed: 0

**iii. Financial Report**

Mike Whisman provided the financial report stating that the total current assets decreased from \$1,938,049 to \$1,528,978. The net decrease was due primarily to a decrease in cash, a decrease in Federal and State receivables and a decrease in Local receivables from school districts. Total cash decreased by \$143,970. Total liabilities at January 31, 2016 at \$6,208,139 were \$160,964 lower than at June 30, 2015. This net decrease resulted from a decrease in Accounts Payable and Accrued Expenses. The cash balance of \$1,100,525 at January 31, 2016 was the equivalent of 58 days cash on hand. Thirty days cash on hand is a common benchmark for adequate cash, with 45 to 60 days being ideal. End of year projections are currently at \$118,000 surplus. Budget projections were based on enrollment of 500 and staff members of 42. Mr. Marous asked how we should proceed with hiring. Mrs. Rossetti proposed hiring a principal and a teacher for special education to remain compliant with our charter parameters. Mr. Donahue stated that he was comfortable moving forward with Mrs. Rossetti's proposal.

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**Motion:** Mr. DiBenedetto moved to approve the financial report.

**Support:** Mr. Donahue seconded.

Ayes: 3    Opposed: 0

**F. NEW BUSINESS**

**i. 2016-17 School Calendar**

Mrs. Rossetti presented the 2016-17 school calendar. The first day of school will be August 29, 2016, the last day of school will be June 2, 2017 with graduation being on June 10, 2017.

**Motion:** Mr. Donahue moved to approve the 2016-17 school calendar.

**Support:** Mr. DiBenedetto seconded.

Ayes: 3    Opposed: 0

**ii. School Message Video**

Mr. Pierce presented the school message videos to the Board produced by Mrs. Olivia Porter. The videos bring our school to life for others through short video messages focused on what we do; how we do it; and why we are only going to grow.

**iii. Policies: Federal Programs**

- a). Allocations of Non-Personnel Costs to Grants
- b). Allowability of Costs
- c). Allowable Use of Funds to Uniform Grant
- d). Cash Management
- e). Conflict of Interest (Revision)
- g). Procurements Using Grants
- h). Travel Reimbursement

Mrs. Rossetti presented the uniform grant guidance stand-alone policies. Mr. DiBenedetto proposed to adopt the policies in good faith. Mr. Marous would like it noted that policies can become big and complex having the opposite effect of what they have been created to do.

**Motion:** Mr. DiBenedetto moved to approve the Federal Programs Required policies.

**Support:** Mr. Donahue seconded.

Ayes: 3    Opposed: 0

**G. Reminder of Next Board Meeting**

May 16, 2016 at 4:00 pm to be held at the Pennsylvania Distance Learning Charter School and by teleconference.

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

The Board of Trustees entered into executive session at 5:40 pm

The Board of Trustees ended the executive session at 5:55 pm reconvening the public session.

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**I.           Adjournment**

The meeting was adjourned at 5:57 pm.

**Motion:** Mr. DiBenedetto moved to adjourn the meeting.

**Support:** Mr. Donahue seconded the motion.

Ayes: 3   Opposed: 0

**MINUTES CERTIFICATION**

Proposed minutes respectfully submitted,

\_\_\_\_\_  
Recording Secretary, Mary Alicandro

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary, Bill DiBenedetto

\_\_\_\_\_  
Date