

**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:** September 12, 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 | <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 |
| Darla Posney, Principal                           | <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 |

**C. Public Comment**

None

**D. Review of Agenda**

**E. Standard Business**

**i. Meeting Minutes of June 20, 2016 Board meeting**

**Motion:** Mr. DiBenedetto moved to approve the May 17, 2016 meeting minutes.

**Support:** Mr. Donahue seconded.

Ayes: 3    Opposed: 0

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**Draft Work Session Notes: August 15, 2016**

Mr. Marous stated that it was not necessary to have minutes for work sessions therefore, the notes from the meeting would not need Board approval.

**ii. State of the School Report**

Mrs. Rossetti presented the State of the School report. She stated that we currently have 636 students enrolled, 502 regular education and 134 special education. There were 290 male students and 346 female students with an increase in the Hispanic population. This year students have a weekly grade level homeroom for guidance lessons, assemblies and socialization outside of academics. Live learning classes have been increased from 6 hours to 11 hours. Mrs. Rossetti further stated that we currently have 52 full-time employees and 4 part-time employees. Student Services and Records are sharing a temp employee, and that it should be noted that Mr. DeJoseph did an excellent job at sustaining the increased shipping needs of our students without any additional help. Dr. Posney and Mrs. Rossetti presented a draft plan for public posting. Public Relations had 1505 leads generated with a 20% conversion rate. Mrs. Rossetti stated that the PDE Maintenance of Effort letter for FY2014 was received. The HBK audit is expected to be completed by October. There will be a Charter School Conference on October 7.

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

**Support:** Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

**iii. Financial Report**

Mr. Whisman presented the Financial Report. He stated that total current assets decrease from \$3,031,928 at June 30, 2016 to \$2,719,641 at August 31, 2016. This net decrease was due primarily to a decrease in cash and a decrease in Federal Subsidies Receivables and prepaid expenses. Total liabilities at August 31, 2016 at \$6,780,681, were \$77,463 less than at June 30, 2016. The cash balance as of August 31, 2016 was \$2,383,290 or the equivalent of 135.2 days of cash on hand.

**Motion:** Mr. Donahue moved to approve the Financial Report.

**Support:** Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

**F. NEW BUSINESS**

**i. Charter Choices Contract Renewal**

The current contract with Charter Choices expired June 30, 2016. There were no changes proposed to the contract. Mr. Marous stated that he felt Charter Choices was doing a great job.

**Motion:** Mr. Donahue moved to renew the Charter Choices contract.

**Support:** Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

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**ii. Draft 2017-2020 Comprehensive Plan for public input**

**iii. Fund Balance Recommendations Update**

With the new positions added and funded, the 2016-17 budget forecast projects a net surplus for the school year of more than \$900,000. With the 2015-16 net fund balance of \$600,000, the school is projected to have approximately \$1.5 million in funds to invest. Despite allocating for pension and potential future costs, the positive fund balance will Equate to nearly 25% of the Board-approved budget. The Administrative Team prioritized options and estimated costs and provided the following options to the Board for their consideration: Conduct a Salary Realignment Study, Expand Spaces at central Wexford location and Upgrade Staff technology, Investments in Students, and Conduct a comprehensive review of school strategy operations.

**iv. Fair Labor Standards Act and Family Medical Leave Act**

Mrs. Rossetti stated that the Employee Handbook revisions were not completed yet. However, she would like to ask the Board for permission to present a recommendation for a new insurance broker. Mrs. Rossetti stated that there have been many issues with the current benefits administrator not being responsive to employee's needs. The broker she proposed to switch to is Benefits Management Services. Mr. Whisman disclosed that BMS also serves as the broker for Charter Choices. She also advised that she would like to propose that the change not occur until after the current Open enrollment period.

**Motion:** Mr. DiBenedetto moved to approve the change to insurance broker to Benefits Management Services

**Support:** Mr. Donahue seconded.

Ayes: 3 Opposed: 0

**G. Reminder of Next Board Meeting**

Proposed meeting date of October 17, 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 entered into Executive Session at 6:00 pm

The Executive Session conclude at 7:05 pm

Discussion was had to: Award the CEO the full amount of subjective incentive for 2015-16 of \$4,000. Award to the Principal an amount, prorated for her partial time of employment for the year, of \$1,000. Increase salaries for 2016-2017 by 6.5% for both CEO and Principal. The motion also included 2016-17 incentive programs of: CEO: \$5,000 for subjective performance related to student performance and staff improvement. \$2,000 for enrollment on Oct 1 of 650 students - \$2,000 for enrollment of Feb 1 of 650 students. Principal: \$2,500 for subjective performance related to student performance and staff improvement - \$1,000 for enrollment on Oct 1 of 650 students - \$1,000 for enrollment of Feb 1 of 650 students. Note: The enrollment related incentives involve a partial incentive based on enrollment below/above the targeted amount, down to a minimum payout for 80% of target enrollment and to a maximum payout for

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150% of targeted enrollment. The incentive alteration is a 1% incentive increase for each percentage increase in enrollment above target, and a 2% reduction in incentive for each percentage point of enrollment below target.

**Motion:** Mr. Marous moved to approve the salary and bonuses of the CEO and Principal

**Support:** Mr. DiBenedetto seconded.

Ayes: 3    Opposed: 0

**The meeting was adjourned at 7:07 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