

**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 11, 2017
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 pm.

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- phone | <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, 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 -phone | <input type="checkbox"/> Absent |
| Kelly Crooks, Curriculum Coordinator, 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. Pledge of Allegiance

D. Public Comment

None

E. Review of Agenda

F. Standard Business

i. Meeting Minutes of May 15, 2017 Board Meeting

Motion: Mr. Donahue moved to adopt the meeting minutes of May 15, 2017.

Support: Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

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ii. Meeting Minutes of June 23, 017 Board Meeting

Motion: Mr. Donahue moved to adopt the meeting minutes of June 23, 2017.

Support: Mr. DiBenedetto seconded.

Ayes: 3 Opposed: 0

iii. State of the School Report

Mrs. Rossetti presented the State of the School report. There are 839 students enrolled at this time with 88 more to start on September 13, 2017. Of those 839 students 446 are re-enrolled students. Mrs. Rossetti stated that we are still in the 10 day "did not show" timeframe for enrollment until September 14, 2017. As of today there are 12 students who fall into this category. She stated that 65 students attended summer school, with 80 courses completed and 65% of the students were active the entire period. Mrs. Rossetti stated that the Special Ed Cyclical Monitoring will be December, 4, 5, and 6, 2017. Preparations are underway. The start of school consisted of a 3 day orientation process which resulted in minimal issues. First day of classes also had minimal issues. Mrs. Rossetti stated that the only concern being investigated further is solutions to bandwidth of student internet for live learning classes.

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

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

iv. Financial Report

Mr. Whisman presented the financial report. He stated that the total current assets decreased from \$3,636,289 at June 30, 2017 to \$3,204,593 at August 31, 2017. The Board approved investments in two certificates of deposits with PNC investments. These accounts were activated in August and \$500,000 was transferred into investments. The school has also utilized their Line of Credit for \$75,000 to offset the cost of student computer purchases. Total operating cash has decreased by \$530,802. Mr. Whisman stated that local subsidies receivables show a positive balance of \$670,777 at August 31, 2017. Total liabilities at August 31, 2017 at \$8,913,691, were \$113,368 greater than at June 30, 2017. Local subsidies payable show a balance of \$588,225 for refunds due to districts. The operating cash balance of \$1,863,322 at August 31, 2017 was the equivalent of 67.5 days cash on hand. Total revenues for the period at \$1,213,762 were \$104,809 less than budgeted. Total expenditures for the period of \$1,758,826, were \$133,014 less than budgeted. Net change in fund balance for the period is negative \$545,064. This deficit is expected at this time of year as the majority of books, student computer and equipment purchases are made in the months of July and August.

Motion: Mr. DiBenedetto moved to adopt the Financial Report.

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

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G. NEW BUSINESS

i. Electronic signature approval for Mrs. Rossetti in eGrants

Mr. Marous noted that Mr. DiBenedetto would sign as a Board member and he would make a notation on the document.

Motion: Mr. DiBenedetto moved to approve the electronic signature of eGrants as presented.

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

ii. Visitation Policy

Mrs. Rossetti presented the Visitation Policy.

Motion: Mr. DiBenedetto moved to approve the visitation policy as presented.

Support: Mr. Donahue seconded.

Ayes: 3 Opposed: 0

iii. Special Meeting date for October for audit review

It was determined that a tentative date of October 23, 2017 would be set for the Board to meet regarding the audit review.

iv. Request for Proposals

Mrs. Rossetti stated the Enrollment/SIS/LMS systems, and technical support contract with Cloudcast Computing would expire at the end of the 2017-18 school year. The process for requesting proposals would follow the same used previously resulting in a committee recommendation to the board for their December 2017 meeting. Discussion was had on the need for less reliance on a software developer, inclusion of a performance indicator, and schedule for required reporting needs and other development. Mr. Marous requested that Mr. Kocuba and Mrs. Rossetti meet with Cloudcast Computing to review the current status of the systems and development.

H. Reminder of Next Board Meeting

To be held at the Pennsylvania Distance Learning Charter School and by teleconference on December 4, 2017.

J Executive Session (if necessary)

The Board entered into Executive Session at 4:52 pm

Executive session concluded at 5:25 pm

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The meeting was adjourned at 5:30pm.

Motion: Mr. DiBenedetto moved to adjourn the meeting.

Support: Mr. Donahue seconded the motion.

Ayes: 3 Opposed: 0

MINUTES CERTIFICATION

Proposed minutes respectfully submitted,

Mary Alicandro

Recording Secretary, Mary Alicandro

10/23/17

Date

Bill DiBenedetto

Board Secretary, Bill DiBenedetto

10-23-17

Date