

**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:** June 23, 2017  
**Time:** 11:00 AM  
**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 11:02 a.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- phone	<input type="checkbox"/> Absent
Bill DiBenedetto, Secretary	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
John Lally, Treasurer, Advisory Board Member	<input checked="" type="checkbox"/> Present	<input 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 type="checkbox"/> Present	<input checked="" 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
Andrea Brauer, Charter Choices	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Nicholas Kocuba, Director of Technology PDLCS	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Mary Alicandro, Recording Secretary, PDLCS	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

**C. Pledge of Allegiance**

**D. Public Comment**

None

**E. Review of Agenda**

**F. Standard Business**

**i. 2017-18 Proposed Budget**

Mr. Whisman reviewed budget with a 4% salary increase for staff. Mr. Marous asked if this was a typical increase. Mr. Whisman stated it is slightly higher than 2-3% seen with other schools. Mr. Marous and Mr. DiBenedetto expressed the desire to have quality staff. Mr. DiBenedetto suggesting the idea of a study on why students come to our school. Mrs. Rossetti suggested the end of course and year data along with the why you enrolled data will be shared with the board. Mr. Marous stated the board will be approving expenditures in two key areas of \$370,000 above what is being received to make learning more efficient. It is a risk worth taking as we invest in learning. The additional support of the Career-to-Work and Student Success

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Teams, along with the new curricula to make data readily available as students embark on mastery learning will increase time with teachers, and lessen the burden of manual modifications on teachers. Mr. Marous would like the school to make the message of investing in academic growth more visible. Press releases of what we are doing by moving to Acellus; why we are doing it; and how we are investing in ourselves to help students achieve. There was discussion on the cost of teachers and fund balance investment.

**Motion:** Mr. DiBenedetto moved to approve the budget.

**Support:** Mr. Donahue seconded.

Ayes: 3    Opposed: 0

**ii. Financial Statements**

Mike Whisman presented the May financial report. Total current assets increased to \$3,031,698 at May 31, 2017. This net increase is due primarily to Cash and Local Subsidies Receivables. Total cash increased by \$734,509. Local subsidies receivables show a net positive balance of \$490,193 at May 31, 2017, which includes a net balance of prior year receivables of \$96,066. Total liabilities at May 31, 2017 are at \$7,496,004 and were \$395,543 less than at June 30, 2016. The cash balance as of May 31, 2017 was at \$3,448,577 or the equivalent of 145.6 days cash on hand. This is a decrease from 168.1 days cash on hand at June 30, 2016 due primarily to the days cash need increasing from \$16,145 to \$23,679 for the current year budget. Cash needs increased because of the increase in student enrollment. The school's current ratio, a measure of its ability to meet current payment obligations stood at 6.8 at the end of May. Revenues for the period were higher by \$1,091,911 due primarily to the increase of special education students from a budgeted 135 to anticipated 159 students. Total expenditures for the period were at \$7,351,306, were \$19,043 less than budgeted primarily due to personnel costs less than budgeted by \$148,747 due to hiring dates and \$102,464, due to 13 employees opting out of health insurance. Net change in the fund balance for the period is positive \$1,506,297. Mrs. Rossetti noted the purchase of cyber security insurance with our broker through Lloyds of London for an approximated added cost of \$1,500 to current insurance.

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

**Support:** Mr. Donahue seconded.

Ayes: 3    Opposed: 0

**G. NEW BUSINESS**

**i. Pension Reform**

Mrs. Rossetti stated the recent pension reform has no impact on the school as the 403B is already in place.

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**iii. PNC Bank Account**

Mrs. Rossetti stated PNC has provided an example of the investment portfolio. The school would retain an operating account that would be tied to ladder CDs with interest sweeping into the operating account. Mrs. Rossetti and Mr. Whisman are recommending the board move forward with the investment account of two CDs to begin at \$250,000 each, one for three months and one for six months.

**Motion:** Mr. Donahue moved to open the investment account.

**Support:** Mr. Marous seconded.

Ayes: 3    Opposed: 0

**iv. Fund Balance Allocation**

Mrs. Rossetti recommended another \$500,000 be moved into the committed funds bringing the total to \$1,900,000. The funding commitments of PSERS and operating costs remain the same.

**Motion:** Mr. DiBenedetto moved to accept the handbook.

**Support:** Mr. Marous seconded.

Ayes: 3    Opposed: 0

**v. Audit Firm**

Mrs. Rossetti stated the agreement with HBK to complete the independent audit for the board will end after the 2016-17 audit. Mr. Marous expressed interest in extending the agreement as HBK has been efficient, effective, and does not see a need for a RFP at this time. Mr. Donahue and DiBenedetto expressed agreement with the thoughts. Mr. Whisman stated that HBK is very professional and it is normally acceptable to have the same auditing firm for five years. Mr. Marous will reach out to HBK to discuss extending the agreement.

**vi. Homeless Policy Revision**

Mrs. Rossetti stated the removal of foster care students from the policy.

**Motion:** Mr. Donahue moved to accept the handbook.

**Support:** Mr. DiBenedetto seconded.

Ayes: 3    Opposed: 0

**vii. 2017-18 School Calendar**

Mrs. Rossetti stated school will begin on August 30, 2017 with the last day being June 5, 2018. Traditional holidays are built into the schedule, as well as a two-day semester transition for professional development and scheduling in January. Graduation will be on June 9, 2018.

**Motion:** Mr. Donahue moved to accept the handbook.

**Support:** Mr. DiBenedetto seconded.

Ayes: 3    Opposed: 0

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**H. Reminder of Next Board Meeting**

September 11., 2017 at 4:00 pm to be held at the Pennsylvania Distance Learning Charter School and by teleconference.

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

None

**The meeting was adjourned at 12:13pm.**

**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