

**Board of Trustees Meeting for  
Pennsylvania Distance Learning Charter School**  
2605 Nicholson Road, Suite 4100, Sewickley, PA 15143  
Telephone: (888) 997-3352 Facsimile: (866) 977-3527  
Website: www.padistance.org

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**Board Meeting**

**Date:** March 11, 2024  
**Time:** 4:00 pm  
**Location:** Pennsylvania Distance Learning Charter School  
and via Teleconference

**AGENDA**

MEETING TYPE:     Regular     Special     Proposed     Approved

**A. Call to Order:** The meeting convened at 4:03 p.m.

**B. Roll Call**

**Board Member Attendance:**

John Marous, President	x Present	<input type="checkbox"/> Absent
William Donahue, Vice President	x Present phone	<input type="checkbox"/> Absent
Stephen Catanzarite, Trustee	x Present phone	<input type="checkbox"/> Absent

**Other Attendees:**

Michael Leitera, Chief Executive Officer, PDLCS	x Present	<input type="checkbox"/> Absent
Kelly Crooks, Chief Academic Officer, PDLCS	x Present	<input type="checkbox"/> Absent
Nick Kocuba, Chief Operating Officer, PDLCS	x Present	<input type="checkbox"/> Absent
Dean Pappaterra, Chief Compliance Officer, PDLCS	x Present-phone	<input type="checkbox"/> Absent
Robert DiGiandomenico, Dir of Communications, PDLCS	<input type="checkbox"/> Present	x Absent
Aubrey Ploesch, Elementary Principal, PDLCS	x Present	<input type="checkbox"/> Absent
Kim Crandall, Middle School Principal, PDLCS	x Present	<input type="checkbox"/> Absent
Charles Mort, High School Principal, PDLCS	x Present	<input type="checkbox"/> Absent
Stephanie Faith, Special Education Coordinator, PDLCS	x Present	<input type="checkbox"/> Absent
Sheryl Allmon, Procurement Coordinator, PDLCS	x Present	<input type="checkbox"/> Absent
Michael Whisman, Charter Choices	x Present - phone	<input type="checkbox"/> Absent
Leigh Anne Lord, Recording Secretary, PDLCS	x Present	<input type="checkbox"/> Absent
Karen Clutter, Teacher, PDLCS	x Present	<input type="checkbox"/> Absent
Maggie Kelly Brown, Teacher, PDLCS	x Present	<input type="checkbox"/> Absent
Mary Alicandro, SE Records Specialist, PDCLS	x Present	<input type="checkbox"/> Absent
Lumar Robinson, Student, PDLCS	x Present	<input type="checkbox"/> Absent

**C. Pledge of Allegiance**

**D. Public Comment – none**

**E. Review of Agenda**

**F. Standard Business**

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**i. Meeting Minutes of January 18, 2024 Special Board Meeting**

Mr. Marous asked for a motion to approve the minutes of the January Special Board of Trustees Meetings. Mr. Donahue made the motion. Mr. Catanzarite seconded. The motion carried unanimously.

**Ayes: 3**

**Opposed: 0**

**G. NEW BUSINESS**

**i. Student Report – Lumar Robinson**

Lumar, currently in the 9<sup>th</sup> grade, has attended PDLCS since the 7<sup>th</sup> Grade. He delivered a thorough report on the School's 9<sup>th</sup> Grade Academy program which started in the 23-24 school year. In addition, he added current information regarding other programs in the school. Mr. Marous inquired if there was anything Lumar wished could be changed. He indicated that he did not. Mr. Marous expressed the Board's appreciation for such a thorough report and Dr. Leitera concurred.

**ii. Financial Report**

Mr. Whisman presented the January 31, 2024 financial report and indicated the metrics remain healthy and strong. Total revenues were slightly less than budgeted. This was due to the timing of expenditures. Total expenditures during the period were \$1,155,072 less than budgeted due to the timing of invoices, as well as a decrease in personnel costs. He also indicated that ARP ESSER expenses will be exhausted by the end of the fiscal year. Mr. Marous asked if the school was operating with sufficient staff. Dr. Leitera indicated that it was.

Mr. Marous asked for a motion to approve the January 2024 financials. Mr. Catanzarite made the motion. Mr. Donahue seconded. The motion carried unanimously.

**Ayes: 3**

**Opposed: 0**

**iii. State of School Report**

Dr. Leitera presented the State of the School Report indicating that current enrollment was holding steady at 1,297 students. He highlighted that the special education enrollment rate was 25%. Ms. Maggie Kelly Brown, High School Department Lead, presented information regarding the school's new 9<sup>th</sup> Grade Academy. She stressed that in the Fall of 2022, the 9<sup>th</sup> grade passing rate was 45.7%. In the Fall 2023, this had increased to 54.61%. This flowed into Ms. Crooks' discussion on Quality and Expectations. The goal of defining Quality in synchronous and asynchronous lessons will enable the school to accurately assess and evaluate teacher practice as it related to student success and achievement. Dr. Leitera provided an updated to one of the School's initiatives – the Student Academic Support Management System which is being designed to enhance our data practices within the school. This should enable the School to collect the right data which will provide teachers with a more comprehensive, accurate and real-time view of each student. Sample report prototypes designed with our data vendor, LinkIt, were presented to the Board. Finally, Dr. Leitera provided an update to the Board regarding the School's working group, who are developing revamps to the School's

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Purpose, Vision and Mission. Mr. Marous asked for a meeting of the working group and Board, when possible final versions were completed.

Mr. Marous asked for a motion to approve the State of School Report. Mr. Donahue made the motion. Mr. Catanzarite seconded. The motion carried unanimously.

**Ayes:** 3

**Opposed:** 0

**iv. PSDLAF Investments**

Mr. Whisman presented a resolution for the Board to invest additional funds in PSDLAF as the rates were approximately two percent higher than the rates at PNC. The fund provides great flexibility and is fully liquid. He recommended a further investment of \$2,000,000.

Mr. Marous asked for a motion to adopt the Resolution as presented. Mr. Donahue made the motion. Mr. Catanzarite seconded. The motion carried unanimously.

**Ayes:** 3

**Opposed:** 0

**v. 2024-2025 Employee Handbook**

Leigh Anne Lord, HR Coordinator, presented the proposed changes to the Employee Handbook and indicated that the handbook has been thoroughly reviewed by outside legal counsel. The major changes included an update on Social Media, Work from Home guidance, and addition to the School's FMLA policy to adhere to special regulations for Schools.

Mr. Marous asked for a motion to approve the 2024-2025 Employee Handbook as presented. Mr. Catanzarite made the motion. Mr. Donahue seconded. The motion carried unanimously.

**Ayes:** 3

**Opposed:** 0

**vi. 2024-2025 Parent Student Handbook**

Mr. Pappaterra, CCO, presented the changes to the Parent Student Handbook. Most changes were made to provide additional clarity, match the school's current practice or adhere to changes in regulations.

Mr. Marous asked for a motion to approve the 2024-2025 Parent Student Handbook as presented. Mr. Donahue made the motion. Mr. Catanzarite seconded. The motion carried unanimously.

**Ayes:** 3

**Opposed:** 0

**vii. Procurement Using Grant Funds Policy Update**

Mr. Pappaterra presented the changes to the Board policy which would reflect current threshold guidance from the PA Department of Education.



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Mr. Marous asked for a motion to approve the Procurement Using Grant Funds Policy. Mr. Catanzarite made the motion. Mr. Donahue seconded the motion. The motion passed unanimously.

Ayes: 3

Opposed: 0

**viii. Enrollment and Discrimination Policy – New**

Mr. Pappaterra introduced a new Board Policy which was recommended during the recent Special Education Cyclical Monitoring Audit.

Mr. Marous asked for a motion to approve the Enrollment and Discrimination Policy. Mr. Donahue made the motion. Mr. Catanzarite seconded the motion. The motion passed unanimously.

Ayes: 3

Opposed: 0

**H. Reminder of Next Board Meeting**

To be held at the Pennsylvania Distance Learning Charter School and by teleconference on May 6, 2024.

**I. Executive Session - none**

The meeting adjourned at 5:53 p.m.

**MINUTES CERTIFICATION**

Proposed minutes respectfully submitted.

Leigh Anne Lord  
Recording Secretary, Leigh Anne Lord

May 8, 2024  
Date

William Donahue  
Board Secretary, William Donahue

May 8, 2024  
Date