

**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

Board Meeting
Date: May 8, 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	<input type="checkbox"/> Absent
Robert DiGiandomenico, Chief Communications Off., PDLCS	x Present	<input type="checkbox"/> Absent
Aubrey Ploesch, Elementary Principal, PDLCS	x Present	<input type="checkbox"/> Absent
Kim Crandall, Middle School Principal, PDLCS	<input type="checkbox"/> Present	x Absent
Charles Mort, High School Principal, PDLCS	<input type="checkbox"/> Present	x 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	<input type="checkbox"/> Absent
Leigh Anne Lord, Recording Secretary, PDLCS	x Present	<input type="checkbox"/> Absent
Amy Watenpool, Teacher, PDLCS	x Present	<input type="checkbox"/> Absent
Maggie Kelly Brown, Teacher, PDLCS	x Present	<input type="checkbox"/> Absent
Mary Ann Calderone, PIMS Coordinator, PDCLS	x Present	<input type="checkbox"/> Absent
Kayley Bolha, 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 March 11, 2024 Board Meeting

Mr. Donahue noted an incomplete sentence in the recap of the State of School Report.

Mr. Marous asked for a motion to approve the minutes of the March 11 Board of Trustee Meeting pending correction. Mr. Donahue made the motion. Mr. Catanzarite seconded. The motion carried unanimously.

Ayes: 3

Opposed: 0

G. NEW BUSINESS

i. Student Report – Kayley Bohla

Kayle, currently in the 12th grade, has attended PDLCS since the 8th Grade. She is also attending the Community College of Allegheny College under the School's Dual Enrollment Program. She plans to study Business at the Westmoreland Community College in the Fall. She began by stating that she appreciated the challenging and supportive environment of the school. She indicated that in the HS Sociology class, the students developed a deeper understanding of culture through project based learning. In MS, the students prepared for the PSSA exams through a school wide competition. They also really enjoyed the motivational speech delivered by a former NFL player. In Elementary, the students participated in a PSSA Pep Rally and will be enjoying an in person field day in early June. Mr. Marous inquired if there was anything Kayley wished could be changed. She indicated that she did not but pointed out that she appreciated level of the instruction and support that were given when a new computer program was launched. Mr. Marous expressed the Board's appreciation for such a thorough report and Dr. Leitera concurred.

ii. State of School Report

Dr. Leitera presented the State of the School Report indicating that current enrollment was continuing to hold steady. The School's enrollment was higher when compared to this time last year. Retention has been a prime focus of the entire school. Mr. Donahue noted that no staff had left since the last meeting and this was perhaps the highest student retention rate that he has seen. Dr. Leitera provided information regarding the recent Federal Programs Monitoring. He indicated that there had been no findings, no material weaknesses and only a few corrective actions, which have been addressed. Students are currently taking the PSSA exams and he provided an overview of the progress in improving the testing locations for the students. As a result, students are able to complete the tests in smaller locations, which makes for a more comfortable experience. He announced that the school had been approved for a PCCD Safety Grant which will provide \$70,000 in grant funds to spend towards hiring a certified school social worker. Mr. Catanzarite congratulated the student and staff retention expressing that this was a healthy indicator of wellness of the school.

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

Ayes: 3

Opposed: 0

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iii. Financial Report

Mr. Whisman began his report opening with the increase in total assets which was due to an increase in cash and direct receivables. In addition, total expenditures were \$1,493,391 less than budgeted, which was due to, in part, as a decrease in personnel costs due to the timing of new hires and staff retention. Mr. Donahue inquired if the level of staffing was adequate for operating the school. Mr. Whisman explained that the budget bases new hires and their corresponding benefits with a July 1 start date, which explains much of the difference in actual vs. projected. He also highlighted that this is an increase in districts paying directly and that there is a projection of a year-end surplus of \$1,649,546. Mr. Marous commended the conservative approach to the budgeting.

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

Ayes: 3

Opposed: 0

iv. SY 2024-2025 Board Appointments

Mr. Marous asked for a motion to approve the appointments as recommended. Mr. Donahue made the motion. Mr. Catanzarite seconded. The motion carried unanimously.

Ayes: 3

Opposed: 0

v. SY 2024-2025 Board Meeting Dates

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

Ayes: 3

Opposed: 0

vi. 2024-2025 Draft Budget

Mr. Whisman presented the draft 2024-2025 budget. He started by explaining that the budget is based on an average daily membership (ADM) of 1310 and highlighted that the 2023-2024 ADM is expected to be 1260. He stressed that a conservative approach was being applied. The budget also assumes the special education ratio of 24.67% will continue. He stressed that it was important to remember that ESSER funds would be ending and we still needed to anticipate cyber per-pupil reform. Dr. Leitera commended the staff indicating that cuts had been made in operational areas that are enabling operations to be more efficient and will be of benefit to staff and students. It has been a team effort to be fiscally responsible. Mr. Marous also commended the conservative approach and stressed that it was very reassuring.

Mr. Marous asked for a motion to approve the 2024-2025 Draft Budget for public posting. Mr. Catanzarite made the motion. Mr. Donahue seconded. The motion carried unanimously.

Ayes: 3

Opposed: 0

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vii. 2024-2025 Technology and Internet Usage Agreement – Update and Reapproval of 2024-2025 Employee Handbook

viii. Conflict of Interest Policy Update

Mr. Pappaterra presented the changes to the policies which were quite minor and highlighted that once the Technology and Internet Usage Agreement was approved, this would be added to the already approved 2024-2025 Employee Handbook. Mr. Marous agreed that the changes were quite minor.

Mr. Marous asked for a motion to approve both the Technology and Internet Usage Agreement and the Conflict of Interest Policy. Mr. Donahue made the motion. Mr. Catanzarite seconded the motion. The motion passed unanimously.

Ayes: 3

Opposed: 0

ix. Student Resolution 412-23

The Board has already received information concerning the Student Resolution. Dr. Leitera reiterated that there were no glaring mistakes made and the settlement would held in trust for the student's K-12 education.

Mr. Marous asked for a motion to approve the Student Resolution. Mr. Donahue made the motion. Mr. Catanzarite seconded the motion. The motion passed unanimously.

Ayes: 3

Opposed: 0

H. Reminder of Next Board Meeting

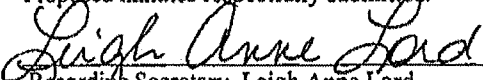
To be held at the Pennsylvania Distance Learning Charter School and by teleconference on June 10, 2024.

I. Executive Session - none

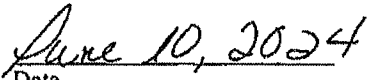
The meeting adjourned at 5:07 p.m.

MINUTES CERTIFICATION

Proposed minutes respectfully submitted.




Recording Secretary, Leigh Anne Lord



Date



Board Secretary, William Donahue



Date