

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes **August 10, 2017** **12:30 P.M. – Lunch and CEO Report** **1:00 P.M. – Meeting**

Members Present:

- Dr. Vincent DiLeo
- Mr. Scott Magnetti
- Dr. Paul Gallagher
- Mrs. Cathy Harlow
- Mr. William Marshall

Members Absent:

- Mr. Mike Strasser
- Ms. Royce Boyd
- Dr. Robert Gildea
- Dr. Tom McInroy

Others Present:

Dr. Malynda Maurer, CEO
Mrs. Kim Salyards, Principal
Mrs. Dina Morrissey, Learning Services Coordinator
Mrs. Joan Dodge, Board Recorder
Mrs. Valerie Wyper, Director of Business Services
Ms. Karlie Travis, Business Manager

- **CEO Report:** Prior to the Board Meeting, Dr. Maurer provided the attendees with the [CEO Report](#) and the following Supporting Documents: [Fund Balance Reconciliation August 2017](#), [Letter regarding Truancy Policy](#), [2017-18 Attendance Guidelines](#), and the [Federal Programs Consolidated Review Report](#),

Business Manager Report: Prior to the Board Meeting, Mrs. Wyper provided the attendees with the Financial Report.

The CPDLF Board meeting started at 1:45 P.M. and was held at the IU8 Duncansville Office. CPDLF Board President, Dr. Vincent DiLeo, presided over the meeting.

1. Call to Order

- A. Roll Call

2. Approval of Agenda

- A. Motion to approve the August 10, 2017 Board Agenda

Action: Approve 2A
1st: William Marshall
2nd: Scott Magnetti
All in favor

3. Approval of Minutes

- A. Motion to approve the June 8, 2017, CPDLF Board of Trustees Meeting Minutes as reported in Supporting Document 3A

Action: Approve 3A
1st: Cathy Harlow
2nd: Paul Gallagher
All in favor

4. Approval of Financial Reports

- A. Motion to accept the List of Payments for July 1, 2017 through August 2, 2017, as reported in the Supporting Document 4A
- B. Motion to accept 2016-17 Budget vs. Actual as of June 30, 2017, as reported in Supporting Document 4B
- C. Motion to accept the 2017-18 Budget vs. Actual as of August 2, 2017, as reported in Supporting Document 4C

Action: Approve 4A, 4B, 4C
1st: Paul Gallagher
2nd: William Marshall
All in favor

5. Old Business

- A. None

6. New Business

A. Board Business

1. Motion to approve the updated By-Laws, reflecting new address as 580 Foot of Ten Road, Duncansville, PA 15536, as presented in Supporting Document 6A1

Action: Approve 6A1
1st: Cathy Harlow
2nd: Scott Magnetti
All in favor

B. General Operations

1. Motion to renew lease agreement with Pitney Bowes in the amount of \$215.82/per quarter, as per Supporting Document 6B1
2. Motion to approve MOU between Allegheny Township Police and CPDLF, as per Supporting Document 6B2
3. Motion to approve the renewal of the Wright Specialty Education Insurance, which includes the Wright Specialty Package Policy (Property/Liability/Crime/Educators Legal Liability/Auto/Umbrella), the Wright Specialty Cyber Policy, and the AmTrust North America Workers Compensation Policy, effective 8/2/2017 - 8/2/2018, for a not to exceed cost of \$20,472.00, as per Supporting Document 6B3
4. Motion to approve Charter Annual Report, retroactive to July 31, 2017, as per Supporting Document 6B54 (typo/jd)
5. Motion to approve purchase of new furniture and accessories for staff, as determined by the CEO, using reserved funds, for a not to exceed cost of \$5,000.00
6. Motion to approve renewal of membership in the Pennsylvania Coalition of Public Charter Schools, for a not to exceed cost of \$935.00, as per Supporting Document 6B7

Action: Approve 6B1, 6B2, 6B3, 6B4, 6B5, 6B6
1st: William Marshall
2nd: Paul Gallagher
All in favor

C. Personnel

1. Motion to approve updated job descriptions for the following positions, with the disclaimer that CPDLF is in the transformational process. This requires changes to duties to meet the needs of learners as determined by administration and requires time beyond Office Hours to complete tasks:
 - a. Part-Time Instructor;
 - b. Learning Guide;
 - c. Special Education Learning Guide
2. Motion to approve updated CPDLF Payroll 2017-2018, as per Supporting Document 6C2

Action: Approve 6C1, 6C2

1st: Scott Magnetti

2nd: Cathy Harlow

All in favor

D. Contracted Services

1. Motion to approve renewal of Presence Learning agreement for Special Education Services, for a not to exceed \$10,565.00, as per Supporting Document 6D1
2. Motion to approve renewal of Ignite Education Solutions agreement for Special Education Services, for a not to exceed cost of \$40,260.00, as per Supporting Document 6D2

Action: Approve 6D1, 6D2

1st: Paul Gallagher

2nd: William Marshall

All in favor

3. Motion to approve agreement with ProWrite Services for Dr. Judy DiLeo to provide educational services, for a not to exceed cost of \$35.00/hour, as per Supporting Document D3

Action: Approve 6D3

1st: William Marshall

2nd: Paul Gallagher

Abstain: Vincent DiLeo

All in favor

E. Curriculum

1. Motion to approve agreement with FLVS for Hybrid Hosting Support, for a not to exceed cost of \$9,500.00, as per Supporting Document 6E1
2. Motion to approve renewal of agreement with the Appalachia IU8 for Odysseyware full curriculum seat license for 175 Open Campus enrollments, for a not to exceed cost of \$24,500.00, as per Supporting Document 6E2
3. Motion to approve renewal of agreement with the Appalachia IU8 for Odysseyware Academy seat licenses for 300 Open Campus enrollments, for a not to exceed cost of \$68,400.00 , as per Supporting Document 6E3
4. Motion to approve Smart Tutoring, for a not to exceed cost of \$3,200.00, as per Supporting Document 6E4
5. Motion to approve renewal of agreement with Northwest Evaluation Association (NWEA) for Measures of Academic Progress (MAPS), for a not to exceed cost of \$3,682.50, as per Supporting Document 6E5

Action: Approve 6E1, 6E2, 6E3, 6E4, 6E5

1st: Paul Gallagher

2nd: Cathy Harlow

All in favor

F. Technology

1. Motion to approve HappyFox contract for help desk ticketing and help desk chat, in the amount of \$2,483.76 retroactive to July 19 2017, as per Supporting Document 6F1
2. Motion to approve renewal of agreement with Shaffer Technologies for Laserfiche LSAP (digital archiving software), for a not to exceed cost of \$2,780.00, as per Supporting Document 6F2
3. Motion to approve purchase of (15) Microsoft Surface Books and accessories for staff, using reserved funds, for a not to exceed cost of \$40,000.00, as per Supporting Documents 6F3a and 6F3b
4. Motion to approve purchase of (100) HP Chromebooks for students, including OS management software and accessories, for a not to exceed cost of \$22,000.00, as per Supporting Document 6F4a and 6F4b

5. Motion to approve purchase of GoGuardian assessment monitoring software, for a not to exceed cost of \$2,235.00, as per Supporting Documents 6F5a and 6F5b

Action: Approve 6F1, 6F2, 6F3, 6F4, 6F5

1st: Scott Magnetti

2nd: William Marshall

All in favor

G. Professional Development

1. Motion to approve travel reimbursement for Amy Walters for a not to exceed amount of \$250.00 and Leslie Rupp for a not to exceed amount of \$250.00 for travel expenses related to Summer Summit Training
2. Motion to approve paying Heather Jancula one additional day of pay, at her daily rate plus travel reimbursement, for attending ESL Workshop/Planning
3. Motion to approve agreement with Northwest Evaluation Association (NWEA) for Virtual Applying Reports Workshop, (3) 2-hour sessions, maximum of 12 participants, for a not to exceed cost of \$1,500.00, as per supporting Document 6G3
4. Motion to approve agreement with Northwest Evaluation Association (NWEA) for Virtual MAP Skills Basic Workshop, (2) 2-hour sessions, maximum of 12 participants, for a not to exceed cost of \$1,000.00, as per Supporting Document 6G4

Action: Approve 6G1, 6G2, 6G3, 6G4

1st: Scott Magnetti

2nd: William Marshall

All in favor

H. Policies

1. Motion to approve Michele Snowberger, Malynda Maurer, and Karlie Travis as authorized credit card users as per the F4 Credit Card/Debit Card Policy, Supporting Document 6H1

2. Motion to approve the following policies:
 - a. [Acceptable Use and Internet Safety Policy](#)
 - b. [Curriculum Development Policy](#)
 - c. [English as a Second Language \(ESL\) Policy](#)
 - d. [Employee Health Benefits Policy](#)
 - e. [Employee Technology Equipment Policy](#)
 - f. [Employment Contract Policy](#)
 - g. [Exclusion from Assessments Policy](#)
 - h. [Mandatory Reporter Policy](#)
 - i. [Marking Student Progress Policy](#)
 - j. [Record Retention and Destruction Policy](#)
 - k. [Student/Employee Immigration Policy](#)
 - l. [Student Records Policy](#)
 - m. [Truancy Policy](#) - Updated

Action: Approve 6H1, 6H2 (a.b.c.d.e.f.g.h.i.j.k.l.m.)
1st: William Marshall
2nd: Cathy Harlow
All in favor

7. Additional Discussion Items

None

8. Parent Representative

Not in attendance

9. Public Comment

None

10. Motion to Adjourn

Action: Adjourn August 10, 2017 Board Meeting
1st: William Marshall
2nd: Cathy Harlow
All in favor

The August 10, 2017 CPDLF Board Meeting Adjourned at 1:52 p.m.

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting –
September 14, 2017 at 1:00 P.M. at the IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation
Charter School

580 Foot Ten Road
Duncansville, PA 16635

DRAFT

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes

September 14, 2017

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Members Present

- Ms. Royce Boyd
- Mr. Mike Strasser
- Mr. Scott Magnetti
- Dr. Paul Gallagher
- Dr. Robert Gildea
- Mrs. Cathy Harlow
- Mr. William Marshall
- Dr. Tom McInroy

Members Absent:

- Dr. Vincent DiLeo

Others Present:

- Dr. Malynda Maurer, CEO
- Mrs. Kim Salyards, Principal
- Mrs. Dina Morrissey, Learning Services Coordinator
- Mrs. Joan Dodge, Project Coordinator / Board Recorder
- Ms. Karlie Travis, Business Manager
- Dr. Tom Butler, Executive Director IU8

CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the [CEO Report](#):

Business Manager Report: Prior to the Board Meeting, Ms. Travis provided the attendees with the Financial Report, which included reviewing the [Fund Balance Reconciliation](#) as of September 6, 2017, the list of [Outstanding Payments](#) as of September 11, 2017, the [List of Payments](#) from August 3, 2017 through September 6, 2017, and the [Budget vs Actual](#) as of September 6, 2017.

The CPDLF Board meeting started at 1:26 P.M. and was held at the IU8 Duncansville Office. CPDLF Board Vice-President, Ms. Royce Boyd, presided over the meeting.

1 Call to Order

- A. Roll Call

2 Approval of Agenda

- A. Motion to approve the [September 14, 2017 CPDLF Board of Trustees Meeting Agenda](#)

Action: Approve 2A
1st: Tom McInroy
2nd: William Marshall
All in favor

3 Approval of Minutes

- A. Motion to approve the [August 10, 2017 CPDLF Board of Trustees Meeting Minutes](#), as reported in the Board Document

Action: Approve 3A
1st: Scott Magnetti
2nd: Mike Strasser
All in favor

4 Approval of Financial Reports

- A. Motion to approve the [List of Payments](#) from August 3, 2017 through September 6, 2017, as reported in Board Document
- B. Motion to approve [Budget vs Actual](#) as of September 6, 2017, as reported in the Board Document

Action: Approve 4A and 4B
1st: Paul Gallagher
2nd: Tom McInroy
All in favor

5 Old Business

- A. None

6 New Business

A. Board Business

1. None

B. General Operations

1. None

C. Personnel

1. Motion to approve up to 8 people to attend the Summit Fall Regional Convening, being held in Hyattsville, MD, October 25-27, 2017, for a not to exceed cost of \$50.00 per person for (1) meal, and \$178.00 for (1) individual's mileage, as determined by Administration
2. Motion to approve additional pay to 10 Month Employees for Reboot Sessions on August 15-16, 2017 as follows:
 1. Briana Pincherri, in the amount of \$161.54
 2. Cassie Grassmyer, in the amount of \$314.88
 3. Chelsea Gibbons, in the amount of \$209.92
 4. Heather Jancula, in the amount of \$419.84
 5. Kylie Magargi, in the amount of \$104.96
3. Motion to approve leave of absence without pay for Ms. Lindsay Pelkey from August 28, 2017 to October 20, 2017

D. Contracted Services

1. Request approval to contract with [Mr. Dante Tambellini, to provide Special Education Services](#), for the 2017-18 school year, for the rates listed in the contract
2. Request approval of continued services with [Kaleidoscope Education Solutions](#), to provide Special Education Services, for the 2017-18 school year, at the rates listed on the rate sheet

E. Curriculum

1. Motion to approve the [Open Campus proposal](#), which provides CPDLF with Own It! Services for the 2017-18 school year, for a not to exceed cost of \$1,975.00
2. Motion to approve the [FLVS quote](#) for Physical Education courses, retroactive to August 28, 2017, for a not to exceed cost of \$2,600.00

F. Technology

1. None

G. Professional Development

1. None

H. Policies

First Read (FR): Policies for review; proposed agenda items for November 9, 2017 CPDLF Board Meeting:

1. [Administration of medication/medical equipment policy](#)
2. [Bloodborne pathogen policy and supporting document](#)
3. [Naloxone Policy](#)

Action: Approve all items 6C1 through 6H3

1st: Tom McInroy

2nd: Scott Magnetti

All in favor

7 Additional Discussion Items

8 Parent Representative

Dr. Maurer reported that Mrs. Clapper, who was not in attendance, has requested to be removed as Parent Representative. The board was in agreement.

9 Public Comment

Mr. William Marshall requested an Executive Session for Personnel Issues. Ms. Royce Boyd recommended the Executive Session be held after adjournment of General Meeting. The board was in agreement.

10 Motion to Adjourn

Action: Approve Motion to Adjourn

1st: Mike Strasser

2nd: William Marshall

All in favor

The September 14, 2017 Board of Trustees Meeting was adjourned at 1:29 p.m.

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – November 9, 2017 at 1:00 P.M. at IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes

November 9, 2107

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Members Present:

- Dr. Vincent DiLeo
- Ms. Royce Boyd
- Mr. Mike Strasser
- Dr. Paul Gallagher
- Dr. Robert Gildea
- Dr. Tom McInroy

Members Absent:

- Mrs. Cathy Harlow
- Mr. Scott Magnetti
- Mr. William Marshall

Others Present:

Dr. Malynda Maurer, CEO
Ms. Karlie Travis, Business Manager
Mrs. Joan Dodge, Board Recorder
Mrs. Kim Salyards, Principal
Mrs. Dina Morrissey, Learning Services Coordinator
Dr. Thomas Butler

CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the [CEO Report](#).

Business Manager Report: Prior to the Board Meeting, Mrs. Wyper provided the attendees with the Financial Report, specifically the [Fund Balance Reconciliation](#) and the [Year to Year Budget Comparison](#).

The CPDLF Board meeting started at 2:03 P.M. and was held at the IU8 Duncansville Office. CPDLF Board President, Dr. Vincent DiLeo, presided over the meeting.

1. Call to Order

- A. Roll Call

1a. *Executive Session for personnel issues*

2. Approval of Agenda

- A. Motion to approve the November 9, 2017 Board Agenda

Action: Approve 2A

1st: Mike Strasser

2nd: Tom McInroy

All in favor

3. Approval of Minutes

- A. Motion to approve the September 14, 2017 CPDLF Board of Trustees Meeting Minutes

Action: Approve 3A

1st: Royce Ann Boyd

2nd: Paul Gallagher

All in favor

4. Approval of Financial Reports

- A. Motion to approve the List of Payments for September 7, 2017 through October 31, 2017
- B. Motion to approve Budget vs Actual as of October 31, 2017

Action: Approve 4A and 4B

1st: Paul Gallagher

2nd: Tom McInroy

All in favor

5. Old Business

- A. None

6. New Business

A. Board Business

1. None

B. General Operations

1. Motion to approve the [Comprehensive Plan for 2018-2020](#), as presented, pending no major revisions needed due to public comment. Plan is to be submitted on November 30, 2017.
2. Motion to approve authorizing the CEO, the Board President, and the Business Manager to make a decision on accepting an employee health insurance plan for the 2018 school year that is similar to the current health insurance plan. ***Tom McInroy asked that we consider joining a consortium with another district. Malynda Maurer agreed to send a letter of inquiry.***
3. Motion to approve to entering into an [agreement with Edlio for website hosting](#), for a not to exceed cost of \$3,750.00 annually and \$1,500 set up fee for a total cost of \$5,250.00.

Action: Approve 6B1, B62, and 6B3

1st: Tom McInroy

2nd: Mike Strasser

All in favor

C. Personnel

1. Motion to approve the personnel and compensation terms for the [2017-18 Test Administrators/Proctors](#)

Action: Approve 6C1

Abstain: Vince DiLeo

1st: Paul Gallagher

2nd: Royce Ann Boyd

All in favor

2. Motion to approve [Chelsea Gibbon's request for 1-day of unpaid leave](#) on December 18, 2017
3. Motion to approve [Lindsay Pelkey's updated leave of absence](#) without pay to reflect September 2, 2017 to October 29, 2017
4. Motion to accept Cassie Grassmyer's resignation, tentatively effective December 21, 2017

5. Motion to approve authorizing the CEO, the Board President, and the Business Manager to make the final decision on the amount to fund Individual Employee HSA Accounts for January 12, 2018 payment based on the new health insurance deductible

Action: Approve 6C2, 6C3, 6C4, and 6C5

Abstain: Vince DiLeo

1st: Tom McInroy

2nd: Mike Strasser

All in favor

D. Contracted Services

1. Motion Motion to approve [Presence Learning Agreement Amendment](#) to include Bilingual Screenings at a not to exceed cost of \$100.90/service
2. Motion to approve the [Independent Contractor Agreement](#) with Jan Newman to provide Reading Teacher Services for two students needing the Orton-Gillingham approach to reading instruction, per terms stated in the agreement
3. Motion to approve entering into an agreement whereby Appalachia Intermediate Unit 8 will provide Reading Specialist services for a maximum of fifteen (15) hours to provide assistance for review and implementation of the Title I grant and to meet grant requirements. The period of service will be October 2, 2017 through May 31, 2018 at a not to exceed cost of \$1,000.

Action: Approve 6D1, 6D2, and 6D3

1st: Mike Strasser

2nd: Royce Ann Boyd

All in favor

E. Curriculum

1. Motion to approve CTC rates, as follows:
 - a. Greater Altoona Career & Technology Center, \$6,314 per year
 - b. Greater Johnstown Career & Technology Center, \$11,892.73 per year
 - c. Monroe Career and Technical Institute, \$8,290.80 per year
 - d. Bedford Career & Technology Center, \$35.67 per day

2. Motion to approve [agreement with Amplify Education to provide DIBELS](#) for approximately (50) K-6 learners at a not to exceed cost of \$2,145.00

Action: Approve 6E1 and 6E2
1st: Paul Gallagher
2nd: Tom McInroy
All in favor

F. Technology

1. Motion to approve [Equipment Disposal List as of October 16, 2017](#)

Action: Approve 6F1
1st: Tom McInRoy
2nd: Mike Strasser
All in favor

G. Professional Development

1. Motion to approve Brandon Kelley and Chelsea Gibbons to attend the Pennsylvania Educational Technology Expo & Conference, February 11-14, 2018 in Hershey, PA for a not to exceed cost of \$940.00 and \$1,085.00, respectively

Action: Approve 6F1
1st: Paul Gallagher
2nd: Robert Gildea
All in favor

H. Policies

1. Motion to approve the following policies:
 - a. [M02 - Administration of medication/medical equipment policy](#)
 - b. [M06 - Bloodborne pathogen policy and supporting document](#)
 - c. [M15 - Naloxone Policy](#)

7. Additional Discussion Items

None

8. Parent Representative

Not in attendance

9. Public Comment

None

10. Motion to Adjourn

Action: The November 9, 2017 CPDLF Board Meeting Adjourned at 2:09 P.M.

1st: Tom McInroy

2nd: Paul Gallagher

All in favor

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting –
January 11, 2018 at 1:00 P.M. at the IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes

January 11, 2018

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Members Present:

- Dr. Vincent DiLeo
- Mrs. Cathy Harlow
- Ms. Royce Boyd
- Dr. Paul Gallagher
- Mr. Scott Magnetti
- Mr. William Marshall
- Dr. Tom McInroy

Members Absent:

- Mr. Mike Strasser
- Dr. Robert Gildea

Others Present:

Dr. Malynda Maurer, CEO
Ms. Karlie Travis, Business Manager
Mrs. Kim Salyards, Principal
Mrs. Dina Morrissey, Learning Services Coordinator

CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the CEO Report.

We are starting to work on PD plan for next year; however, more PD is needed this year to be prepared for next year (World of Learning in January, February, March and Results by Design in June). Continue to work on laying the foundation for content creation and developing skills and providing tools for making connections, building relationships, as well as engaging and empowering learners. Beginning to have conversations with D. Maers and D. Garvey to see what it would look like for CPDLF to start development of content for K, 1, and 2. Performance reviews for academic staff is different here because of all the platforms in a virtual setting. Summit Team put together a better review package called “Look Fors” that looks at what the students are learning and then backs it up to what the teachers are teaching. Non-teaching staff reviews were conducted and went well.

Site Expansion: AMM sent email to Board before Christmas regarding opening up another site in Stroudsburg, PA.

What do you think about opening a second drop-in site in Stroudsburg area at the dance studio? It's a very large building that would have a room dedicated to CPDLF. There are 5 students in that area that are already enrolled at CPDLF. A learning guide would be employed as a Learning Guide for that site. Kim would also be the Principal for that site. The site would be used as a testing location for PSSA/Keystones. Family Engagement Nights could also be held at that site for learners living in that area

Q/A from the board to Malynda

- 1. What is the estimated cost of set-up?
 - a. Rental fee for space and the salary of the LG**
- 2. What grades?
 - a. K-12**
- 3. How many school districts would the students be coming from?
 - a. ?**
- 4. How many students does she have at the studio?
 - a. ?**
- 5. How many students would potentially enroll?
 - a. She feels she could get 80 students to enroll**
- 6. Does she own the building or does she lease it?
 - a. Malynda has already spoken with Joshua Pollack and he said we would need to rent**

Royce: This area is growing and she feels strongly it would be well received

Can we move forward with this?

How can this benefit the IU?

Be aware of the pushback that we could receive from the districts? Be sure to let the Superintendents know that we can help them by giving them the option of Open Campus.

Critical to explain our that our school is not your typical "cyber school".

Malynda will continue to pursue this and have an update in March.

Business Manager Report: Prior to the Board Meeting, Ms. Travis and Dr. Maurer provided the attendees with the Financial Report.

Hope to have a budget revision in March, once PDE releases new tuition rates

Start working on next year budget

Working on Federal Programs

We are now participating in Amazon Smile, funds received will be put towards Family Engagement.

Ending fund balance as of 12/31/17 \$1,464,000

Accounts Receivable is \$371,000.00; about 1/2 of that is Altoona School District outstanding payment

Cash on hand is good

Request quotes from Banking Institutions for new rates

Malynda requesting formation of a Financial Committee

990 Tax Return on agenda for approval

Administrative Update (AMM)

Keystone Testing is underway and going well. Joan is making connections in the communities and we haven't had to pay a rental fee yet. Test Administrators are happy with the sites.

Kim addressing attendance issues and seeing an improvement.

Internal review document – At the first of the year meeting, took pulse of staff on how they feel programs are going. Will survey again at end of year.

CPDLF enrollment is down; we are watching that. We do know that enrollment is down because the pressure is on and learners know they cannot just sit there and not work. If they do not do their work and accrue absences, they are put on an improvement plan.

Open Campus is doing well with enrollment numbers.

Health Insurance Benefits will stay the same for now. Hoping to get into the Blair County Consortium.

HSA funding will remain the same.

Intern in Tech is working out very well; he's doing a great job.

Amy Pipetti joined us as Elementary Learning Guide on January 3, 2018.

Dr. Maurer will be requesting at this meeting to form a Finance Committee to consist of AMM, Karlie Travis, and 1 board member

The CPDLF Board meeting started at 1:54 P.M. and was held at the IU8 Duncansville Office. CPDLF Board President, Dr. Vincent DiLeo, presided over the meeting.

- 1 Call to Order
 - A. Roll Call

- 2 Approval of Agenda
 - A. Motion to approve the January 11, 2018 Board Agenda

Action: Approve 2A
1st: William Marshall
2nd: Tom McInroy
All in favor

- 3 Approval of Minutes
 - A. Motion to approve the [DRAFT November 9, 2018 Board of Trustees Meeting Minutes](#)

Action: Approve 3A
1st: Royce Boyd
2nd: William Marshall
All in favor

- 4 Approval of Financial Reports
 - A. Motion to accept the [List of Payments](#) November 1, 2017 through December 31, 2017
 - B. Motion to approve [Budget vs Actual](#) as of December 31, 2017
 - C. Motion to accept the [Financial Audit](#) prepared by Young, Oakes, Brown & Company, P.C. for Year Ending June 30, 2017
 - D. Motion to accept the [IRS Form 990](#) as prepared by Young, Oakes, Brown & Company, P.C. for Year Ending June 30, 2017

Action: Approve 4A, 4B, 4C, and 4D
1st: Cathy Harlow
2nd: Robert Gildea
All in favor

- E. Motion to approve permission to form a finance committee to review the financial institution rates and make a decision for a financial institution to be used by CPDLF

Action: Approve 4E, committee to consist of Dr. Malynda Maurer, Ms. Karlie Travis, and Ms. Cathy Harlow
1st: Bill Marshall
2nd: Tom McInroy
Abstain: Cathy Harlow
All in favor

5 Old Business

- A. None

6 New Business

- A. Board Business

- 1. None

- B. General Operations

- 1. Motion to approve following [Health Insurance Plans](#), retroactive to December 1, 2017
 - a. Health - Choice Plus HSA PPO
15/1400/100% Plan AU-AM/RX602*
 - b. Vision - Fashion Advantage Gold Option V
 - c. Dental - Blue Edge FPlan 3W 50/150 1500

Action: Approve 6B1a, 6B1b, and 6B1c
1st: Robert Gildea
2nd: Tom McInroy
All in favor

- C. Personnel

- 1. Motion to approve Mr. Marcus Lewis as a volunteer Technology Intern, retroactive to December 4, 2017

2. Motion to approve Ms. Amy Pipetti as 10-month (195 day) Full Time Exempt Elementary Learning Guide/Instructor, for a pro-rated salary of \$39,975, effective January 2, 2018

3. Motion to approve converting unused comp time for time worked before July 1, 2017 to PTO effective January 1, 2018

a. Kim Salyards, 3 PTO days

b. Dina Morrissey, 4 PTO days

4. Motion to approve CPDLF to fund Individual Employee HSA Accounts retroactive to January 1, 2018 in the amount \$750/account

Action: Approve 6C1, 6C2, 6C3a, 6C3b, 6C4

1st: William Marshall

2nd: Robert Gildea

All in favor

D. Contracted Services

1. Motion to approve [updated Prowrite contract](#)

Action: Approve 6D1

1st: Cathy Harlow

2nd: William Marshall

Abstain: Vincent DiLeo

All in favor

E. Curriculum

1. Motion to approve the purchase of a 12-month, school-wide [subscription to BrainPop](#) for a not to exceed cost of \$1,795.00, retroactive to January 2, 2018

Action: Approve 6E1

1st: Tom McInroy

2nd: Royce Boyd

All in favor

F. Technology

1. None

G. Professional Development

1. Motion to approve up to 7 people to attend the Summit Regional Spring Convening, being held in Hyattsville, MD, March 11-13, 2018, for a not to exceed cost of \$50.00 per person for (1) meal, and \$181.00 for (2) individual's mileage, as determined by Administration

2. Motion to approve Dr. Patrick Crawford's [proposal for PLDC to facilitate the Results by Design Strategic Planning process](#) for a not to exceed cost of \$3,500.00

3. Motion to approve Dr. Patricia Mulroy's [proposal for World Of Learning Virtual Trainings](#) for up to 20 participants, for a not to exceed cost of \$1,500.00

Action: Approve 6G1, 6G2, and 6G3

1st: Royce Boyd

2nd: Robert Gildea

All in favor

H. Policies

1. Motion to approve the following policies:
 - a. [M03 - Administration of Medication Offsite Policy](#)
 - b. [M07 - Diabetes Medication, Equipment and Self-Administration Policy](#)
 - c. [M09 - Emergency First Aid Care Policy](#)
 - d. [S38 - Parent and Family Members Engagement Policy for Title I Requirements](#)

Action: Approve 6H1a, 6H1b, 6H1c, and 6H1d

1st: William Marshall

2nd: Tom McInroy

All in favor

7 Additional Discussion Items
none

8 Parent Representative
none

9 Public Comment
none

10 Motion to Adjourn

**Action: The January 11, 2018 CPDLF Board Meeting Adjourned at
2:01 P.M.**

1st: Tom McInroy

2nd: Paul Gallagher

All in favor

Central Pennsylvania Digital Learning Foundation Charter School

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes

March 8, 2018

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Members Present:

- Dr. Vincent DiLeo
- Mrs. Cathy Harlow
- Ms. Royce Boyd
- Dr. Robert Gildea
- Mr. Scott Magnetti
- Dr. Tom McInroy
- Mr. Mike Strasser

Members Absent:

- Dr. Paul Gallagher
- Mr. William Marshall

Others Present:

Dr. Malynda Maurer, CEO
Mrs. Joan Dodge, Board Recorder
Mrs. Kim Salyards, Principal
Mrs. Dina Morrissey, Learning Services Coordinator

CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the CEO Report.

Item #	Item Description
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1	Call to Order
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	A. Roll Call
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1a	<i>Executive Session for Personnel Issues</i>
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2	Approval of Agenda
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	A. Motion to approve the March 8, 2018 Board Agenda
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Action: Approve 2A

1st: Tom McInroy

2nd: Mike Strasser

All in favor

3 Approval of Minutes

- A. Motion to approve the [draft January 11, 2018 Board of Trustees Meeting Minutes](#)

Action: Approve 3A
1st: Cathy Harlow
2nd: Scott Magnetti
All in favor

4 Approval of Financial Reports

- A. Motion to approve [Budget vs Actual](#) as of February 28, 2018
- B. Motion to accept the [List of Payments](#) January 1, 2018 through February 28, 2018

Action: Approve 4A and 4B
1st: Mike Strasser
2nd: Tom McInroy
All in favor

5 Old Business

- A. None

6 New Business

A. Board Business

1. Motion to accept resignation of Mr. Scott Magnetti as CPDLF Board Treasurer
2. Motion to elect Ms. Cathy Harlow as CPDLF Board Treasurer

Action: Approve 6A1 and 6A2
1st: Royce Boyd
2nd: Tom McInRoy
All in favor

B. General Operations

1. Motion to approve the [draft 2018-19 School Calendar](#)
2. Motion to send RFPs for CPDLF banking services

Action: Approve 6B1 and 6B2
1st: Mike Strasser
2nd: Tom McInroy
All in favor

C. Personnel

1. Motion to accept Mrs. Lindsay Pelkey's resignation as part-time English Instructor, while remaining active as an Ad-Hoc Test Administrator, effective March 2, 2018
2. Motion to approve Mrs. Brieana Day, as a part time English Instructor, for a pro-rated salary of \$21,000, effective February 28, 2018

Action: Approve 6C1 and 6C2
1st: Royce Boyd
2nd: Cathy Harlow
All in favor

D. Contracted Services

1. None

E. Curriculum

1. None

F. Technology

1. None

G. Professional Development

1. Motion to approve Mrs. Dina Morrissey to attend MCL Consortium to Lindsay Unified in California, from April 26-28, 2018 for a not to exceed cost of \$915.00

Action: Approve 6G1
1st: Mike Strasser
2nd: Tom McInroy
All in favor

H. Policies

1. Motion to approve the following policies:

- a. [Procurement - Federal Programs, Fiscal Compliance Policy Attachment #4](#)

Action: Approve 6H1

1st: Royce Boyd

2nd: Mike Strasser

All in favor

7 Additional Discussion Items
none

8 Parent Representative
none

9 Public Comment
none

10 Motion to Adjourn
Action: Adjourn March 8, 2018 CPDLF Board Meeting at 2:13 P.M.
1st: Tom McInroy
2nd: Royce Boyd
All in favor

Central Pennsylvania Digital Learning Foundation Charter School

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes

May 10, 2018

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Members Present:

- Dr. Vincent DiLeo
- Mrs. Cathy Harlow
- Ms. Royce Boyd
- Dr. Robert Gildea
- Mr. Scott Magnetti
- Dr. Tom McInroy

Members Absent:

- Dr. Paul Gallagher
- Mr. Mike Strasser

Others Present:

Dr. Malynda Maurer, CEO
Mrs. Kim Salyards, Principal
Mrs. Dina Morrissey, Learning Services Coordinator
Ms. Karlie Travis, Business Manager

CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the CEO Report.

Item #	Item Description
1	Call to Order
	A. Roll Call
1a	<i>Executive Session for Personnel Issues</i>
2	Approval of Agenda
	A. Motion to approve the May 10, 2018 Board Agenda
	Action: Approve 2A
	1st: Tom McInroy
	2nd: Scott Magnetti
	All in favor

3 Approval of Minutes

- A. Motion to approve the [draft March 8, 2018 Board of Trustees Meeting Minutes](#)

Action: Approve 3A
1st: Tom McInroy
2nd: Scott Magnetti
All in favor

4 Approval of Financial Reports

- A. First Read (FR): [Draft 2018-19 Duncansville Budget](#)
[Draft 2018-19 Stroudsburg-Duncansville Budget](#)

- B. Motion to approve [Budget vs Actual](#) as of April 30, 2018

- C. Motion to accept the [List of Payments](#) March 1, 2018 through April 30, 2018

Action: Approve 4A, 4B, 4C
1st: Scott Magnetti
2nd: Cathy Harlow
All in favor

5 Old Business

- A. None

6 New Business

A. Board Business

1. Motion to accept resignation of Mr. William Marshall.

Action: Approve 6A 1
1st: Royce Boyd
2nd: Tom McInRoy
All in favor

B. General Operations

1. Motion to accept change of the 2018-19 graduation date to May 31, 2019 and update the [2018-19 school calendar](#) accordingly.

2. Motion to approve the [2018-19 Summit Learning Program Agreement](#).

3. Motion to approve [rental agreement contract](#) with Hollidaysburg Area School District for the use of Foot of Ten Elementary School Multipurpose Room for CPDLF Graduation on June 1, 2018 from 5:00 pm to 9:00 pm for a fee of \$120.00 plus custodian fees of 4 hrs. X \$34.00 = \$136.00.

Action: Approve 6B1, 6B2, 6B3

1st: Royce Boyd

2nd: Tom McInRoy

Abstain: Dr. Robert Gildea

All in favor

4. **Motion to approve Malynda Maurer and Karlie Travis to open the following accounts at the First Commonwealth Bank as recommended by the Finance Committee. Amounts to be kept in each account are to maximize interest earned while being able to operate efficiently.**
 - a. Operating Account
 - b. Payroll Account
 - c. Money Market Account

Action: Tabled

5. **Motion to approve Malynda Maurer and Karlie Travis to close all accounts at First National Bank when the transfer has been completed and transactions in process are complete.**

Action: Tabled

6. Motion to approve [membership](#) in the PA Coalition of Public Charter Schools (PCPCS) for \$995.00 (\$5/student for 199 students) for the 2018-19 school year.

7. Motion to approve membership as an institution with three seats in PA Federal Programs Coordinators (PAFPC) for \$100 for the 2018-19 school year.
8. Motion to approve participation in the IU 8 [ESL Consortium for the 2018-19/2019-20 school years](#) for a not to exceed cost of \$3,593.90 per year.

Action: Approve 6B6, 6B7, 6B8

1st: Royce Boyd

2nd: Tom McInRoy

C. Personnel

1. Motion to approve 1 day without pay on March 23, 2018 for Kylie Magargi as reflected in the [Payroll Change Form](#).
2. Motion to approve 2 days without pay on [April 12, 2018](#) and [April 26, 2018](#) for Amy Pipetti as reflected in the Payroll Change Form.
3. Motion to approve FMLA leave for Mrs. Joan Dodge to begin when PTO has been exhausted with an end date to be determined.
4. Motion to approve Renetta Deremer for temporary State Testing Material Management, retroactive to April 24, 2018 at the rate of \$25.00 an hour.
5. Motion to approve the cost of a summer school course to be \$100 per course per learner to be paid before June 11, 2018. *Note:* Summer School previously approved to run from June 11, 2018 to July 19, 2018, with a holiday break from July 2, 2018 to July 6, 2018.
6. Motion to approve the following part-time employees to be offered the opportunity to teach Summer School courses as determined by their

area of certification and the number of course enrollments.

- a. Mr. Greg Burns - Science
- b. Ms. Patti Raugh - PE
- c. Mrs. Brianna Pincherri - Math
- d. Mr. Paul Longwell - SLP Science

7. Motion to approve CEO Malynda Maurer to determine stipend for each part-time summer school teacher considering number of courses teaching, LMS, and number of learners.

Action: Approve 6C 1 through 7
1st: Scott Magnetti
2nd: Tom McInroy
All in favor

D. Contracted Services

1. Motion to approve [contract with Deanna Mayers](#) to perform duties associated with administering MAPS Assessments, retroactive to April 24, 2018, for a not to exceed cost of \$3,780.00.

Action: Approve 6D1
1st: Scott Magnetti
2nd: Royce Boyd
All in favor

E. Curriculum

1. Motion to approve recommended list of seniors for [Class of 2018](#) graduation

Action: Approve 6E1
1st: Scott Magnetti
2nd: Royce Boyd
All in favor

F. Technology

1. Motion to approve the renewal of [Network Solutions Domain Name subscription](#) for \$71.97 effective

from 6/1/2018 to 5/30/2108 retroactive to 3/30/18.

2. Motion to approve purchase of 50 [HP Chromebooks](#) for students, including OS management software and accessories, for a total cost of \$11,108.09, retroactive to 3/27/2018.
3. Motion to approve the purchase of [Go Guardian licenses for all devices](#), student and teacher, with an expiration date of 10/29/2019 for a total cost of \$6,869.70, retroactive to 3/26/2018.

Action: Approve 6F1, 6F2, 6F3
1st: Cathy Harlow
2nd: Robert Gildea
All in favor

G. Professional Development

1. Motion to approve the professional development [proposal from the IU 8 World of Learning](#) for the 2018-19 school year for a not to exceed cost of \$4,500. Proposal includes 8 virtual sessions and 64 hours of follow-up and support for up to 30 participants. Each session is to be offered two different times on the scheduled day and will be recorded for those unable to attend.
2. Motion to approve the professional development [proposal from K12 Learning Unlimited](#) for the 2018-19 school year for up to 30 participants. Proposal includes one 4 hour face to face session and 8 virtual sessions offered two times per scheduled day for a total not to exceed \$4,240. Additionally, up to 90 hours of individualized support will be available for a total not to exceed \$8,550, total hours billed as provided at the time of service.

Action: Approve 6G1 and 6G2
1st: Scott Magnetti
2nd: Royce Boyd
All in favor

H. Policies

1. Motion to approve the following policies:

- a. [Truancy Policy](#)
- b. [ESL Policy](#)

Action: Approve 6H1
1st: Scott Magnetti
2nd: Cathy Harlow
All in favor

7 Additional Discussion Items
none

8 Parent Representative
none

9 Public Comment
none

10 Motion to Adjourn
Action: Adjourn May 10, 2018 CPDLF Board Meeting at 2:12 P.M.
1st: Cathy Harlow
2nd: Scott Magnetti
All in favor