

Board of Trustees Meeting

Thursday, December 14, 2017
301 West Hunting Park Avenue- Library
Philadelphia PA 19140
4:00 pm-5:30pm

Board Members Present: Rev. Magaly Martinez, Rev. John Rice, Ms. Judith Torres-Lynch, Mr. Danilo Diaz, Ms. Amanda Roman

Board Members Absent: Rev. Luis Cortes, Ms. Carmen Torres, Ms. Carmen Rocha

Staff/Management Present: David Rossi, William Hopkins, Gregory Artman, Jelissa Carias, Yesenia Garcia

Greeting

Rev. Magaly Martinez welcomed all and called the meeting to order at 4:08pm.

Minutes

Rev. Magaly Martinez called for a motion to approve the minutes October 26, 2017 meeting minutes. Rev. John Rice motioned. Mr. Danilo Diaz seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Ms. Judith Torres-Lynch, Rev. John Rice, Ms. Amanda Roman, Mr. Danilo Diaz - 5

No: 0

Abstain: 0

Financial Audit

Rev. Magaly Martinez called for a motion to approve the Audited Financial Report. Ms. Amanda seconded. Ms. Judy Torres-Lynch seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Ms. Judith Torres-Lynch, Rev. John Rice, Ms. Amanda Roman, Mr. Danilo Diaz - 5

No: 0

Abstain: 0

Instructional Support

Mr. Gregory Artman informed that it has been a year of growth. Enrollment has increased and in order to support students additional staff have been added. The Board asked if there has been an increase of students enrolling from Puerto Rico. Mr. Artman informed there has been some students who have arrived from Puerto Rico who have enrolled. Creation of common assessment

has been worked on along with the At-Risk Intervention Program. Ms. Jelissa Carias, Director of Student Development will be managing the At-Risk Intervention Program concentrating specifically on student retention.

Administration discussed several options on identifying additional space in order to support the increase of students and staff members.

Mr. Greg Artman shared a video of students who participated in a project from the Philadelphia Zoo in which they choose an animal they would like to save. Students created a social media campaign on how to save the chosen animal.

Monthly Financial Report

Mr. William Hopkins informed the present ratio is 3.42. The Board asked is redirection was received from the Commonwealth. Mr. Hopkins informed that redirections funds were received.

Mr. David Rossi informed total revenue was \$234,000 above budget due to redirection and additional enrollment.

Expenditures are over budget due to salary and benefits. Technology is over spent due to additional devices purchased for increased numbers of students and staff members.

Contract Approvals

Mr. David Rossi presented the Contract report as follows:

1. **Advanced eSync Training Inc.:** The administration is recommending the approval of the contract between Advanced eSync Training Inc., and Esperanza Cyber Charter School for providing Haiku and Adobe Connect integration, EduGameCloud Pod, PDF Smart White Board Pod, YouTube Pod and extension service needs. Contract commenced July 2017 and will extend twenty-six months through September 2019 **for the sum of \$23,682.**
2. **Alemar Consulting, Inc.:** The administration is recommending the approval of the contract between Alemar Consulting, Inc. and Esperanza Cyber Charter School for serving as an E-Rate consultant for program year 21 **(2018-19) in the sum of \$7,250.00.**
3. **Keystone Digital Imaging, Inc.:** The administration is recommending the approval of the contract between Keystone Digital Imaging (KDI), Inc. and Esperanza Cyber Charter School for leasing copier for 63 months, 60 payments of \$348.00, **for a total of \$20,880.**

Rev. Magaly Martinez called a motion to accept the contract report. Mr. Danilo Diaz motioned. Ms. Amanda Roman seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Ms. Judith Torres-Lynch, Rev. John Rice, Ms. Amanda Roman, Mr. Danilo Diaz - 5

No: 0

Abstain: 0

Personnel Report

Mr. David Rossi presented the Personnel Report as follows:

New Hires:

1. Santiago Lopez, Liriam: FT Enrollment & Special Programs Assistant, 10/2/2017
Bachelor of Arts in Education, University of Puerto Rico
2. Carias, Jelissa: FT Director of Student Development, 11/27/2017
Bachelor of Science in Secondary Education, New York University
3. Castro, Ashialee: PT Administrative Assistant to the Director of Student Development, 12/18/2017
Bachelor of Science in International Business, Rosemont College

Staff Departures for 2017-2018 Academic Year:

None

On Leave:

None

Vacancies:

None

Staff Transitions:

1. Fred Estrada: FT Director of Student Development, New Position: FT Family and Community Relations Coordinator

Rev. Magaly Martinez called a motion to accept the Personnel Report. Ms. Judith Torres-Lynch motioned. Rev. John Rice seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Ms. Judith Torres-Lynch, Rev. John Rice, Ms. Amanda Roman, Mr. Danilo Diaz - 5

No: 0

Abstain: 0

CEO Report

Mr. David Rossi informed that a decision for the charter renewal would not be made available until the end of the school year. No additional paperwork has been requested.

The budget process has begun and a draft budget should be available in April with a final approval by June 2018.

A copy of a letter from Representative Mike Reese who is the co-sponsor of House Bill 97 which explains the findings and how it will affect charter schools was presented.

Enrollment Report

Mr. Gregory Artman reported that as of today there is a total of 245 students enrolled. The present retention rate is at 77%. There has been new students enrolled weekly given the steady stream of applications.

Next Meeting- February 22, 2018

Other Topics

Mr. William Hopkins informed that Form 990 will be sent out to all Board Members. Forms were completed by the auditors and it was reviewed by the finance department. If within 10 days, the Board does not have any concerns the 990 Form will be submitted.

The Board and administration discussed the addition of two more members and providing access for board members to call in remotely. Mr. David Rossi informed a draft of next year's calendar will be presented and a discussion can be held concerning start times for board meetings.

Meeting Adjournment

Meeting adjourned at 5:13 pm.

Board of Trustees Secretary

Date

Minutes Taken by Yesenia Garcia



Board of Trustees Meeting

Thursday, April 26, 2018
301 W. Hunting Park Avenue
Philadelphia PA 19140- Library
4:00 pm

Board Members Present: Rev. Magaly Martinez, Rev. John Rice, Ms. Carmen Rocha, Ms. Carmen Torres, Ms. Judith Torres-Lynch

Board Members Absent: Rev. Luis Cortés, Mr. Danilo Diaz, Ms. Amanda Roman

Staff Present: Mr. Greg Artman, Ms. Jelissa Carias, Mr. William Hopkins, Rev. Danny Cortes, Ms. Yesenia Garcia, Mr. David Rossi

Introduction/Greetings

Rev. Magaly Martinez asked Ms. Carmen Rocha to chair the meeting as she is presently at a meeting. Ms. Rocha welcomed all and called the meeting to order at 4:09 pm.

Minutes

Ms. Carmen Rocha called for a motion to approve the February 22, 2019 meeting minutes. Rev. Magaly Martinez motioned. Rev. John Rice seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Ms. Carmen Rocha, Ms. Carmen Torres, Ms. Judith Torres-Lynch - 5

No: 0

Abstain: 0

Statement of Financial Interest

Board of Trustees were reminded that the Statement of Financial Interests forms are due before the end of this month.

Instruction Report

Mr. Greg Artman reported out on the four goals the school is working on improving and they are: student growth, year-to-year retention, attendance rate to 95%, and develop K-5 curriculum in core content areas.

The cyber school will be offering summer school courses in order to have more face time with students and help with student retention. Enrollment for summer school will begin in mid-May and historically about 30 to 50 students participate. Open Gym Night has taken place throughout the spring and aids students in building relationships and a sense of community.

Mr. Artman reported that the daily attendance is in the low 90 percentile. Administration is focusing marketing on the K-5 grade level.

Graduation Update

Mr. Greg Artman informed that about 15-20 students will be graduating on Monday, June 11th at the Esperanza Center. An official invitation will be sent via email to all Trustees members to confirm attendance.

Personnel Report

Mr. David Rossi presented the Personnel Report as follows:

New Hires:

1. Roman, Anthony: FT Tutor/ Administrative Assistant
Associates of Science from Eastern University
2. Becker, Gloria: On Call Short-Term Substitute
Doctor of Education: Instructional Leadership K-12 from Argosy University
Pennsylvania Instructional I Certification in Social Studies and Special Education 7-12
(pending)

Staff Departures for 2017-2018 Academic Year: None

On Leave: None

Vacancies: None

Staff Transitions:

1. Cardona, Paul: Previous Position (FT) EL Paraprofessional, New Position: (FT)
Administrative Assistant to Director of Student Development

Ms. Carmen Rocha called for a motion to approve the Personnel Report. Rev. John Rice motioned. Ms. Judy Torres-Lynch seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Ms. Carmen Rocha, Ms. Carmen Torres, Ms. Judith Torres-Lynch - 5

No: 0

Abstain: 0

Contract Approval

Mr. David Rossi presented the contract approval as follows:

Contracts 1-2 are eRate contracts. All are effective July 1, 2018. All contracts are not valid without a letter of funding from eRate.

Contract 1 is considered "Category 1" and will be budgeted at 10% for Data and 70% for Voice for 2018-19. Contract 2 is considered "Category 2" and will be budgeted at 15% in the 2018-19 budget.

Contract 2 is a network electronic contract for new the installation of new hardware.

1. **Verizon Wireless (Category 1):** Cellular Voice Service - \$991.75/mo. (\$13,456.80/yr.) 1-year contract for up to 15 unlimited talk text and data lines, 25 talk/text/ 2GB data lines, and 15 mobile hotspots with unlimited data.

2. **Micro Technology Group, Inc. (Category 2):** Network Electronics - \$9,610.02 cost for Barracuda NextGen Firewall F400, install and configure new Firewall (F380, 5516 and up).

Ms. Carmen Rocha called for a motion to approve the contracts. Ms. Judy Torres-Lynch motioned. Ms. Carmen Torres seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Ms. Carmen Rocha, Ms. Carmen Torres, Ms. Judith Torres-Lynch - 5

No: 0

Abstain: 0

Proposed 2018-2019 Board Meeting Schedule

Mr. Rossi presented the 2018-19 Board Meeting schedule as follows:

Tuesday, August 7, 2018- Board Retreat

Thursday, October 25, 2018

Thursday, December 13, 2018

Thursday, February 28, 2019

Thursday, April 25, 2019

Thursday, June 13, 2019

Meetings will be held at the Esperanza Academy library located at 301 W. Hunting Park Avenue and scheduled to begin at 4pm.

Ms. Carmen Rocha called for a motion to approve the 2018-19 Board Meeting Schedule. Ms. Carmen Torres motioned. Ms. Judy Torres-Lynch seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Ms. Carmen Rocha, Ms. Carmen Torres, Ms. Judith Torres-Lynch - 5

No: 0

Abstain: 0

Proposed 2018-19 School Calendar

The calendar consists of an early start for new incoming students, August 27th with faculty beginning the week prior, August 20-21 for new staff and August 22-24 for existing staff. This calendar mimics

that of the School District of Philadelphia. Mr. Rossi presented the 2018-19 school calendar as follows:

August 2	Board Retreat
August 20-21	New Staff Orientation
August 22-24	All Faculty and Staff Professional Development (1)
August 27	First Day of School for 6th and 9th Graders
August 28	First Semester Begins for all Students
August 31	School Closed
September 3	Labor Day – School Closed
September 21	Professional Development Day-No Classes (2) (Retreat)
October 5	Professional Development Day- Half Day for Students (3)
October 25	Board of Trustees Meeting (4:00 PM)
November 6	Professional Development Day- No Classes (4)
November 12	Veterans Day – School Closed
November 22 & 23	Thanksgiving Holiday
December 13	Board of Trustees Meeting (4:00 PM)
December 14	Professional Development Day- No Classes (5)
December 24 – January 2	Winter Recess- School Closed
January 3	School Resumes
January 18	Professional Development Day- No Classes (6)
January 21	Martin Luther King, Jr. Day – School Closed
February 18	President’s Day – School Closed
February 28	Board of Trustees Meeting (4:00 PM)
March 8	Professional Development Day- Half Day for Students (7)
April 17-April 22	Spring Break
April 23	School Resumes
April 25	Board of Trustees Meeting (4:00 PM)
May 27	Memorial Day – School Closed
June 7	Early Dismissal- Last Day of School
June 13	Board of Trustees Meeting (4:00 PM)

Total Number of Days Scheduled Attendance: 181

2018	Days of Attendance	2019	Days of Attendance
July	0	January	19
August	4	February	19
September	18	March	21
October	23	April	18
November	18	May	22
December	14	June	5
Sub Total Day	77	Sub Total Days	104

Ms. Carmen Rocha called for a motion to approve the 2018-19 school calendar. Rev. John Rice motioned. Rev. Magaly Martinez seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Ms. Carmen Rocha, Ms. Carmen Torres, Ms. Judith Torres-Lynch - 5

No: 0

Abstain: 0

Proposed Change of June 2018 Board Meeting

Mr. David Rossi reported that the week of June 11th is when the National Hispanic Prayer Breakfast will be held in Washington, D.C. Given that Board members will be attending it is recommended that the June 14th meeting be changed to June 21st.

Ms. Carmen Rocha called for a motion to approve the change of the June meeting from the 14th to the 21st. Rev. John Rice motioned. Ms. Judy Torres-Lynch seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Ms. Carmen Rocha, Ms. Carmen Torres, Ms. Judith Torres-Lynch - 5

No: 0

Abstain: 0

FY 2018-19 Draft Budget

Mr. Rossi informed draft budget is based on 275 student enrollment. The budget reflects a 3% per pupil increase for regular and special education students. The budget reflects a \$27,102 deficit but a balanced version will be presented at the next meeting.

Discussion on growth challenges with grades K-5 as enrollment per grade level are in some cases single digits.

CEO Report

Mr. David Rossi informed that the 363 process was rescinded by the Pennsylvania Department of Education. Charter schools have billed the state at the statutory rate which is allowable by law.

Meeting Adjournment

Ms. Carmen Rocha called for a motion to adjourn the meeting. Rev. John Rice motioned. Ms. Carmen Torres seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Ms. Carmen Rocha, Ms. Carmen Torres, Ms. Judith Torres-Lynch - 5

No: 0

Abstain: 0

The meeting adjourned at 5:24 pm.

Board of Trustees Secretary

Date

Minutes Taken by Yesenia Garcia

Board of Trustees Meeting

Thursday, June 21, 2018
301 W. Hunting Park Avenue
Philadelphia PA 19140- Library
4:00 pm

Board Members Present: Mr. Danilo Diaz, Ms. Amanda Roman, Rev. John Rice, Rev. Magaly Martinez, Ms. Judith Torres-Lynch

Board Members Absent:, Rev. Luis Cortes, Ms. Carmen Rocha, Ms. Carmen Torres

Staff/Management Present: Dr. Carolyn Faulkner-Beitzel, Mr. Zac Devlin, Ms. Jelissa Carias, Geg Artman, Artemio Rodriguez, Ms. Yesenia Garcia, Mr. David Rossi, Rev. Danny Cortes

Introduction/Greetings

Rev. Magaly Martinez welcome all and called the meeting to order at 4:12 pm.

Minutes

Rev. Magaly Martinez called for a motion to accept the April 26, 2018 minutes. Rev. John Rice moved. Ms. Judith Torres-Lynch seconded the motion. The vote was as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Ms. Amanda Roman, Mr. Danilo Diaz, Ms. Judith Torres-Lynch - 5

No: 0

Abstain: 0

Board Elections

Rev. Magaly Martinez called for a motion to accept the present slate of Board members as is. Mr. Danilo Diaz moved. Rev. John Rice seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Ms. Amanda Roman, Mr. Danilo Diaz, Ms. Judith Torres-Lynch - 5

No: 0

Abstain: 0

Rev. Magaly Martinez- Chair
Mrs. Carmen Rocha – Vice Chair/Treasurer
Ms. Carmen Torres – Secretary
Rev. Luis Cortes

Mr. Danilo Diaz
Ms. Judith Lynch
Rev. John Rice
Ms. Amanda Roman

Instruction Report

Mr. Greg Artman reported out on the yearly goals which are: improving student growth, year-to-year student retention, improve student attendance rate, and developing the K-5 curriculum in core content areas.

Summer school will begin next week with thirty (30) students are already enrolled. Tomorrow will be the last day for registration.

Mr. Fred Estrada is holding summer events such as open gym, field trips, and fun zone. Events are planned to allow students the ability to socialize and build school spirit.

Mr. Zac Devlin informed that a career building seminar will take place in August to prepare students for the college application process and the workforce. Students will create a resume, cover letter, apply for scholarships and colleges.

Mr. Greg Artman reported that 50% of the re-enrollment surveys were given to students to verify retention rate. As of today, 87% of students will be returning.

Additional staff members have been added to better track truancy and communicate with families in order to support students with poor attendance.

Targeted marketing is taking place to increase the K-5 enrollment. The target enrollment for next school year is 350 students.

Monthly Financial Report

Mr. Artemio Rodriguez reported the current ratio is at 3.62. As of April 30, 2018, the school has a net asset of \$163,555.

FY 2018-19 Budget

Mr. David Rossi informed budget reflects 285 students. In order to serve the 285 students additional staff members will be needed. The proposed budget shows the following additional staff members needed: 6 teachers, 1 technology coordinator, and an administrative assistant bringing total staff at the cyber to 38.

A request is being made to use prior year surplus to hire three additional teachers.

The budget reflects total revenue and expense of \$4,046,297.

Rev. Magaly Martinez called for a motion to accept the FY 2018-19 budget. Rev. John Rice moved. Ms. Judith Torres-Lynch seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Ms. Amanda Roman, Mr. Danilo Diaz, Ms. Judith Torres-Lynch - 5

No: 0

Abstain: 0

Personnel Report

Mr. David Rossi presented the personnel report as follows:

New Hires: None

Staff Departures for 2017-2018 Academic Year:

1. Hollenbach, Natalie: Elementary Teacher 6/15/2018
2. Pedlow, Jessica: High School English Teacher 6/15/2018
3. Rothbard, Julie: Middle School English and Social Studies Teacher 6/15/2018

On Leave: None

Vacancies:

1. Elementary Teacher
2. High School English Teacher
3. Middle School English and Social Studies Teacher
4. New Positions pending budget approval

Staff Transitions: None

Rev. Magaly Martinez called for a motion to approve the personnel report as presented. Ms. Judith Torres-Lynch motioned. Mr. John Rice seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Ms. Amanda Roman, Mr. Danilo Diaz, Ms. Judith Torres-Lynch - 5

No: 0

Abstain: 0

Contract Approvals

Mr. David Rossi presented the contract as follows:

1. **MACCS Health Services:** The administration is recommending the approval of the contract between MACCS Health Services and Esperanza Cyber Charter School for providing students health services for the 2018-19 school year **in the sum of \$11,725.73.**
2. **Montgomery County Intermediate Unit (MCIU) 23:** The administration is recommending the approval of the contract between Montgomery County Intermediate

Unit (MCIU) 23 and Esperanza Cyber Charter School for technical support services for the 2018-19 school year in **the sum of \$3,800.00**

- 3. Hobsons:** The administration is recommending the approval of the contract between Hobsons and Esperanza Cyber Charter School for Naviance College and Career Readiness Curriculum and tracking students postsecondary goals for the 2018-19 school year **in the sum of \$5,190.00**

Rev. Magaly Martinez called for a motion to approve the contracts. Rev. John Rice motioned. Mr. Danilo Diaz seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Ms. Amanda Roman, Mr. Danilo Diaz, Ms. Judith Torres-Lynch - 5

No: 0

Abstain: 0

Board Retreat Planning

Mr. Rossi informed that we will have a one day meeting on Tuesday, August 7th possibly onsite from 9am-4pm. Potential topics include: annual policies, curriculum and renewal updates, legislative updates, growth plan from a staffing perspective, marketing enrollment update.

The Board has expressed interest in the following topics: increase of per pupil allotment, deployment of faculty, comparison of pass/failure rates, finished/unfinished courses in previous years.

CEO Report

Rev. John Rice asked for clarity on how the per pupil allotment is calculated. Mr. Rossi explained present procedures and guidelines to calculating the per pupil allotment. Discussion was had on the effect of the per pupil allotment calculation on current and future budget.

Enrollment Report

Mr. Danilo Diaz asked about the two students who left to go to another cyber school. Mr. Fred Estrada reported that the students preferred a school where they can be onsite.

Other Topics/Next Meeting Preview

Rev. Danny Cortes acknowledged that Rev. John Rice's will be officially retiring from the Board. Rev. Rice has served on the ECCS Board for five years and has been an invaluable member of the Board of Trustees.

Next Meeting – Board Retreat August 7, 2018

Meeting Adjournment 5:22pm

Board of Trustees Secretary

Date

Minutes Taken by Yesenia Garcia