ESPERANZA CYBER CHARTER SCHOOL
Board of Trustees Retreat
Thursday, July 31, 2014

Board Members Present: Magaly Martinez, John Rice, Carmen Rocha, Carmen Torres, and Amanda Roman

Board Members Absent: Raul LeDuc

Staff Present: Danny Cortes, David Rossi, Rachel Moore, Carolyn Beitzel, Alicia Mojica, David Solivan, Jelissa Carias, and William Hopkins

Opening/Welcome
Magaly Martinez welcomed all and called the meeting to order at 9:13am. Danny Cortes shares a reflection.

Approval of Minutes
John Rice moved to approve the June 12, 2014 minutes. Carmen Rocha seconded the motion.

Agenda Overview and Logistics
David Rossi thanked the Board for their commitment to ECCS.

Board Elections
Magaly Martinez reviewed the current slate of Board members and opened the floor for voting. Danny Cortes informed the Board of the resignation of Board member Raul LeDuc and that Judith Lynch-Torres has expressed interest in serving on the Esperanza Cyber Board. The need for a Vice Chair was identified and Carmen Rocha volunteered to fill the Vice Chair while maintaining her position as Treasurer. John Rice moved the slate. Amanda Roman seconded the motion. All approved.

Danny Cortes presented the resume of Danilo Diaz to the Board of Trustees as a potential new Board member. Mr. Danilo Diaz works for Microsoft and can contribute his tech expertise. Carmen Rocha moved to accept Danilo Diaz as a new Board Member. Carmen Torres seconded the motion. All approved.

The slate for the Cyber Board Members for the 2014-2015 year is as follows:

- Chair: Rev. Magaly Martinez
- Vice Chair/Treasurer: Ms. Carmen Rocha
- Secretary: Ms. Carmen Torres
- Member: Rev. Luis Cortes
- Member: John Rice
- Member: Mr. Danilo Diaz

Esperanza Cyber Board of Trustees Retreat, July 2014

- Member: Amanda Roman

ECCS Outcomes and Goals

David Rossi reviewed the initiatives of the 2013-2014 school year. Below is the list of outcomes for 2013-2014 school year.

- Percentage of students that leave ECCS, 52% (increased from 41%)
- Retention Rate, pending September enrollment (14-15 Target TBD)
- Promotion Rate, 23% (decreased from 39%)

Two out of the three goals were not met. David Rossi suggested that a reason the 41% that represented the students that left ECCS might be an inflated statistic due to a different way of handling truancy. This year ECCS was more aggressive in addressing the truancy issue which may be reflected in the 52%. John Rice proposed that ECCS changes the retention rate for a more positive measure that uses both the percentages and the actual number to provide additional clarity to statistics that are presented.

David Rossi presented the steps that are being taken to manage towards increased student retention and success rates for the 2014-2015 school year.

1. Moving to Blended Schools Network for our curricular product. BSN gives us the ability to fully adapt our curriculum to meet the needs of ECCS students.
2. Creating a virtual Esperanza curriculum. This is a longer-term goal that may not affect student outcomes and retention for the upcoming school year.
3. Hiring of Seminar teachers similar to the Esperanza Academy that utilizes a seminar course to teach basic skills aligned to the Common Core standards as well as PSSA and Keystone examinations.
4. Repositioning a staff member to be a parent outreach coordinator that will provide timely interventions to struggling and truant students.
5. Increasing our virtual support services to students and families given the increasing percentage of students who do not attend the center on a regular basis.
6. Marketing initiatives outside of Philadelphia to reach the type of student who may be successful in a Cyber School setting.

ECCS leadership will become more sophisticated in the collection and analysis of data, consider new ways of managing, and explore additional possibilities to attract "non-traditional" students. This includes full-time students vs. part time students that need credit recovery; revisiting the graduation requirement and considering the deployment of resources. ECCS leadership will explore creating partnerships that would assist with internships and job placement capacity, and begin to track how many applications are needed to hit our enrollment target.

Danny Cortes requested that the discussion surrounding goals is tabled in order to review the End of Year Finance Report.

End of Year Finance Report
William Hopkins, Senior Vice President of Finance presented the balance sheet as of June 30, 2014. The current ratio is 0.86. As of June 30, 2014, ECCS is showing a net income of $89, 986 for the 2013-2014 fiscal year.

David Rossi reviewed the narrative for the 2014-2015 budget. The budgeted enrollment is 145. New Positions have been created and are accounted for in the budget including an administrative assistant, two seminar teachers, and a parent outreach coordinator. The full time School Climate Officer was decreased to part time. ECCS and EA will maintain the shared services agreement for the 2014-2015 school year. The shared services personnel will continue to support and provide services to ECCS. NEI will continue to provide management services to ECCS at a cost of 8% of government revenue. The monthly payment will vary based on enrollment. All new hires will have the opportunity to enroll in an alternative retirement plan. The new retirement option is a 5% employer match as compared to the 21.38% employer match in the Public School Employees' Retirement System (PSER's) plan.

Amanda Roman noted that there appear to be categories listed in the statement of activities that do not appear relevant to the Cyber school. Danny Cortes requested that finance eliminate the categories that are not relevant to ECCS in the statement of activities.

Carmen Rocha moved to approve the 2014-2015 budget. John Rice seconded the motion. All approved.

ECCS Goals Discussion
The Board of Trustees continued the discussion surrounding the ECCS 2014-2015 goals. ECCS will adjust the learning center hours for students from 8am to 12pm. Qualitative Data will be collected about the progress of the 17 students who were promoted including log on time. This data will be used to create a student profile.

Curriculum Modification
Rachel Moore discussed briefly the basic steps in modifying curriculum on Blended Schools.net. She presented a visual representation of sample curriculum modification on a 9th grade English class.

Code of Conduct
David Rossi reviewed the proposed changes to the code of conduct.

Page 1, the word "school" was replaced with the word "learning center" throughout the document.

Page 2 established a minimum of 4 -6 hours a day to make adequate progress.

Page 3 removed the statement on daily attendance impacting the students' ability to participate on after school activities.

Page 8, removed terms that are not applicable to a cyber student such as textbooks, early dismissal forms, and locker.

Page 9, removed item number two under Level One – Corrective Actions that refers to removing a disruptive student to a "cooling off area" as well as item number 11 that states that a students' parent may be required to chaperone the student for an entire school.

Page 13, the statement that a student may be suspended in school or out of school suspension was removed.

Page 15-16, the section under school uniform was revised to reflect ECCS current uniform requirement and dress code.

Carmen Rocha moved to accept the changes in the Code of Conduct. Carmen Torres seconded the motion. All approved.

Parent Student Handbook
David Rossi reviewed the proposed changes and revisions to the parent student handbook.

Page 4, inserted "chat or web session" under the parent involvement section.

Page 5 revised the required number of credits required to graduate from 28 to 25.

Page 6 deleted NWEA Maps and replaced it with Acuity that will now serve as the assessment tool.

Page 9 revised the statement on exiting the learning center.

Page 11 deleted the statement that ECCS will be allowed to participate in afterschool activities at EA.

Page 12 deleted the reference to e2020 and revised the attendance policy.

Page 14, removed language referring to school rules that are not applicable to Cyber students such as assembly etiquette and Lunch Room Expectations.

Page 17, revised the school facilities hours to reflect the 2014-2015 operating hours, deleted the non-applicable sections regarding meets and school sponsored trips.

Carmen Rocha moved to accept the changes to parent student handbook. Amanda Roman seconded the motion. All approved.

Personnel Policy
David Rossi reviewed the proposed changes to the personnel policies.

Page 1 updated the date 2013-2014 to 2014-2015 throughout the document.

Carmen Rocha moved to accept the personnel policy. Amanda Roman seconded the motion.

Personnel Report

David Rossi reviewed the departures and current vacancies at ECCS. Amanda Roman moved the personnel report. Carmen Torres seconded the motion. All approved.

Curriculum Approval/E-Learn Presentation/Blended Schools

Chris Harrington discussed with the board the curriculum modification process using Blended Schools.net and its potential challenges. The potential timeline for the project was discussed and there was an opportunity for questions and answers. Mr. Harrington will return in February to provide the Board with a six-month update. The Board requested that during the February meeting board members could participate in a modified class to gain knowledge on the student experience.

John Rice moved to accept the curriculum modification through blended schools. Amanda Roman seconded the motion. All approved.

K-5 Discussion

David Rossi informed the Board that input from the Board is needing regarding the K-6 question. ECCS was approved as a K-12 cyber school. In the beginning of the ECCS, a request made to PDE the authorizer to allow ECCS to initially serve grades 6-12. That request needs to be revisited. David Rossi will contact Harrisburg to evaluate the possible options. John Rice requested that the ECCS Cyber application is provided to the Board for review to provide additional context.

Meeting adjourned at 4:22PM

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Board of Trustees Secretary's Signature   **Date**

Minutes taken by Jelissa Carias

Esperanza Cyber Board of Trustees Retreat, July 2014

ESPERANZA CYBER CHARTER SCHOOL
Board of Trustees Meeting
Thursday, September 25, 2014

Board Present:, Rev. Magaly Martinez, Amanda Roman, Carmen Torres, Rev. Luis Cortes,
Board Absent: Rev. John Rice, Danilo Diaz , and Carmen Rocha

Staff Present: Rev. Danny Cortes, David Rossi, Rachel Moore, Carolyn Beitzel, Victoria Morales, Alicia Mojica, David Solivan, William Hopkins, Jennifer Lambert

Opening/Welcome

Magaly welcomed everyone and called the meeting to order at 3:37 pm. David Rossi introduced Victoria Morales.

Financial Report

Bill Hopkins presented the Balance Sheet and the Monthly Actual vs. Budget Report. The current ratio is .79. This is point in time information. At the end of fiscal year 2014 we were at .86. The current ratio is down due to the performance of for the first few months of the fiscal year.

As of August 31, 2014 there is a point in time year to date deficit of $35,761 due to being under enrolled as to date as compared to budget. Expenditures are also less than budgeted.

Board Minutes

Magaly Martinez moved to approve the July 31, 2014 minutes. Luis Cortes noted that in the August minutes the number of changes made to the personnel policies are unclear. It is suggested that the minutes are revised in order to clarify that there was one change made to the personnel policy that occurred several times throughout the document. Amanda Roman moved to accept the minutes with modification. Luis Cortes seconded the motion. All approved.

Personnel Report

The personnel report includes one staff departure. There are no vacancies at this time. Carmen Rocha moved to accept the personnel report. Amanda Roman seconded the motion. All approved.

New Board Member

The resume of Mrs. Judith Lynch was presented for the consideration of the Board to add her as an Esperanza Cyber Charter School Board member. Carmen Rocha moved to accept the new Board member. Magaly Martinez seconded the motion. Luis Cortes abstained from this vote.

Rev. Danny Cortes made note of the challenges in establishing quorum for the meetings due to conflict in the some of the Board members schedule. There was a discussion surrounding possibly changing the start time of the meeting to accommodate the schedule of our Board members. Jen Lambert would reach out to the Board members to obtain feedback regarding the preferred start times.

Instruction Report

Rachel Moore presented the Instruction Report and reported the goals for the 14-15 which include increasing student enrollment, student retention, and improved student outcomes. ECCS has launched live lessons as a means to engage students and to increase student retention. Students have responded positively to the offering of live lessons. A sample schedule and virtual live class plan template was provided. There was a discussion surrounding the impact of live lessons on the role of the instructor at ECCS. A request was made by the Board members to schedule a date by the next board meeting that would allow the Board to experience a live lesson at the ECCS.

PVAAS/SPP Update

David Rossi reported that the ECCS anticipated being able to provide school specific data at this board meeting however not all of the information has been finalized and made public by the state. David Rossi reviewed the information that PVASS data provides as well as the SPP. PVASS data provides information regarding how well an individual student has improved. The school performance profile serve as statewide report cards. The Cyber's preliminary SPP score has increased from a score of 32 to 45 which is atypical. It was reported that many schools in PA will have declining SPP scores in comparison to the prior year. It is anticipated that this data will be available and presented to the Board at the next meeting. Rev. Danny Cortes reported an interest in seeing comparative data along with the school specific data.

Special Education Policies

ECCS administration has provided the Board a set of special education policies for their approval. The policies presented are standard procedures established by PDE and the federal government and modified as needed to be reflective of a cyber-environment and consistent with the mission of ECCS. David Rossi noted that these policies and procedures are common practice however due to cyclical monitoring it is important that these documents are presented for Board approval. There was a discussion surrounding the protocols and procedures that are common practice during cyclical based on Esperanza Academy's experience. These polices will be sent out electronically to allow the Board of Trustees sufficient time to review for approval during the November Board meeting.

Enrollment Report

David Solivan presented the enrollment report. There are 94 total students enrolled as of September 18, 2014. As of September 25, 2014, the current number of students enrolled is 100 .

Operations Report

Internet service has been reconfigured in order to provide appropriate support to the Cyber School. This upgrade is subsidized by the 14-15 E-rate funds. ECCS is in need of recording booths to allow teachers to work on presenting their live lessons.

Other Topics

It was suggested that we insert a placeholder for a meeting in mid-October in order to review enrollment at the Cyber. The lateness of the submission of board documents was raised which led to a conversation regarding the need for a September Board meeting. It was suggested that for the 15-16 year the Board Meetings begin in October and allow the month of September for startup of the school year.

Meeting adjourned at 4:45PM.

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Board of Trustees Secretary Signature   **Date**

ESPERANZA CYBER CHARTER SCHOOL
Board of Trustees Meeting

December 18, 2014

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

Board Absent: Ms. Carmen Rocha

Staff Present: David Rossi, William Hopkins, Rachel Moore, Jen Lambert, Alicia Mojica, Andrew Rosado, David Solivan, Jelissa Carias

Other Present: Eric Strauss via phone

Introductions/Greeting

Rev. Magaly Martinez welcomed all called to order at 5:04 pm. Rev. John Rice noted that he may need to excuse himself during the meeting prior to its adjournment.

Minute Approval

Rev. Martinez opened the floor for any questions regarding the minutes presented. There were no questions. Ms. Judith Lynch submitted her edits to correct typographical errors found in the minutes.

Rev. John Rice moved to accept the September 25, 2014 minutes. Ms. Carmen Rocha seconded the motion. All approved.

Personnel Report

The following four new hires were presented to the Board of Trustees during the December 18, 2014 meeting for approval:

- Megan Veazey – Science Teacher, 12/1/14
  Shippensburg University, B.S. Ed. Biology
  Certification: General Science (7-12), Biology (7-12), Environmental Education (PK-12)

- Crista Clark Keister - PT ESL Coordinator, 12/3/14
  Eastern University, B. A. Spanish w/ minor in Biblical Studies
  Certification: Spanish (K-12)
  Certification: PA Instructional Level I Social Studies Certification 7-12

David Rossi reported out of the six departures out concerning the six departures. Those departures included a Science teacher, Parent Outreach Coordinator, PT ESL Coordinator, Math Seminar Teacher,

and an English Seminar Teacher. The English seminar position held by Leslie Farrell was omitted from the personnel report. It was noted that 3 out of the 6 positions were eliminated from ECCS due to under enrollment and that two of the employees transferred to the middle school to fill vacancies there.

Ms. Judith Lynch-Torres moved to accept the personnel report as presented. Mr. Danilo Diaz seconded the motion.

Contract Approvals

David Rossi presented the following contracts to the Board of Trustees for approval:

1. **SEPTA Ad Contract:** Septa will run ads marketing Esperanza Cyber Charter School on 15 Frankford line Septa buses beginning November 10, 2014 through January 4, 2015 at a cost of $7,569.72. (See ad attached.)

2. **Alemar Consulting Incorporated:** An agreement that gives ALEMAR consulting authority to prepare and submit all forms, documents, and related correspondence for all areas of the eRate program Year 2015-2016.

Rev. John Rice moved to accept the Contract Approvals as presented. Mr. Danilo Diaz seconded the motion.

Audit Report

Eric Strauss joined the meeting via conference call. Jason Margulis, associate at WithumSmith+Brown summarized the Audit Communication Letter. Eric Strauss, Partner at Withum, Smith + Brown updated the Board on upcoming reporting accounting changes that will impact non-profit reporting in the future. Mr. Strauss summarized the June 30, 2013 audit report that reflects no findings. The auditors reviewed The School's cash balance at June 30, 2014 was $203,403, representing a decrease of $18,911 from June 30, 2013.

Eric Strauss concluded his remarks and Rev. Magaly Martinez opened the floor to questions from the Board Members. There were no questions. The Board moved into executive session.

Ms. Judith Lynch-Torres moved to accept the Audit report as presented. Rev. John Rice seconded the motion. Motion carried.

The Board commended the staff for the work that has been to improve the Cyber's financial position.

Monthly Finance Report

Bill Hopkins presented the Balance Sheet and the Monthly Actual vs. Budget Report as of October 31, 2014. The current assets are $561,805. Current liabilities are $659,220. The current ratio is .75. There is $534,000 is internal debt and if this liabilities were subtracted the Cyber would have 4x's the amount

Ms. Judith Torres-Lynch sought clarification from Bill Hopkins regarding the current ratio and the "real" number regarding the Cyber schools' current ratio. The Board engaged in conversations regarding the probability for the ECCS to pay off the internal debt to Esperanza Incorporated as well as foreseeable increase in liabilities due to technology needs. Mr. Danilo Diaz reported that he met with the ECCS staff and was impressed with the work performed internally to maintain their technology however noted his concern about sustaining the cost of tech equipment long term.

Rev. Danny Cortes has requested that the cost of Technology Investment is placed within the Cyber's existing budget structure for the following year. Using the Cyber's historical data, assumptions relative to growth and capital investment, the life span of tech equipment, and projected E-rate funding present a per student tech fee. This data will be presented at a subsequent meeting.

David Rossi reviewed the Statement of Activities. As of October 31, 2014, there is a point in time year to date deficit of 83,000. The increased enrollment in November will bring it down to $45,000 and by the end of December we may be able to break even. Enrollment has increased by 90 students. There is a negative variance in the revenue due to the challenges in enrollment. Expenditures are currently running $60,000 below the budget due to a few open positions.

Special Education Policy

Ms. Moore updated the Board on the upcoming visit from the Pennsylvania Department of Education (PDE) to monitor the Special Education unit in January. One of the requirements for the visit is to present Board approved policies the day of the visit. These policies have been in place and were presented to the Board with minor changes as a comprehensive policy specific to the needs Special Education. Mr. Rossi mentioned that there might be minor revisions made to these policies in a subsequent meeting. The Board engaged in discussion about the application of Special Education policies in a Cyber environment.

Rev. John Rice moved to accept the Special Education policies as presented. Ms. Carmen Rocha seconded the motion. Motion carried.

SPP Comparison/Benchmark Data

David Rossi reviewed the SPP Data for Esperanza Cyber Charter School. The ECCS data is showing a positive trend of growth increasing the score to 47.7 which is also the 2nd highest SPP increase of any Cyber in the state. The target score is a "70" which none of the Cyber charters have achieved. Rev. John Rice cited his interest in meeting with David Rossi and Rachel Moore to discuss in depth the program development of the Cyber school. A meeting will be set up and an invite will be sent to all

interested Board members for a more in-depth discussion regarding the lessons learned in the past two years, current challenges and frustrations to gain a deeper understanding of the work.

The Value Added metric is important to consider as many of the students that enroll into Cyber school are "below basic" proficiency. David Rossi reported that this idea that Cyber schools are serving the students that the brick and mortar school left behind has been a common theme in discussions with Cyber CEO's across the state.

David Rossi also noted that the data presented only included the students that were Cyber students as of October 1st. Given the dynamic environment of the Cyber in terms of enrollment the data that is presented does not capture an accurate depiction of student progress at the Cyber. Retention is key.

Danny Cortes stated that given the unreliable nature of the data that the state can provide the Board relative to progress he suggests that an internal metric is created for the Board. This metric would remain constant to allow the Board to make judgments about the success of the Cyber school. David Rossi stated that the goal should be to increase the retention rate and create this metric using PVAAS data and test score(s) by how long we have educated a student.

The Board engaged in discussion to identify the feeder schools to the Cyber as well as the schools that Cyber students are enrolling into upon withdrawal.

Enrollment Report

As of December 18th, 2014 there are 172 students at the Cyber School. A total of 87 students have enrolled since the October 23, 2014. The Cyber has retained more students' year to date when compared to the prior year. Rachel Moore reported on the 1st ECCS graduate who completed her studies in December and the enrollment of the 1st elementary school students in grades K and 1st. Ms. Moore provided additional information regarding the supports that are being provided to the families that have enrolled elementary school children. The Board engaged in discussions surrounding marketing strategies to continue to increase enrollment, higher levels of engagement, and monitoring truancy.

Board Meeting Schedule

The need to revisit the board meeting of schedule for the ECCS Board of Trustees was presented given the difficulty in obtaining quorum given the time of the meetings and conflict with work schedules. There are ECCS board members that serve the EA board. It was proposed that the next Cyber Board Meeting start at 4:00PM and only run for an hour and half. This would push back the EA Board Meeting

Danny Cortes also noted the importance of identifying key items vs. perfunctory reporting and managing the meeting time so that it is well spent. Ms. Judith Lynch did make a statement regarding the responsibilities of the school and Board members. Danilo Diaz suggested created a shared folder to share items as they are created, minutes (two weeks) and finance (immediately upon closing the books). The EA Board of Trustees will be notified of a 6:00PM start time and allow them to report of any potential conflict and finalize the start time upon the collection of the responses. It was also requested that calendar invites are sent out.

Meeting adjourned at 7:00 pm.

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Board of Trustees Secretary's Signature   Date

Minutes taken by Jelissa Carias

Board of Trustees Meeting

February 26th, 2015
301 West Hunting Park Avenue - Library
Philadelphia PA 19140

Board Members Present: Carmen Rocha, Rev. Magaly Martinez, Carmen Torres, Rev. John Rice and Danilo Diaz (via Phone Conference)

Board Members Absent: Amanda Roman, Ms. Judith Torres-Lynch, Rev. Luis Cortes Jr.

Management/Staff Present: Danny Cortes, Rachel Moore, David Rossi, William Hopkins, Jennifer Lambert, David Solivan, Alicia Mojica, Jelissa Carias, Ellen Espaillat

The meeting was called to order at 4:09pm and quorum was established.

I. Minutes

Mrs. Rocha stated that corrections needed to be made to the minutes as her name appeared twice both absent and present. She stated she was present. Rev. Martinez called for a motion to accept the minutes with the correction. Mrs. Rocha moved. Rev. Rice seconded. Motion was passed unanimously.

II. Greetings /Introductions

Mr. Rossi introduced Ms. Espaillat who is working as his new Administrative Assistant.

III. Statement of Financial Interest

Mr. Rossi stated that the Statement of Financial Interest must be filled out and submitted by May first. It discloses any conflict of interests. Mrs. Carias stated the board had requested to have backgrounds checks. Mr. Rossi passed out the clearance forms to be filled out and returned. Rev. Martinez asked how often the clearances need to be completed. Mr. Rossi stated that it needs to be specified for the board. Employees fill it out every year and sitting board members complete it once. Mr. Hopkins handed out copies of the 990 form for ECCS. He stated the board has 10 days to review it. If the board had no concerns it would be considered accepted and e-filed after the 10 day period. Mr. Hopkins stated he will also file a BCO-10 with the Commonwealth of Pennsylvania which allows for fundraising.

IV. Monthly Financial Report

Mr. Hopkins stated the current assets are about $560,000. The current liabilities are about $597,000 giving a current ratio of .94. This ratio details the ability to pay the current bills. The unrestricted net assets are in a positive position at $29,580. In comparison to January 2014

Mr. Rossi discussed the impact of House Bill 530 which if passed would produce a 7% decrease in per pupil allotment for Cyber students. The cyber CEO's met to discuss their position on the bill and what further action should be taken. Rev. Rice asked if over enrollment might be a solution to the proposed bill in order to subset the cost. Mr. Rossi stated that it was a possibility. Rev. Cortes said that in the event of a funding reduction the teacher to pupil ratio would need to be revisited.

Mr. Rossi explained the significance of Act 168 which mandates that no school employee can be hired without receiving a statement from the previous school stating that there were no issues along with background checks. Employees can be hired on a temporary basis for 30 days pending the information from the previous school.

A motion was called the end the meeting by Rev. Martinez at 5:30pm. Mrs. Rocha motioned. Rev. Rice Seconded. The motion passed unanimously.

Esperanza Cyber Charter School

4261 North 5th Street; 2nd Floor; Philadelphia, PA 19140; (215) 967-9703

Board of Trustees Meeting

April 23rd, 2015
301 West Hunting Park Avenue - Library
Philadelphia PA 19140

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

Board Members Absent: Amanda Roman, Rev. Luis Cortes Jr., Danilo Diaz,

Management/Staff Present: Rev. Danny Cortes, Rachel Moore, David Rossi, William Hopkins, Jennifer Lambert, David Solivan, Alicia Mojica, Jelissa Carias, Ellen Espaillat, Carolyn Beitzel

Other: Martin Friedman

The meeting was called to order at 4:05pm and quorum was established.

I.   Minutes

Rev. Martinez called for a motion to accept the minutes. Mrs. Rocha moved. Ms. Torres seconded. The vote was as follows:

Yeas: Mrs. Torres-Lynch, Mrs. Rocha, Rev. Rice, Ms. Torres, Rev. Martinez - 5
Nays: 0
Abstentions: 0

II.   Monthly Financial Report

Mr. Hopkins stated that the current assets are $595,912 and our current liabilities are $610,670 giving the current ratio of .98. There is a total of $463,000 that is being financed by Esperanza. Rev. Rice asked if the amount owed to Esperanza would be paid off since there is a cash flow of $435,000. Mr. Hopkins stated that they are going to move toward doing that and the Board should expect the cash flow to be about half of the current amount. Rev. Rice asked about the self-sufficiency of the Cyber if the Esperanza was not lending the $463,000 cash. Mr. Hopkins stated the Cyber should be self-sustained in about 12 months. Mrs. Torres-Lynch asked if there was currently any interest being charged on the loan. Mr. Hopkins stated that there was currently no interest but Esperanza was discussing the option and would present a resolution to the Board once a final decision was made.

Mr. Rossi apologized for arriving late. He was at the Mayor's Office meeting the new Secretary of Education Pedro Rivera. The school will continue to trend in a positive direction from a net income standpoint Enrollment is at 169 which is more than was projected for this time of year. Due to enrollment being at 88 September there were some cost reduction measures which are

still in place. The school is in conversation with the School District of Philadelphia over the 2013-14 enrollment reconciliation. Mr. Rossi states that the February 1st per pupil recalculations slightly reduced the regular education per pupil allotment and increased the special education allotment so the school would break even. The next recalculation occurs on May 1st. those tend not to change as much. In line 6944, Receipts from the School District the school is still $71,000 below budget. This was due primarily to the low enrollment at the beginning of the school year. Also in line 1100751 Technology is over spent by $26,000 due to the spike in enrollment and the replacement of the old equipment. Mr. Rossi asked if there were any questions. Mrs. Torres-Lynch asked if the goal was a zero variance. Mr. Rossi stated the goal would be to finish the year in a positive position. .

III.   2015-2016 Budget

Mr. Rossi stated that this was a preliminary budget. The budget for approval would be presented at the May meeting. The budget was created based on 145 students. The school is expecting a 3% natural flow reduction based on what the school district has spent this year on the per pupil allotment. On top of that we are reducing another 7% based on current legislation that is on the table. Therefore, this budget reflects a net 10% decrease in the per pupil allotment. There is a budget proposal from Governor Wolf that would cap the per pupil regular education at about $5400 which would be about 65%of the regular education tuition. This budget cut may not pass. From an enrollment stand point the Cyber might see an increase of students that come from the Esperanza Academy wait-list. There will be a few new positions for the coming year. These positions include a K-5 teacher, curriculum writer. Mrs. Moore explained that the current curriculum being used is Connections which provides the direct instruction and the virtual platform. The school is currently using Blended Schools in order to facilitate the creation of a Cyber curriculum. Blended Schools does not allow Cyber to be the sole proprietor of the created documents therefore Cyber is looking toward using Blackboard instead. Mr. Rossi stated that all of these platforms were reflected across line 1100329. Advertising is another important expense. The budget reflects $25,000. To date the Cyber has expended $22,000. Most students who come to the school state they learned about the school through word of mouth and there have also been some brought in through the radio station "La Mega". This draft budget reflects a year end deficit of $68,000. Mr. Rossi will present a balanced budget by May. Mr. Rossi also stated that salary increases were not present in the current budget but should be included in the finalized budget in May. Rev. Martinez called for a motion to release intent to hire letters for the 2015-2016 school year. Mrs. Torres-Lynch moved. Rev. Rice seconded. The vote was as follows:

Yeas: Mrs. Torres-Lynch, Mrs. Rocha, Rev. Rice, Ms. Torres, Rev. Martinez - 5
Nays: 0
Abstentions: 0

IV.   Proposed 2015-2016 Board Meeting Schedule

Mr. Rossi presented the proposed Board meeting schedule. Mr. Rossi explained that the only difference would be the loss of one meeting in September. Mr. Rossi recommends the Board Retreat would be held on August 12th. Some board members had conflicting meetings scheduled for that date and opted to change the date to August 18th. Rev. Martinez called for a motion to

accept the schedule with the change in the Board Retreat date. Mrs. Rocha moved. Ms. Torres seconded. The vote was as follows:

Yeas: Mrs. Torres-Lynch, Mrs. Rocha, Rev. Rice, Ms. Torres, Rev. Martinez - 5
Nays: 0
Abstentions: 0

V.   Proposed 2015-2016 School Calendar*

Mr. Rossi presented the proposed school calendar. Mr. Rossi explained the only changes could be the Board Retreat date and the graduation date. Rev. Martinez called for a motion to accept the school calendar with the changes to the 2 events. Mrs. Torres-Lynch motioned. Mrs. Rocha seconded. The vote was as follows:

Yeas: Mrs. Torres-Lynch, Mrs. Rocha, Rev. Rice, Ms. Torres, Rev. Martinez - 5
Nays: 0
Abstentions: 0

VI.   Contract Approvals*

Mr. Rossi introduced Martin Freidman to review the E-rate contract. E-rate will only support internal connections on site. Therefore the voice and date texting for cellular services would no longer be supported. E-rate will be phasing out the voice feature causing a reduction of 20% yearly until the cost is completely assumed by the school. This year the percent discount will change from 90% to 70% for the local and long distance telephone service. For the cellular phone service there would be a 70% discount and the school assumes responsibility for all the ineligible data. For the internet the E-rate will continue to provide the 90% discounts as the fully support this service. Ms. Beitzel introduced the second contract is for the design of the school website with Sharpe Schools. Rev. Martinez motioned to accept the contracts. Mrs. Torres-Lynch motioned. Ms. Torres seconded. The vote was as follows:

Yeas: Mrs. Torres-Lynch, Mrs. Rocha, Rev. Rice, Ms. Torres, Rev. Martinez - 5
Nays: 0
Abstentions: 0

VII.   Personnel Report*

Mrs. Moore presented Jimena Alzate as receptionist. The Board reviewed her resume. Rev. Martinez motioned to accept the personnel report as stated. Mrs. Rocha motioned. Rev. Rice seconded. The vote was as follows:

Yeas: Mrs. Torres-Lynch, Mrs. Rocha, Rev. Rice, Ms. Torres, Rev. Martinez - 5
Nays: 0
Abstentions: 0

VIII. CEO Report

Mr. Rossi asked if there were any questions on the CEO report. Mrs. Rocha asked about the model being used for the School Improvement Grant. Mr. Rossi explained that this year's application comes with a variety of choices. These choices are still under review.

IX. Director of Instruction

Mrs. Moore stated that there were 2 students who have already graduated and a possible 15 who may graduate by June. The graduation date is suggested for June 11th at the Esperanza Center and Mrs. Moore is asking for the Board approval of that date. Rev. Martinez called for a motion to approve the graduation date of June 11th. Mrs. Rocha motioned. Rev. Rice seconded. The motion passed unanimously.

Mrs. Moore stated student enrollment is at 169. The Average Daily Attendance for the Cyber students last year at this time was around 27% and this year attendance has treaded in a positive direction and has remained around 86%. To improve student outcomes Cyber is using Finish Line to conduct focused test preparation classes. Synchronous lessons were increased from 3x per week to 5x per week in core classes to provide increased instructional time and teacher support. Lastly, Mrs. Moore stated there were specialized ELL classes that were created and added on to Semester 2 for additional support.

X. Enrollment Report

The Board did not have any questions about the enrollment report.

Rev. Rice asked Mrs. Moore to write up a one and a half page review of the pros and cons of the program including the effectiveness of the school, the platform, target population and the capacity for a working model. Mrs. Moore agreed to have it completed by the next Board meeting in May.

A motion was called the end the meeting by Rev. Martinez at 5:35pm. Mrs. Rocha motioned. Rev. Rice Seconded. The vote was as follows:

Yeas: Mrs. Torres-Lynch, Mrs. Rocha, Rev. Rice, Ms. Torres, Rev. Martinez - 5
Nays: 0
Abstentions: 0