



Board Retreat
August 18th, 2015
301 West Hunting Park Avenue
Philadelphia, PA 19140

Board Members Present: Rev. Magaly Martinez, Rev. John Rice, Amanda Roman, Carmen Torres, Judy Lynch-Torres

Board Members Absent:

Staff Present: Fredrick Estrada, Gregory Artman, Rachel Moore, Carolyn Beitzel, Andrew Rosado, Kenneth Medina, David Rossi, Jelissa Carias, Ellen Espaillat

NEI Staff Present: Danny Cortes

Meeting began at 9:01am.

I. Greetings
II. Agenda Overview
III. Minutes

Mrs. Torres stated that a change is needed to be made in the minutes as it was inadvertently listed as Roman. Rev. Rice motioned to accept the minutes with the change. Ms. Torres seconded.

Vote as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Amanda Roman, Carmen Torres, Judy Lynch-Torres

No: N/A

Abstain: N/A

IV. Board Elections

Slate:

Rev. Magaly Martinez – Chairperson

Mrs. Carmen Rocha – Vice Chairperson/Treasurer

Ms. Carmen Torres – Secretary

Rev. Luis Cortes – Ex-Officio

Rev. John Rice – Member

Ms. Amanda Roman – Member

Mrs. Judy Lynch-Torres – Member

Mr. Danilo Diaz – Member

Rev. Rice moved to approve the slate as it was presented.

Mrs. Lynch-Torres seconded the motion.

Vote as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Amanda Roman, Carmen Torres, Judy Lynch-Torres

No: N/A

Abstain: N/A

V. Organizational Structure

Mr. Rossi presented the organizational chart. The major changes being in the direct reports to Mr. Rossi, the addition of the COO position and the transition of Dr. Beitzel to the Cyber School. Rev. Rice asked for the names to be attached to the positions.

VI. Student Outcomes and Goals

Mrs. Moore reviewed student outcomes in comparison to the set goals of the school. The board engaged in conversation over what is considered to be a “failing” grade, time management of student coursework, pacing, parent training and how to record outputs. The board asked that a reporting mechanism be put in place to capture how many students were serviced, referred to alternative programs and a metric for student growth throughout their time at Cyber. Mrs. Moore reviewed the Keystone and PSSA scores. Mrs. Moore stated that the PSSA’s changed this school year and therefore the scores will provide a baseline for the following year.

Mrs. Moore explained that measures are being set in place to increase proficiency throughout this school year. One of these measures is the use of NESSO to track data in a more in-depth manner. Some others include hiring a full time math seminar teacher and individuals who will be developing a curriculum.

Mrs. Moore spoke about the College and Career report. The number of graduates this year was 8. All students applied to post-secondary education and were accepted into a 4 or 2 year institution.

VII. Live Lesson Demo

Mrs. Moore and Dr. Beitzel presented the Live Lesson Demo

VIII. Finance Report

Mr. Hopkins stated that the ECCS is in the process of its annual independent financial audit. He anticipates there will be no findings. An item which might appear post audit is the implementation of an amount for PSERs for a liability which should appear in October. Mr. Hopkins stated the current assets are \$448,000 compared to the current liabilities of \$462,000 which gives a current ratio of .97. Total liability and assets would be \$509,000. The Cyber School ended the year with a \$47,492 surplus.

Mr. Rossi stated total revenue was \$117,000 less than the projected amount due to the low enrollment in the beginning of the year. Due to proactive cost reductions there was an under expenditure in the amount of \$178,000 than what was budgeted. The technology expenditures were over budget due to the boost in enrollment mid-year.

IX. Curriculum Approval

Dr. Beitzel highlighted some of the improvements made this school year. ECCS is focused on hiring highly qualified teachers. The new additions to the Cyber team for the 2015-2016 school year would give the

collective 13 years of experience in online education. A full time ELL teacher was hired and ECCS will improve rigor in our math program.

Mrs. Moore shared some of her concerns for the coming school year. The board engaged in conversation with administration over how to address concerns including enrollment and the learning curve for new staff.

Dr. Beitzel discussed some of the programmatic adjustments such as 8th graders taking pre-algebra, high school students now required to pass 25 credits in order to graduate, the addition of calculus, pre-calculus and statistics and changing ELA from a British Literature perspective to a more global literature approach.

Mrs. Lynch-Torres motioned to accept the Academic Program as presented. Rev. Rice seconded the motion.

Vote as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Amanda Roman, Carmen Torres, Judy Lynch-Torres

No: N/A

Abstain: N/A

X. Enrollment Report

ECCS has ads in La Mega radio station. The board engaged in conversation around increasing enrollment. Mr. Rossi pointed out that no student is denied due to an incomplete packet as long as they submit the documents mandated by law for enrollment.

XI. Marketing Plan

Mrs. Moore stated that certain agencies are referring students to ECCS. She also stated that La Mega is one of the most effective forms of outreach however most students who hear about ECCS from these sources are ELL students.

Dr. Beitzel stated she is currently working with Josue Duarte on branding for the school. Other marketing approaches include targeting small local newspapers, the use of social media, designing and launching the new website and a brochure designed to promote the school.

XII. Proposed Calendar Changes

Mr. Rossi stated the major changes to the calendar were the change in the date of the board retreat, the addition of two days off in September for the Papal visit, the change in the graduation day and the addition of a day to the end of the school year.

Rev. Rice motioned to accept the calendar changes as presented. Ms. Roman seconded the motion.

Vote as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Amanda Roman, Carmen Torres, Judy Lynch-Torres

No: N/A

Abstain: N/A

XIII. Code of Conduct

4261 North 5th Street ~ Philadelphia, PA 19140 ~ Phone (215) 967-9703 ~ Fax (215) 324-2542

www.esperanzacyber.org

Mrs. Moore presented the changes to the code of conduct which center around updating the language to reflect a cyber-environment.

The board asked that certain changes be made along with the rewording of section VIII; subsection C as it refers to plagiarism.

Ms. Roman moved to approve the code of conduct with all the changes discussed by the board. Rev. Rice seconded the motion.

Vote as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Amanda Roman, Carmen Torres, Judy Lynch-Torres

No: N/A

Abstain: N/A

XIV. Parent-Student Handbook

Mrs. Moore went over the major changes to the parent-student handbook. The board suggested the handbook and all other materials be translated into Spanish. Areas of the handbook should be rewritten to allow for a better understanding, well as the reformatting of the headers.

Rev. Rice motioned to accept the handbook with the changes suggested by the board. Mrs. Lynch-Torres seconded.

Vote as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Amanda Roman, Carmen Torres, Judy Lynch-Torres

No: N/A

Abstain: N/A

XV. Contract Approvals

Mr. Rossi presented four contracts for curriculum writers.

- a. **Kathryn Jowski:** Developing a course in World History, World History/Geography, U.S. History, Government and Economics. Each course is at \$600 for a total of \$2,400.
- b. **Latoya Johnson:** Developing courses in Algebra 1, Geometry, Algebra 2, Chemistry, Environmental Science and Physics. Each course is at \$600 for a total of \$3,600.
- c. **Faith Artman:** Developing a course in Health/PE. A total of \$600.
- d. **Danielle Cook:** Developing a course in Spanish II. A total of \$600.

Mrs. Martinez motioned to approve the contracts as stated. Ms. Torres seconded.

Vote as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Amanda Roman, Carmen Torres, Judy Lynch-Torres

No: N/A

Abstain: N/A

XVI. Personnel Report

Mrs. Moore stated there were 5 new staff and 4 staff departures with one vacancy for a K-6 Elementary Teacher. The new staff is listed below:

- a. Faris Algeo: English Seminar Teacher (6-8)
- b. Joshua Benn: Social Studies Teacher (6-12)
- c. Peter Brockman: Math Teacher (9-12)
- d. Zachary Devlin: English Language Learner Teacher/Program Specialist (K-12)
- e. Tyrone Smith: Math Seminar Teacher (6-8)

Rev. Rice motioned to approve the personnel report. Mrs. Lynch-Torres Seconded.

Vote as follows:

Yes: Rev. Magaly Martinez, Rev. John Rice, Amanda Roman, Carmen Torres, Judy Lynch-Torres

No: N/A

Abstain: N/A

XVII. Other

Mr. Rossi stated that there were some health policies that were provided for the Cyber School which will be brought up for approval in the next board meeting.

The meeting was adjourned at 3:52pm

Secretary of Board

Date

Minutes taken by Ellen A. Espailat



October 29th, 2015
301 West Hunting Park Avenue
Philadelphia, PA 19140

Board Members Present: Rev. Magaly Martinez, Amanda Roman, Carmen Torres, Judy Torres-Lynch, Carmen Rocha, Rev. Luis Cortes

Board Members Absent: Rev. John Rice, Danilo Diaz

Staff/Management Present: Gregory Artman, Rachel Moore, Dr. Carolyn Beitzel, Kenneth Medina, Jelissa Carias, Rev. Danny Cortes, William Hopkins, Ellen Espaillat

Meeting began at 4:00pm.

I. Greetings

Rev. Cortes acknowledged the death of Mr. Rossi's mother, Catherine Rossi. Rev. Cortes explained that Mr. Rossi would not be present for this reason.

Rev. Martinez acknowledged the lack of quorum and chose to rearrange the agenda items until quorum could be established.

II. Instruction Report

Mrs. Moore stated that the current enrollment was 158 which is under the budgeted number. She explained the strategies being taken to promote enrollment (phone calls, attending community events and La Mega advertisements). The board engaged in conversation about transiency, enrollment target and type of data to evaluate. Rev. Cortes asked for a report stating controllable variables that could reflect student achievement.

III. Comparative Data

Dr. Beitzel stated that transiency affected the PVAAS growth measures. In addition the sample to reflect growth requires a minimum of 11 test takers which the Cyber School did not have. Another factor that affects the scores is the date of the students' enrollment. For the Keystone Exams, the data for the Cyber schools in the area was not made public as this board meeting. In the Literature and Biology keystones the Cyber School outperformed the neighboring brick-and-mortar schools. The PSSA scores were low due to the new test aligned to the Common Core. This year's score will serve as a baseline for future years.

IV. Minutes

Rev. Martinez acknowledged the establishment of quorum at 4:20pm with the addition of Rev. Luis Cortes and Ms. Roman.

Rev. Martinez called for a motion to approve the minutes of the August 18th Board Retreat. Mrs. Torres-Lynch motioned. Ms. Torres seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Amanda Roman, Carmen Torres, Judy Torres-Lynch, Carmen Rocha, Rev. Luis Cortes - 6

No: N/A

Abstain: N/A

V. Monthly Financial

Mr. Hopkins stated the total assets were \$617,000 and the total liabilities are \$488,000 giving a ratio of 1.14.

Mr. Medina stated that the school was under budget from a revenue perspective by \$48,000. The budget was based on an enrollment of 165. Rev. Danny Cortes asked that a year-end projection be presented for discussion measuring the actual budget to the approved budget. It should compare revenue and expenditures as enrollment was based on 165 in an effort to create a real enrollment projection. ECCS has a point in time surplus of \$25,032 as of 8/31/15.

Mr. Hopkins stated that the school is under a financial audit and the report would be presented in a future board meeting. He also stated that there have been no interruptions to funding from the school district but Esperanza Inc. is taking measures to ensure that the schools would be covered in case there was a cease to funding.

VI. Health and Wellness Policy*

Dr. Beitzel presented the Health and Wellness Policy in detail. The board engaged in conversation regarding the Cyber School's responsibility in student wellness. Dr. Beitzel answered questions.

Rev. Martinez called for a motion to approve the health and wellness policy. Mrs. Torres-Lynch motioned. Ms. Torres seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Amanda Roman, Carmen Torres, Judy Torres-Lynch, Carmen Rocha - 5

No: N/A

Abstain: N/A

VII. Contract Approvals

Mr. Medina presented the contracts:

1. **Ellen Tannenbaum:** Independent Contractor, Interim Counselor, \$130.00 per day. MS in School Counseling, Gwynedd-Mercy College. Secondary School Counselor Certification. Elementary School Counselor Certification. BS in Business and Economics, Lehigh University.

2. **Connections Academy:** A new first semester licensing agreement has been agreed upon with Connections and is reflected in Exhibit A Pricing and Invoicing, page 6: #1.e and page 7: #2. The new license structure means that when Student A withdraws, we can use the same license for new Student B, regardless of course name or grade level. Additionally, we can make that change an unlimited number of times during the school year.

Rev. Martinez called for a motion to approve the contract approval report. Mrs. Rocha motioned. Ms. Torres seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Amanda Roman, Carmen Torres, Judy Torres-Lynch, Carmen Rocha
- 5

No: N/A

Abstain: N/A

VIII. Personnel Report

Mr. Medina presented the personnel report:

1. Michael Magnotta: Social Studies Teacher (6-12)
Green Mountain College, B.A. in Environmental Studies and B.A. in History
PA Certification: Instructional I Social Studies (7-12)

There was one departure, one person on leave and no vacancies

Rev. Martinez called for a motion to approve the personnel report. Mrs. Rocha motioned. Ms. Torres seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Amanda Roman, Carmen Torres, Judy Torres-Lynch, Carmen Rocha
- 5

No: N/A

Abstain: N/A

IX. CEO Report

Mrs. Carias informed that the Cyber School has received data from the first years of the Cyber School that was provided by the educational platform E2020 which the Cyber School used.

X. Enrollment Report

Mrs. Moore stated that 17 students left the Cyber School since September. Incoming ESL students are being offered an ELL 1 and 2 Class to meet the needs of this population.

XI. Faculty/Staff Handbook

Review of this document was tabled until the next board meeting.

4261 North 5th Street ~ Philadelphia, PA 19140 ~ Phone (215) 967-9703 ~ Fax (215) 324-2542

www.esperanzacyber.org

XII. Executive Session**XIII. Adjournment**

The board asked that the next board meeting on December 3rd begin at 3:30pm instead of the previously scheduled 4:00pm.

Rev. Martinez called for a motion to adjourn the meeting. Mrs. Torres-Lynch motioned. Ms. Roman Seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Amanda Roman, Carmen Torres, Judy Torres-Lynch, Carmen Rocha
- 5

No: N/A

Abstain: N/A

The meeting was adjourned at 5:10pm

Secretary of Board

Date

Minutes taken by Ellen A. Espaillat



December 03rd, 2015
301 West Hunting Park Avenue
Philadelphia, PA 19140

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

Board Members Absent: Danilo Diaz, Rev. Luis Cortes, Carmen Torres

Staff/Management Present: Alicia Mojica, David Rossi, Carolyn Faulkner-Beitzel, Rachel Moore, Gregory Artman, William Hopkins, Kenneth Medina, Ellen Espailat

Other: Withum, Smith & Brown (2)

Meeting began at 3:35pm.

I. Greetings

II. Minutes

Rev. Martinez called for a motion to approve the minutes of the October 29th Board Meeting. Rev. Rice motioned. Mrs. Torres-Lynch seconded. The vote was as follows:

Yes: Rev. Judy Torres-Lynch, Amanda Roman, Rev. John Rice, Carmen Rocha, Rev. Magaly Martinez - 5

No: N/A

Abstain: N/A

III. Monthly Financial Report

Mr. Hopkins began by stating that the current ratio is 0.99. Mr. Hopkins spoke concerning the PSER's pension liability stating it was based on the current employees' pensions to date. He also spoke about the expansion of the credit line. Mr. Hopkins stated he was expecting a call from the COO of the School District of Philadelphia about the disbursement of funds.

Mr. Rossi stated there was a point in time \$52,000 deficit as of October 31st. With sustained enrollment there is a \$20,000 to \$30,000 end of year deficit projection. Enrollment has ranged from 155-162 this year. The expenses and revenue have been lower than what was projected in the budget. There are less Special Education students than what was budgeted and enrollment has not yet reached the budgeted 165.

IV. SPP Report

Mr. Artman presented an itemized comparison of the 13-14/14-15 SPP reports. The Cyber school had fewer data points which led to the lower score and the PSSA was used as a baseline this

year. Dr. Beitzel stated that in order for a calculation to be reflected in the SPP there was a set of rules that the Cyber had to abide by. One being that there must be at least 11 students presented in a particular testing group. Since some of our Keystone cohorts were smaller, the data was not sufficient to be used in calculating the SPP. Dr. Beitzel stated some action steps created to improve the SPP score.

The Board asked that a plan be developed to ensure progress is occurring without relying on the SPP. Mr. Rossi stated that Cyber shows growth in the following areas; increased attendance, increased engagement in live lessons and an increase in elementary students and their successes. The Board asked that a letter be drafted and sent to the Department of Education enumerating the items that hinder the Cyber when calculating the SPP. The Board also asked that the Cyber create a plan listing the success the Cyber has had to be used during the renewal process. This report should be quantitative, qualitative and anecdotal.

V. Contract Approvals

Mr. Medina presented the contracts as follows:

1. **Therapy Source:** ECCS has entered into an agreement with Therapy Source Staffing Solutions for speech (\$93.32 per hour), occupational therapy (\$93.20 per hour), audiology (\$93.32 per hour), and social work (counseling) services (\$79.32) as a related service stipulated in the Individualized Educational Plan (IEP) of ECCS students. The projected cost associated to this contract is estimated to be at least **\$25,478.08** based on the needs of the returning special education population. This figure excludes any new students to special education.
2. **ALEMAR Consulting:** ECCS has renewed their agreement with ALEMAR consulting to provide E-Rate services at a fixed cost of \$6,750.00. In addition, secondary services in the following categories: Educational and Instructional Technology assessment, State Reporting (PIMS) and Student Information System (PowerSchool) support at a rate of \$175.00 not to exceed \$15,000 for the 2015-16 year. The **total cost** of this contract is **\$21,750.00**
3. **Dr. Betsy Collier, School Psychologist:** ECCS has renewed their agreement with Dr. Collier who serves as the school psychologist and executes all required evaluations for newly referred ECCS students and our current special education students. The rate for both initial and re-evaluations is **\$500.00 per evaluation report**.
4. **MACCS Health Services:** – the administration is recommending the approval of the contract between MACCS Health Services and ECCS for the providing of student health services for the 2015-16 year. **Grand Total: \$5,452.79 for the 2015 - 2016 school year.**

Rev. Martinez called for a motion to approve the Contract Approvals report. Rev. Rice motioned. Mrs. Rocha seconded. The vote was as follows:

Yes: Rev. Judy Torres-Lynch, Amanda Roman, Rev. John Rice, Carmen Rocha, Rev. Magaly Martinez - 5

No: N/A

Abstain: N/A

VI. Personnel Report

Mr. Rossi presented the Personnel Report as follows:

New Hires- none

Departures – 1

On-Leave – 1

Rev. Martinez called for a motion to approve the Personnel report. Mrs. Rocha motioned. Mrs. Torres-Lynch seconded. The vote was as follows:

Yes: Rev. Judy Torres-Lynch, Amanda Roman, Rev. John Rice, Carmen Rocha, Rev. Magaly Martinez - 5

No: N/A

Abstain: N/A

VII. Audited Financial Report*

The auditor from Withum Smith-Brown introduced section A of the financial report which is standard and required communication. He then stated that there were no audit adjustments, weaknesses or issues with internal controls. The only adjustment to the report was the addition of the GASB68 due to the PSER's Pension Liability adjustments. Operationally the school did well.

The Board held an executive session with the auditors. Upon the reconvening of the board meeting, Rev. Martinez called for a motion to approve the Audited Financial Report. Mrs. Torres-Lynch motioned. Ms. Roman seconded. The vote was as follows:

Yes: Rev. Judy Torres-Lynch, Amanda Roman, Rev. John Rice, Carmen Rocha, Rev. Magaly Martinez - 5

No: N/A

Abstain: N/A

VIII. Enrollment Report

Rev. Martinez had to leave early and Mrs. Rocha (Vice-Chair) served as chair for the remainder of the meeting.



Mrs. Moore presented the enrollment report. The board stated they wanted to plan a visit to the Cyber School for January 7th from 10am to 12pm.

IX. Executive Session

X. Adjournment

Mrs. Rocha called for a motion to adjourn the meeting. Rev. Rice motioned. Mrs. Torres-Lynch Seconded. The vote was as follows:

Yes: Rev. Judy Torres-Lynch, Amanda Roman, Rev. John Rice, Carmen Rocha - 4

No: N/A

Abstain: N/A

The meeting was adjourned at 5:00pm

Secretary of Board

Date

Minutes taken by Ellen A. Espaillat



February 25th, 2016
301 West Hunting Park Avenue
Philadelphia, PA 19140

Board Members Present: Rev. Magaly Martinez; Chairperson, Carmen Rocha; Vice-Chairperson/Treasurer, Carmen Torres; Secretary, Judith Torres-Lynch, Rev. John Rice (via phone) and Amanda Roman

Board Members Absent: Danilo Diaz, Rev. Luis Cortes

Staff/Management Present: David Rossi, Carolyn Faulkner-Beitzel, Rachel Moore, Gregory Artman, William Hopkins, Jelissa Carias, Ellen Espailat

Meeting began at 4:01pm.

I. Greetings

II. Minutes

Rev. Martinez called for a motion to approve the minutes of the December 3rd Board Meeting. Mrs. Rocha motioned. Mrs. Torres-Lynch seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Carmen Rocha, Carmen Torres, Judith Torres-Lynch, Amanda Roman, Rev. John Rice - 6

No: N/A

Abstain: N/A

III. Statement of Financial Interest

Mr. Rossi explained that it is an annual document that must be filled out by all administrators and Board members to disclose any conflict of interest. It must be filled out by May 1st of every year.

IV. Monthly Financial Report

Mr. Hopkins began by stating that the current ratio was 0.98. The current assets are \$460,000 and the current liabilities \$468,000 with \$258,000 of that due to related parties. Mr. Hopkins also stated that the BCO-10 and 990 were filed and sent out.

Mr. Rossi stated ECCS has received \$113,000 less than budgeted in revenue due to enrollment not meeting the targeted 165 and the enrollment of less Special Education students than budgeted. Mr. Rossi projects there will be a \$20,000 loss at year end. Mr. Rossi also stated that the adjustment of the per pupil allotment has not yet been released. Mrs. Torres-Lynch asked about the over expense in both the Office of the CEO and Office of the Principal. Mr. Rossi explained that the Office of the Principal was due to the need for a consultant for PIMS and that the Office of the CEO was due to E-rate.

V. Mid-Year Report

Mr. Rossi explained that the purpose of this report is to update the board on the progress towards goal completion, update on any follow ups the board requested and provide the board with accomplishments.

Mrs. Moore reported that ECCS is working toward increased proficiency by having a better placement of students upon enrollment and the development of seminar courses using adaptive resources such as Khan Academy and Reading Works. Goal two is to Increase Retention. The Cyber School has a retention rate of 70% as compared to 61% last school year. The year-to-year retention rate has increased to 47% and was at 25% last year. The retention rate for the elementary students is 56% with a 79% passing rate. Goal three was to Decrease Absences. The average attendance last year was 74.6% percent and this year it has increased to 90.6%. Dr. Beitzel reported that Goal four, Develop Curriculum, is currently still in progress as course maps are being developed as well as an ESL program.

Dr. Beitzel reported on the accomplishments of ECCS. In enrollment, ECCS has increased by 10%, ELL enrollment has increased by 5% and Special Education has decreased by 5%. In retention, ECCS has met its goal to increase year-to-year retention by 20% and has seen an increase of 9% in overall retention through the 1st semester. In attendance, ECCS has met the target of 80% daily attendance and increased 20% in attendance in the month of January. Honor Roll has increased by 11%. Mr. Rossi added that every metric is moving in a positive direction. Students are passing their classes at increased rates when compared to last school year overall 14%, ELL3% and Special Education students 18%.

VI. Personnel Report*

Mr. Rossi presented the personnel report as follows:

New Hires:

- 1. Ellen Tannenbaum:** School Counselor as of 01/04/2016. Masters of Science in School Counseling from Gwynedd-Mercy College. Elementary and Secondary School Counselor Certifications.

Staff Departures: 1

On Leave: None

Rev. Martinez called for a motion to approve the Personnel Report as presented. Mrs. Torres-Lynch motioned. Mrs. Rocha seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Carmen Rocha, Carmen Torres, Judith Torres-Lynch, Amanda Roman - 5

No: N/A

Abstain: N/A

VII. Contract Approvals*

Mr. Rossi presented the contract approvals as follows:

- 1. Faith Artman:** Independent Contractor as of 11/23/2015 - Curriculum Writer for Health and Physical Education Courses. Total fee of \$600.

Rev. Martinez called for a motion to approve the Contract Approvals as presented. Ms. Roman motioned. Mrs. Torres-Lynch seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Carmen Rocha, Carmen Torres, Judith Torres-Lynch, Amanda Roman - 5

No: N/A

Abstain: N/A

VIII. CEO Report

Mr. Rossi stated that the Cyber School has been receiving on time payments from the School District of Philadelphia through the month of January 2016. Mr. Rossi stated that on February 8th, 2016 Governor Wolf released a draft of the 2016-2017 budget. There are areas of concern for both cyber charters and brick-and-mortar schools. These changes are a reduction of about 30% in regular education tuition rate for Cyber schools, changes to the Special Education Tuition rate which would cut charter funds in half and a requirement for an annual reconciliation where excess monies would be reimbursed to the sending school districts. Mr. Rossi mentioned the Cyber just finished their Open Enrollment Period for benefits. There is an increase of 3% but the expense is not being passed down to the employees. Mr. Rossi also mentioned that Rev. Rice and Mrs. Torres-Lynch visited the Cyber School on January 8th, 2016. Mrs. Torres-Lynch stated she was able to interact with staff, view live lessons and observe the day-to-day operation of the school. She observed that the students are using similar technologies as its being used in the business world today which is a great preparatory tool. She recommends that other board members take the time to visit.

IX. Enrollment Report

Mrs. Moore reported that the total enrollment was currently 160 with 6 more students enrolled since this report was created. Mrs. Moore stated ELL comprised 22% of the population, Special Education 16% and K-5 10%. Most of the students who left the Cyber School returned to brick-and-mortar schools. Mr. Rossi pointed out that there has been a drop in the amount of students that withdrew and students who were dropped based on truancy.

X. Executive Session

XI. Adjournment

Rev. Martinez called for a motion to adjourn the meeting. Ms. Roman motioned. Mrs. Torres-Lynch seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Carmen Rocha, Carmen Torres, Judith Torres-Lynch, Amanda Roman - 5

No: N/A

Abstain: N/A

The meeting was adjourned at 5:10pm

Secretary of Board

Date

Minutes taken by Ellen A. Espaillat



April 28th, 2016
301 West Hunting Park Avenue
Philadelphia, PA 19140

Board Members Present: Rev. Magaly Martinez; Chairperson, Carmen Rocha; Vice-Chairperson/Treasurer, Carmen Torres; Secretary, Judith Torres-Lynch, Danilo Diaz and Amanda Roman

Board Members Absent: Rev. Luis Cortes, Rev. John Rice

Staff/Management Present: David Rossi, Carolyn Faulkner-Beitzel, Rachel Moore, Artemio Rodriguez, Ellen Espallat

Meeting began at 4:05pm.

I. Greetings

II. Minutes

Rev. Martinez called for a motion to approve the minutes of the February 25th Board Meeting. Mrs. Rocha motioned. Ms. Torres seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Carmen Rocha, Carmen Torres, Judith Torres-Lynch, Danilo Diaz and Amanda Roman - 6

No: N/A

Abstain: N/A

III. Monthly Financial Report

Mr. Rodriguez began by stating that the current ratio was 1.10. The current assets are \$450,000 and the current liabilities \$283,000 with \$179,000 of that due to related parties. The total net pension liabilities are \$1,781,000 due to GASB-8.

Mr. Rossi stated ECCS has received \$128,000 less than budgeted in revenue due to enrollment not meeting the targeted 165 and the enrollment of less Special Education students than budgeted. Mr. Rossi projects there will be a \$25,000 loss at year end which does not include the \$30,000 due to the recalculation. Overall ECCS has spent \$95,000 less than budgeted in total expenditures.

IV. 2016-2017 Budget

Mr. Rossi presented a budget with a projected enrollment of 160 students and using the per pupil allotment numbers assuming 2% less funding for regular education students and a 2% increase for special education students. A balanced budget will be brought up for a vote on June 16th. One notable change is the reduction of the IT position to part time. Mr. Rossi discussed possible

threats to Cyber funding through legislation that would tier special education spending. If this legislature were to pass it would cut special education funds by approximately \$300,000.

V. Instruction Report

Mrs. Moore stated that enrollment has increased. ECCS has closed enrollment due to the proximity of the end of the school year. Mrs. Moore stated that 30% of students enrolled have been a part of ECCS since 2014-2015. Currently 60% of students enrolled have maintained continuous participation since the beginning of the school year. Mrs. Moore informed the board that Keystone testing would be conducted during the month of May. Mrs. Moore invited the board to participate in the graduation ceremony June 17th.

VI. Board Meeting Schedule*

Mr. Rossi presented the Board Meeting Schedule with the change of time from 3:30pm to 4:00pm.

Rev. Martinez called for a motion to approve the Board Meeting Schedule. Mrs. Torres-Lynch motioned. Mrs. Rocha seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Carmen Rocha, Carmen Torres, Judith Torres-Lynch, Danilo Diaz and Amanda Roman - 6

No: N/A

Abstain: N/A

VII. School Calendar*

Mr. Rossi presented the proposed school calendar with the removal of the graduation date and Veteran's Day is still up for debate.

Rev. Martinez called for a motion to approve the preliminary school calendar for 2016-2017. Mrs. Torres-Lynch motioned. Mrs. Rocha seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Carmen Rocha, Carmen Torres, Judith Torres-Lynch, Danilo Diaz and Amanda Roman - 6

No: N/A

Abstain: N/A

VIII. Board Retreat Planning

Mr. Rossi asked the board to propose any topics they would like to discuss for the annual board retreat. The topics include enrollment and marketing longitudinal update, student performance for retained students, test scores and comparison to other cybers, changes in curriculum, K-5

curriculum update and performance, update on 2015 graduating class and update on progress for renewal.

IX. Contract Approvals*

Mr. Rossi presented the Contract Approvals as follows:

1. **Ronda Atwater:** Independent Contractor, Long Term Substitute Teacher, \$150.00 per diem. Master of Arts in English, Writing and Analysis Track from Arcadia University.
2. **Marilyn Vogel Ed. D.:** Independent Educational Evaluation Agreement for student D. L., \$3,600. Doctor of Education in Educational Psychology from Temple University. PA Licensed Psychologist.
3. **E-rate Contracts:** E-Rate is a federal program whose goal is to ensure that schools that serve high need communities can obtain telecommunications and Internet access at discounted rates. In order to participate in the program ECCS must complete an application and is a part of the bidding process on a yearly basis.
 - i. **Category I Projects:**
 1. **Verizon Wireless:** Cellular Phones
 - a. Total Yearly Cost: \$24,959.04
 - b. Total amount covered by USAC: \$6,181.68 discounted at 50% (only voice covered, data not eligible)
 - c. Out of Pocket for EACS: \$18,773.76
 - ii. **Category II Projects:**
 1. **MTG:** LAN Cabling and WAP Electronics
 - a. Total Cost of ECCS 2016-2017 SY Category II Erate projects: \$17,476.72
 - b. Total amount to be covered by USAC: \$14,855.28 (85% discount)
Out of pocket amount for ECCS: \$2,621.51

Rev. Martinez called for a motion to approve the Contract Approvals. Mrs. Torres-Lynch motioned. Ms. Torres seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Carmen Rocha, Carmen Torres, Judith Torres-Lynch, Danilo Diaz and Amanda Roman - 6

No: N/A

Abstain: N/A

X. CEO Report



Mr. Rossi presented the per pupil allotment numbers released in the recalculation. ECCS staff has completed the staff retention forms and to date only 1 staff member will not be returning for the 2016-2017 school year. ECCS will be receiving a monitoring visit for Title Funding as well as for IDEA funding.

XI. Enrollment Report

Mrs. Moore presented the enrollment report. Enrollment has increased by 10 students since the last board meeting and is greater than the previous school year. To date, less students have withdrawn in comparison to the past school year.

XII. Executive Session

XIII. Adjournment

Rev. Martinez called for a motion to adjourn the meeting. Mrs. Torres-Lynch motioned. Ms. Torres seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Carmen Rocha, Carmen Torres, Judith Torres-Lynch, Danilo Diaz and Amanda Roman - 6

No: N/A

Abstain: N/A

The meeting was adjourned at 5:25pm

Secretary of Board

Date

Minutes taken by Ellen A. Espailat



June 16th, 2016
301 West Hunting Park Avenue
Philadelphia, PA 19140

Board Members Present: Rev. Magaly Martinez; Chairperson, Carmen Torres; Secretary, Judith Torres-Lynch, Danilo Diaz, Rev. John Rice and Rev. Luis Cortes (via phone)

Board Members Absent: Amanda Roman, Carmen Rocha

Staff/Management Present: Rev. Danny Cortes, David Rossi, Carolyn Faulkner-Beitzel, Rachel Moore, Artemio Rodriguez, Gregory Artman, Andrew Rosado and Ellen Espallat

Meeting began at 4:00pm. Quorum established at 4:13pm.

I. Greetings

Rev. Martinez greeted all attending and began the meeting. Mr. Rossi stated that Mrs. Moore would be transitioning from the Cyber School as she accepted a position elsewhere. All took a moment to thank Mrs. Moore for her work and dedication to the Cyber School.

II. Minutes

Mr. Rodriguez pointed a change in the minutes from GASB-8 to GASB-68.

Rev. Martinez called for a motion to approve the minutes of the April 28th Board Meeting with the one change. Mrs. Lynch motioned. Mr. Diaz seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Carmen Torres, Judith Torres-Lynch, Danilo Diaz, Rev. John Rice - 5

No: N/A

Abstain: Rev. Luis Cortes

III. Monthly Financial Report

Mr. Rodriguez began by stating that the current ratio was 1.21. The current assets are \$494,000 and the current liabilities \$295,000 with \$191,000 of that due to related parties. The total net pension liabilities are \$1,781,000 due to GASB-68.

Mr. Rossi stated that the May and June finance reports would reflect the downward adjustments of the per pupil allotment. Mr. Rossi stated ECCS has received \$130,000 less than budgeted in revenue due to enrollment not meeting the targeted 165 and the enrollment of less Special Education students than budgeted. Mr. Rossi projects there will be a \$25,000 loss at year end which does not include the \$30,000 due to the recalculation. Overall ECCS has spent \$95,000 less than budgeted in total expenditures.

2016-2017 Budget

Mr. Rossi presented a budget with a projected enrollment of 160 students which would consist of 132 regular education and 28 special education students. To protect the Cyber School from possible legislation, the per pupil allotment used in this budget is 7% less than what has been allocated. There are some changes in staffing expenses. The Special Projects Coordinator position is being eliminated. The Chief Operating Officer will be replaced and is projected to begin in September. There are 2 teaching positions, a part-time curriculum writer and a part-time administrative assistant also being added to this year's budget. The Cyber School will also be downsizing in office space and incurring some renovation costs.

Rev. Martinez called for a motion to approve the 2016-2017 Budget. Mr. Diaz motioned. Ms. Torres seconded. The vote was as follows:

Yes: Carmen Torres, Danilo Diaz - 2

No: N/A

Abstain: Rev. Luis Cortes, Rev. Martinez, Judith Torres-Lynch, Rev. John Rice

V. Instruction Report

Mrs. Moore stated that there has been no change in enrollment. The last orientation was held April 29th. ECCS has closed enrollment due to the proximity of the end of the school year. Mrs. Moore stated that 29% of students enrolled have been a part of ECCS since 2014-2015. Currently 56% of students enrolled have maintained continuous participation since the beginning of the school year.

VI. Board Retreat Planning

Mr. Rossi presented last year's board retreat calendar and asked the board for any items they would like to see for the coming retreat. The board asked for a report detailing the completion of goals.

VII. Personnel Report*

Mr. Rossi presented the personnel report as follows.

New Hires: N/A

Staff Departures:

1. Megan Veazey: Science Teacher, 04/12/2016
2. Liana Diaz-Rivera: Special Education Coordinator, 06/01/2016

Vacancies:

- (1) FT Science Teacher
- (1) FT Special Education Coordinator

Rev. Martinez called for a motion to approve the personnel report. Mrs. Lynch motioned. Mr. Diaz seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Carmen Torres, Judith Torres-Lynch, Danilo Diaz, Rev. John Rice - 5

No: N/A

Abstain: Rev. Luis Cortes

VIII. CEO Report

Mr. Rossi stated that Gov. Tom Wolf signed HB 1552 into law. In addition, Act 35 was adopted and will bring a new funding formula. The formula will be based some elements like number of children in district living in poverty, enrolled in charter school and ELL. Mr. Rossi also stated that that IDEA and Title Funding visits were conducted with no findings.

IX. Executive Session

X. Adjournment

Rev. Martinez called for a motion to adjourn the meeting. Mrs. Torres-Lynch motioned. Ms. Torres seconded. The vote was as follows:

Yes: Rev. Magaly Martinez, Carmen Torres, Judith Torres-Lynch, Danilo Diaz, Rev. John Rice - 5

No: N/A

Abstain: Rev. Luis Cortes

The meeting was adjourned at 5:25pm

Secretary of Board

Date

Minutes taken by Ellen A. Espailat

