

## **ESPERANZA CYBER CHARTER SCHOOL**

### **Annual Board of Trustees Retreat**

4261 N. 5th Street, Philadelphia PA 19140, Middle School- Room 238

Tuesday, August 7, 2018

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**Board Members Present:** Mr. Danilo Diaz, Ms. Amanda Roman, 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, Greg Artman, Fred Estrada, Artemio Rodriguez, Ms. Yesenia Garcia, Mr. David Rossi, Rev. Danny Cortes, Jasmine Campos-Rivera, Ann McHugh

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### **Welcome/Greeting**

Rev. Magaly Martinez welcomed all and called the meeting to order at 9:05am.

### **Approval of Minutes**

Rev. Magaly Martinez called for a motion to approve the June 21, 2018 Board minutes. Ms. Judy Torres-Lynch moved. Ms. Amanda Roman seconded the motion. The vote was as follows:

**Yeas:** Mr. Danilo Diaz, Ms. Amanda Roman, Rev. Magaly Martinez, Ms. Judith Torres-Lynch

- 4

**Nays:** 0

**Abstentions:** 0

### **Student Outcome Results 2017-18**

Mr. David Rossi clarified that PVAAS data will not be made available until October 2018. As soon as the information becomes available it will be shared out.

Mr. Greg Artman reported on the results of student outcome which reflects Special education and English Language learners moving ahead significantly.

The following action plan is in place in order to improve student outcomes: improve teacher support and coaching, decrease teacher workload, fully implement the at-risk and SAP plans, hire intervention teachers, improve student orientation process, improve benchmarking process, improve infrastructure, add additional teachers to the English Language Learners department.

Rev. Magaly asked how intervention teachers will be supporting students. Administration informed that teachers will follow the RTI model. The teacher will service all students who are struggling with

reading regardless if they are regular population or special needs. The intervention teachers would pull out of class and teachers would modify curriculum to fit students need.

Ms. Judy Torres-Lynch would like funds to be maximized in order to intentionally assist students who are struggling in math and reading given the outcomes of the Keystone results.

Mr. Greg Artman informed they would like to increase student retention and attendance by 10% for this academic school year. The attendance rate has improved from the prior school year. A discussion was had on the Commonwealths definition of truancy and the repercussions of students being truant.

Pearson Realize is the new digital curriculum that will be used for the K-5 program.

### **Goals, Targets and Action Plan 2018-19**

Dr. Beitzel spoke regarding the four goals which are: 1) improve student growth in math, reading, and science to the level of “green” measuring progress towards graduation 2) retain 10% more of students for the school year to the following year enrollment 3) increase by 10% students attendance and 4) increase enrollment by 25% students by the end of 2019.

### **End of Year Finance Report**

Mr. Artemio Rodriguez reviewed the balance sheet for the end of year June 2018 financial report. Total assets are at \$1,714,347 and total liabilities is \$317,417 bringing the ratio to 3.57.

Mr. David Rossi informed total revenue was 44% above budget. The total expenditures are over budget due to supporting increased enrollment.

### **Marketing Strategy**

Mr. Fred Estrada spoke to the various cyber schools that presently exist in the city and commented on how we compare in terms of demographics and socio-economics data. The present marketing budget is at \$25,000. Marketing campaigns are taking place on social media: Facebook/Instagram, Twitter, Youtube, website, partnership with Esperanza’s 5th Street Business Corridor, community events, and direct mail marketing.

### **School Program Updates**

Dr. Beitzel informed that the first high school major has been added and it is music. A part time music teacher has been hired and he is presently developing the curriculum. A new student application, ClassLink has been purchased in order for students to have one sign-on in order to attend class.

In order to comply with state regulations of the Future Ready Index a course has been added to teach on topics such as Anti-Bullying, Suicide Prevention, career exploration and planning. The lessons

have already been developed and teachers would facilitate. This course will be available for all students in grades K-12. The guidance counselors role has been expanding to include: homeless liaison (10 children identified in 17-18), SAP and At-Risk Team, development management of instruction to meet compliance for Anti-Bully, Suicide Prevention, and Future Ready career exploration and planning. A part-time guidance assistant will be added in order to assist with these additional task.

An additional 1200 square feet were added as 15 additional staff members will be starting at the end of the month. A wide area P was added to new teaching space to ensure stronger connectivity.

Several classes have been added such as: spanish, basic arithmetic, and a pre-geometry course.

### **Growth Projections/Strategy**

Dr. Beitzel shared how the cyber school plans to grow out as enrollment increases. For the 2018-19 school year, the present number of staff members, 25 professional staff and 11 support staff, should be able to support 350 students. Discussion on growing out the program and what that looks like when space is limited. The Board and administration discussed the pros and cons of a remote work policy. The administration is presently looking at a potential remote policy for a subsequent meeting.

### **Enrollment Report**

Mr. Greg Artman reported that a total enrollment of 431 and end of year enrollment was 280. The three reasons for withdraw is: difficulty of cyber school, truancy and moved out of state. As of August 1, 2018, a total of 227 students have confirmed returning to the school. This number does not capture all students presently enrolled or pending applicants.

### **Personnel Report**

Mr. David Rossi presented the personnel report as follows:

#### **New Hires:**

1. Broom, Thomas: Social Studies Teacher, 8/20/2018  
Master of Education-Teaching & Learning: History, Liberty University  
PA Certification: Instructional I Social Studies 7-12
2. Osif, Shawn: Math Teacher, 8/20/2018  
Master of Science Educational Administration, University of Scranton  
PA Certification: Instructional II Elementary K-6, Mathematics 7-12, Mid-Level Mathematics 6-9, and Administrative I Principal PK-12
3. Peragallo, Mike: Music Teacher, 8/20/2018  
Master of Arts- Music Education, Marywood University  
PA Certification: Instructional I Music PK-12

4. Servais, Lauren: Social Studies/English Language Arts Teacher, 8/20/2018  
Bachelor of Science-Secondary Education, Temple University  
PA Certification: Instructional I Social Studies 7-12
5. Yeingst, Jessica: Special Education/Reading Teacher, 8/20/2018  
Doctor of Education, Curriculum and Instruction, Capella University  
PA Certification: Instructional II English 7-12, Reading Specialist PK-12, Special Education PK-12, Elementary K-6, and Program Specialist English as a Second Language (ESL) PK-12
6. Scioli, Samantha: English Language Arts Teacher, 8/20/2018  
Bachelor of Science in Education- English, Millersville University  
PA Certification: Instructional I English 7-12
7. Dinsmore, Andrew: English Language Arts Teacher, 8/20/2018  
Master in Education-Secondary Education English, Temple University  
PA Certification: Instructional I English 7-12
8. Vazquez, Brian: Administrative Assistant to the Coordinator of Instruction, 7/30/2018  
Bachelor of Arts in Psychology, La Salle University
9. Springer, Danielle: Special Education Teacher, 8/20/2018  
Bachelor of Science in Special Education, Liberty University
10. Lindinger, Kaitlin: English Language Arts Teacher, 8/20/2018  
Master of Education, Holy Family University  
PA Certification: Instruction II English 7-12, Social Studies 7-12
11. Hall, Nathan: ESL Teacher, 8/20/2018  
Master of Science in Secondary Education, Saint Joseph's University  
PA Certification: Instructional II Citizenship 7-12, Social Studies 7-12, English 7-12, Communications 7-12, Program Specialist ESL PK-12

**Staff Departures for 2018-2019 Academic Year:** None

**On Leave:** None

**Vacancies:** (3 offers pending)

1. Special Education Teacher
2. English Language Learner Teacher
3. English Language Learner Teacher
4. Science Teacher
5. Science Teacher
6. Kindergarten - 2nd Grade Teacher
7. 6th Grade Teacher

**Staff Transitions:**

1. Schroeder, Dan: FT Science Teacher, New Position: FT Technology Coordinator

ECCS Board of Trustees Retreat- August 7, 2018

Minutes

Rev. Magaly Martinez called for a motion to approve the personnel report. Ms. Judy Torres-Lynch moved. Ms. Amanda Roman seconded. The vote was as follows:

**Yeas:** Mr. Danilo Diaz, Ms. Amanda Roman, Rev. Magaly Martinez, Ms. Judith Torres-Lynch

- 4

**Nays:** 0

**Abstentions:** 0

### **Parent/Student Handbook**

Ms. Jelissa Carias spoke to the changes in the Parent/Student Handbook:

Pg. 6 insert of acknowledgement form

Pg. 9 enrollment removed from handbook and added to website

Pg. 11 parent involvement section has been updated to reflect parent engagement

Pg. 13 reflect changes of pg. 25

Pg. 14 reflects help desk instructions

Pg. 25 instructional materials and repercussions for failure to return them

Pg. 26 academic honesty

Pg. 29 attendance compliance

Rev. Magaly Martinez called for a motion to approve the Parent/Student Handbook. Mr. Danilo Diaz moved. Ms. Amanda Roman seconded. The vote was as follows:

**Yeas:** Mr. Danilo Diaz, Ms. Amanda Roman, Rev. Magaly Martinez, Ms. Judith Torres-Lynch

- 4

**Nays:** 0

**Abstentions:** 0

### **Code of Conduct**

Ms. Jelissa Carias reported on the following changes to the Code of Conduct:

Pg. 1 scope applies to virtual connection as well, in-school suspension

Pg. 3 update on student attendance policy

Pg. 4 unexcused absences updated

Pg. 5 update on teacher/parent communication

Pg. 6 manifestation determination language added, Anti-Bullying Policy updated

Pg. 7 Disciplinary Hearing

Pg. 10 Failure to Complete in School Suspension/Inappropriate Contact

Pg. 12 Consequence updated for Level 2 Offense

Pg. 14 Corrective Action Level 3 language added

Pg. 15 Suspension language added/ Expulsion language added

Pg. 17 Title of Director changed

Rev. Magaly Martinez called for a motion to approve the Code of Conduct. Ms. Amanda Roman moved. Mr. Danilo Diaz seconded. The vote was as follows:

**Yeas:** Mr. Danilo Diaz, Ms. Amanda Roman, Rev. Magaly Martinez, Ms. Judith Torres-Lynch

- 4

**Nays:** 0

**Abstentions:** 0

### **English Language Learners Update**

Mr. Zachary Devlin spoke to the expansion of the English Language Learners department. Currently 25% of the population are identified as English Language Learners. This is an increase of 19 students compared to previous school year. Access testing participation rate was at 97% which is an increase from previous year.

A newcomer program was developed for 13 students who were enrolled due to moving from Puerto Rico after the devastation of Hurricane Maria. The English Language Development teacher developed and delivered bilingual curriculum to these students. The content areas for these students were also delivered in English and Spanish.

The Board would like to know how the school tracks the progress of English Language Learners.

### **Special Education Update**

Mr. Dan Cote reported that 19.6% of the population were receiving special education services. The Office of Vocational Rehab (OVR) will be invited to any senior's IEP meeting. Some goals for the special education program are: 1) identify through progress monitoring students who can be serviced as itinerant instead of supplemental, 2) evaluate progress monitoring data more often to identify placement changes more frequently 3) improve meaningful collaboration between general education teachers and the special education department.

Next Meeting- **October 25, 2018 at 4pm**

### **Meeting Adjournment**

Meeting adjourned at 2:45pm.

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**Board of Trustees Secretary**

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**Date**

Minutes Taken by Yesenia Garcia

ECCS Board of Trustees Retreat- August 7, 2018

Minutes

**ESPERANZA CYBER CHARTER SCHOOL**  
Board of Trustees Meeting  
301 W. Hunting Park Avenue, Philadelphia PA 19140- Library  
Thursday, October 25, 2018

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**Board Members Present:** Ms. Judy Torres-Lynch, Ms. Carmen Torres, Ms. Carmen Rocha, Mr. Danilo Diaz

**Board Members Absent:** Rev. Magaly Martinez, Rev. Luis Cortes, Ms. Amanda Roman

**Staff/Management Present:** Mr. David Rossi, Rev. Danny Cortes, Ms. Earline Williams, Dr. Carolyn Faulkner-Beitzel, Mr. Greg Artman, Mr. Artemio Rodriguez, Ms. Laurie Yardumian, Ms. Yesenia Garcia

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**Introduction/Greeting**

Ms. Carmen Rocha called the meeting to order at 4:00pm.

**Minutes**

Ms. Carmen Rocha called for a motion to approve the August 7, 2018. Ms. Judy Torres-Lynch moved. Ms. Carmen Torres seconded. The vote was as follows:

**Yeas:** Ms. Carmen Rocha, Ms. Carmen Torres, Mr. Danilo Diaz, Ms. Judith Torres-Lynch - 4

**Nays:** 0

**Abstentions:** 0

**Instruction Report**

Mr. Greg Artman reported that the Response to Intervention (RTI) program has been revamped and fully being implemented. Baseline testing for Math and Reading is being conducted during the orientation process and students are grouped based on results of testing and placed into appropriate tier to best meet their needs.

Additional teacher development is taking place. Lead teachers are actively coaching new teachers and providing feedback on observations. Weekly meetings are being conducted by lead teachers to improve collaboration and to focus on student and teacher needs.

The orientation process has been made more robust in order to help students adapt more quickly to the new virtual environment. Students are now required to complete assignments over three days to practice skills they need in the virtual classroom. Teachers have been trained on a new program that allows them to monitor student screens while in class.

### **Monthly Financial Report**

Mr. David Rossi introduced the new CFO, Ms. Earline Williams. Artemio Rodriguez reported on the total assets of \$1,103,955 and total liabilities is \$384,354 which results to a ratio of 2.87.

Mr. David Rossi reported that as of August, 31, 2018 the cyber school has a deficit of \$97,894. This deficit is due to not receiving all school income for students who have been enrolled. Also, legal service line is over budget due to several redirection claims. Equipment is over budget due to expenses running higher than usual to account for enrollment being above budget.

### **Financial Audit**

Mr. James Truebenchach-Bryne, Supervisor from WithumSmith+Brown, PC reported on the outcomes of the 2018 financial audit. A clean audit with no findings was presented.

#### **Financial Highlights:**

- The school's cash balance at June 30, 2018 was \$828,083, representing an increase of \$435,972 from June 30, 2017.
- The school experienced better than expected enrollment number for the year. There was an average of 204 regular education students and 52 special education students enrolled for the year against a budget of 130 regular education students and 45 special education students.
- At the close of the current fiscal year, the school reported ending a net position -\$343,074 due primarily to the required adjustments to GASB 68. There was an increase in net position of \$551,008 for the activities of the year ended June 30, 2018.
- The school makes contributions as defined by the Commonwealth to PSERS Health Insurance Premium Assistance Program with the adoption of the GASB 75. The school recorded \$4,415 in non-cash income related to plan administrative performance in addition to the required cash contribution of \$4,406.
- The school makes contributions as defined by the Commonwealth to PSERS with the adoption of the GASB 68. The school has recorded \$122,831 in non-cash income related to plan administrative performance in addition to the required cash contributions of \$168,476.

Ms. Carmen Rocha called for a motion to accept the draft financial audit. Ms. Judy Torres-Lynch moved. Danilo Diaz second. The vote was as follows:

**Yeas:** Ms. Carmen Rocha, Ms. Carmen Torres, Mr. Danilo Diaz, Ms. Judith Torres-Lynch - 4

**Nays:** 0

**Abstentions:** 0



## **Homeless Policy**

Dr. Faulkner-Beitzel spoke to the McKinney-Vento Homeless Assistance Act which requires states and school districts to eliminate barriers to immediate school enrollment for students experiencing homelessness.

Carmen Rocha called for a motion to accept the Homeless Policy. Judy Torres-Lynch moved. Carmen Torres seconded. The vote was as follows:

**Yeas:** Ms. Carmen Rocha, Ms. Carmen Torres, Mr. Danilo Diaz, Ms. Judith Torres-Lynch - 4

**Nays:** 0

**Abstentions:** 0

## **Contract Approvals**

Mr. David Rossi presented the contracts as follows:

1. **Gaggle:** The administration is recommending the approval of the contract between Gaggle and Esperanza Cyber Charter School for safety management of student communication which includes Google Chat for the 2018-19 school year **in the sum of \$2,550.00.**
2. **PowerSchool:** The administration is recommending the approval of the contract between PowerSchool and Esperanza Cyber Charter School for the elimination of analytics annual fee, A&A analytics base implementation fee, and removal of 0.5 day of A&A product training full day remove for the 2018-19 school year. The total credit is **\$5,276.02**
3. **Clarix Technologies:** The administration is recommending the approval of the contract between Clarix Technologies and Esperanza Cyber Charter School for providing Adobe's Connect solution in order to host meetings 2018-19 school year **in the sum of \$5,980.00**
4. **Johnson Controls Security Solutions LLC:** The administration is recommending the approval of the contract between Johnson Controls and Esperanza Cyber Charter School for locksmith charges to move maglock and access devices. Cost of for installation is **\$1,781.25.**
5. **National Student Clearinghouse:** The administration is recommending the approval of the contract between National Student Clearinghouse and Esperanza Cyber Charter School for tracking students postsecondary nationwide, central repository of information on student enrollment, degrees, diplomas, certificates and other educational achievements. Annual subscription fee for Student Tracker for High School programs is **\$450.00.**
6. **Alert Solutions, Inc.:** The administration is recommending the approval of the contract between Alert Solutions, Inc. and Esperanza Cyber Charter School for unlimited messaging, PowerTeacher messaging, and mobile app. **Total cost \$950.00.**

7. **KDI Office Technology:** The administration is recommending the approval of the contract between KDI Office Technology and Esperanza Cyber Charter School for the lease of a copier for 63 months, 60 payments of \$348.00. **Total Cost \$20,880.**
8. **Philadelphia District Attorney's Office:** the administration is requesting the approval of the memorandum of understanding (MOU) between the Philadelphia District Attorney's Office School Attendance Support Unit and Esperanza Cyber Charter School to implement the *Project Go* school attendance support program for the 2018-2019 school year. The attorney's office agrees to provide truancy prevention/intervention services at Esperanza Cyber Charter School for students currently in need to additional school attendance support. No fees associated with this MOU.
9. **ELECT Program:** the administration is requesting the approval of the memorandum of understanding (MOU) between Congreso de Latinos Unidos, Inc.- the lead contractor of the School District of Philadelphia and Esperanza Cyber Charter School, to implement ELECT programs. The program aims to deliver a broad and comprehensive array of supportive services to help pregnant and/or parenting students stay in school, earn a high school diplomas, and achieve self-sufficiency. No fees associated with this MOU.
10. **Mission Year:** The administration is recommending the approval of the contract between Mission Year and Esperanza Cyber Charter School for providing interns/staff. **Grand total: \$6,600** for the 2018-19 academic school year. The individual from Mission Year will serve as administrative support for the Guidance Department.
11. **Student 656-17:** ECCS has entered into a settlement agreement for JR. Student 656-17. The settlement includes attorney fees at a cost of \$6,750 and \$26,500 for compensatory education.

Carmen Rocha called a motion to approve the contracts. Mr. Danilo Diaz moved. Ms. Judy Torres-Lynch seconded. The vote was as follows:

**Yeas:** Ms. Carmen Rocha, Ms. Carmen Torres, Mr. Danilo Diaz, Ms. Judith Torres-Lynch- 4

**Nays:** 0

**Abstentions:** 0

### **Personnel Report**

Mr. David Rossi presented the personnel report as follows:

### **New Hires:**

1. Springer, Danielle: Special Education Teacher, 8/20/2018  
Bachelor of Science in Special Education-Integrated Studies, Liberty University

PA Certification: Instructional I Health & Physical Education PK-12

2. Claycomb, Cassandra: Math Intervention Teacher, 8/20/2018  
Bachelor of Arts Business Administration, Delaware Valley College  
PA Certification: Instructional I Mid-Level Mathematics 6-9 & Bus-Computer-Info Tech PK-12
3. Holloway, Brittany: Administrative Assistant to Enrollment & Academic Support, 9/29/2018
4. Chau, Victoria: English Language Arts Teacher, 8/20/2018  
Bachelor of Arts from Gallatin School of Individualized Study (Sociology, Theatre, Asian American Studies), New York University  
PA Certification: Emergency Certified
5. Hines, Lisa: 6<sup>th</sup> Grade Teacher, 8/20/2018  
Master of Arts in Education, Rosemont College  
PA Certification: Instructional II Elementary K-6, Mid-Level Mathematics 6-9, Social Studies 7-12
6. Zakrzewski, Heidi: Elementary Teacher, 8/20/2018  
Masters of Education, Elementary, Holy Family University  
PA Certification: Instructional II Elementary K-6
7. Muratovic, Bojana: Elementary Teacher, 8/20/2018  
Bachelor of Science in Elementary Education, Rosemont College  
PA Certification: Instructional I Grades PK-4
8. High-Kennedy, Heather: Literacy Teacher, 8/20/2018  
Master of Education, Widener University  
PA Certification: Instructional I English 7-12
9. Allen, Synae: Science Teacher, 8/29/2018  
Bachelor of Arts in Biological Basis of Behavior, University of Pennsylvania  
PA Emergency Certified
10. Hopkins, Mike: English Language Development Teacher, 9/4/2018  
Masters in Teaching English to Speaker of Other Languages (TESOL), Wilkes University  
PA Emergency Certified
11. Baker, Morgan: Science Teacher, 9/25/2018  
Master of Arts in Teaching, Christian Brothers University, Memphis, TN  
PA Certification: Instructional I Grades 4-8 (All subjects 4-6, Science 7-8)
12. Gross, Christine: 6<sup>th</sup> Grade Teacher, 10/1/2018  
Master of Arts in Teaching, Western Governors University, Salt Lake City, UT  
PA Certification: Instructional I Mid-Level English 6-9, Mid-Level Science 6-9, Elementary K-6, Social Studies 7-12

**Staff Departures for 2018-2019 Academic Year:**

1. Chau, Victoria: English Language Arts Teacher, 9/20/2018
2. Hines, Lisa: 6<sup>th</sup> Grade Teacher, 9/7/2018
3. Muratoric, Bojana: Elementary Teacher, 9/20/2018
4. High Kennedy, Heather: Literacy Teacher, 10/8/2018

**On Leave:** None

**Vacancies:**

1. Elementary Teacher- K-2
2. English Language Arts Teacher
3. English Language Arts Intervention Teacher

**Staff Transitions:** None

Ms. Carmen Rocha called a motion to approve the personnel report. Ms. Carmen Torres moved. Mr. Danilo Diaz seconded. The vote was as follows:

**Yeas:** Ms. Carmen Rocha, Ms. Carmen Torres, Mr. Danilo Diaz, Ms. Judith Torres-Lynch - 4

**Nays:** 0

**Abstentions:** 0

**CEO Report**

Mr. David Rossi reported that there is no update concerning our charter renewal. There was a potential hearing scheduled for next week for redirection funds being held from 2015 and funds received. The School District of Philadelphia has requested a continuance.

Act 55 is the new school board training required for any Board member seated after July 1, 2018. The training is available online. An email will be sent to all members advising of the new requirement.

Act 44 is a new initiative from the state for school safety and security. There is a survey that needs to be completed, safety assessments, and there is 60 million available in funding via a grant.

Dr. Beitzel and Mr. Greg Artman worked together to draft a Remote Work Policy based on a conversation held in August. The policy is being reviewed by management and a possible draft may be provided at the December meeting.

**Enrollment Report**

Dr. Beitzel informed the Board that as of October 1, 2018 a total of 332 are enrolled when compared to October 10, 2017 which was 227.

**Next Meeting- December 13, 2018 at 4pm****Meeting Adjournment**

Ms. Carmen Rocha called a motion to adjourn the meeting. Mr. Danilo Diaz moved. Ms. Judith Torres-Lynch seconded. The vote was as follows:

**Yeas:** Ms. Carmen Rocha, Ms. Carmen Torres, Mr. Danilo Diaz, Ms. Judith Torres-Lynch - 4

**Nays:** 0

**Abstentions:** 0

Meeting adjourned at 5:27pm.

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**Board of Trustees Secretary**

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**Date**

Minutes Taken by Yesenia Garcia

## **ESPERANZA CYBER CHARTER SCHOOL**

Board of Trustees Meeting  
301 W. Hunting Park Avenue, Philadelphia PA 19140- Library  
Thursday, December 13, 2018

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**Board Members Present:** Rev. Magaly Martinez, Ms. Carmen Rocha, Ms. Judith Torres-Lynch, Mr. Danilo Diaz

**Board Members Absent:** Rev. Luis Cortes, Ms. Amanda Roman, Ms. Carmen Torres

**Staff/Management Present:** Mr. David Rossi, Rev. Danny Cortes, Mr. Artemio Rodriguez, Dr. Carolyn Faulkner-Beitzel, Ms. Jelissa Carias, Ms. Maryelis Santiago

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### **Introduction/ Greeting**

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

### **Minutes**

Rev. Magaly Martinez called for a motion to approve the October 25, 2018 minutes. Ms. Judy Torres-Lynch moved. Ms. Carmen Rocha seconded. The vote was as follows:

Yeas: Rev. Magaly Martinez, Ms. Carmen Rocha, Ms. Judith Torres-Lynch, Mr. Danilo Diaz- 4

Nays: 0

Abstentions: 0

### **Monthly Financial Report**

Mr. Artemio Rodriguez informed total assets are \$979,827 and total liability is \$266,562 which gives a current ratio of 3.68.

Mr. David Rossi reported a point-in-time deficit of \$89,729 and is primarily due to not receiving income from the School District of Philadelphia invoices. Funding can be obtained through redirection.

Total expenditures are \$113,432 over budget due to higher than budgeted enrollment.

### **Instruction Report**

Mr. David Rossi introduced Ms. Maryelis Santiago, Director of Student Development that has been hired to support the increased enrollment.

Dr. Carolyn Faulkner-Beitzel reported on the annual goals which include improving student growth. The PVAAS information has been released. The report was shared with the Board. The second goal is to improve the year-to-year retention by building community relationships and offering more engaging and real-world experiences for students. After school clubs are being added such as robotics and music. The third goal is to improve the student attendance rate to 95%. The additional staff will help increase efforts to improve attendance and decrease truancy. And the fourth goal is to increase enrollment by 25%. This goal has been met as enrollment is presently at 384.

### **PVAAS Data Report**

Dr. Carolyn Faulkner-Beitzel informed that PVAAS results show good progress English Language Arts and Science with less progress being shown in Math. Administration is presently evaluating opportunities to enhance math results. A relationship is being built with a math expert in order to revise academic programming in mathematics. DreamBox is being used as a supplemental math resource for all students but mostly used by the elementary grade levels.

### **PA Future Ready Index**

The PA Department of Education is utilizing the newly created PA Future Ready Index to provide information on school performance. This index replaces the School Performance Profile (SPP). The Future Ready PA Index will serve as PA's one-stop for comprehensive information about school success, and will use a dashboard model to highlight how schools are performing and making progress on multiple indicators.

The five areas emphasized are: 1) increases emphasis on student growth measures, 2) measures English language acquisitions among ELL students, 3) incentivizes career awareness instruction beginning at the elementary level, 4) provides indicators of student success after graduation, and 5) increases the emphasis on student access to course offering such as AP, ID, college credit, and CTE programs of study.

The PA Future Ready Index has three measures: 1) Statement assessment measures, 2) On-Track measures, and 3) College & Career measures. Each category has specific indicators that needs to be met. Targeted goals are noted for each measurement. The state report was shared with the board.

### **Remote Work Policy**

Mr. David Rossi informed that Dr. Caroline Faulkner-Beitzel is working with Mr. Greg Bockman on drafting a remote work policy and contract that will be reviewed by legal and management. A draft of the policy will be brought at the next meeting. There is a conversation taking place with management on expanding by 2400 square feet on the ground level for staff only.

## **Contract Approvals**

Mr. David Rossi presented the contracts as follows:

1. **Aleamar Consulting, Inc.:** The administration is recommending the approval of the contract between Aleamar Consulting, Inc. and Esperanza Cyber Charter School for serving as an E-Rate consultant for program year 22 (2019-20) **in the sum of \$7,000.00.**

Rev. Magaly Martinez called for a motion to approve the contract. Carmen Rocha moved. Judy Torres-Lynch seconded. The vote was as follows:

Yeas: Rev. Magaly Martinez, Ms. Carmen Rocha, Ms. Judith Torres-Lynch, Mr. Danilo Diaz

Nays: 0

Abstentions: 0

## **Personnel Report**

Mr. David Rossi presented the personnel report as follows:

### **New Hires:**

1. Santiago, Maryelis: Director of Student Development, 11/26/2018  
Master of Science in Organizational Leadership and Management, Peirce College
2. Nuñez, Melvin: IT Specialist, 11/26/2018  
Bachelor of Science in Computing and Security Technology, Drexel University

### **Staff Departures for 2018-2019 Academic Year:**

1. Hoffman, Tony: IT Coordinator, 11/5/2018

**On Leave:** None

### **Vacancies:**

1. Elementary Teacher- K-2
2. English Language Arts Teacher
3. English Language Arts Intervention Teacher

**Staff Transitions:** None

Rev. Magaly Martinez called for a motion to approve the personnel report. Judy Torres-Lynch moved. Carmen Rocha seconded. The vote was as follows:

Yeas: Rev. Magaly Martinez, Ms. Carmen Rocha, Ms. Judith Torres-Lynch, Mr. Danilo Diaz- 4

Nays: 0



Abstentions: 0

### **CEO Report**

ECCS has engaged in conversations with Mr. Jason Van Billiard from Cairn University who trained several teachers at the Academy and has worked with the College Board and the Educational Testing Service.

A redirection hearing is to be held in Harrisburg, PA on January 10-11 for funding received and also funding that is presently pending.

There is talk about a potential per pupil allotment cuts for cyber cut for the upcoming fiscal year. More information will be made available probably after the new year. A handout about cyber school was produced by the Pennsylvania Coalition of Public Charter Schools in order to dispel myths people believe.

### **Enrollment Report**

Dr. Caroline Faulkner-Beitzel informed that 397 students are presently enrolled and 10 students scheduled for Monday, December 16, 2018 which will bring enrollment over 400.

**Next Meeting-** February 28, 2019 at 4pm

### **Meeting Adjournment**

Rev. Magaly Martinez called a motion to adjourn the meeting. Judy Torres-Lynch moved. Carmen Rocha seconded. The vote was as follows:

Yeas: Rev. Magaly Martinez, Ms. Carmen Rocha, Ms. Judith Torres-Lynch, Mr. Danilo Diaz- 4

Nays: 0

Abstentions: 0

Meeting adjourned at 5:22pm.

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**Board of Trustees Secretary**

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**Date**

Minutes Taken by Yesenia Garcia

## **ESPERANZA CYBER CHARTER SCHOOL**

Board of Trustees Meeting  
301 W. Hunting Park Avenue, Philadelphia PA 19140- Library  
Thursday, February 28, 2019

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**Board Members Present:** Ms. Carmen Rocha, Ms. Judith Torres-Lynch, Mr. Danilo Diaz, Ms. Carmen Torres, Rev. Magaly Martinez

**Board Members Absent:** Rev. Luis Cortes, Ms. Amanda Roman

**Staff/Management Present:** Mr. David Rossi, Rev. Danny Cortes, Mr. Artemio Rodriguez, Dr. Carolyn Faulkner-Beitzel, Ms. Jelissa Carias, Mr. Greg Artman, Ms. Earline Williams, Ms. Yesenia Garcia

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### **Introduction/ Greeting**

Ms. Carmen Rocha called the meeting to order at 4:05pm.

### **Minutes**

Ms. Carmen Rocha called for a motion to approve the December 13, 2018 minutes. Ms. Judy Torres-Lynch moved. Ms. Carmen Torres seconded. The vote was as follows:

Yeas: Ms. Carmen Rocha, Ms. Judith Torres-Lynch, Mr. Danilo Diaz, Ms. Carmen Torres- 4

Nays: 0

Abstentions: 0

### **Statement of Financial Interest**

The Statement of Financial Interests forms were distributed to all board members for completion. The forms are due for filing on May 1, 2019.

### **Monthly Financial Report**

Mr. Artemio Rodriguez reported total assets are at \$1,113,795 and total liabilities is \$278,788 giving a current ratio of 4.

Mr. David Rossi spoke to the slight surplus of \$28,071. Total revenue is ahead of budget by \$188,038 due to a larger student enrollment than budgeted. Expenditures are over budget by \$159,967 due to costs for educating students above the budgeted enrollment.

Due to increased enrollment, an additional \$100,000 will be received from Title 1 funding.

## **Mid-Year Report**

Dr. Carolyn Faulkner-Beitzel reported on student outcomes as of the end of the first semester. Areas of focus continue to be academic growth, student retention, attendance and enrollment. For the first goal of academic growth, we are projecting improvement due to new programs being in place such as the naming of lead teachers, weekly data meetings, and math/reading intervention classes.

Administration is recommending a revision to our student retention goal from a 10% improvement to a 5% improvement over the prior year. We have made great yearly progress with student retention and we see the new target as more realistic. Summer Institute will be held in order to keep students engaged. Monthly average retention remains steady at 70%. Exit surveys are given to parents upon withdrawal to determine ways to improve student retention.

We are revising the target for student attendance due to the new targets of the Future Ready Index. Present attendance is down slightly from previous school year. The Directors of Student Development are working on reducing the number of students that are truant.

And for the final goal of enrollment has been exceeded. Enrollment goal of 420 has been met and we will seek to maintain or increase enrollment throughout the end of the school year.

Rev. Magaly Martinez joined the meeting at 4:15pm.

Mr. Gregory Artman informed that additional Title I funding may be used on additional staff members and expanding on the Response to Intervention (RtI) program.

## **Remote Work Policy**

Mr. David Rossi reported that the Remote Work Policy was discussed during the August Board Retreat. Dr. Beitzel-Faulkner created the draft, school administration, legal counsel, human resources and management have reviewed and edited the document.

The policy has been tiered using years of service. This allows for more remote days for staff with more seniority. Teachers would need to report to the center 1 to 3 times a week.

Ms. Carmen Rocha made a motion to approve the remote work policy as preliminary and conditional pending final board review contingent. Ms. Judy Torres-Lynch moved. Rev. Magaly Martinez seconded.

Yeas: Ms. Carmen Rocha, Ms. Judith Torres-Lynch, Mr. Danilo Diaz, Ms. Carmen Torres, Rev. Magaly Martinez- 5

Nays: 0

Abstentions: 0

### **Proposed 2019-2020 Board Meeting Schedule**

Mr. David Rossi presented the proposed Board meeting schedule as follows:

August 1 or 2, 2019 - Board Retreat- location to be determined

October 24, 2019 at 4pm

December 12, 2019 at 4pm

February 27, 2020 at 4pm

April 23, 2020 at 4pm

June 11, 2020 at 4pm

Rev. Magaly Martinez made a motion to approve the 2019-2020 board meeting schedule. Ms. Judy Torres-Lynch moved. Ms. Carmen Rocha seconded.

Yeas: Ms. Carmen Rocha, Ms. Judith Torres-Lynch, Mr. Danilo Diaz, Ms. Carmen Torres, Rev. Magaly Martinez- 5

Nays: 0

Abstentions: 0

### **Proposed 2019-2020 School Calendar**

Mr. David Rossi presented the proposed 2019-2020 academic calendar as follows:

August 1 or 2	Board Retreat (9am-4pm)
August 13-16	New Staff Orientation
August 19-23	All Faculty and Staff Professional Development (1)
<b>August 26</b>	First Day of School for all Students
<b>August 27</b>	First Semester Begins
August 30	<b>No School</b>
September 2	<b>Labor Day – School Closed</b>
September 27	Professional Development Day- <b>No Classes</b> (2)

October 4	Professional Development Day- <b>Early Dismissal for Students (3)</b>
October 24	Board of Trustees Meeting (4:00 PM)
November 5	Professional Development Day- <b>No Classes (4)</b>
November 11	<b>Veterans Day – School Closed</b>
November 28 & 29	<b>Thanksgiving Holiday- School Closed</b>
December 6	Professional Development Day- <b>Early Dismissal for Students (5)</b>
December 12	Board of Trustees Meeting (4:00 PM)
December 23 – January 3	<b>Winter Recess- School Closed</b>
January 6	School Resumes
January 20	<b>Martin Luther King, Jr. Day – School Closed</b>
January 31	Professional Development Day- <b>No Classes (6)</b>
February 17	<b>President’s Day – School Closed</b>
February 27	Board of Trustees Meeting (4:00 PM)
March 13	Professional Development Day- <b>Early Dismissal for Students (7)</b>
April 6- 10	<b>Spring Break – School Closed</b>
April 13	School Resumes
April 23	Board of Trustees Meeting (4:00 PM)
May 25	<b>Memorial Day – School Closed</b>
June 8	Early Dismissal- Last Day of School
June 11	Board of Trustees Meeting (4:00 PM)

<b>Total Number of Days Scheduled Attendance: 180</b>			
<b>2019</b>	<b>Days of Attendance</b>	<b>2020</b>	<b>Days of Attendance</b>
July	0	January	18
August	4	February	19

September	19	March	22
October	23	April	17
November	17	May	20
December	15	June	6
Sub Total Days	78	Sub Total Days	102

Rev. Magaly Martinez made a motion to approve 2019-2020 academic calendar. Danilo Diaz moved. Carmen Rocha seconded.

Yeas: Ms. Carmen Rocha, Ms. Judith Torres-Lynch, Mr. Danilo Diaz, Ms. Carmen Torres, Rev. Magaly Martinez- 5

Nays: 0

Abstentions: 0

### **Personnel Policies**

Mr. Rossi presented the personnel policies as follows:

#### **New Hires:**

1. Choi, Stephen: Math Teacher, 1/28/2019  
Bachelor of Arts in Philosophy, Princeton University
2. Camacho, Joshua: Student Support Specialist, 2/18/2019  
Bachelor of Arts in English Language and Literature, University of Valley Forge  
(pending)
3. Wheeler, Jennifer: Elementary Teacher, 2/25/2019  
Bachelor of Education, Elementary K-6, Millersville University  
*PA Certification:* Instructional I Elementary K-6, Mid-Level English 7-9, Mid-Level Citizenship 7-9

#### **Staff Departures for 2018-2019 Academic Year:**

1. Yeingst, Jessica: Special Education Literacy RTI, 1/17/2019
2. Zakrzewski, Heidi: Elementary Teacher, 1/24/2019
3. Vazquez, Brian: Administrative Assistant to the Coordinator of Instruction, 1/31/2019

**On Leave:** None

**Vacancies:**

1. English Language Arts Teacher
2. English Language Arts Intervention Teacher

**Staff Transitions:** None

Rev. Magaly Martinez made a motion to approve the personnel report. Ms. Judy Torres-Lynch moved. Ms. Carmen Torres seconded.

Yeas: Ms. Carmen Rocha, Ms. Judith Torres-Lynch, Mr. Danilo Diaz, Ms. Carmen Torres, Rev. Magaly Martinez- 5

Nays: 0

Abstentions: 0

**Contract Approvals**

Mr. Rossi presented the contract approvals as follows:

Contracts 1-4 are eRate contracts. All are effective July 1, 2019. All contracts are not valid without a letter of funding from eRate.

Contract 1-4 are network electronic contract, cabling, and maintenance contracts for installation of new hardware and ports.

Contract 1-4 is considered “Category 2” and will be budgeted at 15% in the 2019-20 budget.

1. Micro Technology Group, Inc. (Category 2): Network Electronics, Switches – \$17,018.63
2. Micro Technology Group, Inc. (Category 2): WAP Electronics- \$4,758.10
3. Micro Technology Group, Inc. (Category 2): Cabling- \$2,318.45
4. Micro Technology Group, Inc. (Category 2): Wire & Cable Maintenance Agreement- \$1,800

Rev. Magaly Martinez made a motion to approve the contract approvals. Carmen Rocha moved. Judy Torres-Lynch seconded.

Yeas: Ms. Carmen Rocha, Ms. Judith Torres-Lynch, Mr. Danilo Diaz, Ms. Carmen Torres, Rev. Magaly Martinez- 5

Nays: 0

Abstentions: 0

### **CEO Report**

Mr. Rossi reported that a redirection hearing was scheduled for January 10-11, 2019 but the School District of Philadelphia withdrew its objection and the hearing was cancelled. The results allowed the school to keep the funds it had already received. There is an additional claim for the 2016-17 school year that has yet to be decided on.

There is a training for Act 55 in Philadelphia, Friday, May 24th from 9am-1pm. A flyer with details on the training was distributed to all board members.

Under the new Future Ready Index the cyber school has been designated as Comprehensive Support and Improvement (CSI). The original meeting has been rescheduled due to inclement weather. Goals would be set in order to align to the Future Ready Index. The committee consist of Board members, staff, parents, management and administration.

A student from the cyber school spoke at the National School Choice Week in Phoenixville, PA to about 1000 people. A copy of the link will be sent to all Board members.

A total of eight students graduated on Friday, January 25th. The ceremony was held in the Academy's auditorium.

Senate Bill 34 was introduced that would relieve school districts that provide their own cyber education program from financial responsibility for resident students who enroll in a public cyber charter school.

Act 44 is a new act that Pennsylvania issued which provides guidance for schools concerning various school safety/security issues. The funds were only distributed to district schools. Cyber schools were not eligible to apply to the program.

Gov. Wolf's State Budget is proposing a teacher minimum salary of \$45,000. This would not apply to charter school as they are exempt. This has not yet been passed but if passed every school district in Pennsylvania will receive funding to help bring up minimum salary or support the salary.

Education Voters of PA Report that claims that the cost to educate a student via cyber school is \$5,000 for regular education and \$9,000 for a special education student. If this is put into



practice all cyber charter school would struggle to operate as they would be experience revenue shortfalls.

### **Enrollment Report**

Dr. Carolyn Faulkner-Beitzel reported on the current enrollment which is 424 with 21% being ESL and 22% special education.

### **Meeting Adjournment**

Rev. Magaly Martinez called a motion to end the meeting. Carmen Rocha moved. Danilo seconded.

Meeting adjourned at 5:21pm.

Yeas: Ms. Carmen Rocha, Ms. Judith Torres-Lynch, Mr. Danilo Diaz, Ms. Carmen Torres, Rev. Magaly Martinez- 5

Nays: 0

Abstentions: 0

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**Board of Trustees Secretary**

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**Date**

Minutes Taken by Yesenia Garcia

**ESPERANZA CYBER CHARTER SCHOOL**

301 W. Hunting Park Avenue, Philadelphia PA 19140- Library

Thursday, April 25, 2019

4:00pm

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**Board Members Present:** Ms. Judith Torres-Lynch, Ms. Carmen Rocha, Rev. Magaly Martinez, Ms. Amanda Roman

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

**Staff/Management Present:** Mr. David Rossi, Rev. Danny Cortes, Dr. Carolyn Faulkner-Beitzel, Mr. Greg Artman, Ms. Jelissa Gonzalez, Ms. Earline Williams, Ms. Yesenia Garcia

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**Greeting**

Ms. Carmen Rocha welcomed all and called the meeting to order at 3:04pm.

**Approval of Minutes**

Ms. Carmen Rocha called for a motion to accept the minutes February 28, 2019 minutes. Ms. Judy Torres-Lynch motioned. Ms. Amanda Torres seconded. The vote was as follows:

Yeas: Ms. Judith Torres-Lynch, Ms. Carmen Rocha, Rev. Magaly Martinez, Ms. Amanda Roman  
-4

Nays: 0

Abstention: 0

Ms. Earline Williams name needs to be added to the February 28, 2019 minutes.

**Statement of Financial Interest**

A reminder was sent to all Board members advising of the statement of financial interest deadline.

**Director of Instruction Report**

Mr. Greg Artman shared concerning a new tool to identify students who will be likely to score proficient on the Keystone exams. The administration is looking into using the Classroom Diagnostic Tool (CDT) for the 2019-2020 school year as a way of assessing students and better inform instruction in an effective and timely manner.

The present retention rate to date is 68.14%. A Student Support Specialist has been added in order to offer additional oversight and coaching for students. A summer plan to foster school engagement is being developed. Some activities were reading and math interventions.

The current cumulative attendance rate through March 30, 2019 is 90.38%. The At-Risk team is increasing outreach to parent and student oversight. In the long-term additional support staff will be hired to mentor students as well as a dedicated attendance/truancy specialist.

### **ECCS Administrative Structure**

Rev. Danny Cortes distributed a memo advising of the change of administrative structure at the cyber school. There is a request from management to have a Chief Executive Officer solely dedicated to the cyber school as it is expanding. Authorization is being requested for a firm to be secured in order to search for candidates. The memo speaks to the cost associated with the search, position and timeline.

Ms. Carmen Rocha called for a motion to accept the change to the administrative structure and authorize the procurement of a firm to begin the search for the CEO for the cyber school. Ms. Judy Torres-Lynch motioned and seconded. The vote was as follows:

Yeas: Ms. Judith Torres-Lynch -1

Nays: 0

Abstention: Rev. Magaly Martinez, Ms. Amanda Roman, Ms. Carmen Rocha- 3

### **Guidance Report**

Mr. Greg Artman informed that 8 students graduated in January 2019. There are about 38 students scheduled to graduate in June 2019. This would be the largest graduating class. Students have attended numerous college fairs throughout the school year.

### **Monthly Financial Report**

Ms. Earline Williams reported that total assets as of February 28, 2019 are \$1,342,476 and total liabilities are \$344,074 which gives a current ratio of 3.17. There is a present net surplus of \$185,773.

Mr. David Rossi reported that Title I funding has increased by \$100,000. Total expenditures in instruction is overbudget by \$184,488 due to the increase number of students and staffing.

### **Remote Work Policy**

Dr. Faulkner-Beitzel presented the revised Remote Work Policy which includes feedback from the Board members. The school maintains liability as soon as the employee is working from home in designated area.

Ms. Carmen Rocha called for a motion to approve the remote work policy. Ms. Judith Torres-Lynch motion. Ms. Amanda Roman seconded. The vote was as follows:

**Yeas:** Ms. Judith Torres-Lynch, Ms. Carmen Rocha, Rev. Magaly Martinez, Ms. Amanda Roman  
-4

**Nays:** 0

**Abstentions:** 0

### **FY 2019-2020 Draft Budget**

Mr. David Rossi informed that the proposed budget for 2019-2020 would include the following:

Total Revenue: \$7,964,722 (FY 19 \$4,050,600)

Budgeted Enrollment: 550 (FY 19- 285)

Per Pupil Allotment: \$9,371 Regular Ed.; \$30,177 Special Ed. ( this reflects a 3% increase over current year)

#### Grants/Title Funding/Subsidiaries

IDEA (Special Education) - \$68,256

School Improvement Grant - \$104,067

Ready to Learn Block Grant - \$10,386

Title I - \$300,356

Title II - \$25,070

#### Expenses:

Assumptions: Staffing -Budgeting additional staff that can serve up to 600 students.

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|--|--|
| ● CEO and AA to CEO  | ● Attendance and Truancy Specialist          |
| ● Coordinator of Instruction position enhanced to Director | ● Special Ed. IEP Coordinator                |
| ● Additional Director of Student Development               | ● Response to Intervention (RTI) Coordinator |
| ● Digital Marketing Specialist                             | ● Guidance Counselor (K-8)                   |
| ● Data and Testing Coordinator                             | ● College and Career Counselor (PT)          |
| ● Instructional Coach/Lead Teacher Coordinator             | ● K-5 Specials Teacher                       |
|  | ● 6th Grade Math/Science Teacher             |
|  | ● (4) RTI Teachers 2-Math, 2-Reading         |

- Math Teachers (4)
- ELA Teachers (2)
- Science Teachers (3)
- Social Studies Teacher (1)
- Special Ed. Teachers (3)
- English Language Development Teacher
- Computer Science Teacher
- Spanish Teacher
- Art Teacher
- Student Support Specialists (3)

### **Updated Child Abuse Policy**

The updated Child Abuse Policy was presented to all Board members. The policy contains extensive language on what must be reported, how to make the report, confidentiality of reporting, non-retaliation, immunity from liability, consequences for failure to report, and Act 126 compliance.

Ms. Carmen Rocho called for a motion to approved the updated Child Abuse Policy. Rev. Magaly Martinez motion. Judy Torres-Lynch seconded. The vote was as follows:

**Yeas:** Ms. Judith Torres-Lynch, Ms. Carmen Rocha, Rev. Magaly Martinez, Ms. Amanda Roman  
-4

**Nays:** 0

**Abstentions:** 0

### **Personnel Report**

Mr. Rossi presented the Personnel Report as follows:

#### **New Hires:**

1. Rodriguez, Derek: Administrative Assistant, 3/4/2019  
Associate in Early Childhood Education, Esperanza College of Eastern University
2. Klucinec, Tricia: Special Education Teachers, 3/18/2019  
Master of Arts in Education, Southern New Hampshire University
3. Lamk, Claudia: Spanish Teacher, 8/13/2019  
Master of Education in Elementary School Teaching, University of Phoenix  
PA Instructional I Certificate in Elementary K-6 and Spanish K-12

**Staff Departures for 2018-2019 Academic Year:** None

**On Leave:** None

**Vacancies:**

1. English Language Arts Teacher
2. English Language Arts Intervention Teacher

**Staff Transitions:** None

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

**Yeas:** Ms. Judith Torres-Lynch, Ms. Carmen Rocha, Rev. Magaly Martinez, Ms. Amanda Roman  
-4

**Nays:** 0

**Abstentions:** 0

**CEO Report**

The Board asked regarding proposed legislation in Harrisburg. Mr. David Rossi informed that the two referenced bills were introduced and no traction is expected.

**Enrollment Report**

Ms. Judith Torres-Lynch asked if 9th grade are always the largest grade enrolled. Administration confirmed that they are the largest grade enrolled and they stay longer than upperclassman.

**Other Topics/Next Meeting Preview**

The graduation for cyber school will take place on Monday, June 3, 2019 in Teatro Esperanza.

**Next Meeting- June 13, 2019 at 5:30pm**

Meeting adjourned at 5:34pm.

## **ESPERANZA CYBER CHARTER SCHOOL**

Board of Trustees Meeting

301 W. Hunting Park Avenue, Philadelphia PA 19140- Library

Thursday, June 13, 2019

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**Board Members Present:** Rev. Magaly Martinez, Ms. Judith Torres-Lynch, Mr. Danilo Diaz, Ms. Carmen Rocha

**Board Members Absent:** Rev. Luis Cortes, Ms. Amanda Roman, Ms. Carmen Torres,

**Staff/Management Present:** Mr. David Rossi, Rev. Danny Cortes, Dr. Carolyn Faulkner-Beitzel, Ms. Jelissa Carias, Mr. Greg Artman, Ms. Earline Williams, Ms. Yesenia Garcia

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### **Introduction/ Greeting**

Rev. Magaly Martinez called the meeting to order at 4:20pm.

### **Approval of Minutes**

Rev. Magaly Martinez called a motion to approve the April 25, 2019 minutes. Ms. Judy Torres-Lynch moved. Ms. Carmen Rocha seconded. The vote was as follows:

Yeas: Rev. Magaly Martinez, Ms. Judith Torres-Lynch, Mr. Danilo Diaz, Ms. Carmen Rocha

4

Nays: 0

Abstentions: 0

### **Comprehensive Support and Improvement (CSI) Report**

Dr. Beitzel informed the Board that in the fall the Department of Education communicated that the cyber school needs comprehensive improvement due to low graduation rates and academic achievement.

A rubric was used to determine out of 18 areas of need what was the most important and what goals are driving action plans and timelines.

Targets were created for core subject content areas and these goals would need to be met in order to be removed from this status.

Rev. Magaly Martinez called a motion to accept the Comprehensive Support and Improvement (CSI) Plan. Ms. Carmen Rocha moved. Ms. Judy Torres-Lynch seconded. The vote was as follows:

Yeas: Rev. Magaly Martinez, Ms. Judith Torres-Lynch, Mr. Danilo Diaz, Ms. Carmen Rocha

4

Nays: 0

Abstentions: 0

### **Director of Instruction Report**

Mr. Greg Artman reported the school would be providing coaching for both the leadership team and teachers. The math department specifically will receive coaching in order to develop teachers who can effectively improve students understanding of mathematical concepts. The English Language Arts curriculum is being evaluated and improved to include more culturally relevant book selection and ensure vertical alignment through grades.

An all school pep-rally was held on 5/31/2019 in the Academy gymnasium. The event was well attended and it is proposed to have a similar event prior to the start of the school year.

A dedicated Truancy and Attendance Specialist has been hired to closely monitor and report attendance.

Marketing events have been scheduled for the summer and will continue throughout the year in order to gauge interest in the cyber school outside of the Philadelphia region.

### **Monthly Financial Report**

Ms. Earline Williams has informed that the cyber school has total assets of \$1,487,079 and total liabilities of \$352,582 which gives a ratio of 4.22 compared to 3.13 the prior year.

Mr. David Rossi reported a point in time surplus as of March 31, 2019 of \$323,619. The surplus is due to enrollment being above budget.

### **FY 2019-2020 Budget**

Mr. David Rossi reported the FY 20 budgeted total revenue is \$7,596,985. The budgeted student enrollment is 505. The per pupil allotment for regular ed. students is \$10,156 and special ed. students is \$28,979. This rate is just for Philadelphia residents. Students who reside outside of Philadelphia come with their respective school district per pupil allotment.

Grants/Title Funding/Subsidies are listed below:

IDEA (Special Education) - \$72,997

School Improvement Grant - \$104,067

Ready to Learn Block Grant - \$10,386

Title 1 - \$286,737



Title II - \$21,679

Title III - \$11,345

### Staffing

Currently budgeting all staff with a placeholder salary increase. A few existing staff members will have enhanced roles thereby budgeting a salary adjustment. Budgeting additional staff that can serve the budgeted enrollment.

- CEO and
- AA to CEO
- Director of Student Development
- Coordinator of Instruction K-5
- Data and Testing Coordinator
- Professional Learning Coordinator
- Attendance and Truancy Specialist
- Special Ed. IEP Coordinator
- Response to Intervention (RTI) Coordinator
- Guidance Counselor (K-8)
- K-5 Specials Teacher
- 6th Grade Math/Science Teacher
- (2) RTI Teachers 1-Math, 1-Reading
- Math Teachers (3)
- ELA Teachers (2)
- Science Teachers (3)
- Special Ed. Teachers (2)
- English Language Development Teacher
- Computer Science Teacher
- Spanish Teacher
- Student Support Specialist PT
- Special Education Paraprofessional (PT)
- ELD Paraprofessional/Tutor

Medical Benefit Employee Contribution: Budgeting no change in employee contributions.

Rent: Increased to match current Consumer Price Index (CPI) including an additional 1200 sq. ft.

Shared Service Contract with Esperanza Academy budgeted through August 31, 2019.

Management Contract with Esperanza continues at 8.7%

Other Expenses: Additional funds for devices budgeted to support enrollment growth.

Increased expenses for instructional coaching and curriculum development to support our School Improvement Plan.

**Total Staff in budget: 77**

**Total Expense: \$7,596,985**

Rev. Magaly Martinez called for a motion to approve the FY 20 budget. Ms. Judy Torres-Lynch motion. Ms. Carmen Rocha seconded the motion. The vote was as follows:

Yeas: Rev. Magaly Martinez, Ms. Judith Torres-Lynch, Mr. Danilo Diaz, Ms. Carmen Rocha

4

Nays: 0

Abstentions: 0

### **Personnel Report**

Mr. Rossi presented the personnel policies as follows:

#### **New Hires:**

1. Findley, Amber: Student Support Specialist, 8/5/2019  
Bachelor of Social Work, Colorado State University- Pueblo, CO

#### **Staff Departures for 2018-2019 Academic Year:**

1. Santiago, Doris: FT Receptionist, 6/3/2019

**On Leave:** None

#### **Vacancies:**

1. English Language Arts Teacher
2. English Language Arts Intervention Teacher

#### **Staff Transitions:**

1. Camacho, Joshua: Current Position PT Student Support Specialist, New Position: FT Student Support Specialist.

Rev. Magaly Martinez made a motion to approve the personnel report. Mr. Danilo Diaz moved. Ms. Judith Torres-Lynch seconded. The vote was as follows:

Yeas: Rev. Magaly Martinez, Ms. Judith Torres-Lynch, Mr. Danilo Diaz, Ms. Carmen Rocha  
4

Nays: 0

Abstentions: 0

### **Board Retreat Planning**

Mr. David Rossi presented last year's agenda for the Board Retreat. Topics the Board would like to discuss are: 5-years' worth of testing data for students, public response to the difference between brick and mortar and cyber schools, curriculum updates/changes, and graduation rate.

### **CEO Report**

Mr. David Rossi spoke to the charter school reform bills that were introduced on May 6. Charter schools are vulnerable as many lawmakers are unfamiliar with the work that is being done.