

**Esperanza Cyber Charter School  
Board Retreat of Trustees Meeting  
Zoom Meeting  
Thursday, June 10th, 2021  
3:30 PM**

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**Board Members Present:** Rev. Magaly Martinez, Mr. Jorge Calixto, Ms. Carmen Infante, Ms. Judy Torres-Lynch, Ms. Amanda Roman, Rev. Luis Cortés

**Board Members Absent:** Dr. David Hurtado, Ms. Carmen Torres, Mrs. Carmen Rocha

**Staff/ Management Present:** Rev. Danny Cortes, Mr. Greg Artman, Dr. Jon Marsh, Ms. Jasmína Campos-Rivera, Mr. Joseph Papeika, Mr. John Madden, Mr. Daniel Schroeder, Mr. Fred Estrada, Mr. Artemio Rodriguez, Mr. Zachary Devlin, Ms. Stephanie Woughter, Mr. Anthony Roman, Ms. Amber Mendoza

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**WELCOME/GREETINGS**

Rev. Magaly Martinez called the meeting to order at 4:00 PM.

**APPROVAL OF MINUTES**

Ms. Judy Torres-Lynch recommended the Board approve the April 29, 2021 Board Minutes.

Rev. Magaly Martinez moved, Ms. Carmen Infante seconded.

Final Resolution: Motion Carries

Yea: Jorge Calixto, Judy Torres-Lynch, Amanda Roman, Luis Cortés

Nay: 0

Abstention: 0

**PRESENTATIONS AND REPORTS**

**Elementary**

Mr. Zachary Devlin highlighted the Kindergarten move up ceremony of the first ever Kindergarten class. Many of the families are new to American and cyber school and banded together to create a tight community. Ms. Judy Torres-Lynch if the kindergarteners will be returning next year. Mr. Zachary Devlin expressed that there were quite a few who are expected to return, others had online struggles (needing to return to work and not be as supportive to their students through the year.)

Ms. Jasmina Campos-Rivera explained that she has been in touch with Esperanza Academy Elementary and Middle school so that those students who will not be returning to ECCS can be referred to the Academy.

### **Secondary**

Mr. Joseph Papeika thanked the board for approving 21 credits instead of 24 for graduation. The graduation rate for the 2020-2021 school year was outlined. Ms. Judy Torres-Lynch noted that the chart of reported secondary plans had incorrectly been added and the total should be 37 not 59.

Mr. Joseph Papeika discussed dual enrollment, the recruiting efforts and the progress of the students who were enrolled. Ms. Judy Torres-Lynch asked if the dual enrollment students' credits are being accepted. Mr. Joseph Papeika confirmed that the credits are accepted and stated that ECCS is careful to choose credits that will fit into Liberal Arts Core for almost all colleges in the country.

Mr. Joseph Papeika highlighted credit recovery noting that the pass rate percentage was not as high as desired, but the data outlines what areas we need to grow into and the Administrator devoted to developing curriculum will help to close that gap.

### **Instructional Coaching**

Mr. John Madden reported that the School Improvement Plan had been drafted, explaining that it is a one-year plan incorporated into our three-year long-term goals that will remove ECCS from the CSI list. The plan includes math and reading score improvement goals as well as improving attendance and engagement to increase student attendance and meaningful engagement in class. Ms. Judy Torres-Lynch asked if these goals were created by the ECCS or if the education department had given them to us. Mr. John Madden explained that it has been very collaborative, however these are the goals that ECCS identified as the unique needs of our students. Ms. Judy Torres-Lynch expressed concern about the educational department determining goals for ECCS that do not reflect the school as being cyber, i.e. truancy. Mr. John Madden noted that we will be focusing on engagement (students actively participating in class) as opposed to truancy/attendance. Dr. Jon Marsh explained that the social worker initiative will be directly impacting the goal of improving student engagement, which is why we pushed for that particular goal.

Mr. John Madden shared that IXL and USA Test Prep will be used for the 2021-2022 school year instead of CDT testing. The teachers in collaboration with the CSI team determined that

IXL and USA Test Prep better suit our needs because they are more focused on specific content areas. Dr. Jon Marsh stated that IXL has been used at other cyber schools, but they do not share their data, the only thing that can be shared are the PSSAs and Keystones. Mr. John Madden explained that IXL and USA Test Prep will be mostly used for measuring ourselves against ourselves.

Mr. John Madden briefly noted that PSSA, Keystones and ACCESS will all be delivered in August and September. Ms. Amanda Roma asked if there will be any special education students taking the PSSA this year. Mr. John Madden explained that none of the special education students qualified to take the PSSA.

Mr. John Madden announced that ECCS now has access to Infinite Campus, where documentation and special education/ELD identification can be obtained to help confirm accuracy of student data.

### **Instructional Support**

Mr. Gregory Artman shared that the focus of Instructional Coaching and Professional Development has been blended learning and competency education to individualize instruction and meet our students' needs. A document of philosophy and best practices has been developed to drive what will be covered in the upcoming school year and August orientation.

### **Family & Community Relations**

Mr. Fred Estrada shared several updates from the FACE Team, including the Student Talent Show, bi-weekly parent newsletters, a social media campaign "Our Voice", and an alumni association recruitment effort. Mr. Estrada mentioned that a copy of the Talent Show could be sent to the board. Ms. Judy Torres-Lynch asked if students K-12 participated in the Talent Show. Mr. Estrada explained that, yes, students K-12, however there was a greater show of elementary students.

### **Operations**

Ms. Jasmin Campos-Rivera stated that the SIS records the last day for students as a day after the students' last day, this is why the school calendar sent out was off by one day. Ms. Jasmin Campos-Rivera also explained the need for all board members to complete a statement of financial agreement interest form, but that it will be pre-filled and sent out to board members. Board members agreed that they would prefer the pre-filled forms. It was also noted that the audit went well.

### **Technology**

Mr. Daniel Schroeder provided an update on the switch to Schoology and a training that was conducted for the staff. Mr. Schroeder also shared that the Technology Department had been conducting a drive-through device drop off as well as distributing an internet reimbursement. Ms. Judy Torres-Lynch asked if every student needs to return laptops. Mr. Daniel Schroeder

explained that there are some exceptions, but for the most part every student needs to return the devices.

## **CEO Report**

Dr. Jon Marsh explained the return to office policy to answer Ms. Judy Torres-Lynch's earlier question. All teaching staff are expected to be requested to come on sight 1-2 days a week and there will be a set schedule for each staff member. Twelve-month staff can expect to be on sight 3-4 days a week. Ms. Judy Torres-Lynch asked if there would ever be an availability for staff members to be approved for fully remote. Dr. Jon Marsh explained that that will open up too many equity issues. Ms. Judy Torres-Lynch noted that there are other cyber schools that are fully remote and had a concern that it would limit our ability to recruit good candidates - where we are competing with other schools. Dr. Jon Marsh explained that there are fewer and fewer cyber schools that are fully remote.

Ms. Judy Torres-Lynch asked if parents of students could attend the board meeting. Dr. Jon Marsh explained that board meetings are open to the public, but no formal announcement is extended to parents. Ms. Judy Torres-Lynch noted that because our board meetings are virtual, it could be more accessible to parents. Dr. Jon Marsh agreed and shared that we will start having board meetings in the new cyber space.

## **CONSENT AGENDA**

### **April 29, 2021, Corrections**

The below two items were approved at the last board meeting, but some information was missing or inconsistent. We are asking the board to approve them again.

#### **Graduation In the Light Agreement**

(Graduation location, Agreement) - Coming soon

#### **Child Find Policy**

Recommend the Board approve the Child Find Policy identified during special education monitoring as needed.

## **New**

#### **Student # 813-20**

Recommend the Board approve the Settlement Agreement regarding Student #83-20. The agreement includes attorney fees at a cost of \$ \$6,000 and \$ \$9,000 for compensatory education.

#### **In The Light Agreement**

(Kindergarten Moving Up Event) - Coming soon

Rev. Magaly Martinez recommended the Board approve the Consent Agenda items.

Mr. Jorge Calixto moved, Ms. Judy Torres-Lynch seconded.

Final Resolution: Motion Carries

Yea: Magaly Martinez, Carmen Infante, Amanda Roman, Luis Cortés

Nay: 0

Abstention: 0

## **FINANCE**

Mr. Artemio Rodriguez reviewed the financial statement as of April 30, 2021. Ms. Judy Torres-Lynch asked to speak more with Dr. Jon Marsh and Mr. Artemio Rodriguez about cash after the financials are agreed to. Rev. Luis Cortez asked if the financial statements included the PPP money because it is still a loan. Mr. Artemio Rodriguez explained that it is in the report as cash as well as a loan under notes payable. It was noted by Rev. Luis Cortez and Ms. Judy Torres-Lynch that the cash position will be stronger next year.

Dr. Jon Marsh highlighted the Monthly Finance Report Variance Narrative July 2020-April 2021, explaining the reasoning for the variance in the budgets.

Ms. Judy Torres-Lynch pointed out that it is a lot of cash to have as well as the upcoming ESSERs money. Dr. Jon Marsh stated that the guidance project will be funded by the CAREs grants, which would be easy to defend, the culturally sensitive curriculum is also a large project. Ms. Judy Torres-Lynch noted the concern about losing the funding and not being able to sustain successful programs. Dr. Jon Marsh mentioned that if the social worker program does work, that it will be able to be continued.

Rev. Magaly Martinez moved to approve the April Monthly Financial Report.

Ms. Amanda Roman moved, Mr. Jorge Calixto seconded.

Yea: Magaly Martinez, Carmen Infante, Luis Cortés, Judy Torres-Lynch

Nay: 0

Abstention: 0

Dr. Jon Marsh presented the designation of funds (category and amounts) so that they move from undesignated to designated to protect funds. The categories need to be approved, however the amounts can be later adjusted. Luis Cortez asked why it is only 5 million, if it is 5 million that is unprotected. Dr. Jon Marsh confirmed that the \$800,000 could be adjusted to 3 million and asked the board if it should be increased. Ms. Judy Torres-Lynch agreed. The number 3,350,000 was agreed upon as the new amount.

Rev. Magaly Martinez moved to approve the designation of funds categories and amounts as presented.

Ms. Judy Torres-Lynch moved, Ms. Amanda Roman seconded.

Yea: Magaly Martinez, Carmen Infante, Luis Cortés, Jorge Calixto  
Nay: 0  
Abstention: 0

### **NEW BUSINESS/CONTRACTS**

As discussed in Mr. Madden's Instructional Coaching report, ECCS is requesting that the board review and approve the SIP/CSI Plan as presented.

Rev. Magaly Martinez recommended the board approve the SIP/CSI Plan as presented.

Ms. Judy Torres-Lynch moved, Mr. Jorge Calixto seconded.

Yea: Magaly Martinez, Carmen Infante, Luis Cortés, Amanda Roman  
Nay: 0  
Abstention: 0

### **PERSONNEL ACTIONS**

Rev. Magaly Martinez recommended the board approve the personnel actions as presented.

Ms. Amanda Roman moved, Ms. Carmen Infante seconded.

Final Resolution: Motion Carries

Yea: Jorge Calixto, Magaly Martinez, Luis Cortés, Judy Torres-Lynch  
Nay: 0  
Abstention: 0

### **NEXT MEETING ANNOUNCEMENT**

The next board meeting will be on August 12, 2021 at 9:00 AM.

### **ADJOURNMENT**

The meeting was adjourned at 5:00 PM.

*Minutes were taken by Ms. Amber Mendoza.*

Esperanza Cyber Charter  
Board Retreat of Trustees Meeting  
August 12, 2021  
9:30 AM to 3:30 PM

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Board Members Present: Rev. Magaly Martinez, Mr. Jorge Calixto, Dr. David Hurtado, Ms. Carmen Infante, Ms. Judy Torres-Lynch, Mrs. Carmen Rocha, Ms. Amanda Roman Canales, Mrs. Carmen Torres

Board Members Absent: None

Staff/Management Present: Rev. Danny Cortes, Mr. Greg Artman, Dr. Jon Marsh, Ms. Jasmina Campos-Rivera, Mr. Joseph Papeika, Mr. John Madden, Mr. Daniel Schroeder, Mr. Artemio Rodriguez, Mr. Zachary Devlin, Ms. Amber Mendoza, Ms. Maryelis Santiago, Mrs. Heather High-Kennedy, Dr. Michelle Wiley.

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#### **WELCOME/GREETINGS**

Rev. Magaly Martinez called the meeting to order at 9:30 AM.

#### **ANNUAL ELECTIONS**

Rev. Magaly Martinez recommended the Board elect the 2021-22 Officers as nominated.

Rev. Magaly Martinez moved, Ms. Judy Torres-Lynch seconded.

#### **APPROVAL OF MINUTES**

Ms. Judy Torres-Lynch recommended the Board approve the June 10th, 2021 Board Minutes as corrected.

Rev. Magaly Martinez moved, Mr. David Hurtado seconded.

Final Resolution: Motion Carries

Yea: Mr. Jorge Calixto, Ms. Carmen Infante, Ms. Judy Torres-Lynch, Mrs. Carmen Rocha, Ms. Amanda Roman Canales, Mrs. Carmen Torres

Nay: 0

Abstention: 0

## **PRESENTATIONS AND REPORTS**

### **Grants, Initiatives, and the 2021-22 Path Forward Presentation**

Dr. Marsh presented an overview of all the school's grants and how that ties into ECCS's long-term viability and the direction for the next two to three years. The first ESSER I grant was received as part was of the CARES ACT (Coronavirus Aid, Relief, and Economic Security Act). ECCS received \$235, 487 with a close-out date of 9/30/21. The funds were used to purchase COVID-related cleaning supplies and technology. The second grant received in January was the ESSER II grant with a funding amount of \$2,836,976. ESSER II is a two-year grant to be used by September of 2023. The third ARP (American Recovery Plan) ESSER funds received is a three-year grant. No reports have been submitted yet, however, plans are being made on how ECCS will be using those funds. ECCS is the highest funded per student cyber school in the commonwealth. This is primarily due to ECCS' economically disadvantaged student population. Ninety-five percent of students fall under the category of the free/reduced lunch program.

As part of the plan and direction for the next three years, three goals were created.

Goal 1: The Social Worker Initiative. The goal is to staff and implement a pupil services department with at least six social workers and supports, have staff in the field within the community engaging students and families, and decrease the number of disengaged students by half.

Goal 2: MTSS School Improvement goal.

By June 30, 2022, the goal is to have one year's worth of recorded/tracked assigned attendance tiers (severe, moderate, at-risk, satisfactory) and implement interventions. ECCS students have struggled to show attendance and academic growth. The plan is to improve attendance and academic growth significantly. The team moving this goal forward comprises an MTSS Coordinator, Reading Specialist, Math Specialist, and Puerto Rico team of Academic Specialist. Showing a year and halves growth academically would also remove ECCS from the CSI School designation.

Goal 3:Curriculum Development. The objective is to staff, implement and improve the online curriculum standardization process developed in the 2020-21 school year. The focus will be on increasing the blended percentage from ten percent to fifty percent and improving the cultural responsiveness of our online curriculum. Ms. Heather High-Kennedy is leading this initiative and writing a curriculum specifically for the ECCS student population.

Dr. Marsh reported the need for reserve because charter school funding rates will decrease by 10% every year (the equivalent of one million dollars). The plan is to allocate some of it for the reserves for three years. The American Recovery Plan does allow a portion of the funding to be used for reserves.



### **ECCS Board Retreat CSI Report**

Mr. Jon Maddens shared the CSI presentation. Overall, ECCS maintained school performance during the COVID pandemic in attendance, test scores, staff retention. Attendance for the year remained concordant with reports of previous years. ECCS staff turnover was very low this year. Ninety percent of staff will be returning in the fall. CDT testing was administered in May 2021. The Math CDTs results indicated 90 percent of students were in the red, 9% in the green, and 1% in the blue. The ELA CDTs showed students scoring seventy-eight percent in the red, twenty-one percent in the green, and one percent of students scoring in the blue.

ECCS sent out two surveys. One for students and families and the other for the educators for the end-of-year feedback. Overall, both surveys were positive despite all the stress during the COVID pandemic. In the educator feedback, staff reported they continued to think highly of the school despite all the 2020-2021 school year challenges. Overall last year, ECCS lost 14 staff members mainly to relocation. The percentages for staff retention were very low in comparison to the local Philadelphia School District.

**Action Item:** Ms. Carmen Rocha would like to see a comparison between ECCS and other Cyber schools as opposed to just local community schools in the future.

ECCS is currently in phase two of the Comprehensive Plan (Comprehensive Plan), a three-year plan. Phase two focuses on implementing and showing the data results and analysis, which coincides with year one in the Comprehensive Plan. The goals are similar.

Main Concerns are:

- Grade 6-12 test participation rate strongly tied to Attendance and Passing Classes. Simply put, students who Pass Classes and Attend Consistently are also students who participate in State Tests
- 30-40% of students have active participation, consistent attendance, and pass classes.
- 30-40% of students log on but don't regularly participate, attend sporadically, and fail at least one class.
- 10-20% of students do not participate in any meaningful way, are considered chronically absent, and have under 10% grades in classes

Both the response plan and the CSI goals focus on attendance and academics. The goal in attendance is to have 67.4 percent of students demonstrating regular attendance by the end of June 30, 2022.

## **Elementary**

The first year of kindergarten has been completed. There will be extra support such as a remediation period and a reading specialist that will provide guided reading and reading levels that tie into MTSS and competency-based education in the next school year.

Schoology will be used for the upcoming school year, which allows for a revamped elementary orientation that is bilingual.

Many students come to ECCS behind/midyear. A blended curriculum is in the process of being developed to help catch those students up. Teachers are also working on translating and modifying the already existing curriculum so that it will be bilingual. A great team of academic assistants also provides class, live translation for students who need extra support. Workbooks for each class and computers will be distributed Monday.

## **Secondary**

ECCS is ramping up blended learning, ensuring that 100% of standards will be covered through 50% of learning modules being presented in a blended format by the end of the year. It gives the flexibility to provide synchronous, asynchronous, and independently paced curriculum while still covering all required content. This will mesh nicely with MTSS, competency-based education, and the social work initiative.

Ms. Abigail Huber has developed an International Studies social studies elective that touch on international issues that faculty and students have wanted to incorporate. A blended course on Lifetime Financial Literacy is also being added; it will support high school students in developing financial literacy.

The teacher evaluation protocol has been revised; it maintains the standards from Charlotte Danielson and iNACOL/Arora Institute while adding the element of teachers being co-owners of the larger organizational goals. As a result, each certified staff member has the opportunity to reflect on and join in the larger vision and goals by reporting on how they are moving those organizational goals forward.

Ms. Judy Torres-Lynch asked about how we are supporting teachers in getting their ratings up. Mr. Gregory Artman explained that staff is endowed with all staff development and individual coaching, specifically focused on new teachers at the beginning of the year. Then concentrate on teachers that are struggling by providing coaching and modeling to help bring up teacher ratings. Mr. Joseph Papieka added that formal action plans are presented as necessary in addition to Mr. Gregory Artman and the team of coaches. Meetings with supervisor and coaches with frequent

feedback for “needs improvement teachers.” An employee will not be separated until all opportunities have been exhausted to help teachers grow and change.

They are continuing the dual enrollment program with the college to provide at least 100 credits during two semesters. A second cohort will be added in January, and early reports about the current cohort are doing well so far. For example, an 11th-grade student is attending full-time at Esperanza College. She is on track to graduate in June 2023 with both a high school degree and an associate’s degree.

Mr. Joseph Papeika proposed that ECCS should lower the credit graduation requirement to 21. ECCS currently offers 24 credits to graduate; the state-required legal minimum is 21 credits. In general, the neighboring cyber schools do not require a full 24 credits for graduation. Moving to 21 credits allows us to focus our credits and time on the tested subjects and the core features of what is considered a college and career-ready student. The education and rigor are present, but our menu of electives is not as expansive as it could be if we stick with 24 credits. As it stands, the 24 credits stand as a barrier for many of our students rather than providing academic rigor. When students attend with us and engage with us, they have a positive and educational experience. The proposed 21 credits would eliminate the Spanish, computer science, and one elective credit requirement. These new requirements would not discontinue the Spanish and computer science classes, but they would give those students who need more wiggle room to graduate.

Ms. Judy Torres-Lynch expressed her concerns about the computer science credit being eliminated because it is an integral part of today’s society. Mr. Joseph Papeik explained that most students generally take the computer science course, but we could certainly make it more general in excluding two electives while requiring computer science.

Ms. Carmen Rocha explained that she is very concerned about eliminating that many credit requirements and asked for a list of the current electives offered. Mr. Joseph Papeika outlined the current electives offered: Health/Physical Education, Computer Science, Technology (Computer Science Part II), Engineering and Design (Computer Science Part III), three levels of Music, two levels of Spanish, Sociology, Digital Media, Creative Writing, Pre-Calculus, Consumer Math, Personal Finance Literacy, and International Studies. Mr. Joseph Papeika explained that no courses would be eliminated; however, the requirement to take and pass 24 credits will be changed. So students will continue to be enrolled in all offered courses. They just will not need to give them all to graduate. Rev. Danny Cortes asked how we codify the nuance of eliminating credit requirements but maintaining that students will still be enrolled in 24 courses. Dr. Jon Marsh clarified that not all students would be enrolled in 24 classes because they have failed courses in the past, and it would not be feasible.

Mr. Jorge Calixto expressed concern that students will seek out ECCS because we require fewer credits. He also wondered if we could add courses that are more engaging for students to want to attend. He also asked if there could be an amendment to the required amount of electives on a case-to-case basis. Mr. Jorge Calixto also wondered if the students have been surveyed to see what elective courses they would be interested in. Dr. Jon Marsh explained that the previously mentioned electives are those that our teachers offer, but there is the opportunity for students to take apex electives. He noted that the students coming to ECCS are generally one to one and a half years behind, limiting their pathway. Mr. Joseph Papeika mentioned that it is possible students would come to ECCS because of lower credit requirements but noted that the 24 credit requirement is likely pushing students to drop out. Dr. David Hurtado asked what the current dropout rate is at ECCS and mentioned that ECCS, at one point, did have a 21 credit requirement and asked what has changed to cause ECCS to go back to 21 credits. Rev. Danny Cortes answered the later question explaining that when ECCS was initially formed, the concept of cyber was not understood. The brick and mortar model was moved to the cyber. However, it did not consider the type of student that cybers draw. The Academy's mission is to get students to college, but ECCS was never that. It was a response to students in crisis. Dr. Jon Marsh showed the board the withdrawal data for 2020-2021 and noted that four seniors were dropped.

**Action Item:** Dr. David Hurtado stated that there needs to be a comparison of dropout rates with other cyber schools, particularly Aspira.

Rev. Danny Cortes noted that this is a justice issue, that ECCS needs to consider what external barriers are going to be placed on students in particular situations. Ms. Judy Torres-Lynch agreed, pointing out the importance of a high school diploma in careers after school.

Ms. Carmen Rocha asked what the logistics are of eliminating the Spanish I as a core subject. Dr. Jon Marsh explained that it is a bit of a challenge to keep it as a requirement because there would need to be another Spanish teacher to handle the load of students. Rev. Danny Cortes suggested we make course requirements more flexible so that administrators and teachers could better serve students. Ms. Carmen Rocha recommended that Spanish be kept as a core class to learn Spanish literature. From others' explanations, Dr. Jon Marsh stated that Spanish in high school is very different from the Spanish that most of our students speak. Dr. David Hurtado pointed out that most Spanish I classes do not cover literature. Rev. Danny Cortes pointed out that all curriculum needs to incorporate a Latinx perspective because most of our students are from that background.

### **Instructional Supports**

Mr. John Madden noted that IXL would be used to track most of the CSI goals. These tests will be performed quarterly. Teachers can also assign specific content tests to individual students to

track progress. Mr. John Madden outlined the MTSS level descriptions broken down on a daily and weekly basis.

Mr. John Madden described the varying ways that attendance is tracked and interventions based on attendance will be implemented through MTSS.

He also explained the goals for both the ELD and Special Education programs and reported that the cyclical monitoring for Special Education went smoothly.

Ms. Carmen Rocha asked about the reward given to the students that came to ACCESS testing and where it was allocated in the budget. Dr. Jon Marsh explained that it was coded as technology. When they came to take the test, the students got their technology and received two \$25 gift cards. Dr. Jon Marsh explained that this would not continue during the school year.

### **Instructional Coaching**

Mr. Gregory Artman overviewed the instructional coaching program focusing on professional development, small group support, and individual support to improve student outcomes by improving teacher effectiveness. This is the third year the instructional program has been used at ECCS. Teacher evaluations and surveys have proven the effectiveness of this program. Mr. Gregory Artman explained that instructional coaches are being empowered by getting more involved in professional development through summer preparation for staff onboarding/orientation.

Mr. Gregory Artman reported that there would be around 20 new staff members starting at the beginning of the school year. In addition, there are 10 Puerto Rico staff members, several from the last school year have moved to teacher status with PA certification, and several are on their way.

### **Family & Community Engagement**

Ms. Maryelis Santiago explained that the FACE team wants to focus on family and student engagement by including more professional development and parent training. The team has been working closely with Anthony Roman, the Federal Programs Coordinator, to identify funding that can be utilized for the training and outreach. The FACE team is also working on finding community partners for the social work team to collaborate in presenting parent workshops.

Ms. Maryelis Santiago explained that the FACE team would be establishing a parent/guardian committee of at least five members. The team will also be compiling a parent/guardian resource library.

Ms. Judy Torres-Lynch asked where most of the ECCS students are coming from. Ms. Maryelis Santiago explained that most of the students from ECCS are from close surrounding zip codes. Therefore, the resources will target the specific needs of those communities.

## **Operations**

Ms. Jasmin Campos-Rivera updated the board that 82% of ECCS students are confirmed to be returning next school year. She also asked the board's preference on Zoom or in-person meetings. Ms. Judy Torres-Lynch recommended that the board be treated as employees in regards to the COVID-19 policy. Therefore, all board members will be required to come onsite, and if unvaccinated, follow the procedure that employees follow. Rev. Danny Cortes agreed, stating that the policy speaks to the expectation of visitors and the requirement/expectations of the staff. Dr. Jon Marsh noted that the board meeting could now be done in the new cyber space. Ms. Amanda Roman stated that she would like the flexibility of doing the meetings virtually or in person.

Ms. Judy Torres-Lynch noted that 678 students are confirmed to be returning. She asked if it was anticipated that more students would enroll because of the pandemic. Ms. Jasmin Campos-Rivera stated that the enrollment number has since increased to 696 and expects enrollment to increase.

## **Technology**

Mr. Daniel Schroeder explained the summer work that the tech department has been working on, including the back-end setup for all the new programs and preparing the technology for students and staff.

Mr. Jorge Calixto recommended a new program called ClassKick, where teachers could monitor students' lives and include student incentives. Mr. Daniel Schroeder stated that he would look into the program. Ms. Heather High-Kennedy explained that several of the teachers are using ClassKick and other math programs.

## **CEO Reports**

Dr. Jon Marsh updated the board that he has been working with Walter on modifying the bylaws, some of which are outdated. One of the bylaws that ECCS would like to add is a board attendance policy, but it required a  $\frac{1}{3}$  majority that was not expected for the board retreat. It is also necessary that the board has a 30-day notice of a change in the bylaws. He explained that this would be voted on in the next board meeting and several other bylaws that need updating. Walter Toliver will be working with ECCS on drafting up a resolution.

Dr. Jon Marsh discussed Act 84 of 2020 and Act 65 of 2021 and the new rules required of ECCS and the board. Ms. Judy Torres-Lynch asked if the board meetings were public. Dr. Jon Marsh stated that the board meetings are public and advertised on the website and let Ms. Judy Torres-Lynch know that community members could join board meetings by reaching out to get the meeting link or coming onsite (when that commences).

## **CONSENT AGENDA**

2021-22 Assistive Technology Policy  
2020-21 Annual Report  
2021-22 Technology Resource Student-Parent Handbook

Ms. Judy Torres-Lynch asked who had reviewed the annual report to verify it was correct. Dr. Jon Marsh explained that Anthony Roman puts it together and is approved by the CEO. It is a count of what the ECCS population is. This is the first year that it is being required to be approved by the board before August 1st.

Rev. Magaly Martinez recommended the Board approve the Annual Report.  
Mr. Jorge Calixto moved, Ms. Judy Torres-Lynch seconded.  
Final Resolution: Motion Carries

Yea: Rev. Magaly Martinez, Dr. David Hurtado, Ms. Carmen Infante, Mrs. Carmen Rocha, Ms. Amanda Roman Canales, Mrs. Carmen Torres

Nay: 0  
Abstention: 0

Rev. Magaly Martinez recommended the Board approve the Assistive Technology Policy and Technology Resource Student-Parent Handbook.  
Ms. Judy Torres-Lynch moved, Dr. David Hurtado seconded.  
Final Resolution: Motion Carries

Yea: Mr. Jorge Calixto, Rev. Magaly Martinez, Ms. Carmen Infante, Mrs. Carmen Rocha, Ms. Amanda Roman Canales, Mrs. Carmen Torres

Nay: 0  
Abstention: 0

## **Monthly Financial Statements**

Mr. Artemio Rodriguez reviewed the preliminary reports of the financial statement as of June 30, 2021. Ms. Judy Torres-Lynch asked about the cash increase. Mr. Artemio Rodriguez explained that this was mainly because of the rise in enrollment.

Dr. Jon Marsh presented the preliminary monthly finance report variance narrative of July 2021-June 2021. Ms. Judy Torres-Lynch requested a forecast for the end of the year budget.

Rev. Magaly Martinez recommended the Board approve the April Financial Statements. Mr. Jorge Calixto moved, Mrs. Carmen Rocha seconded.  
Final Resolution: Motion Carries

Yea: Ms. Judy Torres-Lynch, Rev. Magaly Martinez, Dr. David Hurtado, Ms. Carmen Infante, Mrs. Carmen Rocha, Ms. Amanda Roman Canales, Mrs. Carmen Torres

Nay: 0  
Abstention: 0

### **Improvement Plan**

Dr. Jon Marsh explained the updated CSI plan that has been submitted. Then, Mr. John Madden broke down some of the essential elements of the plan.

Rev. Magaly Martinez recommended the Board approve the revised CSI Plan. Ms. Judy Torres-Lynch moved, Mrs. Carmen Torres seconded.  
Final Resolution: Motion Carries

Yea: Mr. Jorge Calixto, Rev. Magaly Martinez, Dr. David Hurtado, Ms. Carmen Infante, Mrs. Carmen Rocha, Ms. Amanda Roman Canales

Nay: 0  
Abstention: 0



## **New Business**

### **Contracts**

Dr. Jon Marsh and Mr. John Madden presented the contracts for approval.  
Rev. Magaly Martinez recommended the Board approve all presented contracts.  
Mr. Jorge Calixto moved, Ms. Amanda Roman Canales seconded.

Final Resolution: Motion Carries

Yea: Ms. Judy Torres-Lynch, Rev. Magaly Martinez, Dr. David Hurtado, Ms. Carmen Infante,  
Mrs. Carmen Rocha, Ms. Amanda Roman Canales, Mrs. Carmen Torres

Nay: 0  
Abstention: 0

### **Health and Safety Plan**

Dr. Jon Marsh explained the health and safety plan that was required for one of the ESSR grants.  
It outlines safety guidelines for those staff members onsite and students onsite.

Rev. Magaly Martinez recommended the Board approve the Health and Safety Plan.  
Ms. Judy Torres-Lynch moved, Mr. Jorge Calixto seconded.

Final Resolution: Motion Carries

Yea: Ms. Amanda Roman Canales, Rev. Magaly Martinez, Dr. David Hurtado, Ms. Carmen  
Infante, Mrs. Carmen Rocha, Ms. Amanda Roman Canales, Mrs. Carmen Torres

Nay: 0  
Abstention: 0

### **Curriculum Approval**

Dr. Jon Marsh presented the curriculum-related applications/programs that needed approval.  
Rev. Magaly Martinez recommended the Board approves the curriculum-related  
application/programs.

Mr. Jorge Calixto moved, Ms. Amanda Roman Canales seconded.  
Final Resolution: Motion Carries

Yea: Ms. Judy Torres-Lynch, Rev. Magaly Martinez, Dr. David Hurtado, Ms. Carmen Infante,  
Mrs. Carmen Rocha, Mrs. Carmen Torres

Nay: 0  
Abstention: 0

### **Curriculum Development**

Dr. Jon Marsh outlined the curriculum that was written over the summer for board approval. Ms. Heather High-Kennedy will be working closely with all the teachers that wrote the curriculum going forward.

Rev. Magaly Martinez recommended the Board approve the summer curriculum development. Mr. Jorge Calixto moved, Dr. David Hurtado seconded.  
Final Resolution: Motion Carries

Yea: Ms. Judy Torres-Lynch, Rev. Magaly Martinez, Ms. Carmen Infante, Mrs. Carmen Rocha, Ms. Amanda Roman Canales, Mrs. Carmen Torres

Nay: 0  
Abstention: 0

### **Response to Law Enforcement Activity Policy**

Dr. Jon Marsh presented the response to law enforcement activity policy for board approval.

Rev. Magaly Martinez recommended the Board approve the law enforcement activity policy. Mrs. Carmen Rocha moved, Mrs. Carmen Torres seconded.

Final Resolution: Motion Carries

Yea: Ms. Judy Torres-Lynch, Rev. Magaly Martinez, Dr. David Hurtado, Ms. Carmen Infante, Ms. Amanda Roman Canal, Mr. Jorge Calixto

Nay: 0  
Abstention: 0

### **The Discipline of Student Convicted of Sexual Assault Policy**

Dr. Jon Marsh described Act 110 of 2020 Discipline of Students Convicted of Sexual Assault Policy. Ms. Judy Torres-Lynch commented that this policy alarmed her in that the student convicted of sexual assault is just being pushed into another school. Dr. Jon Marsh informed her that the sexual assault record would follow the student once expelled. Ms. Amanda Roman asked if ECCS would be responsible for transitioning the student, and Dr. Jon Marsh stated that would be more than likely.

Rev. Magaly Martinez recommended the Board approve the discipline of students convicted of sexual assault policy.

Ms. Judy Torres-Lynch moved, Mrs. Carmen Rocha seconded.  
Final Resolution: Motion Carries

Yea: Rev. Magaly Martinez, Dr. David Hurtado, Ms. Carmen Infante, Ms. Amanda Roman Canal, Mr. Jorge Calixto, Mrs. Carmen Torres

Nay: 0  
Abstention: 0

### **Enrollment Policy**

Dr. Jon Marsh presented the updated enrollment policy drafted by a solicitor. This policy included the discipline of students convicted of sexual assault policy.

Rev. Magaly Martinez recommended the Board approve the enrollment policy.  
Mr. Jorge Calixto moved, Mrs. Carmen Torres seconded.

Final Resolution: Motion Carries

Yea: Rev. Magaly Martinez, Dr. David Hurtado, Ms. Carmen Infante, Ms. Amanda Roman Canal, Ms. Judy Torres-Lynch, Mrs. Carmen Rocha

Nay: 0  
Abstention: 0

### **Parent Student Handbook**

Dr. Jon Marsh overviewed the parent-student handbook for board approval. He explained that the credit requirements in the handbook need to be revised. The board discussed their disagreement on whether to move forward with a 21 credit requirement. Dr. David Hurtado recommended that the computer science and Spanish credits remain a requirement and eliminate three electives. Mr. Jorge Calixto expressed hesitation about eliminating three because it is harder to add more credit

requirements once removed and suggested that the requirement be 22 credits and revisited next school year. Rev. Danny Cortes stated that an amendment needs to be voted on the current request for 21 credits.

Rev. Magaly Martinez recommended the Board vote on the amendment for a 21 credit requirement to a 22 credit requirement.

Mr. Jorge Calixto moved, Ms. Amanda Roman seconded.

Discussion on the amendment commenced; Ms. Judy Torres-Lynch expressed great concern about students' ability to get employment without diplomas. Ms. Amanda Roman noted that 21st Century Cyber Charter School is currently at 22 credit requirements, and 22 credit requirements could be a good compromise. Dr. Jon Marsh clarified what the top three cyber charter schools were and have renewed charters because of their test scores. Rev. Danny Cortes noted that those schools' student population is much different than ECCS. Dr. Jon Marsh confirmed, stating ECCS has the highest ELD student population of the named cyber charters. Dr. David Hurtado recommended that ECCS offer an honors diploma with 24 credits and a standard diploma be at 21 credits. Ms. Judy Torres-Lynch asked how many of the students close to graduation for the 2021 school year were 22 credits. Mr. Joseph Papeika could not answer off the top of his head.

Final Resolution of amendment: Motion Failed

Rev. Magaly Martinez recommended the Board approve the revision of the credit requirements in the handbook from 24 credits to 21: eliminating three electives.

Dr. David Hurtado moved, Ms. Judy Torres-Lynch seconded.

Final Resolution: Motion Carries

Yea: Rev. Magaly Martinez, Dr. David Hurtado, Ms. Carmen Infante, Mrs. Carmen Torres, Ms. Judy Torres-Lynch, Mrs. Carmen Rocha, Mr. Jorge Calixto

Nay: 0

Abstention: 0

Rev. Magaly Martinez recommended the Board approve the parent-student handbook.

Mrs. Carmen Torres moved, Mr. Jorge Calixto seconded.

Final Resolution: Motion Carries

Yea: Rev. Magaly Martinez, Dr. David Hurtado, Ms. Carmen Infante, Ms. Amanda Roman Canal, Ms. Judy Torres-Lynch, Mrs. Carmen Rocha

Nay: 0

Abstention: 0

## **Code of Conduct**

Dr. Jon Marsh explained that the only thing added to the code of conduct was the discipline of students convicted of sexual assault policy.

Rev. Magaly Martinez recommended the Board approve the code of conduct.  
Ms. Judy Torres-Lynch moved, Mr. Jorge Calixto seconded.

Final Resolution: Motion Carries

Yea: Rev. Magaly Martinez, Dr. David Hurtado, Ms. Carmen Infante, Ms. Amanda Roman Canal, Ms. Judy Torres-Lynch, Mrs. Carmen Rocha, Mrs. Carmen Torres

Nay: 0  
Abstention: 0

## **Personnel Actions**

Ms. Amber Mendoza presented the new hires, transitioning staff, and departures. She also proposed a Parent and Family Enrollment Coordinator position and outlined the open positions.

Rev. Magaly Martinez recommended the Board approve the new hires and the addition of the Parent and Family Enrollment Coordinator position.

Mrs. Carmen Rocha moved, Dr. David Hurtado seconded.

Final Resolution: Motion Carries

Yea: Rev. Magaly Martinez, Dr. David Hurtado, Ms. Carmen Infante, Ms. Amanda Roman Canal, Ms. Judy Torres-Lynch, Mrs. Carmen Torres, Ms. Judy Torres-Lynch, Mr. Jorge Calixto

Nay: 0  
Abstention: 0

Dr. Jon Marsh outlined the COVID -19 Vaccination Policy for board approval. The policy will be the same as Esperanza Inc. Ms. Judy Torres-Lynch asked if exemptions are offered. Dr. Jon Marsh confirmed that religious and medical exemptions will be provided and that ECCS reserves the right to terminate if an employee does not get a vaccination or exemption. It was also noted that staff would not work remotely because they did not want to be vaccinated.

Rev. Magaly Martinez recommended the Board approve the new hires and the addition of the Parent and Family Enrollment Coordinator position.

Ms. Judy Torres-Lynch moved, Mr. Jorge Calixto seconded.

Final Resolution: Motion Carries

Yea: Rev. Magaly Martinez, Dr. David Hurtado, Ms. Carmen Infante, Ms. Amanda Roman Canal, Mrs. Carmen Rocha, Mrs. Carmen Torres, Dr. David Hurtado

Nay: 0

Abstention: 0

Dr. Jon Marsh presented the educator handbook and explained that all highlighted items had been changed. He also noted that a work from home policy was added and a \$500 internet stipend. Mr. Jorge Calixto asked about the removal of teachers not needing to use school-issued computers. Dr. Jon Marsh explained that there were some teachers who preferred their own devices.

Carmen Rocha recommended the Board approve the educator handbook.  
Dr. David Hurtado moved, Ms. Carmen Torres seconded.

Final Resolution: Motion Carries

Yea: Rev. Magaly Martinez, Dr. David Hurtado, Ms. Carmen Infante, Ms. Amanda Roman Canal, Mrs. Carmen Rocha, Mrs. Carmen Torres, Dr. David Hurtado, Ms. Judy Torres-Lynch, Mr. Jorge Calixto

Nay: 0

Abstention: 0

### **Next Meeting Announcements**

The next regular Board meeting is scheduled for Thursday, October 21, 2021, at 3:30 PM.

### **ADJOURNMENT**

The meeting was adjourned at 4:00 PM.

*Minutes were taken by Ms. Amber Mendoza.*

**Esperanza Cyber Charter School**  
**Board Retreat of Trustees Meeting**  
**Zoom Meeting**  
**Thursday, October 28th, 2021**  
**3:30 PM**

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**Board Members Present:** Ms. Carmen Infante, Mr. Jorge Calixto, Mrs. Carmen Rocha, Dr. David Hurtado, Ms. Amanda Roman

**Board Members Absent:** Rev. Magaly Martinez, Rev. Luis Cortes, Ms. Judy Torres-Lynch, Ms. Carmen Torres

**Staff/ Management Present:** Rev. Danny Cortes, Mr. Greg Artman, Dr. Jon Marsh, Ms. Jasmin Campos-Rivera, Mr. Joseph Papeika, Mr. John Madden, Mr. Daniel Schroeder, Mr. Artemio Rodriguez, Mr. Zachary Devlin, Mr. Anthony Roman, Ms. Amber Mendoza, Mrs. Heather High-Kennedy, Ms. Rinku Modi

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**WELCOME/GREETINGS**

Mrs. Carmen Rocha called the meeting order at 3:30 p.m.

Dr. Jon Marsh introduced Ms. Rinku Modi, the new CFO of Esperanza.

**APPROVAL OF MINUTES**

Mrs. Carmen Rocha recommended that the board approve the August 12th, 2021 Board Meeting minutes as presented.

Final Resolution: Motion Carries

Ms. Carmen Infante moved, Mr. Jorge Calixto seconded.

Yea: Mrs. Carmen Rocha, Mr. Jorge Calixto, Ms. Carmen Infante, Dr. David Hurtado, Ms. Amanda Roman

Nay: 0

Abstention: 0

## **PRESENTATIONS AND REPORTS**

### **Elementary**

Mr. Zach Devlin highlighted the growing student body and staff. He also outlined MTSS integration, curriculum mapping goal, and leveled reading program. Mr. Devlin also explained the K-5 newcomer cohort as a pull-out environment for students that have only been in the U.S. for one year. Mr. Devlin also described that ECCS is actively implementing the co-teaching model to accommodate growing classes this school year.

### **Secondary**

Mr. Joseph Papeika outlined the changes in the ELD department, shifting focus to language acquisition in all classes, transitioning to a new ELD coordinator, adding an ELD professional developer, and splitting the ELD program into two levels.

### **Instructional Support**

Mr. John Madden announced the growth and changes in the special education department. Mr. Madden also informed the board of two legal cases that ECCS resolved. He also outlined the school plan updates in CSI, IXL, Data Wise, re-engagement of students, and PSSA/Keystone results in the fall.

### **Curriculum**

Mrs. Heather High-Kennedy updated the board on asynchronous curriculum development, the prototype and first draft of a curriculum review process, and blended learning developments.

### **Instructional Coaching**

Mr. Greg Artman spoke about ECCS' staff growth and supporting new staff members through onboarding and coaching.

### **Operations**

Ms. Jasmin Campos-Rivera highlighted that enrollment has been at an all-time high (reaching 1,000 students), the Esperanza College Internship Collaboration, and McKinney-Vento Homeless Audit on November 30, 2021, which happens every two years.

### **CEO Report**

Dr. Marsh updated the board on migrant students enrolled in ECCS by the CCIU Migrant Education Program. He explained the unique needs of these students and that the ELD department is diligently working on building a newcomer program to fit their needs.

## **CONSENT AGENDA**



Dr. Marsh reviewed the consent agenda items and noted a recent change in one of the settlement agreements.

Mrs. Carmen Rocha recommended the Board approve the contracts under the consent agenda items.

Final Resolution: Motion Carries

Mr. Jorge Calixto moved, Ms. Carmen Infante seconded.

Yea: Ms. Carmen Infante, Mr. Jorge Calixto, Mrs. Carmen Rocha, Dr. David Hurtado, Ms. Amanda Roman

Nay: 0

Abstention: 0

Mrs. Carmen Rocha recommended the Board approve the settlements under the consent agenda items.

Final Resolution: Motion Carries

Mr. Jorge Calixto moved, Ms. Carmen Infante seconded.

Yea: Ms. Carmen Infante, Mr. Jorge Calixto, Mrs. Carmen Rocha, Dr. David Hurtado, Ms. Amanda Roman

Nay: 0

Abstention: 0

## **FINANCE**

Mr. Artemio Rodriguez reviewed the financial statement as of September 30, 2021.

Mrs. Carmen Rocha moved to approve the March Monthly Financial Report.

Final Resolution: Motion Carries

Dr. David Hurtado moved, Mr. Jorge Calixto seconded.

Yea: Ms. Carmen Infante, Mr. Jorge Calixto, Mrs. Carmen Rocha, Dr. David Hurtado, Ms. Amanda Roman

Nay: 0

Abstention: 0

Dr. Marsh reviewed the Monthly Finance Report Variance Narrative for September 2021, clarifying several grants.

## **NEW BUSINESS/CONTRACTS**

Dr. Marsh overviewed the 2021-22 Board Goals.

Mrs. Carmen Rocha recommended the board approve the 2021-22 Board Goals.

Final Resolution: Motion Carries

Dr. David Hurtado moved, Ms. Carmen Infante seconded.

Yea: Ms. Carmen Infante, Mr. Jorge Calixto, Mrs. Carmen Rocha, Dr. David Hurtado, Ms. Amanda Roman

Nay: 0

Abstention: 0

Mr. Anthony Roman presented the plans and policies, explaining that each plan needs to be updated each year.

Mrs. Carmen Rocha recommended the board approve the plans and policies.

Final Resolution: Motion Carries

Mr. Jorge Calixto moved, Dr. David Hurtado seconded.

Yea: Ms. Carmen Infante, Mr. Jorge Calixto, Mrs. Carmen Rocha, Dr. David Hurtado, Ms. Amanda Roman

Nay: 0

Abstention: 0

Dr. Marsh updated the board on the plans for an Esports Event in conjunction with Esperanza Academy and Esperanza College to introduce students to Esports.

Mrs. Carmen Rocha recommended the board approve funding of an esports event not exceeding \$3,000.

Final Resolution: Motion Carries

Ms. Carmen Infante moved, Mr. Jorge Calixto seconded.

Yea: Ms. Carmen Infante, Mr. Jorge Calixto, Mrs. Carmen Rocha, Ms. Amanda Roman

Nay: 0

Abstention: Dr. David Hurtado (abstained because he is an employee of Esperanza College)

## **PERSONNEL ACTIONS**

Ms. Amber Mendoza presented the personnel actions, noting several new positions to be approved.

Mrs. Carmen Rocha recommended the board approve the personnel actions as presented.

Final Resolution: Motion Carries

Ms. Carmen Infante moved, Mr. Jorge Calixto seconded.

Yea: Ms. Carmen Infante, Mr. Jorge Calixto, Mrs. Carmen Rocha, Ms. Amanda Roman, Dr. David Hurtado

Nay: 0

Abstention: 0

Dr. Marsh presented the referral bonus, explaining that some of our best candidates are from referrals.

Mrs. Carmen Rocha recommended the board approve the bonus referral as presented.

Final Resolution: Motion Carries

Ms. Carmen Infante moved, Mr. Jorge Calixto seconded.

Yea: Ms. Carmen Infante, Mr. Jorge Calixto, Mrs. Carmen Rocha, Ms. Amanda Roman, Dr. David Hurtado

Nay: 0

Abstention: 0

Dr. Marsh explained the proposed tutoring rate, stating that teachers should be paid when students do not show up.

Mrs. Carmen Rocha recommended the board approve the two-tier tutoring rate to replace the flat \$25 an hour rate currently in place. Tier I (\$15 per hour) would be used for teachers that are on call without students, and Tier II would be \$30 an hour while working with students.

Final Resolution: Motion Carries

Mr. Jorge Calixto moved, Ms. Carmen Infante seconded.

Yea: Ms. Carmen Infante, Mr. Jorge Calixto, Mrs. Carmen Rocha, Ms. Amanda Roman, Dr. David Hurtado

Nay: 0

Abstention: 0

## **EXECUTIVE SESSION ANNOUNCEMENT**

**NEXT MEETING ANNOUNCEMENT**

The next board meeting will be on December 16, 2021, at 3:30 p.m.

**ADJOURNMENT**

The meeting was adjourned at 5:28 p.m.

*Minutes were taken by Ms. Amber Mendoza.*

**Esperanza Cyber Charter School  
Board Retreat of Trustees Meeting**

Zoom Meeting

Thursday, December 16th, 2021

3:30 PM

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Board Member Present: Mr. Jorge Calixto, Ms. Carmen Infante, Rev. Martinez, Mrs. Judy Torres-Lynch, Ms. Amanda Roman

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

Staff Present: Rev. Danny Cortes, Mr. Greg Artman, Dr. Jon Marsh, Ms. Jasmin Campos-Rivera, Mr. Joseph Papeika, Mr. John Madden, Mr. Daniel Schroeder, Mr. Artemio Rodriguez, Mr. Zachary Devlin, Mr. Anthony Roman, Ms. Amber Mendoza, Mrs. Heather High-Kennedy, Ms. Rinku Modi

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**CALL TO ORDER**

Madam Chair Magaly Martinez called the meeting to order at 3:30 PM.

**APPROVAL OF MINUTES**

Madam Chair Magaly Martinez recommended that the board approve the October 28, 2021 Board Meeting minutes as presented.

Final Resolution: Motion carried to approve

Mrs. Judy Torres-Lynch moved, Ms. Carmen Infante seconded.

Yea: Ms. Carmen Infante, Mr. Jorge Calixto, Mrs. Carmen Rocha, Dr. David Hurtado

Nay: 0

Abstention: 0

**FINANCE**

## **Financial Audit**

Eric Strauss, CPA from the WithumSmithBrown, summarized the audit results of the school's consolidated financial statement for June 30, 2021. No waived journal entries were reported. Internal controls were tested. No control deficiencies were found. The areas of audit emphasis were on cash, GASB 68 Pension Liability and GASB 75 OPEB Liability, Grant Revenues and receivables, accounts payable, accrued expenses and expenditure cutoff, payroll, fraud, illegal acts, and noncompliance. No findings were noted for any of the audit areas. Mr. Eric Strauss was happy to report to the board that no fraud, illegal acts nor noncompliance were found. ECCS receives government dollars, therefore, the auditors are required to place greater scrutiny on the spending of federal-funded dollars. Controls and compliance were tested. The auditors reported no findings in those areas as well.

ECCS ended the school year with a net position of \$5.5 million. This was a significant increase. Enrollment has also increased year after year. The increases in enrollment also increased Title I funding. ECCS' cash balance was \$5 million. Overall a positive year. Worth noting is the current assets at \$6.6 million versus the current liabilities at \$522,414. This is at a 12:1 ratio.

Madam Chair Magaly Martinez recommended that the board approve the 2020-21 ECCS Draft Audit Report.

Final Resolution: Motion Carries

Mrs. Judy Torres-Lynch moved, Ms. Carmen Infante seconded.

Yea: Ms. Carmen Infante, Mr. Jorge Calixto, Mrs. Carmen Rocha, Dr. David Hurtado.

Nay: 0

Abstention: 0

## **Monthly Financial Statements**

As of October 31, 2021, total assets and liabilities were at \$10.7 mil. The current assets as of October were at 7.2 million. and current total liabilities were at \$981,903.00. This calculated to a current ratio of 7.38, an increase of 2.9 over the prior year. Cash also increased by \$3.4 million. This was due to an increase in enrollment. Account receivables decreased by \$1.1 million.

Dr. Marsh gave a brief overall overview of the monthly finance variance. Last year's budget was built on an ADM of 750 Students. This year the school began with an ADM of 661 students. As of Oct. 29th, 1004 students were enrolled in ECCS with an ADM of 869.4. The School District of Philadelphia released the revised rates in June causing a difference of -\$255,336. The net difference as of October 29th with an ADM increase of 119.4 resulted in a difference of \$1.4 million. Dr. Marsh also reported several federal grants were also added and/or revised since the

budget was approved in June 2021 with a net difference of \$1,904,863. Lower rates will begin in the 2022-2023 school year and the next three years after that.

Madam Chair Magaly Martinez recommended that the board approve the October 2021 monthly financial report.

Final Resolution: Motion Carries

Mrs. Judy Torres-Lynch moved, Ms. Carmen Infante seconded.

Yea: Ms. Carmen Infante, Mr. Jorge Calixto, Mrs. Carmen Rocha, Dr. David Hurtado

Nay: 0

Abstention: 0

## **CONSENT AGENDA**

### ***Social Work Consultant Contract***

The only consent agenda item was a contract for a Suezette Fonseca. Ms. Fonseca is being hired as a consultant to provide guidance in the area of program building for the Social Worker Initiative. Ms. Fonseca brings extensive experience in the field. She will be working once a week with the Social Worker Team. Ms. Fonseca is unable to join ECCS full-time, as she is currently working on her clinical licensing.

Madam Chair Magaly Martinez recommended that the Board approve the agreement with Suezette Fonseca to provide extra support in the development of the Social Work initiative.

Final Resolution: Motion Carries

Mrs. Judy Torres-Lynch moved, Mr. Jorge Calixto seconded.

Yea: Ms. Carmen Infante, Mr. Jorge Calixto, Mrs. Carmen Rocha, Dr. David Hurtado

Nay: 0

Abstention: 0

## **NEW BUSINESS**

### **Summer School Incentive Program**

One of the ARP ESSER grants the school received was to be used to build a summer school program. The plan of choice must be an evidence-based researched program to be used over a three-year period. ECCS has found a program that requires students to attend 80 percent or more of the summer program, thereupon the parent and student would receive a financial incentive. The aim is to motivate the student to complete summer school successfully. Dr. Marsh noted that he does not think it is wise to use federal funds to give cash incentives. ECCS is proposing to offer a program using its own curriculum and staff. The financial incentive will be funded by the new initiative funds. The summer school program would be available to those students in both 11th and 12th grade who are in need of the credits to graduate on schedule. The Board discussed having mixed feelings about using financial incentives, however the use of

incentives is not a new concept to education. Different forms of incentives have been used in the past. The Board consensus on the matter was the overall goal is to get students to learn. If using incentives will help improve students outcomes, then it may be worth implementing.

**Action Item:** The Board requested the summer school program be tracked to measure the effectiveness of using incentives in a cyber environment.

Madam Chair Magaly Martinez recommended that the Board designate \$63,714 out of the New Initiatives Fund to be used as part of a summer school incentive program for students and parents over the next three summers (2021-24).

Final Resolution: Motion Carries

Mrs. Judy Torres-Lynch moved, Mr. Jorge Calixto seconded.

Yea: Ms. Carmen Infante, Mr. Jorge Calixto, Mrs. Carmen Rocha, Dr. David Hurtado

Nay: 0

Abstention: 0

### **Use of Debit Cards**

With the approval of the Board, ECCS has used gift cards in the past for computer drop-offs at the end of the year and for ACCESS on-site testing. This is a broader request to use gift cards as incentives. Mr. Jorge Calixto suggested using different values of cards for different educational tasks. . Dr. Marsh stated the concept will be considered in the development of the plan.

Madam Chair Magaly Martinez recommended Board approve the use of prepaid debit cards as incentives for student and or parents attendance at events such as but not limited to ACCESS Testing, computer pick up and drop-off, summer school.

Final Resolution: Motion Carries

Mrs. Judy Torres-Lynch moved, Mr. Jorge Calixto seconded.

Yea: Ms. Carmen Infante, Mr. Jorge Calixto, Mrs. Carmen Rocha, Dr. David Hurtado

Nay: 0

Abstention: 0



## **PERSONNEL**

Ms. Amber Mendoza presented the personnel actions, noting several new positions to be approved.

Madam Chair Magaly Martinez recommended Board approve the personnel actions.

Final Resolution: Motion Carries

Mrs. Judy Torres-Lynch moved, Mr. Jorge Calixto seconded.

Yea: Ms. Carmen Infante, Mr. Jorge Calixto, Mrs. Carmen Rocha, Dr. David Hurtado

Nay: 0

Abstention: 0

## **PRESENTATIONS AND REPORTS**

### **CEO Report by Dr. Jon D. Marsh**

Dr. Marsh reported on the ARP ESSER Set Aside. ECCS allocates \$446,001.00, broken down into three categories: Summer School, After School, and Learning Loss. The ARP ESSER set aside must be expended by the end of the school year 2024. The Set Aside portion of the ARP ESSER for summer school is allocated at \$63,714. For the after-school category, the instructional team will be focusing on student reading levels for the after-school program. The grant funds will cover the cost of the READ 180 program. The other Set Aside Grant is focused on learning loss, which includes three budget categories: social and emotional learning, professional development, and reading improvement.

### **SET (Student Engagement Team) by Sheileemarie Carrion**

With the growing team of social workers and the addition of the new Social Worker Coordinator, the team has begun to conduct 20-24 home visits a week to the students who are in need of it. SET has put focus on assisting students regarding truancy and retention.

Classes and workshops have also begun to be conducted for the staff, to improve the quality of the homevisits. The safety of the social workers, as well as safety of the students and their households are the main focus of these workshops.

### **Elementary K-5 by Zach Devlin**

Mr. Zachary Devlin, highlighted the K-5 report card conferences held on November 18, 2021. The Elementary School saw 157 families participate in the conferences. The number of families for this year is almost double the best numbers that have been had from previous school years conferences. Participation in parent teacher conferences was scheduled using Calendly. Conferences were done via Phone calls and Google meets video calls.

### **Secondary 6 – 12 by Joseph Papeika**

Mr. Joseph Papeika reported the secondary report card conferences were very successful. There was growth in conference participation. A hybrid parent-teacher conference is currently being developed. Mrs. Judy Torres-Lynch stated she believes ECCS, as a cyber school, will have to continue to offer the flexible options for virtual or in-person report card conferences. Mr. Papeika then proceeded to give an update on the “Every Family Every Week” Initiative (EFEW). As of November 22, 2021, 653 of our 663 families in grades 6 to 12 have a cyber advocate. An EFEW advocate is a point of contact that checks-in weekly with families to provide updates on how students are doing academically. Mr. Danny Cortes stated data should be compiled for both EFEW and SET, to review all points of interventions in the stabilization and support of students. ECCS is also offering tutoring after school 5 days a week typically between the hours of 3:30 PM - 5:30 PM. All core subjects are covered including Spanish and a Counselor's Corner offered by the Guidance Department.

On December 6th, ECCS participated in the “Hour of Code”, a global movement to introduce students to coding during this years Computer Science Education Week. Schools in more than 180 countries around the world signed up to have students participate in hour-long activities that are designed to spark the interest of students in computer science and coding.

### **Instructional Support by John Madden**

Mr. John Madden presented data regarding the CSI program . He stated that the CSI team , that is state appointed to ECCS, alerted us that although numerous other CSI schools in the state did not meet their quarter 1 goals , ECCS was able to meet 3 out of their 5 goals for Q1 and praised ECCS for this achievement. He also stated that although ECCS is showing growth , Math and Reading proficiency in grades 6-12, do remain a concern . He next addressed the CSI attendance goal for the year and its progress . This years attendance rate currently stands at 80% which is on par with our past years numbers. Plans are in place to begin engagement with students who, are not truant, however have 20 or more absences overall.

Mr. Madden addressed the topic of the CSI academic goal . IXL benchmarks were taken the last week of November. This year we saw an increase of 15%-20% in participation regarding the IXL Benchmarks and test taking. The plan for the upcoming January meeting is to compare Q1 and Q2 numbers and establish a plan of action .

### **Curriculum by Heather High-Kennedy**

Mrs. High Kennedy presented updates regarding the Blended Learning Goal. She informed the board that the curriculum team developed a tracking system to determine what percentage of lessons are blended and which incorporate SIOP components. Ms. High Kennedy proceeded to also state the progress in the Curriculum Exemplars. Financial Literacy , Caribbean Art and Writing Team/Curriculum were the points in the Exemplars that were presented and addressed. She also informed the board that a team has been built including , staff members from the Puerto Rico team, and the locally based instructional staff , to provide feedback and input on Curriculum formats and content. Ms. Bernice Arce, who is the secondary

curriculum writer Academic Specialist, completed the scope and sequence and is presently, designing and developing content in a blended format. It is a multidisciplinary course that will incorporate both social studies and fine arts subject matter. The course focuses specifically on the art history of Puerto Rico, the Dominican Republic, and Cuba. The students will learn art history and practice the fine art elements learned in the subject.

Classes related to Financial Literacy were the next topic addressed by Mrs. High Kennedy. She stated that her team met and addressed, that a major missing component in the program that isn't being introduced to students is a course in entrepreneurship. Her team has also recognized what would be the best course of action in personal finance, economics, consumer math classes. Plans are underway to develop this course for 22-23.

The final topic that was presented by Mrs. High-Kennedy was about the writing and curriculum team. It is a school wide initiative that was created with the intent to improve student writing skills. It is initially targeting grades 3-5, however will eventually expand to the higher and lower grades. The team is working with "Welcome to the Writing Workshop", as well as other frameworks to assist in assessing current practices and mindsets regarding student writing to create a joint vision and set of goals.

### **Instructional Coaching by Greg Artman**

Mr. Greg Artman presented to the board an onboarding update. He stated that in the time since the board meeting last October, ECCS has successfully onboarded fifteen new staff members. The instructional coaching team continues to focus on supporting the development of new staff through one-to-one and small group coaching. Cross-department teams are collaborating on developing additional professional development opportunities for all staff. Much of the professional learning focuses on helping teachers build their capacity related to online practices.

### **Operations by Jasmina Campos-Rivera**

Ms. Campos-Rivera spoke about a couple of topics regarding the Operations Department. Firstly, she addressed the topic of Enrollment Verification. Every year, LEAs receive Title I funds and must verify the number for enrollment and students under the low-income status. For the 2021-2022 school year, ECCS reported to PDE on December 6, 2021, the enrollment number of 1067. Of those students, 1017 students fall under the low-income designation. This conclusion keeps ECCS as a Title 1 school.

Ms. Campos-Rivera concluded her updates with an update on the Puerto Rico Project. Last year, ECCS newly hired six staff members from Puerto Rico. This year ECCS was able to expand the team and hire an additional 11 staff members from Puerto Rico. In the time since their hire, two have become Pennsylvania certified teachers, one staff member received an emergency certification and now 6 others are preparing to become PA certified. In addition to

growing certifications , one of the Puerto Rico staff members is now also helping lead the Migrant Newcomers cohort.

#### BOARD MEMBER COMMENT

Board Member Comment

#### PUBLIC COMMENT

Public Comment

#### EXECUTIVE SESSION ANNOUNCEMENT

New Executive Session Announcement

#### NEXT MEETING ANNOUNCEMENT

Next Meeting Announcement

#### M. ADJOURNMENT

Action: 1. Adjournment

**Esperanza Cyber Charter School  
Board of Trustees Meeting**

Thursday, March 24, 2022

3:30 PM

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Board Member Present: Mr. Jorge Calixto, Dr. David Hurtado, Ms. Carmen Infante, Mrs. Judy Torres-Lynch, Ms. Carmen Rocha, Ms. Amanda Roman.

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

Staff Present: Rev. Danny Cortes, Mr. Greg Artman, Ms. Jasmin Campos-Rivera, Dr. Jon Marsh, Rinku Modi,, Mr. Artemio Rodriguez, Ms. Amber Mendoza.

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**CALL TO ORDER**

*Meeting attendees were notified of the recording*

The Board Treasurer, Mr. Jorge Calixto called the meeting to order at 3:30 PM  
Dr. Marsh reported the December 16, 2021 Board meeting and the April 23, 2020, Special Board Meeting minutes had not been previously approved. Dr. Jon Marsh noted legal counsel was consulted to ensure it would be appropriate to receive board approval for previous minutes.

Mrs. Judy Lynch noted that her name is not listed on the attending listed at the March 24th meeting. Dr. Marsh stated that it would be corrected.

Final Resolution: Motion carried to approve

Mrs. Amanda Roman moved, Ms. Carmen Infante seconded.

Yea: Mr. Jorge Calixto, Dr. David Hurtado, Mrs. Judy Torres-Lynch

Nay:0

Absenttion:0

**FINANCE**

**Monthly Financial Statements**

Mr. Artemio Rodriguez presented the statement of financial position as of Jan 31, 2022. The Total Assets and Total Liability Assets were at \$11,322,040. This was an increase of about, 3.6 million dollars from the previous year. Total current assets reported were \$7,922,196. The total current liabilities reported were at \$989,781 with a current ratio of eight. Cash increased by \$1.9 million, mainly from receipts from the school district for increased enrollment. Accounts receivable increased by about \$400,000, predominantly from increased receivables from various grants from the Department of Education. Other assets presented were the Pension Deferred which has increased by 1.1 million dollars due to audit adjusting entries made June 30, 2021. Mr. Artemio Rodriguez stated notes payable were down \$822,000 due to the PPP Loan Forgiveness.

The Net Pension increased by \$1.7 million due to audit adjusting entries. The net assets have increased by \$2.5 million, year over year, due to the increase in enrollment, funding and due to the forgiveness of the PPP Loan.

Final Resolution: Motion carried to approve

Mrs. Amanda Roman moved, Ms. Carmen Infante seconded.

Yea: Mr. Jorge Calixto, Dr. David Hurtado, Mrs. Judy Torres-Lynch

Nay:0

Absenttion:0

## **2022-2023 DRAFT BUDGET**

The first reading of the 2022-23 Draft budget and budget narrative were both presented by Dr. Marsh. The budgeted enrollment number is based on a projected 900 ADM (average daily membership). Early on the per pupil allotment was projected to decrease by 12 percent from the previous school year. The budget was built with that percentage in mind. The actual percentage per general education student will be decreasing by 11 percent instead. This is a favorable variance of \$700,000. New positions projected were a speech pathologist and family coaches. The family coaches will not be hired until there is a better idea on real enrollment numbers for the next year. Changes to the lease are based on the 2022-2023 rate and reduced square footage on the 3rd floor. Funded initiatives remain the same. Dr. Marsh stated the next steps in this process will be:

- To finalize all projected expenses.
- Update pupil allotment revenue once realized
- Compare the draft budget to the current year, and highlight variations.
- Present final budget at ECCS April Board meeting for Approval.

## **CONSENT AGENDA**

### **Steering Committee for CSI**

ECCS sought Board approval of the School Improvement (CSI) Steering Committee for 2021-2022 and 2022-2023. The CSI steering committee consists of 19 members, including two ECCS students' and parents.

### **Revised 2021-2022 CSI School improvement Plan**

The administration was notified on January 9, 2022 that the plan approved by the Board on June 10, 2021, did not meet newly interpreted requirements. The way the steering committees were named and selected was a similar issue in all five plans associated with the school improvement. Other Identified changes are listed on the "Returned Plan". All five plans were attached to the meeting agenda for the Board to review.

## **Contracts**

The following contracts were presented to the Board for approval:

- Delta Nurse Agreement - An agreement has been finalized for ECCS to have a nurse, who comes on-site 3 days a week.
- The Felt Factory Prom Contract for 2021-2022 - Contract for the Senior prom venue
- Esperanza Cyber CS 20-21 ARP ESSER Approval Letter. This letter states the approval of ESSER funds.
- Updated Esperanza Cyber Charter School Health and Safety Plan - The document lists the steps ECCS is taking regarding the updated Health and Safety Plan and how it is being put into practice.

Final Resolution: Motion carried to approve  
Ms. Carmen Infante moved, Mrs. Amanda Roman seconded.  
Yea: Mr. Jorge Calixto, Dr. David Hurtado, Mrs. Judy Torres-Lynch  
Nay:0  
Absenttion:0

## **NEW BUSINESS**

### **2022-2023 School Calender**

Dr. Jon Marsh reviewed the 2022-2023 proposed school calendar. He included Mr . Gregory Artman, addressing the changes that have been made to the new and current staff orientation structuring. Currently, new staff attends 8 days of orientation. The current staff attends 5 of those same days. It is being proposed that new staff would attend 1 day of virtual orientation. All staff would attend onsite the next day.

New changes to the 2022-2023 school calender has professional development days, with the exception of two, as asynchronous days for students. The staff retreat will have no classes for students. One other professional development day is set as an early dismissal day. Election day has also been set as an early dismissal day so staff can get out to go vote.

Christmas break will still be two weeks. Due to the landing of the date of Christmas it will start later than other years, however, it will cover the day of Three kings day. It allows for staff members, especially those in Puerto Rico, to celebrate the holiday.

Final Resolution: Motion carried to approve  
Mrs. Judy Torres-Lynch moved, Mrs. Amanda Roman seconded.  
Yea: Mr. Jorge Calixto, Dr. David Hurtado, Ms. Carmen Infante  
Nay:0  
Absenttion:0

### **Proposed 2022-2023 Board Meeting Calendar**

The ECCS Board agreed to the new board meeting calendar with the exception of the Board retreat dates. Two dates have been proposed and due to key board members being absent, the dates were left open for the discussion to be had during the next meeting.

Final Resolution: Motion carried to approve  
Mrs. Judy Torres-Lynch moved, Dr. David Hurtado seconded.  
Yea: Mr. Jorge Calixto, Ms. Carmen Infante , Amanda Roman  
Nay:0  
Absenttion:0

### **Transcend Stair Chair**

Dr. Marsh presented to the Board the plan to purchase two of the Transcend specialty stair chairs for \$15,000. The purpose of the chair, which is motorized, is to aid and assist, those on the ECCS staff with physical limitations, in times of emergencies. It was found that during times of fire drills, numerous staff members have difficulties getting out of the building, especially those upstairs in the

Third floor office, due to the stairs. The chairs are specially designed to get someone down the stairs safely with the assistance of two staff members and the motor in the chair.

Final Resolution: Motion carried to approve

Mrs. Judy Torres-Lynch moved, Mrs. Carmen Infante seconded.

Yea: Mr. Jorge Calixto, Dr. David Hurtado, Mrs. Amanda Roman

Nay:0

Absenttion:0

### **Esperanza (NEI) Policies**

The Esperanza Accounting and Procedures were last approved by the ECCS Board on June 6, 2020. The Esperanza Employee Handbook was last approved by the Board on August 26, 2017. On the advice of counsel, all Esperanza accounting financial policies, procedures manual, including the Esperanza Employee Handbook, utilized by Management (NEI) to carry out the work for the school should be approved by the Board. Dr. Jon Marsh presented the current ECCS employee handbook, and the Account Policies and Procedures handbook. He stated Board approval was also required for the Charter Renewal Process.

Ms. Judy Torres-Lynch asked Dr. Marsh if ECCS hires part-time employees, mentioning that one of the policies in the handbook specifically is for part-time employees. Dr. Marsh stated that ECCS only currently has 1 part-time employee and they do follow the handbook guidelines and policy.

Final Resolution: Motion carried to approve

Mrs. Judy Torres-Lynch moved, Mrs. Amanda Roman seconded.

Yea: Mr. Jorge Calixto, Dr. David Hurtado, Carmen Infante

Nay:0

Absenttion:0

### **Title IX**

Dr. Jon Marsh addressed the topic of the Title IX policy and its implementation. Title IX is the policy for reports and claims of abuse. Implementation would be for ECCS to create a team comprised of a committee of three. The committee would be made up of one Social Worker, one Guidance Counselor, and Mr. Anthony Roman. They would be responsible for the investigation into the claims. Mrs. Judy Torres-Lynch asked who is protected under this policy. Dr. Marsh stated that it is for students and staff safety. Mrs. Judy Torres-Lynch then asked how suspicious actions witnessed on the camera by a teacher are reported. Dr. Jon Marsh and Mrs. Amber Mendoza explained that teachers and staff who witness suspicious activity report it through Childline. With the introduction of Title IX, that may now also include an investigation by this new committee as well as a Childline report.

Final Resolution: Motion carried to approve

Dr. David Hurtado moved, Carmen Infante seconded.

Yea: Mr. Jorge Calixto, Mrs. Amanda Roman, Mrs. Judy Torres-Lynch

Nay:0

Absenttion:0



### **Medical Policies**

Dr. Jon Marsh Presented ECCS' numerous medical policies. He stated that although these policies were designed to be implemented in a "Brick and Mortar" setting, we are required to have them in place as a cyber school.

Final Resolution: Motion carried to approve

Mrs, Amanda Roman moved, Carmen Infante seconded.

Yea: Mr. Jorge Calixto, Dr. David Hurtado, Mrs. Judy Torres-Lynch

Nay:0

Absenttion:0

### **Finance Policies**

The next items presented were ECCS' Finance policies that were identified after a recent audit, as being in need of revision. The "Federal Fiscal Compliance Policy" and "Credit Card Debit Card Policy" were both listed as needing to be reviewed and revised. Dr. Marsh stated that these revisions are being reviewed and made by Mr. Anthony Roman.

Final Resolution: Motion carried to approve

Mrs, Amanda Roman moved, Carmen Infante seconded.

Yea: Mr. Jorge Calixto, Dr. David Hurtado, Mrs. Judy Torres-Lynch

Nay:0

Absenttion:0

### **Cyber Defense Fund**

Following the Finance Policies, the next item presented was the topic of the Cyber Defense Fund . The upcoming state-review of ECCS' charter is coming up on April 8th. At the moment Three schools have already previously undergone this review. One of the schools was a cyber school and they were forced to surrender their charter. The cyber school which is much smaller than ECCS, has decided to fight this decision. The cyber schools in PA have come together to build a fund to assist the schools that will need to fight to keep their charter if and when the time comes to do so. Dr. Jon Marsh is seeking the Board's approval to have authority to provide these funds (up to \$20,000) if the time comes for ECCS to make their contribution. Dr. Jon Marsh has received input from various parties regarding the fund to determine its legitimacy . The Board agrees that taking part in this effort would be incredibly beneficial to us as well as informative.

Final Resolution: Motion carried to approve

Mrs. Judy Torres-Lynch moved, Carmen Infante seconded.

Yea: Mr. Jorge Calixto, Dr. David Hurtado, Amanda Roman

Nay:0

Absenttion:0

## **ARP ESSR**

Based on the policy previously presented to the Board in this meeting, the Federal Compliance Policy, requires that all Federal grants and monies that the school applies for, has be approved by the Board. It doesnt have to be approved before submission of the application, but the Board must vote on the submissions .

Final Resolution: Motion carried to approve

Mrs. Amanda Roman moved, Ms. Carmen Infante seconded.

Yea: Mr. Jorge Calixto, Dr. David Hurtado, Mrs. Judy Torres-Lynch

Nay:0

Absenttion:0

## **PERSONNEL ACTIONS**

Ms. Amber Mendoza presented the personnel actions.

Mrs. Amber Mendoza stated that there have been ongoing interviews, with 4 new staff members scheduled to start in April. The newest major staff change has been the transition to a Senior Leadership position for Sheila Gonzalez. Ms. Sheila Gonzalez is part of our Puerto Rico team. Her new title will be “ Supervisor of Academic Supports and Team Integration”. In her new role, Mrs. Sheila Gonzalez’sfocus will be on the staff in P.R. and integrating their roles with one another as well as with the staff here in PA. Mrs. Gonzalez recently came and visited PA and attended the staff luncheon that was held. She met with the staff here on site and held a virtual meeting with the Puerto Rico staff.

Final Resolution: Motion carried to approve

Mrs. Amanda Roman moved, Ms. Carmen Infante seconded.

Yea: Mr. Jorge Calixto, Dr. David Hurtado, Mrs. Carmen Rocha, Mrs. Judy Torres-Lynch

Nay:0

Absenttion:0

## **PRESENTATIONS AND REPORTS**

Ms.Judy Torres-Lynch asked about the K-5 counseling program. Specifically, she wanted to know more about how the College, Career and Community class worked with such a young age group. Dr.Marsh explained that they do begin the early conversations of the three topics of the class. The state also requires that certain “markers” are achieved by students in this area of study, as they progress through each grade. Starting off in Elementary school , prevents the need to play catch up when the student enters 9th grade and has not achieved their required markers .

Ms. Judy-Lynch t asked about the end of year outcome of the “Dual Enrollment Program”. Dr. Jon Marsh stated that they did not quite reach their target goal for the end of this year. He mentioned that to get our HS students to enroll in the Fall semester showed little result due to the college semester starting three weeks earlier than ECCS school year.

Ms.Judy Torres-Lynch last question was regarding the estimated number of graduates that ECCS expects to have at the end of the school year. As of today’s meeting, Dr. Jon Marsh was not able to provide that estimate yet . He stated that currently, the guidance department is working on a daily basis to assist the seniors who are potentially ready to graduate by geting them to the finish line.

### **Charter Renewal Process**

Dr. Jon Marsh went over the Charter Renewal Process. He stated that NEI was notified two weeks prior to today's meeting that ECCS charter is up for renewal. ECCS was sent a list of 72 items comprised of documents and reports needed for the submission, which is two days after today's Board meeting. He proceeded to explain that in the next 2 weeks, the third parties hired by PDE to conduct the renewal process, would be coming on site to speak with the school and to observe the space. The staff of ECCS is currently working on various reports, to build the ECCS story, to show why the school exists and its importance to present to the evaluators .

### **Next Meeting Meeting Announcement**

The next regular Board meeting is scheduled for Thursday, April 28, 2022, at 3:30 PM.

### **ADJOURNMENT**

Recommended Action Motion to Adjourn

Final Resolution: Motion carried to approve

Dr. David Hurtado moved, Mrs. Judy Torres-Lynch seconded.

Yea: Mr. Jorge Calixto, Ms. Carmen Infante, Mrs. Carmen Rocha, Mrs. Amanda Roman,

Nay:0

Absenttion:0

**Esperanza Cyber Charter School  
Board of Trustees Meeting**

Thursday, April 28, 2022

3:30 PM - 4:30 PM

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Board Member Present: Mr. Jorge Calixto, Dr. David Hurtado, Ms. Carmen Infante, Rev. Magaly Martinez, Mrs. Judy Torres-Lynch, Ms. Amanda Roman.

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

Staff Present: Mr. Greg Artman, Ms. Jasmin Campos-Rivera, Mr. Zachary Devlin, Dr. Jon Marsh, Mr. Joseph Papeika, Mr. Daniel Schroeder, Ms. Rinku Modi,, Mr. Artemio Rodriguez, Ms. Amber Mendoza.

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**Call to Order**

Notification of Recording

**Approval of Minutes**

Madam Chair Magaly Martinez recommended that the Board approve the April 28, 2022, Board Meeting minutes as presented.

Final Resolution: Motion carried to approve

Mrs. Judy Torres-Lynch moved, Ms. Carmen Infante seconded.

Yea: Mr. Jorge Calixto, Dr. David Hurtado, Ms. Carmen Infante, Rev. Magaly Martinez, Mrs. Judy Torres-Lynch, Ms. Amanda Roman

Nay: 0 Abstention: 0

**Finance**

Monthly Financial Statements

Mr. Artemio Rodriguez presented the statement of financial position as of February 28, 2022. The Total Assets and Total Liabilities were at \$12,061,499. This was an increase of 3.8 million dollars from the previous year. Total assets reported were \$8,674,674. Total liabilities were reported at \$1,253,214. That gives a current ratio of 6.92%. That's a slight decrease of 1.72% from last year. Cash increased by 1.7 million from last year due to additional receipts from the

School District due to increased enrollment. Accounts receivable increased by \$816,000 from the prior year due to Title grants from PDE. The pension plan deferred \$1.1 million from the audit adjustment in June of 2021. Notes payable decreased by \$822,00 due to the PPP Loan forgiveness on June 30, 2021. Net Pension Liability is \$1.6 million due to audit adjusting entered on June 30, 2021. Total Net assets increased 2.5 million dollars year over year due to increased enrollment as well as the PPP loan forgiveness.

#### Monthly Finance Variance Narrative February 2022

The overall budget was presented by Dr. Marsh. The budget was originally approved and built for a projected enrollment of 750 students. At the time of the meeting, the current enrollment was at 1100 students. That is a 33% increase over the original projection. The revised revenue is based on the current standing enrollment, including 49 Special Education and 228 General Education students more than was originally projected. Grants did not change.

The current personnel stands at 150 Staff members at ECCS including 87 certified teaching staff including, two contracted SPED teachers, as well as, three guidance counselors, six social workers, and 22 Puerto Rico staff members.

Dr. Marsh proceeded to review the non-personnel expense highlights. It was brought up that due to the increased number of students enrolled compared to the originally projected number, Dr. Marsh, for explanation purposes, increased everything in the budget by 1.3% to attribute to the 33% increase in enrollment. The board was also informed that ECCS is currently on budget. Dr. Marsh and Ms. Rinku discussed how they came to establish their number for the total budget. Though not all aspects changed due to enrollment, such as personnel budget, etc., factoring the 1.3% to everything helped establish a baseline.

Mrs. Judy Torres-Lynch stated for the following meeting, it was not necessary to send out the full 500-page report. It was decided that summaries be sent out, however, the full report will remain fully accessible, as required by law.

The topic of on-site cash was brought up by Ms. Judy. Ms. Rinku stated the topic would be brought up at the next finance committee meeting. Dr. Marsh wants to come up with a plan and designated place for cash on hand to be accessible as well.

Final Resolution: Motion carried to approve

Dr. David Hurtado moved, Mr. Jorge Calixto seconded.

Yea: Mr. Jorge Calixto, Dr. David Hurtado, Ms. Carmen Infante, Rev. Magaly Martinez, Mrs. Judy Torres-Lynch, Ms. Amanda Roman

Nay: 0 Abstention: 0

## **Draft Budget Approval**

### Narrative FY 2022-2023

Dr. Marsh presented and provided a draft budget narrative for the review of the Board. The budget was similar to the budget shared in March based on a 900 enrollment number. The current student enrollment is 1150. Building a budget on a student enrollment of 900 seemed appropriate. The Philadelphia School District per pupil allotment is projected to decrease 11 percent for general education students and 1 percent for Special Education. The actual percentages is expected to be released in June 2022. The Title funding and subsidies are an estimated at 18 percent less than the previous school year. Total estimated revenue for school year 2022-2023 is \$16,888,314. Dr. Marsh informed the Board that ECCS is staffed for the 1100 students. If enrollment is below that for the 22-23 SY, some staff will be reassigned to other projects within ECCS. Some of the adjustments made to the March draft budget are updated per pupil projections. Originally ECCS used a 12 percent decrease to create the budget for the new school year. Other adjustments mentioned were increasing the budget for student meals, leveling project which (spoken about at the last board meeting), and new positions.

Final Resolution: Motion carried to approve

Mrs. Judy Torres-Lynch moved, Mr. Jorge Calixto seconded.

Yea: Mr. Jorge Calixto, Dr. David Hurtado, Ms. Carmen Infante, Rev. Magaly Martinez, Mrs. Judy Torres-Lynch, Ms. Amanda Roman

Nay: 0 Abstention: 0

## **New Business**

### Contracts

Class.com is a program associated with Zoom, but built for classroom structure and usage. ECCS is currently powering a pilot program for the rest of the current school year as well as this upcoming summer to test the service and establish its necessity.

Final Resolution: Motion carried to approve

Mr. Jorge Calixto moved, Mrs. Judy Torres-Lynch seconded.

Yea: Mr. Jorge Calixto, Dr. David Hurtado, Ms. Carmen Infante, Rev. Magaly Martinez, Mrs. Judy Torres-Lynch, Ms. Amanda Roman

Nay: 0 Abstention: 0

### Amended Lease

ECCS is recommending the board approve a second amendment to the lease and security agreement. Council has already reviewed and approved the new lease.

Final Resolution: Motion carried to approve

Rev. Magaly Martinez moved, Mrs. Amanda Roman seconded.

Yea: Mr. Jorge Calixto, Dr. David Hurtado, Ms. Carmen Infante, Rev. Magaly Martinez, Ms. Amanda Roman

Abstentions: Mrs. Judy Torres-Lynch due to conflict of interest

Nay: 0 Abstention: 1

### Revised Management Agreement

At the August 2016 Board Meeting, the ECCS Board approved the Management agreement with the 9% Management fee. Shortly after the meeting, there was a conversation that the rate should be 8.7%, and all parties agreed. The school was not ever charged the 9%. The Management Agreement with the 8.7% rate was not re-approved. The revised management agreement was reviewed by outside counsel before recommending the Board approve.

Final Resolution: Motion carried to approve

Mr. Jorge Calixto moved, Ms. Carmen Infante seconded.

Yea: Mr. Jorge Calixto, Dr. David Hurtado, Ms. Carmen Infante, Rev. Magaly Martinez, Ms. Amanda Roman

Abstentions: Mrs. Judy Torres-Lynch due to conflict of interest

Nay: 0 Abstention: 1

### **Personnel Actions**

Mrs. Amber Mendoza highlighted the hiring of the new Elementry principal, Mr. Ivan Estevez. Mr. Estevez will be taking over for Mr. Devlin, who will be leaving on June 30. Mr. Estevez start day will be July 1st. Mrs. Mendoza proceeded to present the plans for the Substitute Compensation Guidelines. The plan, as it currently stands, is for internal staff, who rise to the occasion as a substitute teacher, to receive a \$500 compensation for the covering of classes and class responsibility. It was brought up that clarity on what constitutes "substituting" and "covering", will be required as well as looking into what the pay should actually be.

It was decided that this plan will be approved for the remaining school year so that teachers may be retroactively compensated for this past year. The intention is that the plan be reviewed and reworked for the 22-23 SY.

Final Resolution: Motion carried to approve

Mrs. Judy Torres-Lyncy moved, Ms. Carmen Infante seconded.

Yea: Mr. Jorge Calixto, Dr. David Hurtado, Ms. Carmen Infante, Rev. Magaly Martinez,

Abstentions: Mrs. Amanda Roman abstained based on the opinion that \$500 dollars is not a proper compensation for teachers

Nay: 0 Abstention: 1

### **CEO Report**

Dr. Marsh presented his CEO report to the Board. The fiscal year 21 Form 990 was presented for the Board review. Dr. Marsh also highlighted ECCS' first Prom coming up in May. The Senior Graduation will be taking place on Friday, June 3, 2022.

Ms. Judy announced an Executive Session was held before the start of today's board meeting. The date for the next meeting is set for June 9, 2022

**The meeting was adjourned.**