



One Bright Ray, Inc. Board Meeting Agenda (A)
April 17, 2024
Via Zoom

I. Call to Order

II. Amend, Review and Approve Minutes

1. Review board minutes from meeting held on February 21, 2024 (B)

III. Financials Review & Updates: Charter Choices & Frances Velazquez, Chief Financial Officer

1. Financial Statements as of March 31, 2024 (C)
2. Draft Budget FY 2024-2025 (D)

IV. OBR, Inc. Updates: Monica Hawk, CEO

1. Updates on Staffing (E)

V. CHS Updates: Monica Hawk, CEO

1. Enrollment Update
2. Possible Trip to Costa Rica with EF Tours June 2025 (attachment) (F)

VI. New Business

1. Teacher Stipends for 2024-2025
2. Next Board Meeting - Wednesday, June 5, 2024 (G)
3. 2024-2025 Tentative Board Meeting Schedule (H)

VII. Motion to Adjourn

**INTERNATIONAL EDUCATION AND COMMUNITY INITIATIVES
D/B/A ONE BRIGHT RAY, INCORPORATED**

**Minutes of a Meeting
of the Board of Directors
Held February 21, 2024**

A meeting of the Board of Directors (the “Board”) of International Education and Community Initiatives, d/b/a One Bright Ray, Incorporated, a Pennsylvania non-profit corporation (“OBR” or the “School”), was held via videoconference on Wednesday, February 21, 2024. The following Board members were present at the meeting: Joseph H. Proietta, M.Ed., President and Founder; Alberta P. O’Brien, EdD; Cassandra McLaughlin, MS; Joycet Velasquez, MEd; Ludmiladia Gomez (Pitter), BA; and Erica Mendez (De Jesus), BS (who joined the meeting after it was called to order). Also present at the meeting were Monica Hawk, Chief Executive Officer (“CEO”); Frances Velazquez, Chief Financial Officer; Jamie Fausnaught, Communications Manager; Mike Whisman, CPA, Founder and Executive Officer with Charter Choices, Inc. (“Charter Choices”); Kelly Wojtan, MBA, Accountant with Charter Choices; and Maria Granholm, JD, of Duane Morris LLP.

Mr. Proietta served as Chair of the meeting and, having met a quorum, called the meeting to order at 3:02 PM.

As the first order of business, Mr. Proietta called for a review of the minutes from the meeting of the Board held on December 6, 2023, which were made available to the Board for review in advance of the meeting. The Board reviewed the minutes. Thereafter, upon a motion that was duly made and seconded, the minutes of the Board from the meeting held on December 6, 2023 were unanimously approved, by voice vote, by the Board members then present at the meeting.

Second, Mr. Proietta requested a financial update. First, Mr. Whisman reviewed with the Board the **attached** unaudited financial statements for the seven (7)-month period ended January 31, 2024 (the “Financial Statements”). Mr. Whisman reviewed OBR’s summary budget to actual report for such seven (7)-month period, pointing out that revenues for One Bright Ray Community High School (“OBR CHS”) are projected to be \$1,489,220 under budget, primarily due to decreased enrollment, and OBR is projected to end the year with an increase in net assets of approximately \$77,239 (a negative variance of \$806,168 as compared to OBR’s annual budget). Mr. Whisman next reviewed with the Board OBR’s debt covenant calculation, reflecting a debt-service coverage ratio (“DSCR”) of 1.52. Mr. Whisman reminded the Board that OBR is required to have a DSCR of 1.10 or higher, and that this is an important metric for OBR to continue to monitor in order to remain in compliance with certain of OBR’s bond covenants. Ms. Mendez joined the meeting during the foregoing financial update, at approximately 3:05 PM.

Mr. Whisman next reviewed the summary balance sheet with the Board, noting that OBR’s cash position decreased from \$3,285,871 at June 30, 2023 to \$1,570,839 at January 31, 2024 and OBR’s receivables increased from \$2,255,861 at June 30, 2023 to \$4,014,176 at January 31, 2024, due to delayed receipt of School District payments.

Next, Mr. Whisman reviewed with the Board the detailed budget to actual report for the seven (7) months ended January 31, 2024, directing the Board to several key variances, including higher than budgeted interest income (due to interest rates staying higher longer than budgeted) and lower than budgeted School District revenue and related expenses due to lower than budgeted enrollment and timing of receipt of School District payments.

Mr. Whisman next reviewed with the Board the independent auditor's report prepared by Barbacane Thornton & Company ("Barbacane") for the School's 2023-2024 fiscal year ("Audit Report"). Mr. Whisman confirmed that the Audit Report reflects a clean report and a financial position consistent with internal 2023-2024 fiscal year-end projections. Mr. Whisman also confirmed that the School ended the 2023-2024 fiscal year with an increase in net assets of \$692,961 and satisfied all of its bond covenants. Mr. Whisman also reported that, despite it being the first year using Barbacane, the audit process went relatively smoothly. The Board discussed the Audit Report and asked several questions regarding the process and final outcomes. Thereafter, upon a motion duly made and seconded, the Board unanimously accepted and approved, by voice vote, the Audit Report.

Third, Mr. Proietta requested an update from the CEO. Ms. Hawk reviewed with the Board the attached enrollment analysis, which includes adjustments to reflect the School District's last student drop list. Ms. Hawk explained that the most recent student drop list for the OBR day programs was not as significant given that the School previously identified a number of students who fall within protected student categories and cannot be dropped, whether or not regularly attending class. Ms. Hawk highlighted that enrollment in the Simpson, Elmwood and Strawberry Mansion day programs is increasing, whereas enrollment for the evening programs has been more challenging, particularly at the Strawberry Mansion campus. Ms. Hawk discussed a number of challenges the evening programs face, various short-term changes being implemented as a result of reduced enrollment, and structural changes being considered for the future. A discussion ensued regarding enrollment, including the impact of current enrollment on OBR's financial position.

Fourth, Ms. Hawk provided a staffing update and reviewed separations and new hires since December 6, 2023. Ms. Hawk provided an overview of open positions and discussed OBR's efforts to balance filling necessary positions, while also taking into account OBR's budget and current enrollment.

Fifth, Ms. Hawk provided an update regarding the recent Elmwood Campus instructional walkthrough and the upcoming instructional walkthroughs at the other OBR campuses, including an overview of the process, who would attend from the School District and feedback received thus far. Ms. Hawk also provided an update regarding summer programming. She provided an overview of the past summer's programming and the possibility of providing the same programming this summer, versus other summer program options that would be possible, particularly in the event that OBR's contract with Ingenuity expires on June 30 and is not extended.

Sixth, Ms. Velasquez was sworn in as a member of the Board, and the existing Board members welcomed her to the Board.

Seventh, Mr. Proietta asked whether there was any additional new business to come before the Board. First, the Board discussed the conflict of interest policy and disclosure form that each

Board member was required to complete and the correct way to complete such form. Following such discussion, Mr. Proietta recommended for everyone to review their respective conflict of interest disclosure form to ensure that it was accurate and complete or, if not, to update and resubmit such form to Ms. Velazquez.

Ms. Hawk reminded the Board of a prior Board discussion regarding forming a finance committee and queried whether the Board still desired to establish such a committee. Ms. Hawk recommended that if such a finance committee was still desired, it may be beneficial to form such committee soon so that it could be involved in the finalization of the budget for the 2024-2025 school year. The Board agreed that it would be beneficial to form such a committee, and Mr. Proietta asked interested Board members to please contact him so that he could help to coordinate membership and an initial meeting.

Mr. Proietta asked Board members to remain for a brief executive session, regarding personnel matters, after the general meeting adjourned.

Eighth, there being no additional new business to come before the Board, Mr. Proietta reminded attendees that the next Board meeting is scheduled for Wednesday, April 17, 2024, at 3:00 PM via videoconference. Thereafter, upon a motion duly made, seconded and unanimously approved by the Board, the general meeting was adjourned at 3:34 PM.

IECI
Financial Statements
March 31, 2024

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March 2024

Members of the Board of Trustees
IECI

This Summary and Management Report presents information we believe is important to you as members of the school board. We encourage you to review the sections of this report, and we would be pleased to furnish additional information as requested.

1. Actual to Annual Budget for the nine months ending March 31, 2024

ACTUAL- ANNUAL BUDGET OBR			
March 31, 2024			
	Actual	EOY Projection	Annual Budget
OBR non-profit			
Revenue	962,232	1,283,253	1,252,841
Expense	465,741	1,670,138	1,670,138
Change in net assets	496,491	(386,885)	(417,297)
OBR CHS			
Revenue	8,657,417	12,074,514	13,716,917
Expense	8,732,647	11,671,020	12,416,212
Change in net assets	(75,229)	403,493	1,300,704
TOTAL			
Revenue	9,619,649	13,357,766	14,969,758
Expense	9,198,387	13,341,158	14,086,350
Change in net assets	421,262	16,608	883,407

- Key variances include:
 - OBR CHS:
 - Revenues are projected to be \$1,642,403 under budget primarily due to the decreased enrollment of students.
 - Personnel expenditures are projected to be \$714,067 under budget due to:
 - Open positions and terminations for instructional and non-instructional salaries \$633,013 under budget.
 - Reduced OBR and increased school administrative salaries net to \$17,800 over budget.
 - Employee Benefits \$98,854 under budget.
 - Over the summer months, Fairhill campus had some major updates including repairing the air conditioner, the roof, and plumbing. These repairs totaled just over \$36,000.

- Debt Covenant Calculation:

Debt Covenant Calculation	
	Projected Income
OBR - NonProfit	(386,885)
CHS	403,493
Net	16,608
Depreciation	700,000
Amortization	27,857
	744,465
Interest	942,281
Available for Debt Service	1,686,746
Debt Service	1,151,305
DSCR	1.47

2. Balance Sheet

Balance Sheet Analysis	June 30, 2022 Audited	June 30, 2023 Audited	March 31, 2024
Cash and Equivalents	1,446,272	3,285,871	3,590,197
Receivables	2,733,864	2,255,861	2,198,658
Prepaid Expenses	101,116	27,681	54,862
Accrued Expenses	180,412	211,843	229,302
Net Income (Loss)	(113,808)	691,958	421,262

- Cash position decreased by \$304,326 from June 30 to March 31, 2024. As of March, we have only received district payments through January.

ONE BRIGHT RAY
Statements of Financial Position
As of March 31, 2024

	(1) OBR Non-profit	(2) OBR CHS	TOTAL	June 30, 2023 Audited
<u>ASSETS</u>				
Current Assets				
Cash and Cash Equivalents	604,529	2,985,668	3,590,197	3,285,871
District Receivables	-	2,198,658	2,198,658	2,255,861
Prepaid Expenses	(684)	55,546	54,862	27,681
Total Current Assets	603,845	5,239,872	5,843,716	5,569,412
Fixed Assets				
Land	650,000	-	650,000	650,000
Buildings	15,856,946	-	15,856,946	15,856,946
Leasehold Improvements	4,065,974	858,914	4,924,887	4,924,887
Furniture, Fixtures & Equipment	-	1,455,268	1,455,268	1,455,268
Vehicles	-	86,884	86,884	86,884
Other Fixed Asset	-	45,886	45,886	45,886
Closing Costs	690,289	-	690,289	690,289
Fixed Assets Total	21,263,209	2,446,951	23,710,160	23,710,160
Right of Use - Lease Asset	-	3,248,616	3,248,616	3,248,616
Accumulated Depreciation	(9,814,255)	(2,863,611)	(12,677,866)	(12,677,866)
Total Fixed Assets	11,448,954	2,831,957	14,280,910	14,280,910
Other Assets				
Deferred Costs - Net	555,017	33,823	588,840	588,840
Net Other Assets	555,017	33,823	588,840	588,840
Assets Related to 2018 Financing				
Project Fund	74,761	-	74,761	71,926
Repair & Replacement Accounts	250,000	-	250,000	250,000
Debt Service Reserve Fund	1,207,725	-	1,207,725	1,186,950
Revenue Fund	675,698	-	675,698	202,817
Total Assets Related to Financing	2,208,184	-	2,208,184	1,711,693
TOTAL ASSETS	14,816,000	8,105,652	22,921,650	22,150,855
<u>LIABILITIES & EQUITY</u>				
LIABILITIES				
Current Liabilities				
Accounts Payable	(0)	22,288	22,288	84,441
Accrued Expenses	(6,840)	236,142	229,302	211,843
Deferred Revenues	-	424,900	424,900	15,400
Total Current Liabilities	(6,840)	683,330	676,490	311,684
Long-Term Liabilities				
Bonds Payable (Series 2018 A&B)	17,930,000	-	17,930,000	17,930,000
Issuance Cost Discount	(361,927)	101,999	(259,928)	(259,928)
Lease Obligations	-	3,254,909	3,254,909	3,254,909
Total Long-Term Liabilities	17,568,073	3,356,908	20,924,981	20,924,981
TOTAL LIABILITIES	17,561,233	4,040,238	21,601,471	21,236,665
EQUITY				
Unrestricted	(3,241,725)	4,140,643	898,918	222,231
Net Income	496,492	(75,229)	421,262	691,958
TOTAL EQUITY	(2,745,233)	4,065,414	1,320,181	914,189
TOTAL LIABILITIES & EQUITY	14,816,000	8,105,652	22,921,650	22,150,855

ONE BRIGHT RAY - NON-PROFIT
BUDGET to ACTUAL REPORT
For the Nine Months Ending March 31, 2024

	[A] Actual - Unaudited	[B] YTD Budget	[C] = [A] - [B] Amount Over (Under) Budget	[D] EOY Projection	[E] Annual Budget	[F] = [D] - [E] Amount Over (Under) Budget
<u>REVENUES</u>						
Rental Revenues						
CAP 1100 E. Erie	749,271	751,933	(2,662)	999,028	1,002,577	(3,549)
OBRCHS Intercompany	137,440	137,928	(488)	183,254	183,904	(650)
Total Rental Income	886,711	889,861	(3,150)	1,182,281	1,186,481	(4,200)
Interest Earned on Debt	75,521	49,770	25,751	100,971	66,360	34,612
TOTAL REVENUES	\$ 962,232	\$ 939,631	\$ 22,601	\$ 1,283,253	\$ 1,252,841	\$ 30,412
<u>EXPENDITURES</u>						
Dues & Fees	-	-	-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-
Debt Service						
Depreciation	-	-	-	700,000	700,000	-
Amortization	-	-	-	27,857	27,857	-
Interest	465,741	471,141	(5,400)	942,281	942,281	-
Total Debt Service	465,741	471,141	(5,400)	1,670,138	1,670,138	-
Total Expenditures	\$ 465,741	\$ 471,141	\$ (5,400)	\$ 1,670,138	\$ 1,670,138	\$ -
Net Change in Fund Balance	\$ 496,491	\$ 468,490	\$ 28,001	\$ (386,885)	\$ (417,297)	\$ 30,412

ONE BRIGHT RAY - OBRCHS
BUDGET to ACTUAL REPORT
For the Nine Months Ending March 31, 2024

	[A] Actual - Unaudited	[B] YTD Budget	[C] = [A] - [B] Amount Over (Under) Budget	[D] EOY Projection	[E] Annual Budget	[F] = [D] - [E] Amount Over (Under) Budget
REVENUES						
School District Revenue - Day	7,439,600	7,938,000	(498,400)	10,438,400	11,340,000	(901,600)
School District Revenue - Evening	961,800	1,417,500	(455,700)	1,285,200	2,025,000	(739,800)
Revenue from Federal Grants	-	71,400	(71,400)	-	102,000	(102,000)
Food Program Revenue	97,026	80,675	16,351	119,750	115,250	4,500
Student Revenues	13,465	10,972	2,492	35,215	40,608	(5,393)
Fundraising Revenue	141	875	(735)	1,500	1,500	-
Miscellaneous Revenue	145,386	68,169	77,217	194,449	92,559	101,890
Total School Operations Revenue	8,657,417	9,587,591	(930,174)	12,074,514	13,716,917	(1,642,403)
TOTAL REVENUES	\$ 8,657,417	\$ 9,587,591	\$ (930,174)	\$ 12,074,514	\$ 13,716,917	\$ (1,642,403)
EXPENDITURES						
Salaries						
OBR Administration Salaries	411,457	524,665	(113,208)	561,457	699,553	(138,096)
School Administration Salaries	996,893	866,997	129,895	1,311,893	1,155,997	155,896
Instructional Salaries	2,453,157	2,764,533	(311,377)	3,333,157	3,686,044	(352,888)
Non-Instructional Salaries	1,948,804	2,179,723	(230,919)	2,626,172	2,906,297	(280,125)
Total Salaries	5,810,310	6,335,918	(525,609)	7,832,678	8,447,891	(615,213)
Employee Benefits						
Health and Dental	631,217	678,590	(47,373)	881,755	904,787	(23,032)
FICA	445,705	473,670	(27,965)	592,705	631,560	(38,855)
Retirement Contributions	244,487	232,014	12,474	303,396	368,164	(64,767)
Other Employee Benefits	98,162	66,358	31,804	116,278	88,478	27,800
Total Employee Benefits	1,419,571	1,450,632	(31,061)	1,894,135	1,992,988	(98,854)
Professional Fees	405,988	387,394	18,594	530,277	516,892	13,385
Cleaning	68,670	57,856	10,814	93,078	76,099	16,979
Utilities	49,599	46,396	3,202	66,099	59,862	6,237
Maintenance	78,118	69,943	8,175	97,179	82,152	15,027
Rent	347,383	335,232	12,150	455,893	461,170	(5,277)
Auto	649	1,875	(1,226)	2,649	2,500	149
Insurance	105,790	96,335	9,455	137,770	136,350	1,420
Communications	15,732	78,437	(62,705)	24,202	109,303	(85,102)
Advertising	2,387	6,000	(3,613)	7,747	8,000	(253)
Printing	1,649	4,500	(2,851)	3,649	6,000	(2,351)
Food Service	92,858	77,864	14,995	120,628	111,000	9,628
Travel	4,594	3,750	844	6,431	5,000	1,431
Supplies	120,229	86,400	33,829	132,811	119,000	13,811
Food	9,380	4,500	4,880	11,246	6,000	5,246
Technology	65,788	45,600	20,188	69,566	52,500	17,066
Property & Equipment	1,357	10,000	(8,643)	1,857	10,000	(8,143)
Dues & Fees	25,986	21,826	4,160	28,575	29,135	(560)
Student Activities	78,612	77,209	1,403	122,686	131,370	(8,684)
Professional Development	20,687	23,550	(2,863)	22,058	31,500	(9,442)
Employee Appreciation	6,681	15,000	(8,319)	9,181	20,000	(10,819)
Student Assessment	626	-	626	626	-	626
Fundraising	-	936	(936)	-	1,500	(1,500)
Total Operating Expenditures	1,502,765	1,450,604	52,161	1,944,207	1,975,333	(31,125)
Total Expenditures	\$ 8,732,647	\$ 9,237,155	\$ (504,508)	\$ 11,671,020	\$ 12,416,212	\$ (745,192)
Net Change in Fund Balance	\$ (75,229)	\$ 350,437	\$ (425,666)	\$ 403,493	\$ 1,300,704	\$ (897,211)

**IECI
BUDGET - DRAFT
2024-2025**

**IECI
BUDGET - DRAFT
2024-2025**

	2023-2024 Budget	2023-2024 Projection	2024-2025 Proposed Budget	Increase (Decrease) from Projection	Notes
<u>REVENUES</u>					
Rental Revenues					
CAP 1100 E. Erie	1,002,577	999,028	1,001,330	2,302	
OBRCHS Intercompany	183,904	183,254	183,676	422	
Total Rental Income	1,186,481	1,182,281	1,185,006	2,725	
Interest Earned on Debt	66,360	101,422	80,000	(21,422)	
TOTAL REVENUES	\$ 1,252,841	\$ 1,283,703	\$ 1,265,006	\$ (18,697)	
<u>EXPENDITURES</u>					
Dues & Fees	-	-	-	-	
Total Operating Expenditures	-	-	-	-	
Debt Service					
Depreciation	700,000	700,000	700,000	-	
Amortization	27,857	27,857	27,857	-	
Interest	942,281	942,281	931,481	(10,800)	
Total Debt Service	1,670,138	1,670,138	1,659,338	(10,800)	
Total Expenditures	\$ 1,670,138	\$ 1,670,138	\$ 1,659,338	\$ (10,800)	
Net Change in Fund Balance	\$ (417,297)	\$ (386,435)	\$ (394,332)	\$ (7,897)	

**IECI
BUDGET - DRAFT
2024-2025**

	2023-2024 Budget	2023-2024 Projection	2024-2025 Proposed Budget	Increase (Decrease) from Projection
Other Local Revenues				
School District Revenue - Day	2,025,000	10,558,800	10,395,000	(163,800)
School District Revenue - Evening	11,340,000	1,311,100	1,260,000	(51,100)
Revenue from Federal Grants	102,000	-	-	-
Food Program Revenue	115,250	115,250	115,250	-
Student Revenues	40,608	35,130	38,750	3,620
Fundraising Revenue	1,500	1,500	-	(1,500)
Miscellaneous Revenue	92,559	205,917	60,000	(145,917)
Prior Year Funds Released	-	-	-	-
Total Local Revenue -Other	13,716,917	12,227,697	11,869,000	(358,697)
TOTAL REVENUES	\$ 13,716,917	\$ 12,227,697	\$ 11,869,000	\$ (358,697)
EXPENDITURES				
Salaries				
OBR Administration Salaries (X FT)	699,553	560,823	610,527	49,704
School Administration Salaries (X FT, X PT)	1,155,997	1,399,357	1,176,476	(222,881)
Instructional Salaries (X FT, X PT)	3,686,044	3,370,870	3,283,752	(87,118)
Support Staff Salaries (X FT, X PT)	2,906,297	2,649,503	2,536,223	(113,280)
Total Salaries	8,447,891	7,980,553	7,606,979	(373,575)
Employee Benefits	-	-	-	-
Health and Dental	904,787	851,115	888,420	37,305
FICA	631,560	607,456	602,530	(4,927)
Retirement Contributions	368,164	337,930	365,255	27,325
Other Employee Benefits	88,478	85,827	82,127	(3,700)
Total Employee Benefits	1,992,988	1,882,329	1,938,331	56,002
Operating Expenses				
Professional Fees	516,892	515,165	514,539	(626)
Cleaning	76,099	89,506	43,447	(46,059)
Utilities	59,862	64,997	66,064	1,066
Maintenance	82,152	94,353	94,900	547
Rent	461,170	455,818	456,068	250
Auto	2,500	3,356	3,524	168
Insurance	136,350	139,181	144,748	5,567
Communications	109,303	24,437	25,225	789
Advertising	8,000	7,867	8,000	133
Printing	6,000	5,731	6,000	269
Food Service	111,000	107,974	113,300	5,326
Travel	5,000	6,151	6,500	349
Supplies	119,000	131,663	128,250	(3,413)
Food	6,000	11,126	11,500	374
Technology	52,500	53,250	43,000	(10,250)
Property & Equipment	10,000	2,986	3,500	514
Dues & Fees	29,135	29,382	29,754	372
Student Activities	131,370	125,425	121,500	(3,925)
Professional Development	31,500	21,545	16,700	(4,845)
Employee Appreciation	20,000	10,602	11,000	398
Fundraising	1,500	-	-	-
Student Assessment	-	626	1,200	574
Total Operating Expenditures	1,975,333	1,901,141	1,848,719	(52,422)
Total Expenditures	\$ 12,416,212	\$ 11,764,023	\$ 11,394,028	\$ (369,995)
Net Change in Fund Balance	\$ 1,300,704	\$ 463,674	\$ 474,972	\$ 11,298

	Budgeted
Net Income - CHS	474,972
Net Income - NP	(394,332)
Depreciation and Amortization	727,857
Debt Service	1,171,481
Net Income Available for Debt Service	1,979,978
Principal	240,000
Interest	931,481
Total Debt Service	1,171,481
Debt Service Coverage Ratio	1.69

Itinerary specifics

For more robust details, the complete itinerary is attached to this document. It includes specific locations, each day's activities, travel plans, and more.

Price of the proposed tour

The tour program price covers a wide range of services that ensure students have an incredible experience. It includes all the planning and preparation that leads up to departure, travel and accommodations, plus logistical support and details once the group reaches their destination.

Full flexible travel window: June 22 – July 5, 2025

Requested travel dates: June 25—July 2, 2025

Price details

Price valid until 4/30/2024

STUDENT	ADULT
\$3,269 or \$245/ 13 mos	\$3,999 or \$301/ 13 mos
Program Price	\$3,079
Global Travel Protection	\$190

For every 6 paying travelers, 1 chaperone travels free.

YOUR TOUR	TEAM & SUPPORT
 Airfare & transportation	 Full-time Tour Director
 Hotels	 Expert Local Guides
 Regional-style meals	 Personalized Learning Support
 Guided sightseeing	 Continuous Support
 Entrances	 Worldwide Presence
 Experiential learning	 24-hour Emergency Service
	 Peace of Mind Program

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	 Full-time Tour Director
	 Expert Local Guides
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	 Worldwide Presence
	 24-hour Emergency Service
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Adult supplement required for travelers age 20 and older at the time of travel.

Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at efitours.com/baggage. All prices subject to verification by an EF Tour Consultant. To view EF's Booking Conditions, visit efitours.com/bc.

Sample hotels

Every hotel we work with must meet our high standards for safety, quality, and cleanliness. Hotels are vetted by our team to make sure they meet our requirements and are subsequently inspected regularly to ensure they continue to satisfy those parameters. Please note that hotels abroad may have different amenities than travelers are accustomed to in the United States.

Here are some examples of hotels students might stay in on tour:

Hotel Lacas Tacotal | Arenal Region

<https://www.tacotal.com>

At the Hotel Lavas Tacotal, the natural landscape of Costa Rica takes center stage. Lounge poolside while enjoying spectacular views of the Arenal volcano or explore the beautiful flower gardens woven amongst the wooden bungalows. Each cabin is equipped with air conditioning, Wi-Fi, coffee makers, and TVs.

Hotel El Bosque Monteverde | Monteverde

<https://elbosquemonteverde.com/hotel-el-bosque-monteverde/>

The eco-conscious Hotel El Bosque is situated on a 23-acre forest of conservation area and uses solar power for various amenities on the grounds, including hot water and path-lighting. Explore the nearby nature trails while observing quetzals, bellbirds, and even more wildlife. Each room is equipped with a private bathroom, free Wi-Fi, and abundant views of the forest.

Hotel Quality Real San José | San José

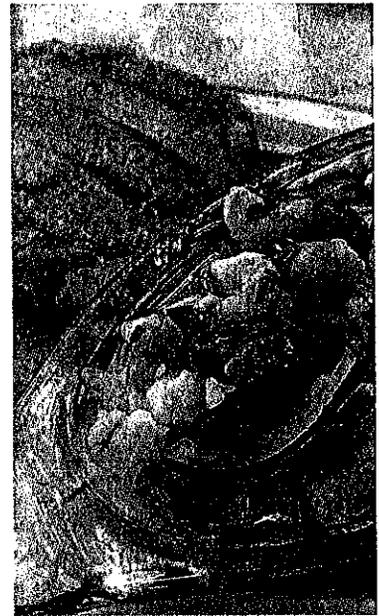
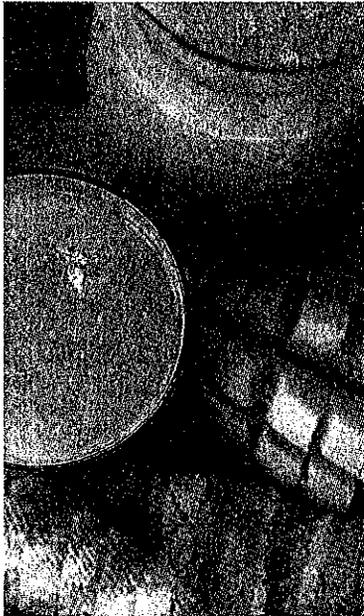
<https://qualityhotelrealsanjose.com-hotel.com/>

The Hotel Quality Real San José is conveniently located with easy access to both the airport and downtown San José. Guests are greeted by the friendly Tuscan yellow exterior and charmed by the variety of modern conveniences offered, including an outdoor pool, a fitness center, and a hot breakfast buffet. All bedrooms feature air conditioning, flatscreen TVs, coffee makers, and Wi-Fi access.

Sample meals

Meals are selected to establish a more immersive cultural experience and give students an idea of how locals eat. Below are some examples of local dishes travelers may try at the destination that your teacher has chosen, but please note that meals can vary from tour to tour.

On tour, breakfast generally is simple and will be at the hotel; it could be plated or buffet-style. Lunch typically is your chance to make culinary discoveries of your own. Dinners will be a mix of familiar dishes and local specialties. All meals will be a mix of familiar dishes and local specialties all served from a pre-set group menu.



Costa Rica: Sample Meals

Rice and beans, fried sweet plantains, chicken/meat, steamed vegetables

How I can help with next steps

My name is Jennifer McCall and I am One Bright Ray's dedicated Tour Consultant. That means I'll be working with Mr. Adam Zeiser every step of the way to make sure everything is perfectly planned.

As we move forward in this process, here are some next steps to keep in mind:

- Start promotion at the school via posters, flyers, and most importantly parent emails to inform all the meeting day and time.
- I will provide all materials needed for the promotion of the meeting as well as the meeting presentation with all of the necessary details for families to know.
- Once the meeting is held families will be able to enroll their student online or by phone.
- I will follow up with about next steps and making sure the group is prepared to travel.

I hope this overview has given you the information you need to feel confident in EF as an educational travel provider. Should you have any questions or need any additional information, please don't hesitate to reach out to me directly. EF is excited to partner with your school to bring this life-changing experiential learning opportunity to your students.

Sincerely,
Jennifer McCall
Tour Consultant
jennifer.mccall@ef.com

Board
One Bright Ray, Inc.
1142 E. Erie Ave.
Philadelphia, PA 19124



2023-2024 BOARD MEETING TENTATIVE SCHEDULE

DATE	TIME	LOCATION
Wednesday, September 20, 2023	3:00 p.m.	Zoom (Virtual Meeting)
Wednesday, December 6, 2023	3:00 p.m.	Zoom (Virtual Meeting)
Wednesday, February 21, 2024	3:00 p.m.	Zoom (Virtual Meeting)
Wednesday, April 17, 2024	3:00 p.m.	Zoom (Virtual Meeting)
Wednesday, May 29, 2024	3:00 p.m.	Zoom (Virtual Meeting)

Board
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2024-2025 BOARD MEETING TENTATIVE SCHEDULE

DATE	TIME	LOCATION
Wednesday, October 2, 2024	3:00 p.m.	Zoom (Virtual Meeting)
Wednesday, December 4, 2024	3:00 p.m.	Zoom (Virtual Meeting)
Wednesday, February 5, 2025	3:00 p.m.	Zoom (Virtual Meeting)
Wednesday, April 30, 2025	3:00 p.m.	Zoom (Virtual Meeting)
Wednesday, June 4, 2025	3:00 p.m.	Zoom (Virtual Meeting)