Evergreen Charter School
Virtual Meeting of the Board of Trustees
605 Peninsula Blvd, Hempstead, NY 11550
December 15, 2023

7:45 pm

The meeting was held at 605 Peninsula Boulevard
It was also held virtually.

Members:

Mr. Gil Bernardino	**Present**
Dr. Sarah Brewster	**Present**
Ms. Nancy Iglesias-Gillen	**Present**
Ms. Yvonne Mowatt	**Present**
Ms. Gladys Rodríguez	**Present**
Mr. Luis Ras	**Present**

Also present:

Dr. Elena Litescu, 2-4 Principal, Superintendent
Ms. Lisett Knox, Director of Finance and Operations
Ms. Christine Weigand, Principal Lower Elementary
Dr. Frances Echevarria, Interim HS Principal
Mr. Matthew Chuchul, MS Principal
Mr. Nicolas Agosti, Director of Curriculum and Instruction
Mr. Carlos Pumar, Director of Curriculum and Instruction
Mr. Luis Tejada, HS Dean

Note: As always, the Board Meeting was conducted in English and Spanish.

I. Call to Order
By Mr. Gil Bernardino, President

The meeting was called to order at 7:45 pm.

II. Superintendent's Report
By Dr. Elena Litescu, Superintendent

Benchmark 1 – Student Performance

- Students continue receiving AIS and RTI support to help them to be proficient in ELA and Math.
- The second reading benchmark assessment (Fountains and Pinell) for K-6 grades students will take place from mid-December to mid-January.
- Students' progress continued to be tracked on the student academic tracker.
- All students have taken interim assessments.
- PSAT was administered.
- High school seniors submitted college applications; 4 out of 35 seniors have already been accepted to colleges and they were granted scholarships for various amounts.
- Several students applied to Ivy League schools; the early decision on their acceptance will be released by mid December.
- The HS Student Council will participate in organizing fundraising events for the school and the graduating class.
- 26 eighth grade students continue to participate in the Regents level course Living Environment;

Benchmark 2 – Teaching and Learning

- The Hydroponics STEM curriculum is being incorporated in all classrooms at K-1 building, to enhance the Science 21 curriculum
- All grade books were completed by November 20th.
- Before/after school and Saturday programs, APEX support, and Edgenuity will be utilized for enrichment, acceleration, and remediation.
- Small group instruction continues to be provided to ENL and SWD students.
- 26 Students are enrolled in the Mandarin Club

- Enrichment reading groups continue to meet.
- A tiered intervention approach is implemented in all buildings

Benchmark 3: Culture, Climate, and Student and Family Engagement:

- A holiday raffle for students will take place before the Christmas break.
- Students at risk for chronic absenteeism and tardiness have had parent meetings conducted for Q1.
- The holiday boutique initiative will be launched before 12/22/23.
- The Scholastic bookfairs were hosted at Front St and Peninsula.
- Teachers continue to monitor students for adherence to the uniform and nutrition policy in all buildings.
- Lockdown and fire drills were conducted.
- A special assembly was hosted for 7th and 8th grade students to address behavioral choices, and emphasize the importance of academic achievement.
- The Code of Conduct is followed across the district to ensure equity in implementing the disciplinary steps when needed.
- Constant communication, i.e. newsletter, email, phone blast, takes place in English and Spanish with the families.
- MS/HS Honor Roll and High Honor Roll students and families participated in a ceremony recognizing their accomplishment.
- Parent teacher conferences took place in all four buildings at the end of November, and the attendance rate for the families was solid.
- Holiday concerts will take place in all buildings and the families are invited to attend them.
- Purple Awards ceremonies are scheduled at Peninsula and Front St.
- The dates of these events for each building are listed in the “December important dates” newsletter that was distributed to all families.
- A culturally responsive hydroponics teaching framework is being planned to enhance the SEL curriculum at Peninsula.

- The Front St Social Worker meets with all the MS/HS students serving ISS at Front St.

- Counseling and support services are offered free of charge by Derner clinic professionals to the students recommended to them.

- SEL classes are offered weekly, and the curriculum incorporates topics such as, nutrition, climate and environmental, activism and global citizenship.

Benchmark 7: Organizational Capacity

- The Leadership team met to discuss best practices for conducting classroom observations.

- Weekly and daily notifications are distributed to staff listing the schools priorities and upcoming initiatives.

- Admin meetings were held weekly.

- Staff completed assigned trainings through Safe Schools.

- Lead teachers started conducting peer observations.

- 4th grade teachers are being trained on Into Reading. New ELA curriculum for 4th grade.

- Go Guardian representatives delivered a professional development session for all staff in December.

- The ENL team attended a one-day conference in NYC, titled 'Voices United - Embracing Diversity to Foster Multiculturalism and Multilingualism"

- Teachers are providing feedback during their weekly coaching sessions with the administrators.

- ELA/Math coaches continue to provide feedback and support to teachers in all four buildings.
- A leadership consultant continues to provide coaching to MS/HS admin;

Benchmark 8: Mission and Key Design

- Provide updates directly relevant to the mission and key design elements -may be appropriate to cross-reference updates from above here.

- Spanish Teachers provide extra support to the students throughout the day and after school.
- 5th grade students are currently learning about renewable energy opportunities.

- Students at Peninsula will plant 400 bulbs of tulips, daffodils, and freesia the week of

December 11th.

- The salad bar is available now at the MS also.
- MA are focused on discussing healthy choices including but not limited to nutrition, work ethic, academic integrity, and making good behavioral choices.
- The Spanish award took place in all four buildings.
- 7th grade students are learning about different Native American cultures as part of Native American Heritage month.
- Grade level and support teachers have dedicated time to meet weekly for common core planning.
- Lead and department chair teachers are meeting with their respective teams to discuss best practices and strategies.
- Teachers are encouraged to conduct peer observations and exchange best teaching techniques.

III. Questions and Comments from the Board of Trustees related to Superintendent's and Principals' reports:

There were none.

IV. Questions and Comments from the Public related to Superintendent's and Principals' reports:

None.

V. Director Finance and Operations Report
By Ms. Lisett Knox, Director of Finance and Operations

Benchmark 4: Financial Condition

- Tuition billing 3 of 6 was sent out this month on the 7th. We have received payments from 23 school districts for billing 2 of 6 and 4 districts are over 60 days late paying. Those districts are Elmont, Floral Park, Rockville Centre and Valley Stream # 30.
- A final notice has been sent to the Roosevelt school district for past due tuition balances owed to our school for the school years 21-22 and 22-23 totaling $10,183.70. A intercept process will be started if the payment is not received by the end of this month.

- All claims for meals served from September through November totaling $280,666.00 have been submitted and we have received to date $8,035.00. The rest is still outstanding.

- The past due parent balances for late student pickups have decreased from $810.00 last reported to $290.00.

- Last week we received the first payments for all the approved Title applications from I through IV for the 2023-2024 school year.

Benchmark 5: Financial Management

- All financial reports for the month of October 2023 including bank reconciliations have been submitted to our Board of Directors and School Administrators.
- All renewal applications for property tax exemption were submitted yesterday to the Incorporated Village of Hempstead and the Nassau County Department of Assessment.

- A bank statement from the Bethpage Federal Credit Union was received for the Evergreen Charter School's Parent Association showing a balance of $2,794.21 for the month of November. No transactions were recorded.

Benchmark 9: Enrollment

- We currently have 1098 students enrolled and attending our school and we have 2 students going through the registration process to complete full enrollment of 1,100 students.

VI. Questions and Comments from the Board of Trustees related to the Financial Report:

There were none.

VII. Questions and Comments from the Public related to the Financial Report:

There were none.

VIII. Approval of Minutes

Resolved the Board of Trustees approved the minutes November 29, 2023

Motion: Trustee Sarah Brewster
Second: Trustee Yvonne Mowatt
Vote: 6:0

IX. Reading of the Resolutions:

The resolutions were read in English and Spanish. Resolutions were explained.

X. Questions and comments from the public related to resolutions:

There were none.

XI. Voting of the Resolutions:

Proposal Area:

Benchmark I: Student Performance (include proposals to support achievement in this areas)

1. **Be it therefore resolved,** that the Board of Trustees approves the following proposals under Student Performance:

    a. Ms. Camilli is requesting approval to schedule a visitation by the Hempstead Library on January 12th, 2024.

Motion: Sarah Brewster
Second: Gladys Rodriguez
Vote: 6:0

Benchmark II: Teaching and Learning (include professional development, curriculum)

2. **Be it therefore resolved,** that the Board of Trustees approves the following proposals under Teaching and Learning that include professional development:

    a. Ms. Camilli is requesting approval to attend the Bureau of Education Workshop " Guided Reading, Maximize the Power of Differentiation" on Thursday, February 15th, 2024.

    b. Dr. Frances Echevarria is proposing to hire two specialized Regents Teachers. The teacher's role would be to prepare students specifically for the Regents. The teachers would be on a part-time basis. Because students' academic gaps are so wide, students would need to prep in the ELA 11 Regents and Global History. The function of the teachers would be to prep students during lunch, before and after school for a total of at least 16-25 hours per week.

    c. Mr. Skariah, Ms. Costa and Ms. Graf are proposing to attend a special education working on January 23-23 on creating the IEP.

Motion: Gladys Rodriguez
Second: Luis Ras
Vote: 6:0

<u>Benchmark III:</u> Culture, Climate, Student/Family Engagement (include activities to meet student/family needs, trips)

3. **Be it therefore resolved, that the Board of Trustees approves the following proposals under <u>Culture ,Climate, Student/Family Engagement</u>:**

a. Dr. Frances Echevarria is proposing an event for students from Roosevelt Academy (Middle School) who have expressed an interest in attending Evergreen Charter School. The Guidance Counselor (9th grade) and the principal want to host a "Tour Evergreen Charter High School" night. Students and their families would visit the school and be provided with a tour, virtual snippet of what classes they would be getting (Spanish, Living Environment, Global History, Entrepreneurship). The evening would end with beverages and a dessert (cookies and coffee by Chef Josh).

b. The Kindergarten teachers are requesting approval to take the students on a trip to the Queens Zoo on Tuesday June 6th, 2024.

c. The first grades teachers are requesting approval to schedule a trip to the Science Museum of Long Island on Tuesday, May 29th, 2024, and Wednesday, May 30th, 2024.

d. Mr. Pedro Rincon is requesting a trip to the Lincoln Center Plaza on January 19th, 2024.

Motion: Yvonne Mowatt
Second: Nancy Iglesias
Vote: 6:0

Benchmark VII: Organization Capacity (include new staff here, improvement of systems and protocols)

4. Be it therefore resolved, that the Board of Trustees approves the following proposals under <u>Organizational Capacity</u>:

Name	Position	Building	Effective
David Montgomery	ELA Teacher	Loretto	12/11/2023
Grace Carson	First Grade Teacher	Peninsula	01/02/2024
Travis Stanley	FT Custodian	Peninsula	TBD
John Jenkins	FT Assistant Chef	Peninsula	TBD
Maria Calles	Lunch Monitor	Front St	12/11/2023
Erika Hernandez	Lunch Aide	Front St	TBD
Giselle Perez-Villalta	FT Receptionist	Front St	TBD
Claude Irwin	Permanent Substitute	Loretto	TBD
Athan Davies	ENL/French Teacher	Fulton	TBD

Motion: Sarah Brewster
Second: Gladys Rodriguez
Vote: 6:0

XII. Additional Reports
By Dr. Sarah Brewster, Vice President

Benchmark 6: Oversight and Governance:

- The School will be preparing to submit a new charter application for the upcoming year and will be working with administrators and consultants to review and prepare for this submission.

Benchmark 10: Legal Compliance

- The Board continues to hold meetings monthly.

School Construction:

Trustee Brewster provided an update about the school construction. The construction has been going well. They continue to install the steal framework and cross laminated panels and are up several floors. This week lights have been installed in the building and you can see the construction from the Boulevard now that the steel framework has been installed. The plan is to complete the streel framework by mid-January. This next week they will begin to install the trusses for the gymnasium.

XIII. Old/ New Business

Mr. Bernardino wished everyone a safe and healthy holiday.

XIV. Adjournment

Motion: Trustee Luis Ras
Second: Trustee Gladys Rodiguez
Vote: 6:0

Meeting adjourned at: 9:00 pm

Minutes submitted by:

Gladys Rodriguez
Secretary