**Evergreen Charter School**
**Virtual Meeting of the Board of Trustees**
**605 Peninsula Blvd, Hempstead, NY 11550**
**July 25, 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** | **Excused** |

**Also present:**

**Dr. Elena Litescu, 2-4 Principal, Superintendent**
**Ms. Lisett Knox, Director of Finance and Operations**
**Ms. Christine Weigand, Principal**
**Dr. Frances Echevarria, Principal**
**Mr. Ahmed Zubair, Principal**
**Mr. Nicolas Agosti, Director of Curriculum and Instruction**
**Mr. Carlos Pumar, Director of Curriculum and Instruction**
**Ms. Carla Best, Director of Curriculum and Instruction**

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

**I Call to Order by President Bernardino.**

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

## II Principal's Report

### Benchmark 1 - Student Performance:

- All state exams were completed and were submitted by the Testing coordinator for the District.
- The Incoming Kindergarten students are assessed using the DIAL Assessment (Developmental Indicators for Assessment).
- The New York State Identification Test for English Language Learners (NYSITELL) is being administered to the incoming kindergarten students. This is the State's formal English language proficiency assessment for initially identifying English Language Learners in New York State.
- Summer school is attended by 25 out of 29 middle school students who were recommended to enroll.
- Students are utilizing Edgenuity for credit recovery for the HS summer school program.
- The Data team, in collaboration with Guidance Counselors at the High School reviewed transcript records and other related issues.
- The High School Guidance counselor has been on site during summer school providing assistance to MS/HS students.
- Staff attended state meetings to track graduation requirements.

### Benchmark 2: Teaching and Learning:

- The summer School is taking place at Front Street for 2-11 grades students, and at Peninsula for Incoming K, K-1 students. Teachers are taking daily attendance.
- The Data Department completed End of Year Reports and submitted to the NYS the level 0 reports.
- The Data Team completed end of year tasks and they are working on Beginning of Year reports and tasks.
- The IT team collected student and staff devices, except HS students and those devices used by students and staff participating in summer school.
- The IT team will inspect and prepare the devices for distribution at the beginning of the 2023-2024 school year.
- The Transition to Kindergarten program at Peninsula, funded by a grant, was hosed at the beginning of the month for incoming Kindergarten students and their families. Out of the incoming Kindergarten students who registered, 46 families attended. The Transition to Kindergarten Program was financed by NYSB5 grant.

- Curriculum POs have been submitted to the business office for approval and processing.
- Curriculum maps are in development for elective courses for High School, such as; forensic, entrepreneurship, financial literacy, and drama studies.
- Resources are in the process of being ordered for the 2023-2024 school year.
- For summer school program HS and MS students are tasked to complete 100% of course work and attain at least a 65% or above to receive course recovery credit.
- One High School student completed their course recovery in 2 weeks.
- The DIAL Assessment (Developmental Indicators for Assessment) continues to be administered to the Incoming Kindergarten students.
- The New York State Identification Test for English Language Learners (NYSITELL) is being administered to the incoming kindergarten students. This is the State's formal English language proficiency assessment for initially identifying English Language Learners in New York State.
- The Edgenuity platform implanted for MS and HS students and access during summer school provided support for English language learned for course recovery.
- We are implementing a new program, CLEVER, throughout the district for easier access to available instructional platforms.

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

- Attendance is closely monitored for Summer School.
- Safety protocols are implemented for Summer School in both buildings.
- During the summer school, High School student progress monitoring reports are sent home to families on a weekly basis, to inform the parents on their child's academic progress.
- STEAM Night took place at Peninsula on Wednesday, June 28, 2022.
- Cornell University is hosting for students in 3-8 grades at Front St a summer program, three days a week. The program teaches students healthy habits, how to "Choose Healthy Food, Fun, and Fitness" (CHFFF), for the duration of the summer school. Parents were also invited to attend.
- Teaming up to Transition to Kindergarten took place from Monday, July 10, 2023 - Thursday, July 13, 2023, from 9:00 AM -1:00 PM daily. Forty-six families participated!
- Kindergarten Orientations took place on Wednesday, July 19, 2023.

- Administration and staff members participated in July's Inclusivv Conversation- *Allyship (active support for the rights of a minority or marginalized group without being a member of it*) on Wednesday, July 19, 2023.

**Benchmark 7: Organizational Capacity:**

- Administrative meetings took place and the main focus is on planning for the 2023-2024 school year. Several handbooks and policies were reviewed and revised.
- End of Year Evaluations were provided to staff and administration.
- The schedule of Professional Development prior to new school year was developed and all parties involved were informed f their timeslot for hosting presentations/trainings.
- Feedback received form faculty and non-instructional staff was taken into account when generation the PD schedule.
- Various trainers/presenters/representatives of programs were contracted for hosting training sessions/presentations during the Professional Development scheduled between 8/21/23 – 9/1/23.

**Benchmark 8: Mission and Key Design Elements:**

- The K-1 School submitted an application for the Green Our Planet's Hydroponics STEM Program Grant.
- The Choose Healthy Food, Fund and Fitness (CHFFF) program sponsored by Cornell University is offered during summer school for 3-8 grade students.

**Benchmark 9: Enrollment, Recruitment, and Retention:**

- There are 975 currently enrolled.
- The administrative team continues recruiting, interviewing and scheduling demonstration lessons with candidates for teaching positions to fill all open positions through k-12 grades.

**III Questions and Comments from the Board of Trustees related to Principal and Director's reports:**

Mr. Bernardino thanked administrators for their reports and their efforts for a successful school year.

**IV Questions and Comments from the Public related to Principal and Directors reports:**

None.

**V Financial Report provided by Director of Finance and Operations Ms. Lisett Knox:**

- We ended the school year 2022-2023 with a student enrollment total of **975.** Some of our families moved and others failed to complete the re-registration process so therefore we have proceeded to fill those vacancies with students from our waiting lists to start this September.

- Enrollment for the following school year 2023-2024 starting in September will be **1,100.**

- Our Admissions Department continues to work with parents of new students to complete their registration process to start in our school this coming September. A mandatory parent orientation for students coming in at the Kindegarten level took place on July 19, 2023.

- Billing 1 of 6 for tuition for the next school year 2023-2024 was mailed out on the 18th of July 2023. 22 out of 27 school districts have paid all tuition owed to our school for the previous school year ending this past June. An invoice for additional tuition was sent out to the Roosevelt school district for two students who moved from Elmont and a revised invoice was sent to the Elmont school district and they paid in full the adjusted invoice.

- We have submitted all claims to the Child Nutrition Administration for the meals served during the entire school year and most payments have been received already. We are only pending to receive 4 small amounts owed for meals served.

- All claims for Titles I through IV for this school year and an expansion and ESSER grant claims will be submitted with all expenditure reports in the next few weeks.

- All financial reports from July 2022 through May 2023 for this fiscal year have been submitted to our Board of Directors and School Administrators.

**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 of June 27, 2023

**Motion: Trustee** Yvonne Mowatt
**Second: Trustee** Nancy Iglesias
**Vote: 5:0**

**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:

**We are using a new system to identify proposals following the Charter School Benchmark framework. Resolutions are separated by benchmark category.**

**Benchmark Area: <u>Teaching and Learning</u>**

1. **<u>Be it therefore resolved</u>,** that the Board of Trustees approves the following proposals under <u>Teaching and Learning</u>:

   a. Ahmed Zubair is proposing to utilize a structure of department chairs. Department chairs at the high school are content specific individuals assigned to oversee a group of teachers. The duties and responsibilities for department chairs are attached for your review and approval.

   b. Dr. Litescu is recommending Ms. Lombardo for the Special Education Mentor Role for the 2023-2024 school year.

**Motion: Gladys Rodriguez**
**Second: Yvonne Mowatt**
**Vote: 5:0**

**Benchmark Area: <u>Oversight and Governance</u>**

2. **<u>Be it therefore resolved</u>,** that the Board of Trustees approves the following proposals under <u>Oversight/Governance:</u>

- The Administrative team is proposing the following revised policies for approval to be in effect for the 2023-2024 school year:
  - The Teachers' Manual;
  - The Student Code of Conduct;
  - The Parents' Manual;

**Motion: Yvonne Mowat**
**Second: Nancy Iglesias**
**Vote: 5:0**
**Benchmark Area: Organizational Capacity**

3. **Be it therefore resolved,** that the Board of Trustees approves the following proposals under **Organizational Capacity:**

   a. (Some of these were approved earlier this month. This resolution ratifies their approval).

| Name/Nombre | Position | Building | Effective |
|---|---|---|---|

(Some of these were approved earlier this month. This resolution ratifies their approval).

| Name | Position | Building | Effective |
|---|---|---|---|
| Darryl S, Woods | Custodian | Loretto | TBD |
| Thomas A, Salzarulo | Social Studies Teacher | Loretto | TBD |
| Shohreh Roozroh | Accounting Manager | Office Building | 7/19/2023 |
| Elfy A, Matias | IT Specialist | TBD | TBD |
| Kunal Singh | HS Music Teacher | Fulton | 8/21/2023 |
| Luis Tejada | HS Dean | Fulton | 8/21/2023 |
| Habib Safadi | Facilities Manager | Peninsula | TBD |
| Matthew Chuchul | MS Principal | Loretto | 8/7/2023 |
| Nicholas Carter | MS Music Teacher | Loretto | TBD |
| Aracely Leal | Lunch Aide | TBD | TBD |
| Cecilia L, Bauer | Lunch Aide | TBD | TBD |
| Anna Cherpelis | Lunch Aide | TBD | TBD |
| Helen S, Acosta | Lunch Aide | TBD | TBD |
| Danielle Serravalli | HS ELA AIS | Fulton | TBD |
| Brittay Olibrice | 1st Grade Teacher | Front | TBD |
| Toni Brisby | MS Math Teacher | Loretto | TBD |

| Name | Position | Building | Effective |
|---|---|---|---|
| Rabindra Ramkirath | HS Chemistry | Fulton | TBD |

| | | | |
|---|---|---|---|
| Nikisha Turner | HS Business | Fulton | TBD |
| Deana Beckwith | 4th Grade Teacher | Front | TBD |
| Michael Sonesen | MS Math Teacher | Loretto | TBD |

**Employee Position and Salary Changes:**

| **Name** | **Current Position** | **New Position** | **Effective** |
|---|---|---|---|
| Luis E. Bocanegra | Admissions Coordinator | Same | 7/5/2023 |
| Luis Navarro | Facilities Supervisor | Same | 7/1/2023 |

**Motion: Gladys Rodriguez**
**Second: Sarah Brewster**
**Vote: 5:0**

**Benchmark Area: Legal Compliance**

4. **Be it therefore resolved** the Board of Trustees approves the following proposals under **legal compliance:**

- Dr. Litescu is requesting approval to sign the contract with Meg LLC so they continue to offer Mandarin classes to two groups of students: first group including students in grades 2-3, and the second group including students in grades 4-5. The contract is attached.

**Motion: Yvonne Mowatt**
**Second: Sarah Brewster**
**Vote: 5:0**

5. **Be it therefore resolved the Board of Trustees approves Nancy Iglesias to serve as Treasurer for Evergreen for a three year term ending June 30, 2026.**

**Motion: Gladys Rodriguez**
**Second: Yvonne Mowatt**
**Vote: 5:0**

**XII. Old/ New Business: Old/New Business**

Trustee Brewster provided a report about school construction. Construction continues to be on schedule and we anticipate moving in the facility in January 2025. We are expecting to receive steel in September. Foundations are being poured including walls for the lower level.

Mr. Bernardino wished everyone a good summer and thanked the administrators for their efforts.

## XIII. Adjournment

**Motion: Trustee Yvonne Mowatt**
**Second: Trustee Nancy Iglesias**
**Vote: 5:0**

**Meeting adjourned at: 8:21 pm**

**Minutes submitted by:**

**Gladys Rodriguez**
**Secretary**