Evergreen Charter School
Virtual Meeting of the Board of Trustees
605 Peninsula Blvd, Hempstead, NY 11550
March 27, 2024

8:00 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	**Excused**
Mr. Luis Ras	**Excused**

Also present:

Dr. Elena Litescu, 2-4 Principal, Superintendent
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
Mr. Shaun Skariah, Director of Special Education
Ms. Maria Spagnuolo, Dean
Ms. Lisett Knox, Director of Finance and Operations
Ms. Alisha Anderson, Director of Data and Attendance

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

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

The meeting was called to order at 8:00 pm.

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

Benchmark 1 – Student Performance

- Students in 3rd and 4th grades continue to prepare for the ELA and Math NYS exams.
- F&P (Fountas Pinnell) to assess reading comprehension and reading fluency, began for K-1 students the week of 3/18/24.
- Dolch Sight Word testing began for K-1 grades the week of March 18, 2024.
- All grades in the MS will complete the practice state assessments in ELA and Math during the week of March 25th.
- The HS staff is encouraging students to share their college admissions story, so students aim for college and also for college readiness.
- The HS Dean of students is assisting interested student athletes to apply to Onondaga Community College for their Syracuse pathway program.
- The HS administrators are working with guidance and social work counselors to organize and plan for senior events. The student council will participate in organizing fundraising events for the high school and the graduating class.
- Selected 8th grade students continue to participate in the Regents level course, Living Environment, and the labs for this course are underway.

Benchmark 2 – Teaching and Learning

- Parent meetings took place to discuss excessive tardiness and absences.
- The Dean of Students at the middle school continues to support the enforcement of expectations for students in their classrooms and any other spaces at the school.
- Best practices from "Teach Like a Champion" continue to become embedded into the school fabric and culture through the weekly PD's hosted by the DCI Mr. Agosti. This month's the theme is "Check for understanding."
- Sue Morris (Math Consultant), Pam Kinnon (ELA Consultant), Amy Benjamin (ENL Consultant), and Jill Bloomberg (Leadership Consultant) provided professional development as scheduled.
- There is a PD scheduled on 3/28/24 for the MS and HS teams on implementing best practices for classroom management.

- A new platform for helping ENL students is piloted between now and the end of this school year, with ten students. This new platform is “Imagine Learning”.

- Ms. Camilli, the reading coordinator for K-8, is supporting the middle school teachers with ELA small group instruction for 5th and 6th grade.

- A planning meeting was scheduled to prepare for administering when NYSESLAT 2024

- The scores from the second iready evaluation and the scores from the math and ELA practice exams were analyzed and used to generate the groups for the second cycle of the AIS and RTI groups of this school year.

- The progress reports for Q3 were mailed out to middle school students’ families during the week of March 18th.

- After school support programs and clubs continue to be offered on their normally scheduled times.

- After school tutoring has expanded to now include 6th grade math at the middle school.

- The ELA teachers continue to provide enrichment opportunities for K-1st grade students.

- Annual review meetings are held once a year to review how the SWD students are progressing and any changes needed are implemented to their IEP.

- Hempstead annual reviews are ongoing, and buildings’ leaders have provided coverage and translation to allow for successful meetings thus far.

- New special education teachers attended a free online IEP development workshop.

- Mr. Skariah goes over expectations with the SpEd teachers about procedures, student reports, goals, and Frontline IEP input, through SpEd memos and weekly meetings he is hosting via Google meets.

- Each school building has its own child student study process. One of the functions of a child/student study is to support struggling students with response to intervention and documented intervention services.

- Students continue to participate weekly in all buildings in various clubs, such as Spanish, Art, Newspaper, and Social Clubs.

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

- The celebration of Evergreen’s 15th birthday was greatly enjoyed by staff and students and it took place in all four buildings.

- Students and staff members celebrated with a presentation shared in all four buildings, and after that, they were treated to a special ballet performance.

- Attendance continues to be monitored and parent meetings are scheduled as needed to discuss excessive tardiness and absences, in all four buildings.

- The Q2 Spanish awards took place as scheduled in all buildings and they were a big success.

- The HS Dean introduce a new detention protocol.

- Parent meetings are held and discipline steps continue to be implemented as per the Dean of students at the middle school.

- i-Ready awards were presented to students for their achievement in Reading and Math both at Peninsula and Front St.

- Attendance awards were presented to students for perfect school attendance at Peninsula.

- At the High School it has been a fortified effort for all staff to contact families via phone, REMIND, or email to build relationships with families.

- At the Middle school the weekly newsletter continues to be distributed on Fridays to families.

- Administration continues to meet with 100% of families that request to do so. At the middle school priority conferences are held by Mr. Agosti with families of the students currently struggling academically.

- A Purple Awards Morning Assembly took place at Peninsula and Front St, to recognize students for their outstanding behavior.

- K-1 Parent University Workshop, "*How to Support Your Child at Home"* presented by Bridget Venegas and Angelica Martinez took place on Monday, March 25, 2024.

- Students continue to participate in Saturday School, Homework Help, Spanish Club, Art Club and Social Club.

- The SEL curriculum is implemented as planned.

Benchmark 7: Organizational Capacity

- Administration met weekly.

- Faculty meetings, grade level meetings, department meetings and lead teacher meetings were held.
- The Special Education Team members are attending various workshops.

- Ms. Melendez (Social Worker) provided staff with procedures and documents for Child Protective Services and mandated reporting during the March Faculty Meeting at Peninsula.

- The teacher group chosen to help select the new literacy program will view presentations and meet to provide feedback.

- The Board President and Vice President met with staff in all four buildings.

- Staff continues to meet with the school leadership team.

- The administration team meets by-weekly with consultants assisting with the charter renewal application.

- Teachers and members of the leadership team worked with the contracted consultants as scheduled.

Benchmark 8: Mission and Key Design

- Checkpoint A exams have been ordered by the data team.

- Earth Day Activities are in the process of being planned.

- Middle school students continue to learn about ecology in the 8th grade science courses.

- The science 5 teacher is exploring opportunities for students to grow plants in classrooms.

- At the HS and MS the salad bar continues to be a popular option on the menu.

- Peninsula students completed Healthy Habits Activity Calendars to promote healthy habits at home including fitness, nutrition, family bonding, and personal fun.

- Black History Month was celebrated with activities.

- At the MS students continue to learn about the Aztec, Inca, and Mayan civilizations in social studies.

- The K-1 students are participating in an International Video Exchange with an Elementary School from Japan. The videos will introduce a new language and culture to our students.
- All teachers are expected to continue to do instruction based on the mini workshop model implemented by the Evergreen Charter School.

Benchmark 9:

- Promotion in doubt notification were provided to parents/guardians during Parent Teacher Conferences that took place in all buildings.

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

There were none.

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

None.

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

Benchmark 4: Financial Condition

- Tuition billing 4 of 6 was sent out last month to 27 school districts and 18 are up to date with their payments. Hempstead has paid for invoice # 4 but not yet for # 3. There are 4 districts that are late between 60 and 90 days. Those districts are Floral Park, Hempstead, Lynbrook, and Wyandanch. Floral Park asked for additional information which was provided this week.

- All claims for meals served from September through February totaling $520,975.00 have been submitted and so far, we have received all reimbursements with the exception of two small amounts totaling $1,159.00.

- The past due parent balances from parents for late student pickups amount to $285.00.

- Part two of our expansion grant budget has been completed and is just pending revision to submit to the Grants Finance office in NYSED.

Benchmark 5: Financial Management

- All financial reports up to January 2024, including all bank reconciliations have been submitted to our Board of Directors and School Administrators.

Benchmark 9: Enrollment

- We will hold our school lottery April 4, 2024.

- We currently have 1100 students enrolled and attending our school.

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 approves the minutes February 28, 2024

Motion: Trustee Sarah Brewster
Second: Trustee Yvonne Mowatt
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:

Proposal Area:

Benchmark I: Student Performance

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

    a. Dr. Litescu is asking permission for the 3rd and 4th grade students at Front St to participate in a Pep Rally for their NYS ELA exam on 4/8 between the hours of 1:30 – 3:45 pm.

    b. Ms. Spagnuolo, Dean of Students at the Middle School, is requesting approval for an after school club called the "Sisterhood" Club for female students in grades 5th, 6th, 7th and 8th.

    c. Ms. Castro, Art Teacher, is requesting approval for an after school Art Club at the Middle School.

Motion: Yvonne Mowatt
Second: Nancy Iglesias
Vote: 4:0

Benchmark II: Teaching and Learning

2. **Be it therefore resolved,** the Board of Trustees approves the following items under Teaching and Learning:

    a. Mr. Skariah, Ms. Graff and Ms. Kosta are requesting approval to attend a workshop "Distinguishing Language Acquisition from Learning Disabilities in English Language Learners" on May 20, 2024 and May 22, 2024.

    b. Ms. Camilli is requesting approval to attend a Bureau of Education and Research workshop "Maximize your ELL Students' Learning in Pre-K – Kindergarten" on April 23, 2024.

    c. Ms. Castro, Ms. Ras, and Ms. Collado, Spanish Teachers, are requesting approval to attend "III Congreso Annual del Instituto Cervantes de Nueva York" on May 10, 2024.

    d. Ms. Narduzzi, Special Education Teacher, and Ms. Scott, are requesting approval to attend an online professional training on ""Distinguishing Language Acquisition from Learning Disabilities in English Language Learners" on May 20, 2024 and May 22, 2024.

    e. Ms. Scott is requesting approval to attend online professional training "Self-Paced Fundations Level 2 Launch".

    f. Ms. Scott is requesting approval to attend a professional training "Creating the Individualized Education Program (IEP) on April 19, 2024.

Motion: Sarah Brewster
Second: Yvonne Mowatt
Vote: 4:0

Benchmark III. Culture, Climate and Family Engagement

3. **Be it therefore resolved,** The Board of Trustees approves the following items under cultural, climate and student/family engagement:

    a. Mr. Pumar is requesting approval to use "Teacher List Platform" for school supplies lists.

    b. Mr. Pumar is requesting approval for an after school Art Club for the Front Street location.

Motion: Yvonne Mowatt
Second: Sarah Brewster
Vote: 4:0

Benchmark VII. Organizational Capacity:

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

    a. **Resolved**, the Board of Trustees approves the following new staff:

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

Name	Position	Building	Effective
Ana E. Oliva	Hall Monitor	Loretto	03/25/2024
Sherina S. Wright	Math Specialist / AIS	Teacher Loretto	3/18/2024
Christine Civitano	Assistant Principal	Front St	TBD
Robin Duke	MS Science Teacher	Loretto	2024-2025 School year

Employee Position and Salary Changes:

Name	Current Position	New Position	Effective
Joan Nidzyn-Soares	FT Teacher	PT Teacher	03/11/2024
Maria E. Espinar	Admin Assist	Admin Assistant	03/01/2024

Motion: Nancy Iglesias
Second: Yvonne Mowatt
Vote: 4:0

Benchmark X: Legal Compliance

5. **Be it therefore resolved**, the Board of Trustees approves the annual school lottery to be held April 4, 2024. The lottery will be held virtually.

Motion: Sarah Brewster
Second: Yvonne Mowatt
Vote: 4:0

6. **Be it therefore resolved**, the Board of Trustees approves a contract with Excelsior Advisors to support Evergreen Charter school. See agreement.

Motion: Yvonne Mowatt
Second: Sarah Brewster
Vote: 4:0

XII. Questions

There were none.

XII. Additional Reports
By Vice President Dr. Sarah Brewster

Benchmark 10: Legal Compliance

- The Board continues to hold meetings monthly.

School Construction:

Contractors are continuing to frame out the facility in an effort to get the building enclosed and watertight. Members of the Executive Team continue to be present for weekly owner, architect and contractor, (OAC), meetings to review programs and address issues as they arise. In addition, members of the executive committee continue to work with Northstar Owners representatives to plan and prepare for the facility opening.

XIII. Old Business/New Business

Trustee Brewster extended best wishes to everyone for a healthy and safe spring break.

XIV. Adjournment

Motion: Trustee Yvonne Mowatt
Second: Trustee Nancy Iglesias
Vote: 4:0

Meeting adjourned at: 8:50

Minutes submitted by:

Gladys Rodriguez
Secretary