Evergreen Charter School
Virtual Meeting of the Board of Trustees
605 Peninsula Blvd, Hempstead, NY 11550
November 29, 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 Preport

By Dr. Elena Litescu, Superintendent

Benchmark 1 – Student Performance

- I-Ready first diagnostic test for ELA and Math was completed for elementary students.

- At the end of Quarter 1, the MS students completed interim assessments in ELA and Math. The purpose of these assessments is to give teachers, students, and their families a projection of proficiency level on the state tests in the Spring.

- The Spanish department worked to ensure that MS students have the proper course designations in SchoolTool to earn high school credits.

  Teachers are exploring opportunities to have trips to local college campuses for MS students.
- In January, we will invite current college students come to speak with our students about college opportunities.

Benchmark 2 – Teaching and Learning

- The October staff meeting focused on maintaining high expectations for all students in classrooms and during transitions. Systems were implemented for teachers to quickly report when students are not meeting expectations.

- In ELA, Social Studies, and Science classes, MS students follow the Habits of Close Reading.

- The ELA, Math, and ENL coaches provided support and guidance to the teachers.

- Coaching meetings continued this month for faculty to share/provide effective instructional strategies.

- Continued use of strategies from Teach Like a Champion is frequently embedded into coaching and instruction.

- The i-ready test prep materials were received for grades 3 through 8.

- A culturally responsive Hydroponics curriculum framework is being reviewed to enhance the SEL curriculum for K and 1 grades.

- All MS students completed the ELA and Math interim assessments. MS students in Living Environment also completed an interim assessment. Quarter 1 ended on November 10th and report cards will be distributed to families the week of November 27th. The academic progress of each student will be discussed with their families during the parent teacher conferences on 11/28 (ES and HS) and 11/29 (IS and MS).

- The AIS, RTI, and ENL support is provided in all four buildings. After school and Saturday school continued to be offered this month. At Front St. two more classes were added for after school support. Now, there are in total 176 students attending the after school programs.

- This school year Evergreen charter school has a total of 124 students with disabilities. Speech services, occupational therapy services, counseling services, and vision itinerant services are contracted by the school districts, and they are provided accordingly based on the determined need.

- Teachers have access to student IEPs and they signed the Chapter 408 compliance forms.

- Each building has its own child/student study process to support struggling students with intervention services.

- At Front St, Spanish teachers provide extra support to ENL students.

- There is ELA and Math tutoring for students after school.

- Steven Schwartz the author of "The Whale and the Caribou" visited Peninsula and Front St schools. He read his book to the students, and discussed his career as an author.

- To conclude the celebration of the family Literacy month in November, the Hempstead Mayor, Mr. Hobbs, will be visiting as a guest reader, Front St on 11/28/23.

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

- A successful Pep Rally in October was hosted to celebrate the MS boys soccer team.

- Student Government elections at the MS were hosted on 11/17.

- Administration is using the Code of Conduct to determine the proper disciplinary steps. To the greatest extent possible, restorative justice practices are implemented. Families are notified promptly when discipline infractions occur.

- Fire drills and lockdown drills were conducted in all four buildings.

- Administration continued to meet with all families that requested a conference.

- A meeting with families of students in 4th grade is scheduled to take place at Front Street on November 30th at 6:00 pm.
- A Zoom session for 7th and 8th grade families was hosted on 11/20 to reiterate the academic expectations and the school's policies.

- During their weekly SEL class, the MS students completed a gratitude survey to share with teachers feedback and thanks from Quarter 1.

- SEL curriculum for K-6 grades, incorporates subjects such as nutrition, climate and environmental activism, and global citizenship.

- A holiday boutique will take place at Peninsula and Front Street in December, to emphasize the importance of giving. Students can use their Evergreen dollars to purchase gifts for their families.

- School social workers provide support weekly or by-weekly to students with emotional distress due to family stressors, behavioral issues, low self-esteem, and diagnosis of ADHD. They also make referrals for free counseling provided by Derner clinic practitioners, at Front St on Tuesday evenings.

Benchmark 7: Organizational Capacity

- The entire Administration team completed a refresher training on using the Danielson framework for teaching when conducting classroom observations and providing feedback to the teachers.

- School leadership team meets with chef Josh monthly to provide feedback about breakfast and lunch.

- Admin team meets weekly, and periodic meetings are taking place with lead teachers, grade level, special, and support teachers.

- During morning assembly school administration team addresses any specific items related to the school's mission, values, and culture. For example, the importance of complying with the uniform and nutrition policy, using reusable water bottles, etc.

- The MS and HS admin team are meeting with a leadership coach.

- ELA, ENL, Math coaches continued to work with the teachers.

- Several teachers were approved for independent professional development.

- GoGuardian training will be provided to staff and mental health committee.

- All teachers had the first informal observation completed. In addition, feedback meetings were conducted.

- Staff can provide feedback during the monthly faculty meetings, or any time through one-on-one meetings with the administration.

- Amy Benjamin, the ENL consultant, was part of the MS PD regarding the Habits of Close Reading, to ensure alignment in instructional focus areas for grades 6-8.

Benchmark 8: Mission and Key Design

- The Clip-up and PBIS systems aligned to our school's mission are used to recognize students' behavior.
- Spanish Awards were hosted in all four buildings.
- At the MS the Spanish classes in 8th grade are co-taught to ensure that students benefit from differentiation in instruction.
- The Data Department was providing support to ensure that all courses are correctly coded in SchoolTool.
- Students completed the ecology unit in Living Environment. As part of it, they learned about sustainability and environmental impact.
- The school's lunch is promoted each day during Morning Assembly.
- During the month of November elementary students celebrated indigenous communities and their harvest, nutrition, and customs.
- In Social Studies 7, students are learning about different Native American cultures as part of Native American Heritage Month.
- At the MS the ELA and SS/Science teachers are planning instruction based on the Habits of Close Reading and the workshop model.
- On the lesson plans teachers note how they implement the workshop model and KAGAN structures.
- Twice a week grade level and support teachers meet for common planning

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 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

- We have received payments from 22 out of 27 school districts for billing 2 of 6. Three districts did not pay in full, and their balance will be added in the next billing. 5 districts are over 30 days late paying.

- Billing 3 of 6 will be processed this week.

- Last week we received the last 4 small amounts owed from the state for meals served in May and June of the previous school year. All claims for meals served in September and October of this year have been submitted and payments from the state have been received. We are now pending to receive the federal payments.

- We continue to have an outstanding balance of $810.00 for students late pick us. Invoices are sent monthly to parents, but we are not receiving payments as we should.

- We have received all funds related to titles claims from I through IV and an expansion and ESSER 2 grants. ESSER 3 is still pending as the period ends 9/30/2024. All applications for Titles I through IV for this school year have been submitted and approved. We are just waiting to receive the first payments.

- **Benchmark 5: Financial Management**

- All financial reports for September 2023 including bank reconciliations have been submitted to our Board of Directors and School Administrators.

- We are in week four of the audit process by the Comptroller's Office. This audit is done every seven years.

Benchmark 9: Enrollment

We currently have 1092 students enrolled and attending our school and we have 10 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:

Trustee Brewster explained that the auditors met with the financial committee to present the audit and this will be submitted to the State website.

Trustee Bernardino thanked Ms. Knox and the fiscal team for their effort. Evergreen has a positive audit and this reflects on the hard work of the business department and all staff.

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 October 19, 2023

Motion: Trustee Yvonne Mowatt
Second: Trustee Nancy Iglesias
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: Mr. Agosti is requesting approval for a Smart Pass that is a digital hall pass that replaces traditional hall passes such as sign-out sheets, lanyards, and more. SmartPass provides complete insight over student movement in the building.

Motion: Trustee Gladys Rodriguez
Second: Trustee Nancy Iglesias
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. Mrs. Gaete, Mr. Mejia and Mrs. Logan (the ENL Team @ Front St) and Ms. Gul, Ms. Teixeira and Ms. Webber (the ENL Team @ Peninsula) are asking for approval to attend a meeting " NYSED- OBEWL'S Voices United Conference" on December 7th, 2023 from 8 am- 3:15 pm to implement high- quality academically rigorous instruction for ELLs students.

b. Mrs. Weigand is requesting approval for Ms. Castro to attend the NAEA 2024 virtual convention from 4/4/2023-4/6/2023 to enhance students creative and communicative skills.

c. Mrs. Weigand is requesting approval for Mrs. Camilli to attend a reading workshop online "Enhancing Reading Workshop" on January 12th, 2024.

d. Dr. Litescu is asking to add 10 extra days of coaching by: Sue Morris- Math Coach due to 2nd grade piloting new curriculum and also Pam Kinnon- ELA Coach due to 4th grade piloting new curriculum.

Motion: Trustee Yvonne Mowatt
Second: Trustee Luis Ras
Vote: 6:0

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

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

a. Mr. Pumar is requesting approval to host a Parents Workshop for Mental Health team and serve refreshments.

b. Mrs. Weigand is requesting approval for Mr. Levitan to organize a "Read and Move" Family Engagement program to promote literacy and physical fitness.

c. Mrs. Weigand is requesting approval for Mr. Levitan to host "Bring your parent to PE day" in December 2023.

d. Mrs. Weigand and Ms. Sanjurjo (nurse) are requesting approval to schedule the "Colgate Bright Smiles, Bright Futures Mobile Van Unit" to provide dental screenings in April 2024.

Motion: Trustee Gladys Rodriguez
Second: Trustee Yvonne Mowatt
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.

- Board Members and Administrators actively share information from training and consultants.

Benchmark 10: Legal Compliance

- The Board continues to hold meetings monthly.

- The Board continues to regularly consult with legal counsel as needed.

School Construction:

Trustee Brewster provided a report about school construction. They have started to install the cross laminated timber. The first day they were able to install one panel. The second day they installed over 30 panels. Work on the stair towers has been completed. We are working to obtain funding to support additional features of the building.

XIII. Old/New Business:

There was none.

XIV. Adjournment:

Motion: Trustee Yovnne Mowatt
Second: Trustee Nancy Iglesias
Vote: 6:0

Meeting adjourned at: 8:45 pm

Minutes submitted by:

Gladys Rodriguez
Secretary