Evergreen Charter School
Virtual Meeting of the Board of Trustees
605 Peninsula Blvd, Hempstead, NY 11550
December 12, 2024

8:00 pm

The meeting was held at 605 Peninsula Boulevard

Members:

Mr. Gil Bernardino	**Present**
Dr. Sarah Brewster	**Present**
Ms. Nancy Iglesias-Gillen	**Excused**
Ms. Yvonne Mowatt	**Excused**
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 K-1
Ms. Atia Pasha, Principal 2-4
Ms. Emma Collado, HS Principal
Ms. Lisa Camilli, DCI/AP/ES K-1
Mr. Nicolas Agosti, DCI/MS
Mr. Carlos Pumar DCI/ES 2-4
Ms. Christine Civitano, HS AP
Ms. Alisha Anderson, Director of Data and Attendance
Mr. Sabato Torres, DCI STEM 6-12
Mr. Shaun Skariah, Director of Special Education

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

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

Mr. Bernardino welcomed everyone.

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

Benchmark 1: Student Performance

- Interim Assessment II (Regents Practice exam) will be administered at the HS during the week of 12/16.
- i-Ready Growth Monitoring Assessments in ELA and Math were administered for K-4 students.
- The data team will provide support by providing the needed exam supplies, i.e. graphic/scientific calculators.
- HS Seniors started visiting local colleges.
- College Fair will take place in the evening of 1/14/24 at Peninsula
- The first visit out of the five scheduled, of the members of the Molloy University rugby teams (Men & Women) will take place next week in all schools. They will provide mentorships to MS/HS students.

Benchmark 2: Teaching and Learning

- Department, grade level, support/special teachers, lead teachers meetings were held as scheduled.
- The DCIs are meeting weekly with the teachers at the MS/HS.
- The December's Faculty Meeting took place on 12/11/24.
- The World Languages department meeting took place on 12/11/24.
- Evergreen's expectations and student code of conduct are reiterated to the students and continue to be enforced. The Deans and Administrators do daily walkthroughs to ensure compliance.
- The Smart Pass is being utilized and enforced by all staff at the MS and HS.
- Classroom observations are conducted in all four schools and feedback is provided to instructional staff to increase the teaching effectiveness.
- Teachers continue to provide clear objectives, prompt and frequent feedback to students, scaffolds for new concepts, visual aids, prior and depth of knowledge review, and differentiated instruction to maximize students' learning.
- The STEM DCI, modeled a math lesson for 5th and 6th grade teachers
- Instructional staff continues to be provided with access to supplemental digital platforms.
- MS and HS students' progress reports will be sent home prior to winter break.
- Teachers are assessing students using different formats and techniques, formal and informal assessments, such as: end of units, quizzes, projects, etc. After school, Homework Help, and Saturday School continue to be provided.
- AIS and RTI small group instruction and support is offered in all schools English as a New Language (ENL) small groups and individual support is provided as needed.
- SpEd teachers continue to push in and pullout small groups of students to provide the needed support.
- Enrichment Reading groups continue to meet weekly.

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

- Parent meetings with administration in all buildings are being scheduled to address and discuss absences and tardiness.

- Letters were sent home to families of students with excessive absences and tardies. The HS is hosting the Spirit week for staff and students to show unity.
- Students in all four schools will celebrate in National School Choice Week again this year by performing a school wide dance.

School Health and Safety:

- The school immunization survey was submitted to the NYS Department of Health, for all schools on 12/9/24.
- Fire drills and lockdown drills were conducted in all schools;
- The Regional Director for BOCES inspected the proposed location of the testing vault and they submitted their inspection report to NYSED for their approval.

DASA & Bullying/Harassment

- Students are constantly reminded to reach out to any adult in the school should they experience any behavior towards them that makes them feel either unsafe or uncomfortable.

Family Engagement

- Equity Parent Surveys were distributed to all families on Tuesday, December 3, 2024. This survey is administered by NYSED to determine students' access at home to devices and internet.
- The World Languages awards ceremonies were held in all four schools.
- Perfect Attendance ceremonies were hosted by the Director of Attendance in all schools, and families were invited.
- December's Purple Awards Ceremony took place at both ES and IS and families attended.
- Christmas Concerts will take place in all four buildings the last week before December break.
- Several clubs are scheduled to start in multiple buildings in January.
- At the MS the SEL classes continue to stress the importance of community building;
- SEL classes incorporate topics such as nutrition, climate, environmental activism, and global citizenship.
- jackets were promptly sorted and distributed to selected students in these grades.
- Scholastic Book fair was hosted at Front St, and it was very well attended.
- Basketball and wrestling have begun for the Fall/winter sports.
- Girls volleyball started for the MS students, and they won their first game.

Benchmark 7: Organizational Capacity

- Principals meet weekly;
- Admin teams in each building meet with lead teachers and grade level meetings are taking place as scheduled.
- HS Guidance counselors are meeting with the Administration to track students' progress.
- Staff members are encouraged to attend PD workshops in person or virtually, that they consider would add to their professional skills.

Benchmark 8: Mission and Key Design

1) At the HS AP Spanish and Spanish Cinema and Literature classes are provided.
2) Spanish instruction at the MS is provided per tracks.
3) Community Service was implemented for HS students.
4) We continue to enforce the dietary guidelines set by the school and educate the students so they are well equipped to understand the benefits of healthy nutritional choices.

5) Spanish awards ceremony took place at Front Street and it was well attended by families.
6) At the MS the Spanish Awards will be hosted on December 6th.
7) Lesson plans are reviewed weekly, and administration conducts classroom observations to ensure the mini- workshop model is implemented properly, and the curriculum is implemented with fidelity.

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 2 of 6 for this current school year was sent out on October 18, 2024, and we have received payments from 22 out of 26 school districts. Tuition billing 3 of 6 will be sent out before our December break. We are still pending to receive a response from NYSED regarding our intercept application to collect past due tuition by the Lynbrook UFSD that was submitted in October.

- We have submitted all claims for meals served to students in the months from September through November to The Child Nutrition Administration totaling $293,845.00 and so far, we have received reimbursements totaling $110,607.00 with a pending balance to receive totaling $183, 238.00.

- All Title applications I through IV for this current school year 2024-2025 were submitted to NYSED on August 29, 2024, and are waiting for an approval notification and the initial payments. All title applications amount to $371,049.00.

- This year we have received a notification of approval from the e-Rate program for applications submitted last year. The total reimbursement approved and pending to be received through this program amounts to $40,986.00. This is reimbursement for expenses incurred for internet services.

Benchmark 5: Financial Management

- All financial reports through November 2024, including all bank reconciliations for statements received, have been submitted to our Board of Directors and School Administrators.

Benchmark 9: Enrollment

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

- We currently have 1171 students enrolled and attending our school and 4 students going through the registration process to reach full enrollment of 1175 students.

VIII. Approval of Minutes

Resolved the Board of Trustees approves the minutes November 26, 2024

Motion: Trustee Gladys Rodriguez
Second: Trustee Sarah Brewster
Vote: 4:0

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 2: Teaching and Learning

1.Be it therefore resolved the Board of Trustees approves the following under Benchmark 2 Teaching and Learning Student Performance.

- Ms. Camilli is requesting approval to schedule an author visit by Karen Nespoli author of *"Gertie Saves the Day"* on Friday, January 31st, 2025.

- Ms. Castro is requesting approval to attend the Long Island Education Summit at Hofstra University on Tuesday, January 28th, 2025.
- Mrs. Collado is seeking approval for the Poetry of America college course for the High School Students.

Motion: Sarah Brewster
Second: Gladys Rodriguez
Vote: 4:0

Benchmark 3: Culture and Climate

2.Be it therefore resolved the Board of Trustees approves the following under Benchmark 3 Culture and Climate.

- Dr. Litescu is proposing to implement Dean's List as a pilot to Front St School for the Spring of 2025. If successful, the platform will be implemented at the MS and HS for the 2025-2026 school year.
  - **a.** Mr. Pumar is requesting approval for the third grade to take a trip to the Hempstead Public Library. Students will explore the resources available to them at their local library. All 4 school vans will be needed to transport the students.
  - **b.** Mrs. Collado is seeking approval for the High School students to have a Valentine's Day Dance.

Motion: Luis Ras
Second: Gladys Rodriguez
Vote: 4:0

3.Be it therefore resolved the Board of Trustees approves the following staff and changes of positions of staff:

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

Name	Position	Building	Effective
Karla M. Cruz Diaz	FT-Kitchen Assistant	Peninsula	12/16/2024
Pedro Cardenas	FT-Chef	Peninsula	TBD
Geovanna Espinoza	Lunch Aide	Peninsula	TBD
Maria Breve	Lunch Aide	Peninsula	TBD
Martha Rivera	Lunch Aide	Peninsula	TBD
Ronald Gelish	Food Service Director	Peninsula	TBD

Change of position:

Name	Position	Building	Effective

Despoina Englezou Kindergarten & 1St Grade After School Homework Help Peninsula 12/01/2024

Gabriel A. Ramirez PT IT Technology Specialist FT Technology Specialist Effective Richardson 01/01/25

4.**Be it therefore resolved the Board of Trustees** approves the following vendors:

a) Computer Resources of America for the renewal of our IT managed services contract for all five buildings.

Renewal contract monthly amount $7,400.00 ($300 dollar increase from the previous contract)
Back up services $150 monthly per server (4 servers) (no change since last contract)
Cyber Security Essentials Cynet SOC/EDR $1,200 monthly (new service for vulnerability scan services)
Total contracted monthly cost $9,200.00

b) Control Technologies renewal of our yearly contract for maintenance of our HVAC controls for all units listed below:

RTU-1 through RTU-7
MUA
VAV-1 through VAV-6
FPB-1 through FPB-6
Exhaust Fans – TX1, TX2, EF1, EF2, EF3, EF4, EF5, KX1, GX1, GX2
Hot Water System -Boiler 1 and Boiler 2 - Pump 1 and Pump 2

Quote# LQ24-271
Yearly contract amount $10,348.00 to pay quarterly $2,587.00.

Motion: Sarah Brewster
Second: Luis Ras
Vote: 4:0

5. **Be it therefore resolved the Board of Trustees** approves a credit card for the following Employees:

Dr. Elena Litescu, Superintendent
Mr. Peter Minaqui, Facilities Director

Motion: Sarah Brewster
Second: Luis Ras
Vote: 4:0

XII. Questions

There were none.

XII. Additional Reports By Vice President Dr. Sarah Brewster

School Construction:

Trustee Brewster provided an overview on Construction. Work continues on the elevator cars. One is installed and waiting inspection. Work continues on the other two elevators. The wood flooring is continuing to cure in the gymnasium and it will be installed in the coming weeks. The fins on the building have continued to be installed and work has finished on the solar pergola. Lighting was installed in the gymnasium and on the solar pergola. The heating units have been started. Contractors are continuing to close out windows and installation preparation work has been done on lighting wells. Sanding continues for the cement floors.

XIII. Old Business/New Business

Mr. Bernardino extended his well wishes to all for a Happy Holiday

XIV. Adjournment

Meeting adjourned at: 9:01 pm

Motion: Trustee Luis Ras
Second: Trustee Gladys Rodriguez
Vote: 4:0

Minutes submitted by:

Gladys Rodriguez
Secretary