

BOARD OF TRUSTEES MEETING

The Eugenio Maria de Hostos Charter School Board of Trustees met in person on Tuesday, January 25, 2022. Board Chairman, Mr. Julio Vázquez, called the meeting to order at 5:32 pm. A quorum was established.

Board Members Virtually Present:

Julio Vazquez, Connie O. Walker, Dr. Marcia DeJesús-Rueff, Ray Ciccarelli, Miguel Meléndez, Nelida Torrres, Eugenio Marlin, Dr. Miriam Vázquez, and Angélica Pérez-Delgado.

Board Member Absent:

Robert Frasier Jr.

School Staff Virtually Present:

Sandra Chevalier-Blackman, Leslie Rivera, Wellinthon Muñoz, Robert Zimmerli, John Harris, Mary Muñoz, Matt Kleehammer, Ryan Caster, Nikki Kersbergen, Maria Petrella, Damaris Saltares, Vincent Alexander, and Wanda Adames.

Other:

Yeriel Castro (student), and Wanda Aquino (parent).

PUBLIC INPUT

No public input.

MISSION MOMENT:

The mission moment was presented by the high school. The high school had its Student-Led Conferences (SLCs). These conferences occur two times a year. An SLC is a meeting where students demonstrate responsibility for their academic performance by reviewing their portfolios with their parents and teachers. HS senior Yeriel Castro presented his portfolio to his mother, Ms. Aquino.

CHAIRMAN REPORT:

CEO Mid Year Review

- The CEO Mid-Year Review will be on Thursday, February 3, 2022, from 5:00 pm – 6:30 pm. Mr. Vázquez opened an invitation to all board members to attend the meeting.

Finance Committee

- The Finance Committee will meet on Tuesday, February 15 at 4:30 pm. EMHCS's insurance broker, Brown & Brown, will review the school's current liability insurance

policies. During the board self-assessment, 43% of board members stated they were unfamiliar with the school's current liability insurance policies and wished to become familiar with them. This meeting will allow for the board to ask questions and review the procedures in detail to see if coverage is adequate for the school or might need adjustments if needed.

Board Retreat

Board Retreat will take place in late February or early March.

- Ms. Adames will reach out to the board and coordinate. Topics of discussion will be:
 - The Board Self Assessment
 - Enrollment:
 - EMHCS will discuss the school's total enrollment and plan accordingly to ensure that the facilities can accommodate the number of students.

CEO REPORT:

November/December Attendance:

- November average attendance is 85%.
- December average attendance is 79%.

Enrollment:

- Enrollment is at 971 students as of Friday, January 21. The last enrollment recorded in November was 960 students; that was an increase of 11 new students.

The Data dashboard that was presented during the meeting are the following:

- Grades 3-6: 1st Math Interim Assessment
- Grades 7-8: 1st Math Interim Assessment (ELA and Math)
- Grades 9-12: Benchmark Assessments for English, Social Studies, Science, and Math

College & Career Readiness

- There have been eight college visits
- 70 students have completed their college applications
- 100% of students have been accepted to a 2-year college and two students to a 4-year college
- One student has been awarded a scholarship

Cohort 2018 Accountability

- Total Accountability Cohort 2018 is 51 students
- Six early graduates and 1 dropped student
- Total active enrollment is 44 students

Extended Learning Time Program:

Zimbrich Campus

- Before-School: 65 students enrolled – 75% daily attendance

- After-School: 50 students enrolled - 85% of attendance

Joseph Campus

- Before-school: 26 students enrolled - 98% daily attendance
- After-school: 20 students enrolled – 70% attendance

Winter Showcase

The winter showcase was a success.

- Students were able to showcase their great talents to their parents and show what they have learned in the afterschool program.

Buddy Reader Program

- Four students from St. John Fisher attend every Thursday and assist with the Buddy Reader Program.

Brockport REOC

- The middle school has partnered with Brockport REOC. They are providing students with barbering and cosmetology classes.

Operations:

COVID-19

- There have been 185 confirmed cases (faculty, staff, and students) since September 13. There was a spike during the Thanksgiving and Christmas/New Year holidays.
- 88% of staff (169 out of 193) are vaccinated, and 19% have the booster.

Church at Joseph Campus

- The church tenants have vacated the premises. We currently have three different ministries/churches that wish to occupy the premises. Communication with the school's attorney has created a new lease for the potential tenant.
- Internal work needs to be done:
 - Water damage, broken window, and bathroom repairs

High School Meals

- Foodlink has been replaced with Self Prep Meals at the HS.
- There are two full-time staff cooking and preparing meals for students.

Zimbrich Roof

- A meeting schedule for the 1st week in February to go over the timeline of when work will begin.

967-979 Joseph Avenue

- The parking lot renovation has been completed.

- The process of selecting a contractor is in effect, and work will begin early Spring and be completed by the end of June.
- The property will house the CEO Cabinet (CEO, Exec. Admin. Asst., 3 Directors), Human Resources, and the Finance Department.

CEO Updates:

- **Community Engagement**
 - NYS Charter Parent Council
 - LaBella
 - Presidents Educations Partnership Council (PEPAC)
 - Empire State College
 - Boriquen Dance Company

HR Updates:

- **Zimbrich Campus Staffing Needs**
 - 5th Grade ELA
 - 5th Grade Content
 - 3-6th Spanish Teacher
- **Joseph Campus Staffing Needs**
 - Counselor
 - 2 Intervention Math Teacher
 - World Language Teacher
 - Building Sub
- **Kodak Campus Staffing Needs**
 - Math Teacher
 - Paraprofessional
 - World Language Teacher
 - Counselor (one interim counselor was hired, and the 2nd vacant counselor will not be filled.

Postage Meters

Each campus received a postage meter and Mr. Kleehammer provided training to all the clerical staff.

Recruitment & Marketing

- Seven billboards up
- One tv commercial
- Facebook Campaign in December – the school gained four students at the middle school
- Radio 97.1 Weekly Live Calls

Remoting Learning

- Due to the increase in staff COVID cases, the school had to revert to virtual learning for two days on January 7 and January 10.

Capital Campaign & 2022 Gala

- **Letters mailed, emailed, or hand-delivered:**
 - Sponsorships: 28
 - Silent Auction: 124
 - Table Captains: 17

Grants Updates:

Donors Choose Update: Total Proposed = \$33,657.51. Total Funded = \$25,481.59

In Progress:

- Polisseni Foundation Grant Application to support Joseph Ave Capital Construction Project
- Konar Foundation Grant Application to support Mentoring Program in 2022-2023

We are still waiting to hear news about our 21st Century Community Learning Center and Charter School Expansion Grant Applications submitted mid-November.

Mentorship Pilot Program

- To invest in new teachers
- To invest in the teachers who will become Mentors

Updates:

- December, we sent a google form for teachers to complete if they were interested in becoming Mentors - 10 teachers responded & 5 teachers were selected to be Mentors.
- Mentors will get an incentive of \$500 from Title II Funds.
- PD Classes will take place:
 - 1st PD: January 22 3 hours
 - 2nd PD: February 5 2 hours
 - 3rd PD: TBD

Sports Athletics:

Antoine McFadden won the Section V player of the week of January 10. He received over 6 000 votes.

Highlights:

- Scored 32 points in the game against Northstar on January 3
- Scored 22 points and 13 rebounds in the game against Vertus on January 4

ACADEMIC COMMITTEE REPORT:

- The committee discussed the concerns of teachers leaving to districts due to sign-on bonuses, incentives, higher pay salary scale, and offering U of R tuition reimbursement. The teacher shortage is hurting our students. There is a lot of competition, and the school must build a plan to recruit and retain teachers.

CHIEF FINANCIAL OFFICER REPORT/FINANCE COMMITTEE REPORT:

The Finance Committee held a special meeting on January 7 to discuss staffing budget and projections with Ms. Blackman and the Finance Department. The Finance Committee met before the board meeting and reviewed the financial reports with Mr. Caster.

Mr. Ryan Caster, Interim CFO, reviewed the financial statements as of December 31, 2021. Please see the attached reports.

The Finance Committee will meet on Tuesday, February 15 for 1 hour starting at 4:30 pm. Brown & Brown Associates will be presenting EMHCS Liability Insurance Policy. Also, Mr. Caster and Ms. Kersbergen will present revenue projections through June 30.

COMMITTEE REPORTS:

Building Committee

- **Maximum Enrollment:**
- The Building Committee met on January 18. The committee was speaking on the long-term outlook of the campuses and what students' capacity will be at each campus. There was discussion on developing further at the Joseph Campus. The next Board Retreat will discuss the future of EMHCS.

New Parking Lot

- The new parking lot at Zimbrich/Joseph will be receiving a grate to cover the existing hole protected by orange cones.

Fundraising Committee

Table Captains

- The school currently has 17 table captains; 3 more are needed.
- The next Fundraising Committee meeting will focus on Sponsorship and the Silent Auction.
 - Sponsorship is crucial as it will need to cover 100% cost of the Gala.
 - The goal of the silent auction is to raise \$10,000 - \$12,000.

Mr. Ciccarelli will contact Ms. Adames to set up the next Fundraising Committee for February.

Personnel Committee

The Personnel Committee met on Thursday, January 19.

Items of discussion:

- **Resignation**
 - There must be clear processes and procedures regarding resignation before a holiday or recess break. After discussion, there is no need to amend the policy. Ms. Blackman will create a memo explaining the procedures and send it to all staff.

- **Romance in the Workplace**
 - A policy will be created for romance in the workplace. Ms. Pérez-Delgado will provide a sample currently used at her organization to assist EMHCS with creating their policy. The new policy will be discussed at the next Personnel Committee meeting.
- **Retirement Plan for Non-Teaching Staff**
 - The Personnel Committee is looking at another alternative retirement plan for non-teaching staff that is not eligible for the NYS Teacher Retirement. The retirement discussion will be added to the next Personnel Committee's agenda. The Finance Committee has been invited to attend the meeting on Wednesday, February 16 at noon. Dr. Vázquez wishes for Mr. Ciccarelli, a retirement expert and a representative from the NYS Teacher Retirement, to be present to answer any questions the committee might have. If the retirement plan is the route EMHCS wishes to go, it will be brought to the entire board for final approval.
- **Staff Retention & Recruitment**
 - The school needs aggressive staff retention and recruitment strategy; this item will be added to the next Personnel Committee's agenda.

Governance Committee

No current updates.

ACTION ITEMS

November's board meeting minutes were presented for approval. Mr. Vázquez called for a motion to accept November's minutes. Ms. Walker moved the motion, and Mr. Meléndez seconded. The motion was approved unanimously.

Student discipline data (suspensions and disciplinary referrals) will be added to February's data dashboard at the request of Dr. Vázquez.

Old Business

No old business.

New Business

No new business.

Executive Session

No executive session.

ADJOURNMENT

With no other business to discuss, Mr. Vázquez asked for a motion to adjourn the meeting. Dr. Vázquez moved the motion, and Ms. Pérez-Delgado seconded the motion. The motion was approved unanimously.

NEXT MEETING:

The next Board Meeting will meet virtually on Tuesday, February 15th via Zoom Link.

Respectfully submitted,

Angélica Pérez-Delgado