EMHCS
Eugenio María de Hostos Charter School

BELIEVE. ACHIEVE. SUCCEED.

BOARD OF TRUSTEES MEETING

The Eugenio Maria de Hostos Charter School Board of Trustees met on Tuesday, February 28, 2023. Board Chairman, Mr. Julio Vázquez, called the meeting to order at 5:00 pm. A quorum was established.

Board Members Present:
Julio Vázquez, Eugenio Marlin, Angélica Pérez-Delgado, Miguel Meléndez, Dr. Marcia DeJesús-Rueff, Nelida Torres, and Robert Frasier Jr.

Board Member Absent:
Ray Ciccarelli, and Dr. Miriam Vázquez.

School Staff Present:
Sandra Chevalier-Blackman, Nikki Kersbergen, Wanda Adames, Leslie Rivera, Matt Kleehammer, John Harris, Vincent Alexander, Morgan Krolak, Yolexis Vanegas, Damaris Saltares, and Tara Ramirez.

Other Guests:
Bryan Hickman, and Madison Benjamin.

MISSION MOMENT:
The high school presented the Mission Moment. High school students created art for the high school gallery, and the student celebrated black history month by doing a decorating door contest.

PUBLIC INPUT
Bryan Hickman from E3 Rochester shared statistical information about the charter schools. E3 is planning a trip and will take CEOs and board members from several charter schools in the Rochester area to visit several charter schools in Indianapolis.

CHAIRMAN REPORT:
No new updates.

CEO REPORT:
Attendance:

- January's attendance was an average of 87%.

Enrollment:

- January's enrollment was 991 students.
- February's enrolment was 990 students.

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

- Grades K-12: Spanish Benchmark Assessment 2
- Grades 1-8: Fastbridge 2nd Diagnostic
- Grades 9-12: NYS January Regents Scores
- Comparison State Data

Operations:
Facilities

- **Zimbrich Renovations**
  - The design concept is underway for the Zimbrich Campus restrooms.
  - Replacement toilets were replaced during the break.
- **Joseph Campus**
  - Renovations:
    - The final stages of Master Planning for the Joseph expansion are underway, and a cost analysis is being performed.
  - Boiler:
    - The boiler installation was completed on February 16, 2023.

Student Programs/Community Initiatives/College & Career Readiness Update:
ELT Program
Zimbrich Campus

- Before School
  - 61 students enrolled, with 94% attendance
- After School
  - 45 students enrolled, with 90% attendance

Joseph Campus

- After School
  - 15 students enrolled, 80% attendance

Advisory Board Meeting

- The meeting was successful
- Conduct a site monitor visit on February 28th to review the entire program.

PTO

- Seventy-two people attended in total - 30 staff members and 17 families attended.

IBERO Scholarship

- Nine students are on track to apply by Friday, March 3rd.

CEO Updates:
The following items were discussed during the CEO Updates:

- Verified 2018 Cohort Graduates
- **Revised EMHCS Handbooks/Documents**
  - **EMHCS Code of Conduct**
    - The document was updated, and the attorney approved it in February 2023

        - Law Firm Harris Beach revised to ensure all the updated laws were in place.
        - The Code of Conduct defines what the school will do during a Long Term Suspension and updates all the suspension letters.
        - The Education Law 3214 was removed as it didn't align with the SUNY Charter.
    - **DASA of EMHCS**
        - The Office of Civil Rights stated that because EMHCS has three campuses, it is recommended to have a Dasa Coordinator at each campus.
        - All the social workers have been trained in DASA.
        - The last page of the DASA includes the names of the social workers at each campus.
    - **Parent/Student Handbook**
        - The Parent/Student Handbook has a Code of Conduct section within it. Any changes done to the Code of Conduct must be reflected in the Handbook.
- **Marketing/Recruitment Initiatives**
    - Eastview Mall Main Entrance Staff and Student recruitment
    - ROC Airport Baggage Claim Area for February and March
    - RTS Student Recruitment for February and March
    - Lamar Billboards – EMHCS won the #1 design for January 2023

ACADEMIC COMMITTEE:

- **Data Dashboard**
    - A solid data dashboard is presented to the board to show how students perform and what areas need improvement.
    - Spanish learning is coming along great.
- **Staff**
    - There needs to be clear goals and expectations for teachers.
    - Hire faculty who are going to stay at EMHCS.
        - There needs to be a clear expectation on how subjects are taught using the four modalities
        - Solid curriculum to work from
        - Certified teachers were hired at the high school for Math and Science
        - Overhire teachers in the subjects of Math and Science

CHIEF FINANCIAL OFFICER REPORT/FINANCE COMMITTEE REPORT:

The Finance Committee met immediately before the board meeting and reviewed the financial statements through January 31, 2023, with Ms. Kerbergen.

Ms. Connie O. Walker, the board treasurer, has left the board. The board will bring in Mr. Ryan Caster, a CPA, as the board treasurer. Mr. Caster is knowledgeable about charter schools.

Financial Reports
Ms. Nikki Kersbergen, Finance Manager, reviewed the financial statements as of January 31, 2023. Please see the attached reports.

ACTION ITEMS
October's board meeting minutes were presented for approval. Mr. Meléndez moved the motion, and Mr. Marlin seconded. The motion was approved unanimously.

January's board meeting minutes were presented for approval. Mr. Marlin moved the motion, and Mr. Meléndez seconded. The motion was approved unanimously.

EMHCS Code of Conduct was presented for approval. Mr. Marlin moved the motion, and Mr. Meléndez seconded. The motion was approved unanimously.

EMHCS DASA was presented for approval. The only change to this document was naming each Dasa Coordinator at each campus. Mr. Marlin moved the motion, and Mr. Meléndez seconded. The motion was approved unanimously.

Parent and Student Handbook was presented for approval; since the Code of Conduct was revised the parent and student handbook Ms. Torres moved the motion, and Mr. Marlin seconded. The motion was approved unanimously.

Employee Handbook was presented for approval. Mr. Meléndez moved the motion, and Ms. Torres seconded. The motion was approved unanimously.

Personnel Committee

- **EMHCS 403 Plan Policy and Procedures:**
  - The change was: If an employee leaves employment with EMHCS and is rehired within six months, and they were receiving the 4.5% contribution from EMHCS; the employee will be reinstated and will not have to wait to reach their one-year anniversary.
- **EMHCS Maternity/Paternity Leave**
  - I acknowledge that if I separate from EMHCS' employment for any reason within one year after returning from parental leave, I will remit to EMHCS the full value of non-PFL benefits paid to me during my parental leave.
  - The board recommended the following change:
    - One year to now, read one academic year.
- **EMHCS Process and Procedure for Overpayment of Wages Due to Mathematical or Other Clerical Error**
  - EMHCS has the right to contact the employee and collect payment from staff if overpaid

        - There are currently different apps being used instead of traditional banks, and at the attorney's recommendation, it was recommended for EMHCs to have this process and procedure for safeguarding.

EMHCS 403 Plan Policy and Procedures was presented for approval. Mr. Marlin moved the motion, and Mr. Meléndez seconded. The motion was approved unanimously.

EMHCS Maternity/Paternity Leave – Employee Acknowledgement Form was presented for approval with the amendment in changing the language from one year to one academic year. Mr. Marlin moved the motion, and Mr. Meléndez seconded. The motion was approved unanimously.

EMHCS Process and Procedure for Overpayment of Wages Due to Mathematical or Other Clerical Error was presented for approval. Mr. Meléndez moved the motion, and Mr. Marlin seconded. The motion was approved unanimously.

- **Online High School Courses:**
    - There are two different companies that the HR Manager has researched to assist at the high school for subjects that are difficult to get qualified staffing.
- Succession Plan
    - Three succession plans need to be created:
        - Emergency succession plan
        - A long-term succession plan
        - The CEO search process for the future
    - In the next few months, Ms. Blackman will create succession plans for the abovementioned areas.

<u>COMMITTEE REPORTS:</u>

Building Committee

- **Joseph Campus Expansion:**
    - Still working on the development of the Joseph Campus expansion. A solid plan that needs further detail will hopefully be presented to the board for the finance committee and then presented to the board for final approval for the next board meeting

Governance Committee

- **Board Resignation:**
    - Ms. Connie Walker resigned from the board due to personal reasons. The committee regrets losing her dearly, as she did an excellent job.
- **Proposed New Board Member:**
    - Mr. Ryan Caster is a CPA who has worked closely with EMHCS and graciously accepted to accept the position and joined the EMHCS board.

Mr. Marlin presented Mr. Ryan Caster as a board member and treasurer of the EMHCS Board. SUNY will have to make the final approval. Mr. Meléndez moved the motion, and Ms. Torres seconded the motion. The motion was approved unanimously.

Old Business
No old business.

New Business
A resolution for Ms. Connie O. Walker will be created as a departing gift from the EMHCS Board.

Executive Session
Mr. Vázquez requested a motion to attend Executive Session due to incidents at the middle school. Ms. Pérez-Delgado moved the motion, and Mr. Meléndez seconded. The motion was approved unanimously.

Mr. Vázquez called for a motion to adjourn the executive session. Mr. Marlin moved the motion, and Mr. Frasier seconded. The motion was approved unanimously.

ADJOURNMENT
Mr. Vázquez requested a motion to adjourn the meeting with no other business to discuss. Mr. Marlin moved the motion, and Mr. Frasier seconded the motion. The motion was approved unanimously.

NEXT MEETING:
The next Board Meeting will meet on Tuesday, March 28, 2023; the meeting location will be at the Administrative Office at 977 Joseph Avenue, conference room, Rochester, NY 14621.

Respectfully submitted,

Angélica Pérez-Delgado
Board Secretary