



Believe, Achieve, Succeed

BOARD OF TRUSTEES MEETING

The Eugenio Maria de Hostos Charter School Board of Trustees met in person on Tuesday, September 28, 2021. Board Chairman, Mr. Julio Vázquez, called the meeting to order at 5:40 pm. A quorum was established.

Board Members Present In-Person:

Julio Vázquez, Connie O. Walker, Angélica Pérez-Delgado, Ray Ciccarelli, and Dr. Miriam Vázquez.

Board Members Present Virtually:

Dr. Marcia DeJesús-Rueff, Eugenio Marlin, Miguel Meléndez, and Robert Frasier Jr.

Board Member Absent:

DeAnna Harris

School Staff Present:

Sandra Chevalier-Blackman, Dr. Florencio Del Valle, Leslie Rivera, John Harris, Matt Kleehammer, Maria Petrella, Robert Zimmerli, Wellinthon Muñoz, Damaris Saltares, Nikki Kersbergen, Zory Martinez-Allocco, Kimberly Johnson, Vincent Alexander, and Wanda Adames.

Mr. Vázquez changed the order of the agenda to allow for Mr. Meléndez to present the building committee updates before leaving the meeting.

MISSION MOMENT:

The mission moment was presented by Athletic Director, Ms. Johnson. She presented a video in memory of high school student Manny Rivera. Manny Rivera passed away over the summer due to street violence. Ms. Johnson and two of Manny's friends shared their most significant memories of him.

Building Committee

The committee spoke on the following three items:

Zimbrich Campus Assessment Report:

- Bergmann finalized the building assessment for the Zimbrich Campus and was shared it with the board. Pages 46 & 47 of the report contain the worklist that should be done between the next 1-5 years and 5-10 years.
 - The main priority will be the roof replacement; additional fixes will be - fans, dampers, and other items on the roof. It was recommended that all these fixtures

be replaced/fix while the roof is under construction to avoid tearing up the roof again.

- The replacement of the roof will begin in March 2022.

967-969 Joseph Avenue

The space will serve as nine potential offices, a conference room, and a waiting area.

- An RFP will go out for the renovations that can't be done in-house.
- The parking lot needs significant renovation. The school received an initial soft quote to level the parking lot for \$120,000.
- The school has received a prior quote of \$250,000 to level and turn the lot into parking spaces.
- The building committee's recommendation is to pursue and engage a firm that will provide an overall price on how much the renovation will cost.

Joseph Campus

- Joseph Campus modifications were completed this summer.
- The church will be vacant at the end of October.

PUBLIC INPUT

No public input.

CHAIRMAN REPORT

Board Retreat:

- The board retreat was on September 14th. The board completed the strategic plan for the 2021-2022 school year. All the committee chairs have the goals for the entire year. Dr. Vázquez shared the revised documents with the board. All the committee chairs will review their sections and make corrections themselves – the document is editable.
- The next board retreat will be on Wednesday, November 10th from 5:30 pm – 7:00 pm.

CEO REPORT

Benchmark 2C Organization Capacity:

- **Current Projection for September:**
 - The school currently has an enrollment of 956 students.
 - There are currently 14 new student applications in progress.

2021 NYS Math Test & ELA

- The Math and ELA test scores were shared for grades 3-8.

NYSESLAT Data

- Last year 191 students were designated as ELLS.
- Only 60% of students took the exam. The NYSESLAT was optional for students.

FINDINGS/ACTION PLAN

- **Findings:**
 - 6-12 students mostly are Transitioning & Expanding

- Less than 50% of students tested at 6-12
- Need of greater awareness around the importance of the exam
- **Action Plan:**
 - Provide coaching support through RBERN
 - Provide monthly Professional Development
 - Parent meeting in October to discuss ELL status, services, and importance of NYSESLAT

Extended Learning Updates

- **Before School Program:**
 - Zimbrich Campus currently has 88 students enrolled. The Zimbrich Campus is at capacity with enrollment. 89% average daily attendance.
- **After School Program:**
 - Joseph Campus currently has 24 students enrolled. The Zimbrich Camus is at capacity with enrollment. The maximum capacity at the middle school is 30 students. 93% average daily attendance. The following programs will be available for students:
 - SUNY Brockport REOC for the middle school – Cosmetology
 - Photography
 - Drumming
 - Spanish Club – provide Spanish classes to our employees
 - Book Club
 - Photography Club
- Brockport Research Institute is currently assisting the school with Round 8 of 21st Century Community Learning Center (CCLC) Funding.
- New Site-Coordinator, Mr. Terrance Simmons started yesterday, September 27th.

Operation Updates

Fitness Center

- The Fitness Center has been completed.

RFPs

- RFPs will be going out for the renovation of 967-969 Joseph Avenue and snowplowing.

COVID-19

Staff Vaccination Updates

- There have been 4 positive cases at the school since the beginning of the school year, 3 students and 1 teacher.
- 142 staff members (72%) are vaccinated
- 6-10 staff members in between vaccination increasing to 76%
- 37 students have not been vaccinated due to several reasons
- 11 staff members have not responded to the Google Form to state if they are vaccinated or not

CEO Updates:

Transportation

- The Charter School Institute starting having conversations in finding alternate transportation for charter school students; not to use the RCSD.
- The school presently has over 200 students without transportation.

Hispanic Heritage Month

- EMHCS will be celebrating Hispanic Heritage Month at the International Plaza.

Capital Campaign

- Staff Pledge- the staff is committed to supporting the capital campaign.
 - Elementary School 20%
 - Middle School 86%
 - High School 47%
 - ELT Program 100%
 - K-12 Leadership Team 83%

State of the Union

- Where (the school) are we and where are we going?
- Ms. Chevalier Blackman explained the accountability report and SUNY's expectations.

Academic Excellence & Priorities

- EMHCS is working collaboratively with EL Education in achieving Academic Excellence and Priority
 - **Instructional Priorities**
 - Student **cognitive engagement**
 - **Rigorous task** leading to high-quality work – how does that look like in the classroom.
 - **Increase** student to student talk and **decrease** teacher talk

Human Resources

The Director of School Leadership and Accountability will begin tomorrow, September 29th.

- **New Hires**
 - **Openings:**
 - ES: 6th-grade teacher, Assistant Principal, and Home/School/Community Liaisons (formerly Parent Coordinator)
 - HS: SPED/Intervention Teacher
 - Administration/Management: Chief Financial Officer (CFO)
 - The school has various candidates to fill certain positions – interviews are occurring this and next week

Grants Updates:

Approved/Received:

- Donors Choose update: Submitted: \$26,286.50. Funded: \$19,209.78
- CSP Grant: \$49,500 for expenses in July 1, 2020-September 30, 2020 directly related to COVID (PPE, hotspot data, and Magic Cleaning)

- CACFP (Food Program): \$5,884.77 to reimburse costs from 12/27/20 - 9/30/21
- Amazon Business Donation: Adult Face Masks (KN95s and cloth) worth \$16,121
- eRate Category 2 Approval: \$52,963.50 for technology infrastructure upgrades

Submitted:

- NYSED ARP Act Proposal for \$3,250,246 (submitted 8/19)
- NYSED ESSA Title Fund Survey (submitted 8/19)
- eRate Emergency Connectedness Grant: \$402,980.05 for 1,000 Chromebooks and monthly internet expenses

The ribbon-cutting ceremony for the Fitness Center is tomorrow September 29th at 5:00 pm.

Academic Committee

The following items were addressed:

- The Accountability Report was discussed in detail with the 3 campuses.
- The Academic Committee will be visiting the three campuses throughout the school year; each campus will be visited at least 2x. Dr. DeJesús-Rueff is encouraging the board members to join the academic committee in the campus visits. The invites for the dates and times have been sent. The focus of the campus visits are the following:
 - Theory of Action for the 2021-2022 School Year – 3 Components:
 - Student Engagement: are students doing what they need to do? Are they participating in class?
 - How rigorous is the task?
 - How are students talking with each other about the work as opposed to a teacher-dominated classroom?

CHIEF FINANCIAL OFFICER REPORT/FINANCE COMMITTEE REPORT:

The finance committee met before the board meeting and had their Special meeting to review EMHCS' investments. The school investment was discussed with Mr. Ciccarelli – he explained how they work and answered any questions the board had. As a result of the discussion, the finance has moved some funds deposited from the M&T account into the school's Schwab account to a short-term bond fund that will preserve the liquidity of \$500,000.

The finance committee voted to recommend that proposal to the board. Ms. Walker moved the motion. Ms. Walker explained to the board that the school will be moving money from a non-interest account to an account that will generate dividends. Mr. Ciccarelli seconded the motion. The motion was approved unanimously.

The 2nd item of discussion is the bid for the purchase of Chromebooks. The school received ECF Funding for \$402,980.05 to purchase Chromebooks. The school will buy the Chromebooks and get reimbursed 100% through ECF Funding.

The finance committee discussed reviewing three bids for the purchase, and one bid was recommended. The recommended contractor is CDW-G for the amount of \$346,000. The finance committee voted to recommend for approval the CDW-G contract to the board. ECF Funding will only allow the school to order Chromebooks for the current enrollment. The school can

purchase internet access for students using the ECF Funding. Mr. Kleehammer shared that the school is not buying internet access for the student and will discuss this further at the following finance and board meeting. Ms. Walker moved the motion to accept the recommendation to move forward with the CDW-G contract, and Ms. Pérez-Delgado seconded the motion. The motion was approved unanimously.

Dr. Del Valle indicated the auditors would be prepared to meet the Audit Committee on October 18 at noon at a virtual meeting. He will communicate that with the auditors to see if that time works for them. The Audit Committee is ready to meet on that date and time.

Dr. Del Valle reviewed the financial report as of August 31, 2021.

ACTION ITEMS

August board meeting minutes were presented for approval. Ms. Walker added two sentences and they were added to the minutes. Mr. Vázquez called for a motion to accept the updated August's minutes. Ms. Pérez-Delgado moved the motion, and Ms. Walker seconded. The motion was approved unanimously.

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

Committees:

Fundraising Committee

Two Focus:

- **Capital Campaign**
 - Ciccarelli Advisors – will send out a mail campaign to their top tier account during the last quarter
 - Mr. Ciccarelli believes he can collect another \$100,000 towards the Capital Campaign
- **Gala**
 - The purpose of the Gala is to raise \$600,000 over the next 4 years to support 50% of the construction cost at the Joseph Campus
 - Once the Gala is established it makes it easier to have it every year
 - The Fundraising Committee will meet tomorrow to focus on the 2022 Gala.
 - Mr. Ciccarelli will be speaking with the board next month on purchasing tables for the Gala.

Personnel Committee

The Personnel Committee met on September 15th to discuss the following 3 items:

- **COVID-19 Vaccination Policy** – The school's attorney and the Charter School Association has recommended that the board approved vaccination policy be put on hold for now and for EMHCS to proceed with the COVID-19 Process and Procedure that states that all staff must be vaccinated and that unvaccinated staff

will be required to provide negative testing results on a weekly basis. In addition, vaccinated staff will be randomly tested.

- Staff must either be vaccinated or show weekly proof of a negative COVID-19 test, beginning Monday, October 4, 2021.
- The test results must be submitted to the Director of Operations & Student Support Specialist no later than 6:30 am every Monday.
- Staff can purchase over the counter test kits at several locations

Dr. Vázquez moved the motion that the COVID-19 Vaccination Policy that was approved during the last board meeting, requiring that all staff be vaccinated be put on hold and that in the meantime the school will follow the COVID-19 Vaccination Process and Procedure which indicate that staff not vaccinated will be required to test negative every week. Ms. Pérez-Delgado seconded the motion. The motion was approved unanimously.

- **Demographic Data** – A report will be presented at October’s board meeting
- **Staff Appreciation** – The Board of Trustees will be hosting Empanada Friday, October 1st.
 - **The 2nd Staff Appreciation** event will be for Thanksgiving. Each board member will prepare a short message of thanksgiving. Messages will be recorded at the October board meeting by Mr. Kleehammer.

October’s Personnel Committee meeting is canceled due to the Charter School Conference. The next meeting will be on Wednesday, November 17th.

Governance Committee

Mr. Marlin shared with the board a document that showed all the trustees that are up for renewal.

- **Election**
 - Mr. Marlin shared with the board the trustees that are up for renewal.
 - **2 Parent Board Members**
 - During the PTO parents were informed of the parent board member election process and what are the expectations of a parent board member
 - Nominations letters went out to parents and they are due within 2 weeks.
 - Ballot letters will be collected via a Google Form
 - 2 parent board members will be presented for October’s board meeting
 - The two current parent trustees can nominate themselves.
 - **New Officers will be elected – Chair, Vice-Chair, Secretary, Treasurer**
 - Any trustees can vote for another trustee on who they wish to see in these positions. They are not limited to who is existing in these current positions, anyone that is on the board can be nominated.
 - Mr. Marlin shared all the position job descriptions with the board.
 - Mr. Marlin wishes to receive nominations no later than October 4th. The next Governance Committee will be on Tuesday, October 5th.
 - A trustee can nominate themselves.
 - Ms. Adames will share with the board a list of the current trustees.

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 to adjourn the meeting. Mr. Ciccarelli moved the motion, and Ms. Walker seconded the motion. The motion was approved unanimously.

NEXT MEETING:

The next Board Meeting will take place on Tuesday, October 26th, at Joseph Campus, 1069 Joseph Avenue, Rochester, NY 14621.

Respectfully submitted,

Angélica Pérez-Delgado
Board Secretary