



Believe, Achieve, Succeed

BOARD OF TRUSTEES MEETING

The Eugenio Maria de Hostos Charter School Board of Trustees met virtually on Tuesday, August 31, 2021. Board Chairman, Mr. Julio Vázquez, called the meeting to order at 5:35 pm. A quorum was established.

Board Members Present In-Person:

Julio Vázquez, Connie O. Walker, Dr. Miriam Vázquez, Eugenio Marlin, Angélica Pérez-Delgado, and Robert Frasier Jr.

Board Members Present Virtually:

Dr. Marcia DeJesús-Rueff and Ray Ciccarelli.

Board Member Absent:

Miguel Melendez and 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, and Wanda Adames.

MISSION MOMENT:

The mission moment was brought to us by the summer institute. Collaboration between Dr. Nudo and Ms. Johnson.

PUBLIC INPUT

No public input.

CHAIRMAN REPORT

- **Board Retreat:** Board retreat was held on August 24th with great participation. There were two items of discussion:
 - 1st item: The board discussed the CEO – Ms. Chevalier Blackman’s 6-month review.
 - 2nd item: The next board retreat is on Tuesday, September 14th at 5:00 pm via Zoom. The board will review the board's strategic plan for the 2021-2022 school year.

CEO REPORT

Benchmark 2C Organization Capacity:

Current Projection for September: The school currently has an enrollment of 962 students. The school is projecting an enrollment of 992 for September.

K-8 Summer School:

Average Daily Attendance for 2021 Summer Institute

- The lowest average attendance was from incoming 6th graders and the highest was from incoming 7th graders.

K-8 Summer School:

Writing

- Summer School Data for writing was presented. Students were given pre and post-assessments. There was significant growth from incoming kinder, 1st, 2nd, 3rd, 6th, 7th, and 8th graders. The 4th and 5th-grade students did not show significant growth.

Math

- Summer School Data for math was presented. Students were given pre and post-assessments. There was significant growth from 3rd – 8th grades. Incoming kinder, 1st and 2nd-grade students did not show significant growth.

9-12 Summer School:

Average Daily Attendance for Summer School

- The attendance average is from 64% to 82% over 6 weeks.

Summer School Final Grades

- The data for English II, English III, Capstone, US History, PIG/Economics, Algebra I, Geometry, and PE was shared. The subjects that showed the highest grades for exceeding standards were English III, Capstone, US History, and PE.

Summer Graduation 2021

- 11 students were enrolled in summer school. The high school graduated 8 students over the summer. The high school graduation rate for 2020-2021 is 82%.

Summer Enrichment Institute:

Pluses for providing Summer Enrichment:

- Graduated 8 students at the high school
- Summer enrichment provided students with a full day of summer with academics in the morning and the ELT in the afternoon
- 171 students attended the summer institute

Deltas (improvement) for providing Summer Enrichment:

- Inconsistent attendance
- Inconsistent implementation of K-8 curriculum
- Not Budget Friendly

- Data source measures were not consistent between grade levels – rubrics were not consistent.

Ms. Chevalier Blackman recommended that we begin to think about how next year's summer institute/school will look like. She suggested providing summer school at the high school to allow students to gain credit recovery to graduate and from grades K-8 to target specific grade levels according to their greatest needs.

Further discussion of the summer institute/school program will continue at the Academic Committee meetings. Dr. DeJesús-Rueff requested that the rubrics that are being used by the teachers be reviewed for consistency and level of rigor.

Bilingual Education Framework:

K-12 Bilingual Framework

“The EMHCS Dual Language program promotes **bilingualism** and **biliteracy**, **grade-level academic achievement**, and **cross-cultural competence** in **all** students. Students **maintain their native language** while **adding another language**, and they develop **pride in their own culture** while developing an **understanding and respect of others.**”

- **The bilingual framework will consist of 3 components:**
 - **K-2 Dual Language Program - Student**
 - Students will receive literacy in their dominant language
 - Students receive new language learning every day
 - Students receive content (math, science, and social studies)
 - Students can use either language each day
 - **K-2 Dual Language Program – Teacher**
 - Standalone classrooms w/50% of class students English dominant and 50% Spanish dominant
 - Teacher teaches literacy (English or Spanish)
 - The teacher teaches content and morning circles in Spanish and English alternating days
 - Teachers must stick to the language of the day for instruction.
 - **3-12 Spanish Language Program**
 - **Two pathways for language acquisition for students:**
 - **Spanish Language Arts:** students who have been in our school since kindergarten, who are performing at grade level in Spanish, and or who are native speakers.
 - **World Language Spanish:** students that are new to the school or that lack the foundational skills in Spanish
 - Students will be taught Spanish for a minimum of 50 minutes daily.
 - **Seal of Biliteracy**
 - The goal of EMHCS is to have 75% or more students earning the Seal of Biliteracy yearly.
 - There will be pathway certificates for students in grades kindergarten, 3rd, 6th, and 8th grade.

- Seal of Biliteracy culminating project in English and Spanish to be on a social justice issue in the present day.

Vaccine and Back to School Event: The school had a successful vaccine clinic on Saturday, August 21st. Approximately 69 people were vaccinated.

Extended Learning Updates

Summer Program Attendance:

- 133 Students enrolled in the summer enrichment program with roughly 80% of students attending daily.
- Planning meetings have begun for the submission of round 8 for the 21st CCLC grant. The school is awaiting the RFP release.
- The before-school program starts on the 1st day of school, September 8th, and the after-school program will begin on October 4th.

Operation Updates:

- **Reopening Committee:** the ReOpening Plan is completed and the school is planning for 100% in-person instruction for all students.
- **Vaccination:**
 - 68% of staff are vaccinated
 - Ms. Chevalier Blackman and Ms. Martinez are working collaboratively with legal guidance in creating a Vaccination Policy to present to the Personnel Committee for approval.
 - Everyone must wear a mask at all times
 - Who will pay for COVID testing in case of staff does not want to get vaccinated?
 - There are concerns if the governor mandates vaccination – how will the school proceed?
 - What will happen if staff refuses to get vaccinated and how that will impact the school?
 - Mr. Vázquez suggested that when the policy is created to make a special board meeting to review and vote on a Vaccination Policy. The in-person meeting will be on Tuesday, September 7th at 5:00 pm.
- **Middle School Renovations**
 - The renovations at the Joseph Campus have been completed.
 - The fitness center equipment will be delivered on Thursday, September 2nd.

CEO Updates:

Human Resources

- 25 staff members left EMHCS due to various reasons
- 26 staff members have been hired
 - **Openings:** ES 6th grade teachers, MS math instructional coach, HS art teacher, HS intervention teacher, HS math/science teacher, and HS instructional coach
- The K-12 Leadership had a follow-up retreat on Aug 5th to discuss report cards, walkthroughs/observations, and final evaluations

Grants Updates:

Approved/Received:

- Donors Choose update: Submitted: \$26,066.02. Funded: \$17,845.35
- 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

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 internet charges

Donations: Capital Campaign - Fitness Center- School

- Wegman donation for \$150 for breakfast for staff
- Blackhawk Security Service donation for \$ 225 for continental breakfast for 8/23
- Joe Klein \$250- Frank Scama \$ 250 –Jane Scura \$250
- Bookbags Donation for the Kick-Off event

Technology: Cyber Security Updates

Chromebook Insurance

- The school insured 1,080 Chromebooks costing them \$13,791.60 for 9 months last school year. The school received \$7,180.00 from parents.
- The coverage covered theft and accidental damage.
- EMHCS has been identified as high risk – the school was only provided with a 1-year option with the existing provider.
- The new quote for Chromebook coverage is \$20,444.82 for 1 year - \$18.93 per device.
- The school will be charging parents \$20.00 for each student's Chromebook.
- Mr. Kleehammer shared for future quotes to proceed with a 3-year plan rather than 1. The upfront cost will be higher but the school will save throughout the 3 years.
- The school currently does not have Chromebook insurance as the last policy expired on June 30, 2021.

Claims

- There have been 256 total claims – averaging 1 claim a day.
- The school has or will be receiving cash settlements for the Chromebooks the repair company can't fix for a total of \$4,750.
- Mr. Kleehammer shared that the theft coverage the school paid for was not worth it as students not returning their Chromebooks to the school is not the definition of theft.
- If the Chromebook was stolen from the student, a police report is needed to file a claim with the insurance company.

Dr. DeJesús-Rueff suggested to Mr. Kleehammer to add a section on the insurance fee form an option for parents to donate extra money to cover another child's fee.

Dr. Del Valle stated that board approval is needed to obtain the new school year insurance because the amount exceeds \$20,000.

Mr. Kleehammer presented the Chromebook Insurance that was quoted a couple of months ago and will call for an updated quote for the 2021-2022 school year.

Mr. Vázquez called for a motion for Mr. Kleehammer to request a quote and obtain Chromebook insurance. Mr. Marlin moved the motion, and Ms. Pérez-Delgado seconded. The motion was approved. Ms. Walker abstained.

EMHCS Update on Technology Infrastructure:

- **WiFi Network Apps & Firewall**
- **Internet**
 - was upgraded from 500Mb cable connection to 1000Mb fiber connection
 - the internet at Joseph is completely reliable upon Zimbrich. If Zimbrich's internet goes down – the Joseph Campus goes down.
 - Mr. Kleehammer wants to add a separate dedicated connection at Joseph
 - The current pricing is cheaper to run a dedicated connection, but the school is currently in a contract.
- **Cybersecurity – Ed Law 2d**
 - The Ed Law 2d is designed to protect the unauthorized release of personally identifiable information (PII) of staff and students.
 - The Ed Law 2d applies to the school and any third-party contractor/vendor that our school enters into agreements with.
 - This law states that every school must name a DPO – Data Protection Officer. The DPO is charged with ensuring that the data (PII specifically) of staff, students, and families are handled correctly.
 - The DPO of EMHCS is Mr. John Harris.
 - Ed Law 2d recommends schools use the NIST standards for cybersecurity as a framework.
 - Ms. Pérez-Delgado suggested for Mr. Kleehammer acquire an IT company that may assist.
 - Schools had to be compliant by July 1, 2020.

Academic Committee

Dr. DeJesus-Rueff created a tool for walkthroughs for the academic committee. She would like to see other board members participate in the walkthroughs.

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?**

A student acquiring these 3 elements can learn more and obtain better test scores. Professional development and coaching should focus on these 3 elements for the new school year.

Mr. Ciccarelli suggested that Dr. DeJesús-Rueff create the walkthrough schedule ahead of time to ensure board members can participate.

CHIEF FINANCIAL OFFICER REPORT/FINANCE COMMITTEE REPORT:

The finance committee met before the board meeting and reviewed the financial reports as of July 31st with Dr. Del Valle. Dr. Del Valle reported the completion of the refinancing of the Zimbrich property loan through M&T Bank. The loan closing occurred today. The committee considered two items and recommended them for board approval – a new roof at the Zimbrich Campus and the other to renew the annual contract with IBERO – Family Service Assistance (FSA).

In addition, the finance committee voted to set up a separate account for the fundraising and Gala funds. Also, Mr. Ciccarelli suggested that the board consider moving some funds from the Schwab Money Market Account to the Income Fund of America. The finance committee will be reviewing the investments during September's Finance Committee meeting. The meeting will begin at 4:30 pm instead of the usual 5:00 pm.

Zimbrich Campus - Roof Proposal:

The roof at the Zimbrich Campus has been patched or repaired on a total of 6 different occasions from 2018 to and present. The rain has caused significant damage to the lower level of the school. The school acquired 3 quotes and the building committee is recommending Finger Lakes Service Group for \$259,700 because of their great track record, professionalism, and attention to detail. The school will receive a 20-year warranty; with a 2-year personal warranty through the company. The time frame it will take to complete the task is from March through June 2022. The instructional program will not be interrupted during this time.

Mr. Vázquez called for a motion to approve the roof proposal through Finger Lakes Service Group. Ms. Pérez-Delgado moved the motion, and Ms. Walker seconded. The motion was approved unanimously.

Mr. Vázquez called for a motion to approve the IBERO FSA contract for 2021-2022. Mr. Marlin moved the motion, and Dr. Vázquez seconded. The motion was approved unanimously. Ms. Pérez-Delgado abstained from voting as she is the President & CEO of IBERO.

Mr. Ciccarelli called for a motion for the fundraising funds to be placed in a Schwab account but to purchase a short-term bond portfolio (keeping a separate account) so the school can receive some return for the funds until needed. Dr. Vázquez moved the motion, and Mr. Marlin seconded. The motion was approved unanimously.

Mr. Ciccarelli moved the motion to take \$500,000 that is currently in a money market at Schwab and put it into an Income Fund America which is a diversified balanced fund to add equity to the EMHCS portfolio. Ms. Pérez-Delgado seconded. The motion was approved unanimously.

ACTION ITEMS

July's board meeting minutes were presented for approval. Mr. Vázquez called for a motion to accept July's minutes. Mr. Marlin moved the motion, and Ms. Pérez-Delgado seconded. The motion was approved unanimously.

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

Committees:

Governance Committee

The governance committee will be meeting on Thursday, September 2nd.

Building Committee

The committee spoke on the following two items:

- The purchase of the Joseph Avenue property at the corner of Zimbrich
 - Updated – EMHCS closed on the property on Monday, August 30th.
- The roofing proposal
- The committee is still waiting on the Conditions Report for the Zimbrich Campus.

Fundraising Committee

EMHCS currently has received \$215,000 towards the Capital Campaign. The school will be hosting a Gala at Casa Larga on Friday, October 7th from 6:00 pm – 10:00 pm. In the September board meeting, more information will be shared as to how the board can support that initiative. The goal of the gala is to collect \$40,000 net. The committee wishes to have a yearly gala to assist with paying for 50% of the new construction at the Joseph Campus. Mr. Ciccarelli will reach out to Ms. Adames to schedule the next fundraising committee for September.

Mr. Ciccarelli suggested that each board member contributes at least \$1,000 over 4 years (\$250 each year) to the capital campaign.

Ms. Chevalier Blackman shared that on September 7th she will introduce the goal of the capital campaign and ask staff to participate with the goal of having 100% of staff donating.

Personnel Committee

The personnel committee met to discuss the following 3 items:

- Family Leave Update: The plan approved by the board was shared with the staff. Instructional staff currently using the policy were pleased with the option.
- Employee Handbook – No need to approve at this time since the new changes and additions were already approved by the board. There are a couple more policies that need to be included but are not currently ready for board approval at this time. As soon as completed and reviewed by attorney, they will be presented to the board for approval.
- Teacher Certifications – uncertified teachers were asked to make a plan on how and when they will get their certifications. All the teachers in question have submitted a plan to Ms. Martinez.

Old Business

No old business.

New Business

No new business.

Executive Session

Mr. Vázquez requested a motion to go into Executive Session. Ms. Walker moved the motion, and Mr. Marlin seconded. The motion was approved unanimously. During executive session the board finalized the memo for the CEO's six month review. With no more business to discuss, Mr. Vázquez requested a motion to adjourn the executive session. Mr. Ciccarelli moved the motion and Ms. Walker seconded.

ADJOURNMENT

With no other business to discuss, Mr. Vázquez asked to adjourn the meeting. Mr. marlin 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, September 28th, at Joseph Campus, 1069 Joseph Avenue, Rochester, NY 14621.

Respectfully submitted,

Angélica Pérez-Delgado
Board Secretary