



Believe, Achieve, Succeed

BOARD OF TRUSTEES MEETING

The Eugenio Maria de Hostos Charter School Board of Trustees met in person on Tuesday, November 30, 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, Angélica Pérez-Delgado, and Miguel Meléndez.

Board Members Virtually Present:

Ray Ciccarelli, Dr. Marcia DeJesús-Rueff, Eugenio Marlin, Robert Frasier Jr., and Nelida Torres.

School Staff Present:

Sandra Chevalier-Blackman, Mary Muñoz, Leslie Rivera, Ryan Caster, Nikki Kersbergen, Tara Ramirez, Damaris Saltares, Matt Kleehammer, Maria Petrella, Wellinthon Muñoz, and Wanda Adames.

PUBLIC INPUT

No public input.

MISSION MOMENT:

The mission moment was presented by Ms. Saltares. Ms. Saltares showcased the wonderful things that are happening at the Zimbrich Campus and the 100 Book Challenge Kick-Off.

CHAIRMAN REPORT:

Board Retreat

The board retreat was on Wednesday, November 10th. During the meeting, the roles and responsibilities of the board were discussed. The board self-assessment was tabled to receive more participation. The board concluded at the meeting to continuously remind themselves and the public what is the role of the board of trustees and the responsibility of the committee chairs.

Role and Responsibility of Board

Mr. Vázquez reminded the committee chairs to begin their meetings with the roles and responsibilities of their committee. Mr. Vázquez shared with everyone the responsibility of the board. It was emphasized that all committees are crucial but two stand out from the others: Academic and the Finance Committee. Mr. Vázquez asked if anyone wanted to know more about the roles and responsibilities of the board to contact him or email him for more information. Mr. Vázquez recommended that the board members read the following documents:

- Governance Best Practices for Highly Effective Charter School
- Boards by Charter School Partners
- 10 Successful Habits of Highly Success Charter School Funding Boards
- Board Manual

Mr. Vázquez emphasized that having Academic and Financial Success is extremely important to keep the charter school open.

CEO REPORT:

October Attendance:

- Even though the school is facing transportation issues the school has an attendance percentage of 87%. The middle school experienced the highest percentage in attendance for October – 7th grade at 92% and 8th grade at 93%.

Enrollment:

- Enrollment increased from last month from 957 students to 971 students. Limited space for enrollment is available at middle and high schools. The school is currently doing target recruitment for the grades that are needed to reach the target goal of 982 students.

Cohort 2018 Accountability

Total Accountability Cohort 2018 is 51 students.

- Early Graduates that account for this year are 6 students.
- One student has dropped.
- Total active enrollment is 44 students.

College & Career Readiness

- The 10th and 11th graders participated in the PSAT on October 13th. The scores have not been released by the College Board.
 - 10th graders – 52 enrolled – 30 sat for the PSAT
 - 11th graders – 51 enrolled – 31 sat for the PSAT
- There have been 6 college visits.
- 70 students have completed their college applications
- 100% of students have been accepted to a 2-year college and 2 students to a 4-year college
- One student has been awarded a scholarship.

Assessments Presented:

- 3-6 ELA Interim Assessment Multiple Choice and Short Responses

Dr. Vázquez shared in the past the school provided Saturday and Extended Day Test Study sessions to help students prepare for the state exams. Ms. Rivera will look into this and follow up.

Extended Learning Time Program:

Zimbrich Campus

- Before-School: 68 students enrolled – 90% daily attendance

- After-School: 71 students enrolled - 95% of attendance

Joseph Campus

- Before-school: 25 students enrolled - 85% daily attendance
- After-school: 46 students enrolled – 89% attendance

Save the Date

- Winter Showcase will be on December 21, 2021.

Operations:

967-979 Joseph Avenue

- Paving and demolition have begun at the property.

COVID-19

- 82% of staff are vaccinated.
- Staff is getting tested weekly and submitting a negative test to administration and HR.
- As of November 23rd, there have been 45 positive cases schoolwide since September 13th.

Church at Joseph Campus

- The church tenants have vacated the premises.

CEO Updates:

- The K-12 Leadership Team attended their first of four Lead Peak Performance Development Series Module.
- Spectrum Reach – TV Commercial will be created for recruitment for staff and students.
- Department budget review has been completed.
- The school now has a Venmo and Cashapp account.
- Sponsorship and donation letters started to go out via mail, hand-delivered, and emailed.

Dr. DeJesús-Rueff suggested that the school begin to get data on how many students are vaccinated.

HR Updates:

Certification for Teachers

- Certified Teachers – 60%
- Initialed Certification Pending – 13%
- Not Certified – 27%

Sports Athletics:

- Congratulations to our two volleyball players, **Emmi Veras Jimenez** and **Adrianalys Lai**. They were voted on by our PPL league Athletic Directors and volleyball coaches as the **2021 PPL all-stars in volleyball**.
- **Kim Johnson** was **nominated** by our PPL league **as coach of the year**. Unfortunately, she missed the award by one vote.

- EMHCS varsity girls volleyball team won the scholar-athlete award for the 2nd year in a row. The award is given to a varsity athletic team that has 75% of the team with a 90 GPA or higher; the school currently has 5 students.
- Basketball season is in full swing. Last year we had 3 middle school athletes and this year we have 10. Last year we had 2 girls, high school athletes, this year we have 11. And last year at the high school we had 15 boys, this year we will have over 20.

Grants Updates:

Approved/Received:

- Donors Choose Update: Submitted = \$33,092.49. Funded = \$22,778.76

In Process:

- Our Charter School Expansion Grant was submitted on 11/17 (worth \$1.25 million spread over the 2022-2023 and 2023-2024 school years)
- Our Round 8 21st Century Community Learning Centers Grant will be submitted by 11/30 (worth \$6 million from July 1, 2022 - June 30, 2027 = \$1.2 million per school year)

ACADEMIC COMMITTEE REPORT:

Some members of the board visited the Joseph Campus this month. The focus of the visit was on the implementation of the three instructional priorities. They observed two levels of teaching performance. One group (3/4 of teachers) is soaring and showing true excellence. The 2nd group (1/4 of teachers) needs more support – rigor was not noticed. Dr. DeJesús-Rueff commended the team for a great job done at the middle school. The campus looks wonderful and the demeanor of the students is great. The next walkthrough will be at the Kodak Campus on Wednesday, January 12th.

CHIEF FINANCIAL OFFICER REPORT/FINANCE COMMITTEE REPORT:

The finance committee met before the board meeting and reviewed the financial reports with Ryan Caster. The finance committee has one action item for approval; it is a recommendation by the finance committee that the Board of Trustees authorized the school to apply for a credit card in the amount of \$50,000 from M&T Bank to be used when appropriate and necessary by the CEO and the Director of Operations.

The reason for the recommendation is so the school can establish a credit card relationship with M&T as the relationship that the school has with a previous financial institution was not easy and the school currently has a good relationship with M&T. Ms. Walker moved the motion and Ms. Pérez-Delgado seconded the motion. The motion was approved unanimously.

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

There will be a Special Finance Committee meeting on Friday, January 7th at noon via Zoom to discuss the staffing concerns at the school. Ms. Adames will send the invite to the finance committee.

ACTION ITEMS

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

COMMITTEE REPORTS:

Personnel Committee

The Personnel Committee met on Thursday, November 17th. Items discussed:

- Retention and recruitment strategies and mentoring staff
- Staff statistics
- The committee looked at the staff retention data and found that there were several reasons staff left such as moving out of state, maternity/raising family, and violence in the inner city where the school is located.
- 403B and Teachers' Retirement System
 - Ensuring the Finance Department is following the procedures that were put in place to ensure accurate information between HR, payroll, and the pension programs (403b and NYSTRS)
- Absence Policy Revisions/Additions for the Employee Handbook are as follows:
 - **Absence – Revision**
 - Excessive absenteeism and tardiness are defined as three or more occurrences of unexcused absences that occur within a 30 days period. Eight occurrences of unexcused absence in a school year calendar are considered grounds for additional disciplinary action up to and including termination of employment. If the absence is due to illness, the employee is to refer and follow the school's sick policy.
 - **Job Abandonment – Addition to Policy**
 - Any employee who fails to report to work for a period of three (3) consecutive days without notifying his or her supervisor or Human Resources will be considered to have abandoned the job and voluntarily terminated the employment relationship. Please note that having a friend contact the school is not adequate reporting to the supervisor or Human Resources.
 - **Sick - Revision**
 - Employees are required to bring a doctor's note if they are out for more than 3 consecutive days or if the absence falls on the day before or after a Holiday. If the employee does not provide medical documentation upon return, then the absence will be processed as unpaid time off. Employees are also asked to give a minimum of two weeks' notice to the supervisor for a pre-planned doctor or dental appointments.

The Absence Policy for the Employee Handbook Revisions was presented for approval. Mr. Meléndez moved the motion, and Ms. Walker seconded. The motion was approved unanimously.

Dr. Vázquez reminded the board the next staff appreciation event will be the Christmas lunch scheduled for December 21st at the Zimbrich Campus and the 22nd for the Joseph and the Kodak Campus. Ms. Adames will send a meeting invite to the board. Dr. Vázquez is looking for

volunteers and monetary donations from the board. Mr. Ciccarelli will be sending a couple of staff to assist. The next Personnel Committee will be on January 19th at noon.

Building Committee

- The Building Committee met on November 16th. The committee was presented with a lighting proposal. The school is looking into getting efficient and cost-effective light fixtures at the Zimbrich and Joseph Campus. The classroom spaces will be the priority over other common areas. The school will receive a quote.
- The Kodak Campus EMHCS sign is going to be installed.
- Issues at the Zimbrich Campus
 - Water fountains – the school will encourage families to bring in water bottles for their child to refill at the bottle fountain stations.
 - Windows
- Isaac Heating and Cooling will be providing the school with quotes on roof fans.
- The parking lot at 967-979 Joseph Avenue has been completed.
- The tenant at the church has vacated the premises. Mr. Meléndez advised the school to be vigilant about the property now that it's vacant.

Governance Committee

No current updates.

Fundraising Committee

Mr. Ciccarelli will contact Ms. Chevalier Blackman and Ms. Adames next week to set up the next Fundraising Committee meeting. The goal of the Gala is to net \$40,000 – to reach this goal the school needs to sell every table and get major sponsors. Mr. Ciccarelli is asking every board member to commit to a table and also sending sponsors over to Ms. Blackman. The fundraising committee will be committing to 10 tables.

- Ms. Adames will send the board a list of Gala expenses.
- The cost of each table is \$1,000.00 with an individual ticket at \$100.00 each.
- The Gala will be on Friday, October 7th, 2022 from 6:00 pm to 10:00 pm.
- Ms. Chevalier Blackman will send the event date, the sponsorship opportunities, and a check box that the board will sponsor ½ or a full table.
- Ms. Pérez-Delgado committed to 2 tables one for Ibero and the 2nd for Nazareth.
- Ibero donated the DJ for the Gala.

Mr. Ciccarelli is looking for a commitment from the board by the beginning of the year.

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. Ms. Pérez- Delgado moved the motion, and Mr. Ciccarelli seconded the motion. The motion was approved unanimously.

NEXT MEETING:

The next Board Meeting will take place on Tuesday, January 25th, at the Irondequoit Library, 1290 Titus Avenue, Rochester, NY 14617.

Respectfully submitted,

Angélica Pérez-Delgado