



Believe, Achieve, Succeed

BOARD OF TRUSTEES MEETING

The Eugenio Maria de Hostos Charter School Board of Trustees met virtually on Tuesday, July 28, 2020. Board Chairman, Mr. Julio Vázquez, called the meeting to order at 5:41 p.m. Quorum was established.

Board Members Present: Julio Vázquez, Connie O. Walker, Eugenio Marlin, Ray Ciccarelli, Miguel Meléndez, Angélica Pérez-Delgado, Marcia DeJesús-Rueff, Marilyn Cotton, Robert Frasier Jr., and Jomara Rivas.

School Staff Present: Dr. Miriam Vázquez, Dr. Florencio Del Valle and Ms. Wanda Adames.

MISSION MOMENT:

The school's leadership team deep-dived into equity and social justice. What is it? What does it look like? What does it feel like? What do our policies and procedures reflect and how do our Code of Conduct and disciplinary practices align with what the school knows about equity and social justice. The leadership will continue their work throughout the school year.

CHAIRMAN REPORT:

No chairman report.

EXECUTIVE DIRECTOR REPORT:

Enrollment

Dr. Vázquez shared the current student enrollment and the projected student enrollment as of Friday, July 24, 2020. The school is currently showing 955 students enrolled. The middle school is at capacity, and the high school is over capacity. The school continues to recruit for grades K-5, especially kindergarten.

5 Year Strategic Plan

The strategic plan contains all of the SUNY benchmarks and incorporates the school's work plan with EL Education to ensure that all the strategies are present. The school established where they want to be five years from now and then backward planned on how they will get there. The board will need to work on the Governance benchmarks.

Administrators' Retreat

The administrators' retreat will cover the following topics: equity and social justice and how that looks like in the school's daily practice, communication and collaboration, the Danielson rubric (the school needs to calibrate this tool to ensure clarity in what a high rating should look like as opposed to an effective rating). The last discussion of the retreat will be feedback – how to give actionable feedback that will assist staff members in moving to the next level. The school wants to create a culture of continuous improvement with the end goal to impact student learning and growth.

Grants

The school is looking at various grant opportunities: the CARES Act (ESSER)- the school is entitled to receive \$403,064; ESL - \$50,000 to support professional development. The Farash Foundation grants for technology and connection in the amount of \$142,860 and lastly; FEMA has a grant opportunity to assist schools with PPE items.

Reopening Plan

The school is looking at all the safety protocols issued by the Department of Health (DOH) guidelines. The plan is due Friday, July 31st. Instructional expectations will be the same for virtual and in-person instruction. The expectation of virtual instruction – a student is expected to be present every day and be engaged as if they were participating in in-person instruction.

The school mailed letters, emailed, texted, and made phone calls to contact families to ask what method of instruction they felt safe for their students. The information provided to families explained the options of virtual, in-person and hybrid (blended) models.. 70% of parents have responded, and approximately 60% of them wish for their child to remain with virtual learning. A final determination of how the school will proceed with instruction will depend on how many parents prefer virtual over in-person learning. Professional development will occur for incoming students, existing students, and parents to ensure they know how to operate the technology needed for successful instruction. Other topics discussed are ensuring that vulnerable staff members' needs are being met and providing sanitizing procedures for staff on how to disinfect according to DOH guidelines.

CHIEF FINANCIAL OFFICER REPORT/FINANCE COMMITTEE REPORT:

The finances have been reviewed with the CFO. Dr. Del Valle reviewed the balance sheet and income statement for the end of the fiscal year, June 2020, with the board. Please see the attached financial statements.

The financial report was presented for approval. Mr. Vázquez called for a motion to accept the financial report. Mr. Marlin moved the motion, and Ms. Walker seconded. The motion was approved unanimously.

An Audit Committee will be created at the school's auditors' request to finalize last year's financials. Mr. Meléndez and Mr. Marlin can not serve on the Audit Committee due to conflict of interest. Currently, Dr. DeJesús-Rueff, Mr. Ciccarelli, Ms. Walker, Mr. Vázquez. will serve on the committee. Ms. Walker asked Mr. Frasier Jr. to join the committee. There will be a meeting in August, but no date has been selected at this time.

ACADEMIC COMMITTEE

Dr. DeJesús-Rueff had a meeting with Dr. Vázquez regarding building a college culture and community in high school. The school will take measures to get students to talk about college, get recruiters to come out to the school, and take students on college visits. Dr. DeJesús-Rueff is concerned about students taking non-credit remedial courses at Monroe Community College (MCC) while incurring extra expenses. Mr. Marlin expressed concern about the number of students who graduated with a regent diploma and are attending MCC instead of a higher-level college or university. The school will introduce ways of getting parents and students informed about different college options.

ACTION ITEMS

The board's June meeting minutes were presented for approval. Mr. Vázquez called for a motion to accept the minutes. Mr. Marlin moved the motion, and Dr. DeJesús-Rueff seconded. The motion was approved unanimously.

The board's July special meeting minutes were presented for approval with a correction that only board members Mr. Meléndez and Ms. Pérez-Delgado recused themselves from voting. Mr. Vázquez called for a motion to accept the minutes with the correction. Dr. DeJesús-Rueff moved the motion, and Ms. Walker seconded. The motion was approved unanimously.

The Enterprise Proposal was presented for approval. The Enterprise loan needs to be refinanced next year. The terms proposed is a 23-year mortgage with a loan to value (LTV) not to exceed 80%. The school will incur costs of approximately \$35,000, including \$10,000 for the legal fee, 1.5 origination fee, and a due diligence deposit. During the finance committee meeting, the proposal was reviewed. The school will provide Enterprise a counteroffer with the following terms: an interest rate of 4.5% and slash the origination fee in half.

Mr. Vázquez called for a motion for him to counteroffer the terms discussed to Enterprise. Ms. Walker moved the motion, and Mr. Marlin seconded. The motion was approved unanimously.

Since a quorum was not established during June's board meeting. The following contracts for the 2020-2021 school were presented for ratification.

The security contract through J&T Securities DBA Blackhawk Securities & Investigations was presented for approval. Mr. Vázquez called for a motion to ratify the contract. Dr. DeJesús-Rueff moved the motion, and Mr. Marlin seconded. The motion was approved unanimously.

The cleaning contract through Magic Cleaning Services of Rochester was presented for approval. Mr. Vázquez called for a motion to ratify the contract. Ms. Pérez-Delgado moved the motion, and Mr. Ciccarelli seconded. The motion was approved unanimously.

The Constellation Energy Resources contract is being pulled. No motion will be made.

Ms. Pérez-Delgado and Mr. Meléndez recused themselves from voting. The Family Services Assistance (FSA) was presented for approval. Mr. Vázquez called for a motion to ratify the contract. Ms. Walker moved the motion, and Mr. Ciccarelli seconded. The motion was approved unanimously.

The EL Education contracts for grades K-5 from September 1, 2020, through December 31, 2020, and February 1, 2021, through August 31, 2021, and Grades 6-12 from September 1, 2020, through August 31, 2021. Mr. Vázquez called for a motion to ratify all three contracts. Dr. DeJesús-Rueff moved the motion, and Mr. Meléndez seconded. The motion was approved unanimously.

COMMITTEE REPORTS

Building Committee

Mr. Meléndez had an unsuccessful meeting with the church leaders at the property across from the Zimbrich Campus. The school is currently trying to gain ownership of the property. The building is currently assessed at \$80,000. The school left the meeting proposing an amount of \$150,000. The church wants to receive \$190,000. A letter will be drafted and reviewed by the board before Mr. Harris (Director of Operations) sends it. Mr. Meléndez shared that the school

needs to look at the cost to obtain the building and the cost of renovations to ensure the school's building functions. Mr. Marlin shared not to lose sight of what the school will gain in obtaining the property as negotiations continue to occur.

Joseph Campus

The appraisal for the work by LaBella was \$96,000. The first bid the school received was for the amount of \$260,000. Mr. Meléndez doesn't know where the discrepancies are. The discrepancies might come from all the HVAC work that needs to be done in the building. The school is obtaining quotes from two more companies. The project needs to be done to ensure that the school has adequate space in case school goes back to in-person instruction by the 2nd semester. Dr. Vázquez is concerned that the projects have not started. The contractors state the job can get done before the start of the school year.

Board Retreat

The CEO selection process was discussed at the retreat. The committee decided they wish to own the search process internally and not hire out. The committee will hire and consult with some individuals who can assist in various models and search processes. There will be another board retreat on Tuesday, August 4th, at 5:30 pm. Ms. Adames will send out the invite. The next step will be to look at what the CEO position will look like. The committee wishes to layout the process and what the position will entail by updating the job description. The board wants to review resumes and interview candidates by the Fall to fill the position by mid-year.

Dr. Vázquez suggested reviewing the Reopening plan during next week's board retreat to avoid having another meeting. Dr. Vázquez will share the plan with the board for review before the meeting.

Nominating Committee

The By-Law Committee Report for June 30 proposed a change in the number of board members. Mr. Marlin shared the information on a survey conducted on the amount of time that a quorum was not established during the 2018-2019 and 2019-2020 school years. The results were for the 2018-2019 school year quorum was not met in January. During the following school, year quorum was not established for December, February, and April. The board was not able to conduct official business. The proposal is to change the number from 15 board members to 11 so that the board can reach a quorum to do business.

Mr. Vázquez recommended changing the board of trustees to 11 fixed members. Mr. Vázquez called for a motion. Mr. Meléndez moved the motion, and Dr. Jesús-Rueff seconded. The motion was approved unanimously.

Mr. Marlin shared that Article 3 and Article 7 of the Bylaws need to be reviewed and updated in several sections. Mr. Marlin wishes to have a meeting to review and update the Bylaws before it can be voted on during the next board annual meeting. Ms. Adames will reach out to the Bylaw Committee to set a meeting. The Bylaws need to be sent to the attorney for language update and the Charter School Institute.

Old Business

No old business to discuss.

New Business

No new business to discuss.

Executive Session

No executive session.

ADJOURNMENT:

With no other business to discuss, Mr. Vázquez asked to adjourn the meeting. Ms. Walker moved the motion, and Mr. Marlin seconded the motion. The motion was approved unanimously.

NEXT MEETING:

The next Board Meeting will take place on Tuesday, August 25th, virtually. The invite will be sent to all board members and posted on the school's website with the link for attending.

Respectfully submitted,

Angelica Perez-Delgado
Board Secretary