



# Entry 1 School Information and Cover Page

Created: 07/05/2018 • Last updated: 07/20/2018

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer (**as of June 30, 2018**) or you may not be assigned the correct tasks.

**a. SCHOOL NAME** EVERGREEN CS (REGENTS)

(Select name from the drop down menu)

**b. CHARTER AUTHORIZER (As of June 30th, 2018)** Regents-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

**c. DISTRICT / CSD OF LOCATION** Hempstead

## d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	605 Peninsula Boulevard Hempstead, NY 11550			

## d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Gil Bernardino
Title	Board President
Emergency Phone Number (###-###-####)	

**e. SCHOOL WEB ADDRESS (URL)** [www.ecsli.org](http://www.ecsli.org)

**f. DATE OF INITIAL CHARTER** 01/2009

**g. DATE FIRST OPENED FOR**

09/2009

**INSTRUCTION**

**h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

MISSION STATEMENT

The mission of Evergreen Charter School (ECS) is to nurture the intellectual, physical and social development of children, grades K-8, through a comprehensive program that promotes academic excellence and prepares its students for success in school and in life. Evergreen promotes respect for self, respect for others, and respect for the environment.

**h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Brief heading followed by a description of each Key Design Elements (KDE). KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	ECS ensures that students of varied cultural and social backgrounds and different ability levels achieve their academic potential while developing a positive sense of self-worth.
Variable 2	ECS fosters individual growth and development through the implementation of a challenging and comprehensive educational program.
Variable 3	Instruction in a second language, i.e. Spanish, and integration of content regarding Hispanic history and culture is part of ECS' curriculum.
Variable 4	ECS features an enriched arts and physical education program and fosters healthy life choices within a child-centered school environment that places a premium on environmental education and conservation.
Variable 5	ECS students possess a strong academic foundation sufficient to be successful at every subsequent level of education through college and beyond.
Variable 6	(No response)
Variable 7	(No response)
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

**i. TOTAL ENROLLMENT ON JUNE 30, 2018**      450

**j. GRADES SERVED IN SCHOOL YEAR 2017-18**

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7
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**k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

**I1. FACILITIES**

Does the school maintain or operate multiple sites?

	Yes, 2 sites
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**I2. SCHOOL SITES**

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site (K-5, 6-9, etc.)	Receives Rental Assistance	Rental Assistance for Which Grades (write N/A if applicable)
Site 1 (same as primary site)	605 Peninsula Boulevard Hempstead, NY 11550		Hempstead	K-4	N/A	N/A
Site 2	120 Greenwich Street Hempstead, NY 11550		Hempstead	5-8	N/A	N/A
Site 3						

**I2a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Karen Leeper			
Operational Leader	Karen Leeper			
Compliance Contact	Karen Leeper			
Complaint Contact	Karen Leeper			
DASA Coordinator	Karen Leeper			

**I3. Please provide the contact information for Site 2.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Karen Leeper			
Operational Leader	Karen Leeper			
Compliance Contact	Karen Leeper			
Complaint Contact	Maria Perez-Llona			
DASA Coordinator	Maria Perez-Llona			

**m1. Are any sites in co-located space? If yes, please proceed to the next question.**      No

**IF LOCATED IN PRIVATE SPACE IN NYC OR DISTRICTS OUTSIDE NYC**

**m3. Upload a current Certificate of Occupancy (COO) for each school site that is located in private space in NYC or located outside of NYC. Except for schools in district space (co-location space), school must provide a copy of the annual fire inspection report.**

**Site 1 Certificate of Occupancy (COO)**

<https://nysed-cso-reports.fluidreview.com/resp/17430266/yFPTXS6fVy/>

**Site 1 Fire Inspection Report**

<https://nysed-cso-reports.fluidreview.com/resp/17430266/nBjtmqxAKU/>

**Site 2 Certificate of Occupancy**

<https://nysed-cso-reports.fluidreview.com/resp/17430266/v5TvJTPScU/>

**Site 2 Fire Inspection Report**

<https://nysed-cso-reports.fluidreview.com/resp/17430266/PdADm5zTLD/>

**Site 3 Certificate of Occupancy**

(No response)

**Site 3 Fire Inspection Report**

(No response)

**n1. Were there any revisions to the school's charter during the 2017-18 school year? (Please include approved or pending material and non-material charter revisions).** No

**o. Name and Position of Individual(s) Who Completed the 2016-17 Annual Report.**

Sarah Brewster, Board Vice President, Matt Dapolito, Fiscal CPA Consultant, Karen Leeper, Interim Principal, Christine Wise, Director of Data and Attendance

**p. Our signatures (Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and then use the mouse on your PC or the stylist on your mobile device to sign your name).**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink that reads "Ron Lopez". The signature is written in a cursive style with a large, looped initial "R" and a long, sweeping underline.

**Signature, President of the Board of Trustees**

X

**Date**

2018/07/10

**Thank you.**

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
Office of Facilities Planning - Room 1060 Education Building Annex  
Albany, New York 12234

**NONPUBLIC SCHOOL BUILDING FIRE SAFETY REPORT**

**(PLEASE PRINT)**

All buildings which are owned, operated, or leased by nonpublic schools must be inspected annually for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the New York State Uniform Fire Prevention and Building Code (NYSUFPBC).

**School Name**

EVERGREEN CHARTER SCHOOL

**Facility/Building Name**

CIRCULO DE LA HISPANIDAD

**Street Address (NO PO Box Numbers)**

605 PENINSULA BLVD

**City/Town/Village**

**Zip Code**

HEMPSTEAD 11550

**Name of Municipality Responsible for Local Code Enforcement**

VILLAGE OF HEMPSTEAD

**Nonpublic School BEDS Code**

280201860947

**INSTRUCTIONS**

- Read the "Manual for New York State Nonpublic School Facility Fire Safety Inspections" prior to inspecting the facility.
- A separate report must be completed for each building and location.
- **Part I: General Information.** School officials must complete this section annually.
- **Part II-B Regulations of the Commissioner 155.25:** This section must be completed for schools with electrically operated partitions (Question 8, Non-Conformance Report Sheet) pursuant to the Fire Code and Property Maintenance Code of New York State.  
Questions 9-26 on the Non-Conformance Report Sheet must be completed for all schools.
- **Part III Certifications.** To be completed by individuals as indicated.
- This form must be kept on file at the school for three years and must be available for public review.
- **Submitting the Report:** The final submission package includes a total of five pages. After the inspection, sign the Certifications page (Part III, p.5), staple the pages together, and mail to the address above.

**Part I: General Information and Fire/Life Safety History**  
(to be completed annually)

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction	<input checked="" type="checkbox"/>	b) Other Student Use (dormitory, dining hall, physical education building, etc.)	
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2. Is there a fire sprinkler system in this facility? Yes  No

If yes, is the sprinkler alarm connected with the building alarm? Yes  No

3. Is there a fire hydrant system for facility protection? Yes  No   
If yes, indicate ownership of the system.

Public Owned  School Owned  Other PRIVATELY OWNED (specify)

4. Indicate the ownership of this facility.

Leased  Owned  Other \_\_\_\_\_ (specify)

5. What is the current gross square footage of this facility? (to the nearest whole ten feet)


6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 and F408 of the New York State Fire Code. Yes  No

b) Average time to evacuate this facility:

0	2	0	5
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Minutes                  Seconds

c) Arson and fire prevention instruction was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instructions in arson, fire prevention, injury prevention, and life safety during each month that school is in session. Yes  No

d) Employee fire prevention, evacuation, and fire safety training was provided and Records maintained in accordance with Section F406 of the New York State Fire Code.

Yes  No

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified?

Yes  No

8. Have there been any fires in this facility since the last annual fire inspection?

Yes \_\_\_\_\_ No

If yes, indicate:

a) Number of fires

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b) Total number of injuries

--	--

c) Total cost of property damage

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## Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet

School Name \_\_\_\_\_ Building Name \_\_\_\_\_

Part II-B				Part II-B				Part II-B			
Item #	Non-Conformance	Date	Corrected	Item #	Non-Conformance	Date	Corrected	Item #	Non-Conformance	Date	Corrected
08A-2				120-2				19E-1			
08B-2				13A-2				19F-1			
08C-2				13B-2				19G-1			
08D-2				14A-2				19H-2			
08E-2				14B-2				20A-1			
09A-2				14C-2	11/28	11/28/17		20B-1			
09B-2				14D-1				20C-1			
09C-1				14E-1				21A-3			
09D-1				15A-2				22A-3			
09F-2	11/28	11/28/17		15B-1				22B-3			
09G-2				15C-2				22C-3			
10A-2				15D-2				23A-1			
10B-2				16A-2				23B-1			
10C-1				16B-2				23C-1			
10D-1				16 C-2				23D-2			
11A-2				17A-3				24A-3			
11B-1				17B-2				25A-3	11/28		
11C-2				17C-2				<p style="text-align: center;">If any additional non-conformances are observed, check item 25A-3 and list the Code section below.</p> <p style="text-align: center; font-size: 1.2em;">15-E1</p> <hr/> <p style="text-align: center;"><b>Inspector</b></p> <p style="text-align: center;">The inspector has been provided with a copy of the previous year's school fire safety report:</p> <p style="text-align: center;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>			
11D-2				17D-2							
11E-1				17E-1							
12A-1				17F-3							
12B-3				17G-1							
12C-2				17H-2							
12D-2				17I-2							
12E-1				17J-1							
12F-1				17K-1							
12G-1				17L-1							
12H-1				18A-2							
12I-1				18B-2							
12J-1				18C-2							
12K-1				18D-2							
12L-1				19A-3							
12M-1				19B-2							
12N-1				19C-1							
				19D-1							

All schools complete Section 8 only of the building has electrically-operated folding partitions.

**Inspection:**

Fire Safety Inspector:

Name Keith Rabinowitz

Date 11/28/2017

Registry # NY0070714

**Part III: Nonpublic School Certifications**

**Section III-A. Fire Inspector**

The individual noted below inspected this building on 11/28/2017 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 434.5(a)(2).

Name: Keith Rabinowitz Telephone # [REDACTED]  
Title: Fire Marshal Registry # NY 0070714  
(as designated by the NYS Fire Administrator)  
Signature: [Signature]

**Section III-B. Building Administrator or Designee**

The individual noted below certifies that this building was inspected as indicated in Section III-A above.

Name: DARIO ROJAS Telephone # [REDACTED]  
Title: FACILITY MANAGER

**Section III-C. School Administrator, Director, or Headmaster**

I hereby submit this fire inspection report on behalf of the Board of Trustees and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, at the meeting held pursuant to Section 807-a of New York State Education Law, adopted a written plan of correction for those nonconformances, and such plan is available for public inspection.

Name: EDWIN IRIZARRY Telephone #: [REDACTED]  
Title: PRINCIPAL Signature: [Signature]

**Section III-D. Local Municipal Code Enforcement Official**

The nonpublic school official shall enter the name and telephone number of the local municipal code enforcement official having jurisdiction over this facility, and the name of the municipality where this nonpublic school facility is sited.

Name: Keith Rabinowitz Telephone #: [REDACTED]  
City/Town/Village: Nassau County



NASSAU COUNTY FIRE COMMISSION  
OFFICE OF THE FIRE MARSHAL  
1194 Prospect Avenue  
Westbury, New York 11590  
516-573-9900  
nassaucountyny.gov/firemarshal

## ORDER TO REMOVE VIOLATIONS FORTHWITH

Location ID #: 35142

Date 11/28/2017

TO: Evergreen Charter School

Inspection of the premises at: 605 Pennington Blvd Hempstead NY disclosed the existence of certain violations of ARTICLE \_\_\_\_\_ of the Nassau County Fire Prevention Ordinance.

YOU ARE HEREBY ORDERED TO REMOVE SAID VIOLATIONS FORTHWITH.

- 1 - Combustibles stored in boiler/mechanical/electrical rooms. Combustibles observed in boiler room, corrected during inspection.
- 2 - Doors requiring closers observed to be inoperable. The door choke was removed during inspection.
- 3 - Artwork and teaching materials in classrooms limited to no more than 50% of the specific wall area to which they are attached.

Article \_\_\_\_\_ Section \_\_\_\_\_ Penalties \_\_\_\_\_

Any person or business entity other than a corporation that fails to comply with any provision of this Article is guilty of a misdemeanor that is punishable by a fine not exceeding one thousand (\$1,000) dollars or by imprisonment for not more than one (1) year, or both, for each and every offense. A corporation that violates any provision of this Article is guilty of a misdemeanor punishable by a fine not exceeding five thousand dollars (\$5,000) for each and every offense. The imposition of a penalty for any violation of this Article shall not excuse the violation or permit it to continue, and each fifteen (15) days that the violation continues constitutes a separate offense.

Received By:

X

[Signature]  
(Signed)

DARIO ROJAS FACILITY MANAGER  
(Print Name) (Title)

Issued by:

[Signature]  
Fire Marshal County of Nassau

Sh# 73

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
Office of Facilities Planning - Room 1060 Education Building Annex  
Albany, New York 12234

**NONPUBLIC SCHOOL BUILDING FIRE SAFETY REPORT**

**(PLEASE PRINT)**

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**School Name**

EVERGREEN CHARTER SCHOOL

**Facility/Building Name**

LADY OF LORETTO

**Street Address (NO PO Box Numbers)**

120 GREENWICH STREET

**City/Town/Village**

**Zip Code**

HEMPSTEAD 11550

**Name of Municipality Responsible for Local Code Enforcement**

VILLAGE OF HEMPSTEAD

**Nonpublic School BEDS Code**

280201860947

**INSTRUCTIONS**

- Read the "Manual for New York State Nonpublic School Facility Fire Safety Inspections" prior to inspecting the facility.
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- **Part I: General Information.** School officials must complete this section annually.
- **Part II-B Regulations of the Commissioner 155.25:** This section must be completed for schools with electrically operated partitions (Question 8, Non-Conformance Report Sheet) pursuant to the Fire Code and Property Maintenance Code of New York State.

Questions 9-26 on the Non-Conformance Report Sheet must be completed for all schools.

- **Part III Certifications.** To be completed by individuals as indicated.
- This form must be kept on file at the school for three years and must be available for public review.
- **Submitting the Report:** The final submission package includes a total of five pages. After the inspection, sign the Certifications page (Part III, p.5), staple the pages together, and mail to the address above.

**Part I: General Information and Fire/Life Safety History**  
**(to be completed annually)**

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction	<input checked="" type="checkbox"/>	b) Other Student Use (dormitory, dining hall, physical education building, etc.)	
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2. Is there a fire sprinkler system in this facility? Yes \_\_\_\_\_ No

If yes, is the sprinkler alarm connected with the building alarm? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Is there a fire hydrant system for facility protection? Yes \_\_\_\_\_ No

If yes, indicate ownership of the system.

Public Owned \_\_\_\_\_ School Owned \_\_\_\_\_ Other PRIVATELY OWNED (specify)

4. Indicate the ownership of this facility.

Leased \_\_\_\_\_ Owned  Other \_\_\_\_\_ (specify)

5. What is the current gross square footage of this facility? (to the nearest whole ten feet)

				2	7	1	7	2	

6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 and F408 of the New York State Fire Code. Yes  No \_\_\_\_\_

b) Average time to evacuate this facility:

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Minutes                  Seconds

c) Arson and fire prevention instruction was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instructions in arson, fire prevention, injury prevention, and life safety during each month that school is in session.

Yes  No \_\_\_\_\_

d) Employee fire prevention, evacuation, and fire safety training was provided and Records maintained in accordance with Section F406 of the New York State Fire Code.

Yes  No \_\_\_\_\_

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified?

Yes \_\_\_\_\_ No \_\_\_\_\_

8. Have there been any fires in this facility since the last annual fire inspection?

Yes \_\_\_\_\_

No

If yes, indicate:

a) Number of fires

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b) Total number of injuries

--	--

c) Total cost of property damage

\$

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**Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet**

School Name EVERGREEN  
CHARTER SCHOOL

Building Name LADY OF Loretto

Part II-B			Part II-B			Part II-B		
Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected
08A-2			12O-2			19E-1		
08B-2			13A-2			19F-1		
08C-2			13B-2			19G-1		
08D-2			14A-2			19H-2		
08E-2			14B-2			20A-1		
09A-2			14C-2			20B-1		
09B-2			14D-1			20C-1		
09C-1			14E-1			21A-3		
09D-1			15A-2			22A-3		
09F-2			15B-1			22B-3		
09G-2			15C-2			22C-3		
10A-2			15D-2			23A-1		
10B-2			16A-2			23B-1		
10C-1			16B-2			23C-1		
10D-1			16C-2			23D-2		
11A-2			17A-3			24A-3		
11B-1			17B-2			25A-3	9/1	9/1/17
11C-2			17C-2			If any additional non-conformances are observed, check item 25A-3 and list the Code section below. <u>2-C3</u>		
11D-2			17D-2			Inspector		
11E-1			17E-1			The inspector has been provided with a copy of the previous year's school fire safety report:		
12A-1			17F-3			Yes _____ No <input checked="" type="checkbox"/>		
12B-3			17G-1					
12C-2			17H-2					
12D-2			17I-2					
12E-1	9/1	9/1/17	17J-1					
12F-1			17K-1					
12G-1			17L-1					
12H-1			18A-2					
12I-1			18B-2					
12J-1	9/1	9/1/17	18C-2					
12K-1			18D-2					
12L-1			19A-3					
12M-1			19B-2					
12N-1			19C-1					
			19D-1					

All schools complete Section 8 only of the building has electrically-operated folding partitions.

**Inspection:**  
Fire Safety Inspector:

Name Keith Rabinowitz

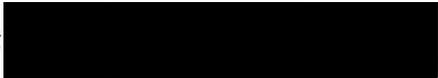
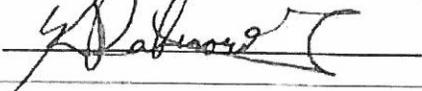
Date 9/1/2017

Registry # NY0070714

**Part III: Nonpublic School Certifications**

**Section III-A. Fire Inspector**

The individual noted below inspected this building on 9/1/2017 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 434.5(a)(2).

Name: Keith Rabinowitz Telephone #:   
Title: Fire Marshal Registry # NY0070714  
(as designated by the NYS Fire Administrator)  
Signature: 

**Section III-B. Building Administrator or Designee**

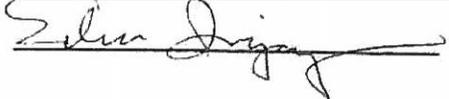
The individual noted below certifies that this building was inspected as indicated in Section III-A above.

Name: Felipe Rufes Telephone #:   
Title: Asst Pastor

**Section III-C. School Administrator, Director, or Headmaster**

I hereby submit this fire inspection report on behalf of the Board of Trustees and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, at the meeting held pursuant to Section 807-a of New York State Education Law, adopted a written plan of correction for those nonconformances, and such plan is available for public inspection.

Name: Eduin Izquierdo Telephone #:   
Title: Principal Signature: 

**Section III-D. Local Municipal Code Enforcement Official**

The nonpublic school official shall enter the name and telephone number of the local municipal code enforcement official having jurisdiction over this facility, and the name of the municipality where this nonpublic school facility is sited.

Name: Keith Rabinowitz Telephone #:   
City/Town/Village: Nassau County



NASSAU COUNTY FIRE COMMISSION  
OFFICE OF THE FIRE MARSHAL

1194 Prospect Avenue  
Westbury, New York 11590  
516-573-9900  
nassaucountyny.gov/firemarshal

ORDER TO REMOVE VIOLATIONS FORTHWITH

Location ID #: 14096

Date 9/1/2017

TO: Our Lady Loretto / Evergreen Charter School

Inspection of the premises at: 130 Greenway at Hempstead NY disclosed the existence of certain violations of **ARTICLE IV** of the Nassau County Fire Prevention Ordinance.

THE FOLLOWING MARKED ITEMS ARE IN VIOLATION.

- THE ELECTRICAL PANELS ARE OBSTRUCTED IN THE \_\_\_\_\_ ELECTRICAL PANELS ARE TO REMAIN UNOBSTRUCTED FOR (36") THIRTY SIX INCHES IN ALL DIRECTIONS. [SECTION 4.1.2 TITLE 19 NYCRR PART 1225 SECTION 605.3]
- STORAGE WAS OBSERVED IN THE ELECTRICAL ROOMS. STORAGE OF MATERIALS SHALL NOT BE LOCATED IN ELECTRICAL ROOMS [SECTION 4.2 TITLE 19 NYCRR PART 1225 SECTION 605.3]
- AN UNAPPROVED CONDITION(S) EXISTS IN THE ELECTRICAL SYSTEM. OPEN ELECTRICAL BOXES WERE OBSERVED IN THE main stage left COVERS SHALL BE INSTALLED ON ALL OPEN ELECTRICAL BOXES AND FOR ALL SWITCHES AND ELECTRICAL OUTLETS IMMEDIATELY. [SECTION 4.1.2 TITLE 19 NYCRR PART 1225 SECTION 605.7]
- EXTENSION CORDS WAS/WERE OBSERVED TO BE IN PLACE OF PERMANENT WIRING. EXTENSION CORDS ARE NOT PERMITTED IN PLACE OF PERMANENT WIRING. PROVIDE ADDITIONAL ELECTRICAL OUTLETS TO ELIMINATE EXTENSION CORDS. corrected during inspection [SECTION 4.1.2 TITLE 19 NYCRR PART 1225 SECTION 605.]
- IT SHALL BE A VIOLATION FOR ANY PERSON, FIRM OR CORPORATION TO INSTALL OR CAUSE TO BE INSTALLED, OR TO ALTER ELECTRICAL WIRING FOR LIGHT, HEAT, OR POWER IN OR ON PROPERTIES IN THE COUNTY UNTIL AN APPLICATION FOR INSPECTION HAS BEEN FILED WITH AN APPROVED ELECTRICAL INSPECTION COMPANY. IT SHALL BE A VIOLATION FOR A PERSON, FIRM OR CORPORATION TO CONNECT, OR CAUSE TO BE CONNECTED, ELECTRICAL WIRING IN OR ON PROPERTIES FOR LIGHT, HEAT OR POWER, TO ANY SOURCE OF ELECTRICAL ENERGY SUPPLY PRIOR TO THE ISSUANCE OF A TEMPORARY CERTIFICATE, OR A CERTIFICATE OF COMPLIANCE BY AN APPROVED ELECTRICAL INSPECTION COMPANY. [SECTION 4.5]

YOU ARE HEREBY ORDERED TO REMOVE SAID VIOLATIONS FORTHWITH.

Article 4 Section 4.7 Penalties  
Any person or business entity other than a corporation that fails to comply with any provision of this Article is guilty of a misdemeanor that is punishable by a fine not exceeding one thousand (\$1,000) dollars or by imprisonment for not more than one (1) year, or both, for each and every offense. A corporation that violates any provision of this Article is guilty of a misdemeanor punishable by a fine not exceeding five thousand dollars (\$5,000) for each and every offense. The imposition of a penalty for any violation of this Article shall not excuse the violation or permit it to continue, and each fifteen (15) days that the violation continues constitutes a separate offense.

Received By: \_\_\_\_\_  
X \_\_\_\_\_  
(Signed)  
Robert R. ... ASST  
(Print Name) (Title)

Issued by: [Signature] Sh# 73  
Fire Marshal County of Nassau



NASSAU COUNTY FIRE COMMISSION  
OFFICE OF THE FIRE MARSHAL

1194 Prospect Avenue  
Westbury, New York 11590  
516-573-9900  
nassaucountyny.gov/firemarshal

**ORDER TO REMOVE VIOLATIONS FORTHWITH**

Location ID #: 14796

Date 9/1/2017

TO: Our Lady Loretto / Evergreen Charter School

Inspection of the premises at: 120 Greenwich St, Hempstead, NY disclosed the existence of certain violations of **ARTICLE** of the Nassau County Fire Prevention Ordinance.

**YOU ARE HEREBY ORDERED TO REMOVE SAID VIOLATIONS FORTHWITH**

1. There is No carbon Monoxide detection as required by the Nassau county Fire prevention ordinance. A CO detection system is required by the NCFPO in accordance with the NFPA 70, 72 and 730.

2. Emergency egress/rescue windows shall be identified and egress ways maintained. Add Rescue window identification and maintain egress ways.

Article \_\_\_\_\_ Section \_\_\_\_\_ Penalties

Any person or business entity other than a corporation that fails to comply with any provision of this Article is guilty of a misdemeanor that is punishable by a fine not exceeding one thousand (\$1,000) dollars or by imprisonment for not more than one (1) year, or both, for each and every offense. A corporation that violates any provision of this Article is guilty of a misdemeanor punishable by a fine not exceeding five thousand dollars (\$5,000) for each and every offense. The imposition of a penalty for any violation of this Article shall not excuse the violation or permit it to continue, and each fifteen (15) days that the violation continues constitutes a separate offense.

Received By:

X \_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Print Name) (Title)

Issued by: [Signature]  
Fire Marshal County of Nassau

Sh# 23



# The Incorporated Village of Hempstead

"New York State's Largest Incorporated Village"

Honorable Don L. Ryan, Mayor

**CHARLES E. RENFROE**  
Deputy Mayor

**PERRY PETTUS**  
Trustee

**LAMONT JOHNSON**  
Trustee

**JEFFERY J. DANIELS**  
Trustee

June 11, 2018

**PATRICIA PEREZ**  
Village Clerk

**DEBRA URBANO-DISALVO, Esq.**  
Village Attorney

**RAYMOND J. CALAME**  
Treasurer

RE: 114 Greenwich Street  
SCHOOL aka 120 Greenwich Street  
Hempstead, NY 11550  
Sec. 34 Block 357 Lot 71

Dear Sir/Madam:

Please be advised that the 131' 0" x 57' 8" building (school) at the above premises was built under Building Permit # 710, issued May 27, 1926 and according to our records a Certificate of Occupancy was not mandatory at that time.

Very truly yours,

Joseph Simone  
Superintendent Bldg. Dept.

JS:aps

# Certificate of Occupancy

FEE \$500.00

VILLAGE OF HEMPSTEAD  
BUILDING DEPARTMENT  
99 NICHOLS COURT  
HEMPSTEAD, N.Y.

Nº 7225

Rec. No. 93451

Date Jan. 5, 2010

This certifies that the building located on Section 34 Block No. 380  
Lots 256, 454, 455, 464, 467, 470 Street Address 605 Peninsula Blvd.  
Location W/E of Syracuse Ave. + Peninsula Blvd.

conforms substantially to the approved plans on file in this office. Permit No. 23868 Date Jan. 25, 2007

and to all requirements of the Building Zone Ordinance and Building Code of the Village of Hempstead, N.Y.

Zone BUS. C Occupancy Two story community center

This certificate issued to Circulo De La Hispanidad Owner of aforesaid Building  
Address 26 West Park Ave. Long Beach, NY

Z.B. Case # 1477

By Order Board of Trustees  
Village of Hempstead, N.Y.

*[Signature]*  
Superintendent of Building Department

Date Dec 22 2009

INC. VILLAGE OF HEMPSTEAD  
99 NICHOLS CT., HEMPSTEAD, N. Y. 11551

Nº 93451

## GENERAL RECEIPT

Received From Circulo De La Hispanidad \$ 500.00  
(Name)  
26 West Park Ave Long Beach NY 11561  
(Street) (Village)

Five Hundred Dollars  
For Certificate of Occupancy

605 Peninsula Blvd

THIS IS NOT A PERMIT OR LICENSE

Fund	Code	Amount
A156001		500.00

CIC  
27268

Please make check payable to:  
Inc. Village of Hempstead

Rec'd By *[Signature]*



# Entry 2 NYS School Report Card Link

Last updated: 07/05/2018

## EVERGREEN CS (REGENTS)

### 1. CHARTER AUTHORIZER (As of June 30th, 2018)

REGENTS-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

### 2. NEW YORK STATE REPORT CARD

**Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).**

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

<https://data.nysed.gov/reportcard.php?instid=800000063984&year=2017&createreport=1&allchecked=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&suspensions=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SC=1&naep=1&nyseslat=1&elemELA=1&elemMATH=1&elemSci=1&unweighted=1>



# Entry 3 Progress Toward Goals

Created: 07/11/2018 • Last updated: 10/24/2018

## PROGRESS TOWARD CHARTER GOALS

**Board of Regents-authorized and NYCDOE-authorized charter schools only.** Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals by November 1st.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

If performance data is not available by August 1st, please state this in the last column and update by November 1st.

#### 2017-18 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
Academic Goal 1	75% of kindergarten students will be proficient in ELA	Fountas & Pinnell	Met	
				<p>To close the performance gap, the school will undertake the following initiatives:</p> <p>Continue to strengthen the school's Academic Intervention Services (AIS) Program and Response to Intervention (RTI) Program.</p> <p>Provide additional training and time for teachers to analyze student performance data on an ongoing basis with the support of the Data Specialist.</p>

Academic Goal 2	75% of first grade students will be proficient in ELA	Fountas & Pinnell	Not Met	<p>Provide professional development opportunities that support the implementation of the English Language Arts Common Core Learning Standards, includes research based strategies to improve teacher pedagogy and supports literacy instruction to English Language Learners and students receiving AIS and RTI services.</p> <p>Continue to utilize iReady, a technology based program that diagnoses student performance and provides data on student growth, abilities and needs along with an action plan for instruction.</p>
Academic Goal 3	75% of second grade students will be proficient in ELA	Fountas & Pinnell	Met	
				<p>To close the performance gap, the school will undertake the following initiatives:</p> <p>Continue to strengthen the school's Academic Intervention Services (AIS) Program and Response to Intervention (RTI) Program.</p> <p>Provide additional training and time for teachers to analyze student performance</p>

Academic Goal 4	75% of third grade students will be proficient in ELA	Fountas & Pinnell	Not Met	<p>data on an ongoing basis with the support of the Data Specialist.</p> <p>Provide professional development opportunities that support the implementation of the English Language Arts Common Core Learning Standards, includes research based strategies to improve teacher pedagogy and supports literacy instruction to English Language Learners and students receiving AIS and RTI services.</p> <p>Continue to utilize iReady, a technology based program that diagnoses student performance and provides data on student growth, abilities and needs along with an action plan for instruction.</p>
Academic Goal 5	75% of fourth grade students will be proficient in ELA	Fountas & Pinnell	Met	
				<p>To close the performance gap, the school will undertake the following initiatives:</p> <p>Continue to strengthen the school's Academic Intervention Services (AIS) Program and Response to Intervention (RTI) Program.</p>

<p>Academic Goal 6</p>	<p>75% of fifth grade students will be proficient in ELA</p>	<p>Fountas &amp; Pinnell</p>	<p>Not Met</p>	<p>Provide additional training and time for teachers to analyze student performance data on an ongoing basis with the support of the Data Specialist.</p> <p>Provide professional development opportunities that support the implementation of the English Language Arts Common Core Learning Standards, includes research based strategies to improve teacher pedagogy and supports literacy instruction to English Language Learners and students receiving AIS and RTI services.</p> <p>Continue to utilize iReady, a technology based program that diagnoses student performance and provides data on student growth, abilities and needs along with an action plan for instruction.</p>
<p>Academic Goal 7</p>	<p>75% of tested students in Kindergarten will reach or surpass the expected on-level range scaled score on the i-Ready Diagnostic in Reading OR 75% of tested students in Kindergarten will demonstrate adequate growth in</p>	<p>i-Ready Diagnostic Assessment in Reading</p>	<p>Met</p>	

	Reading by reducing the gap that exists between their preliminary (fall) i-Ready scaled score in Reading and the on-level range scaled score by 50% on the final diagnostic assessment (spring)			
Academic Goal 8	75% of tested students in Grade 1 will reach or surpass the expected on-level range scaled score on the i-Ready Diagnostic in Reading OR 75% of tested students in Grade 1 will demonstrate adequate growth in Reading by reducing the gap that exists between their preliminary (fall) i-Ready scaled score in Reading and the on-level range scaled score by 50% on the final diagnostic assessment (spring)	i-Ready Diagnostic Assessment in Reading	Met	

**2. Do have more academic goals to add?** Yes

**2017-18 Progress Toward Attainment of Academic Goals**

Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
75% of tested students in Grade 2 will reach or surpass the expected on-level range scaled score on the i-Ready Diagnostic in Reading OR			

Academic Goal 9	75% of tested students in Grade 2 will demonstrate adequate growth in Reading by reducing the gap that exists between their preliminary (fall) i-Ready scaled score in Reading and the on-level range scaled score by 50% on the final diagnostic assessment (spring)	i-Ready Diagnostic Assessment in Reading	Met	
Academic Goal 10	75% of tested students in Grade 3 will reach or surpass the expected on-level range scaled score on the i-Ready Diagnostic in Reading OR 75% of tested students in Grade 3 will demonstrate adequate growth in Reading by reducing the gap that exists between their preliminary (fall) i-Ready scaled score in Reading and the on-level range scaled score by 50% on the final diagnostic assessment (spring)	i-Ready Diagnostic Assessment in Reading	Met	
Academic Goal 11	75% of tested students in Grade 4 will reach or surpass the expected on-level range scaled score on the i-Ready Diagnostic in Reading OR 75% of tested students in Grade 4 will demonstrate adequate growth in Reading by reducing the gap that exists between their	i-Ready Diagnostic Assessment in Reading	Met	

	preliminary (fall) i-Ready scaled score in Reading and the on-level range scaled score by 50% on the final diagnostic assessment (spring)			
Academic Goal 12	75% of tested students in Grade 5 will reach or surpass the expected on-level range scaled score on the i-Ready Diagnostic in Reading OR 75% of tested students in Grade 5 will demonstrate adequate growth in Reading by reducing the gap that exists between their preliminary (fall) i-Ready scaled score in Reading and the on-level range scaled score by 50% on the final diagnostic assessment (spring)	i-Ready Diagnostic Assessment in Reading	Met	
Academic Goal 13	75% of tested students in Grade 6 will reach or surpass the expected on-level range scaled score on the i-Ready Diagnostic in Reading OR 75% of tested students in Grade 6 will demonstrate adequate growth in Reading by reducing the gap that exists between their preliminary (fall) i-Ready scaled score in Reading and the on-level range scaled score by 50% on the final diagnostic assessment (spring)	i-Ready Diagnostic Assessment in Reading	Met	

<p>Academic Goal 14</p>	<p>75% of tested students in Grade 7 will reach or surpass the expected on-level range scaled score on the i-Ready Diagnostic in Reading OR 75% of tested students in Grade 7 will demonstrate adequate growth in Reading by reducing the gap that exists between their preliminary (fall) i-Ready scaled score in Reading and the on-level range scaled score by 50% on the final diagnostic assessment (spring)</p>	<p>i-Ready Diagnostic Assessment in Reading</p>	<p>Met</p>	
<p>Academic Goal 15</p>	<p>75% of tested students in Kindergarten will reach or surpass the expected on-level range scaled score on the i-Ready Diagnostic in Math OR 75% of tested students in Kindergarten will demonstrate adequate growth in Math by reducing the gap that exists between their preliminary (fall) i-Ready scaled score in Math and the on-level range scaled score by 50% on the final diagnostic assessment (spring)</p>	<p>i-Ready Diagnostic Assessment in Math</p>	<p>Met</p>	
	<p>75% of tested students in Grade 1 will reach or surpass the expected on-level</p>			

Academic Goal 16	range scaled score on the i-Ready Diagnostic in Math OR 75% of tested students in Grade 1 will demonstrate adequate growth in Math by reducing the gap that exists between their preliminary (fall) i-Ready scaled score in Math and the on-level range scaled score by 50% on the final diagnostic assessment (spring)	i-Ready Diagnostic Assessment in Math	Met	
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**3. Do have more academic goals to add?** Yes

**2017-18 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 17	75% of tested students in Grade 2 will reach or surpass the expected on-level range scaled score on the i-Ready Diagnostic in Math OR 75% of tested students in Grade 2 will demonstrate adequate growth in Math by reducing the gap that exists between their preliminary (fall) i-Ready scaled score in Math and the on-level range scaled score by 50% on the final diagnostic assessment (spring)	i-Ready Diagnostic Assessment in Math	Met	

<p>Academic Goal 18</p>	<p>75% of tested students in Grade 3 will reach or surpass the expected on-level range scaled score on the i-Ready Diagnostic in Math OR 75% of tested students in Grade 3 will demonstrate adequate growth in Math by reducing the gap that exists between their preliminary (fall) i-Ready scaled score in Math and the on-level range scaled score by 50% on the final diagnostic assessment (spring)</p>	<p>i-Ready Diagnostic Assessment in Math</p>	<p>Met</p>	
<p>Academic Goal 19</p>	<p>75% of tested students in Grade 4 will reach or surpass the expected on-level range scaled score on the i-Ready Diagnostic in Math OR 75% of tested students in Grade 4 will demonstrate adequate growth in Math by reducing the gap that exists between their preliminary (fall) i-Ready scaled score in Math and the on-level range scaled score by 50% on the final diagnostic assessment (spring)</p>	<p>i-Ready Diagnostic Assessment in Math</p>	<p>Met</p>	
	<p>75% of tested students in Grade 5 will reach or surpass the expected on-level range scaled score on the i-Ready</p>			

Academic Goal 20	Diagnostic in Math OR 75% of tested students in Grade 5 will demonstrate adequate growth in Math by reducing the gap that exists between their preliminary (fall) i-Ready scaled score in Math and the on-level range scaled score by 50% on the final diagnostic assessment (spring)	i-Ready Diagnostic Assessment in Math	Met	
Academic Goal 21	75% of tested students in Grade 6 will reach or surpass the expected on-level range scaled score on the i-Ready Diagnostic in Math OR 75% of tested students in Grade 6 will demonstrate adequate growth in Math by reducing the gap that exists between their preliminary (fall) i-Ready scaled score in Math and the on-level range scaled score by 50% on the final diagnostic assessment (spring)	i-Ready Diagnostic Assessment in Math	Met	
Academic Goal 22	75% of tested students in Grade 7 will reach or surpass the expected on-level range scaled score on the i-Ready Diagnostic in Math OR 75% of tested students in Grade 7 will demonstrate adequate growth in Math by reducing the	i-Ready Diagnostic Assessment in Math	Met	

	gap that exists between their preliminary (fall) i-Ready scaled score in Math and the on-level range scaled score by 50% on the final diagnostic assessment (spring)			
Academic Goal 23	75% of third grade students will be proficient in ELA	NYS Common Core English Language Arts Test	Not Met	<p>To close the performance gap, the school will undertake the following initiatives:</p> <p>Continue to strengthen the school's Academic Intervention Services (AIS) Program and Response to Intervention (RTI) Program.</p> <p>Provide additional training and time for teachers to analyze student performance data on an ongoing basis with the support of the Data Specialist.</p> <p>Provide professional development opportunities that support the implementation of the English Language Arts Common Core Learning Standards, includes research based strategies to improve teacher pedagogy and supports literacy instruction to English Language Learners and students receiving AIS and RTI services.</p>

				Continue to utilize iReady, a technology based program that diagnoses student performance and provides data on student growth, abilities and needs along with an action plan for instruction.
Academic Goal 24	75% of fourth grade students will be proficient in ELA	NYS Common Core English Language Arts Test	Not Met	<p>To close the performance gap, the school will undertake the following initiatives:</p> <p>Continue to strengthen the school's Academic Intervention Services (AIS) Program and Response to Intervention (RTI) Program.</p> <p>Provide additional training and time for teachers to analyze student performance data on an ongoing basis with the support of the Data Specialist.</p> <p>Provide professional development opportunities that support the implementation of the English Language Arts Common Core Learning Standards, includes research based strategies to improve teacher pedagogy and supports literacy instruction to English Language Learners and students receiving AIS and RTI services.</p>

				Continue to utilize iReady, a technology based program that diagnoses student performance and provides data on student growth, abilities and needs along with an action plan for instruction.
Academic Goal 25	75% of fifth grade students will be proficient in ELA	NYS Common Core English Language Arts Test	Not Met	<p>To close the performance gap, the school will undertake the following initiatives:</p> <p>Continue to strengthen the school's Academic Intervention Services (AIS) Program and Response to Intervention (RTI) Program.</p> <p>Provide additional training and time for teachers to analyze student performance data on an ongoing basis with the support of the Data Specialist.</p> <p>Provide professional development opportunities that support the implementation of the English Language Arts Common Core Learning Standards, includes research based strategies to improve teacher pedagogy and supports literacy instruction to English Language Learners and students receiving AIS and RTI</p>

				<p>services.</p> <p>Continue to utilize iReady, a technology based program that diagnoses student performance and provides data on student growth, abilities and needs along with an action plan for instruction.</p>
<p>Academic Goal 26</p>	<p>75% of sixth grade students will be proficient in ELA</p>	<p>NYS Common Core English Language Arts Test</p>	<p>Not Met</p>	<p>To close the performance gap, the school will undertake the following initiatives:</p> <p>Continue to strengthen the school's Academic Intervention Services (AIS) Program and Response to Intervention (RTI) Program.</p> <p>Provide additional training and time for teachers to analyze student performance data on an ongoing basis with the support of the Data Specialist.</p> <p>Provide professional development opportunities that support the implementation of the English Language Arts Common Core Learning Standards, includes research based strategies to improve teacher pedagogy and supports literacy instruction to English Language Learners and students</p>

				<p>receiving AIS and RTI services.</p> <p>Continue to utilize iReady, a technology based program that diagnoses student performance and provides data on student growth, abilities and needs along with an action plan for instruction.</p>
Academic Goal 27	75% of seventh grade students will be proficient in ELA	NYS Common Core English Language Arts Test	Not Met	<p>To close the performance gap, the school will undertake the following initiatives:</p> <p>Continue to strengthen the school's Academic Intervention Services (AIS) Program and Response to Intervention (RTI) Program.</p> <p>Provide additional training and time for teachers to analyze student performance data on an ongoing basis with the support of the Data Specialist.</p> <p>Provide professional development opportunities that support the implementation of the English Language Arts Common Core Learning Standards, includes research based strategies to improve teacher pedagogy and supports literacy instruction to English Language Learners</p>

				and students receiving AIS and RTI services.  Continue to utilize iReady, a technology based program that diagnoses student performance and provides data on student growth, abilities and needs along with an action plan for instruction.
Academic Goal 28	Evergreen students will outperform students enrolled in the local district on the Grade 3 NYS Common Core English Language Arts Test	NYS Common Core English Language Arts Test	Met	
Academic Goal 29	Evergreen students will outperform students enrolled in the local district on the Grade 4 NYS Common Core English Language Arts Test	NYS Common Core English Language Arts Test	Met	
Academic Goal 30	Evergreen students will outperform students enrolled in the local district on the Grade 5 NYS Common Core English Language Arts Test	NYS Common Core English Language Arts Test	Met	
Academic Goal 31	Evergreen students will outperform students enrolled in the local district on the Grade 6 NYS Common Core English Language Arts Test	NYS Common Core English Language Arts Test	Met	
	Evergreen students will outperform students enrolled in			

Academic Goal 32	the local district on the Grade 7 NYS Common Core English Language Arts Test	NYS Common Core English Language Arts Test	Met	
				<p>To close the performance gap, the school will undertake the following initiatives:</p> <p>Continue to strengthen the school's Academic Intervention Services (AIS) Program and Response to Intervention (RTI) Program.</p> <p>Provide additional training and time for teachers to analyze student performance data on an ongoing basis with the support of the Data Specialist.</p>
Academic Goal 33	75% of third grade students will be proficient in Mathematics	NYS Common Core Mathematics Test	Not Met	<p>Provide professional development opportunities that support the implementation of the Mathematics Common Core Learning Standards, includes research based strategies to improve teacher pedagogy and supports mathematics instruction to English Language Learners and students receiving AIS and RTI services.</p> <p>Continue to utilize iReady, a technology based program that</p>

				<p>diagnoses student performance and provides data on student growth, abilities and needs along with an action plan for instruction.</p>
<p>Academic Goal 34</p>	<p>75% of fourth grade students will be proficient in Mathematics</p>	<p>NYS Common Core Mathematics Test</p>	<p>Not Met</p>	<p>To close the performance gap, the school will undertake the following initiatives:</p> <p>Continue to strengthen the school's Academic Intervention Services (AIS) Program and Response to Intervention (RTI) Program.</p> <p>Provide additional training and time for teachers to analyze student performance data on an ongoing basis with the support of the Data Specialist.</p> <p>Provide professional development opportunities that support the implementation of the Mathematics Common Core Learning Standards, includes research based strategies to improve teacher pedagogy and supports mathematics instruction to English Language Learners and students receiving AIS and RTI services.</p> <p>Continue to utilize</p>

				<p>iReady, a technology based program that diagnoses student performance and provides data on student growth, abilities and needs along with an action plan for instruction.</p>
<p>Academic Goal 35</p>	<p>75% of fifth grade students will be proficient in Mathematics</p>	<p>NYS Common Core Mathematics Test</p>	<p>Not Met</p>	<p>To close the performance gap, the school will undertake the following initiatives:</p> <p>Continue to strengthen the school's Academic Intervention Services (AIS) Program and Response to Intervention (RTI) Program.</p> <p>Provide additional training and time for teachers to analyze student performance data on an ongoing basis with the support of the Data Specialist.</p> <p>Provide professional development opportunities that support the implementation of the Mathematics Common Core Learning Standards, includes research based strategies to improve teacher pedagogy and supports mathematics instruction to English Language Learners and students receiving AIS and RTI services.</p>

				Continue to utilize iReady, a technology based program that diagnoses student performance and provides data on student growth, abilities and needs along with an action plan for instruction.
Academic Goal 36	75% of sixth grade students will be proficient in Mathematics	NYS Common Core Mathematics Test	Not Met	<p>To close the performance gap, the school will undertake the following initiatives:</p> <p>Continue to strengthen the school's Academic Intervention Services (AIS) Program and Response to Intervention (RTI) Program.</p> <p>Provide additional training and time for teachers to analyze student performance data on an ongoing basis with the support of the Data Specialist.</p> <p>Provide professional development opportunities that support the implementation of the Mathematics Common Core Learning Standards, includes research based strategies to improve teacher pedagogy and supports mathematics instruction to English Language Learners and students</p>

				<p>receiving AIS and RTI services.</p> <p>Continue to utilize iReady, a technology based program that diagnoses student performance and provides data on student growth, abilities and needs along with an action plan for instruction.</p>
Academic Goal 37	75% of seventh grade students will be proficient in Mathematics	NYS Common Core Mathematics Test	Not Met	<p>To close the performance gap, the school will undertake the following initiatives:</p> <p>Continue to strengthen the school's Academic Intervention Services (AIS) Program and Response to Intervention (RTI) Program.</p> <p>Provide additional training and time for teachers to analyze student performance data on an ongoing basis with the support of the Data Specialist.</p> <p>Provide professional development opportunities that support the implementation of the Mathematics Common Core Learning Standards, includes research based strategies to improve teacher pedagogy and supports mathematics instruction to English</p>

				<p>Language Learners and students receiving AIS and RTI services.</p> <p>Continue to utilize iReady, a technology based program that diagnoses student performance and provides data on student growth, abilities and needs along with an action plan for instruction.</p>
Academic Goal 38	Evergreen students will outperform students enrolled in the local district on the Grade 3 NYS Common Core Mathematics Test	NYS Common Core Mathematics Test	Met	
Academic Goal 39	Evergreen students will outperform students enrolled in the local district on the Grade 4 NYS Common Core Mathematics Test	NYS Common Core Mathematics Test	Met	
Academic Goal 40	Evergreen students will outperform students enrolled in the local district on the Grade 5 NYS Common Core Mathematics Test	NYS Common Core Mathematics Test	Met	
Academic Goal 41	Evergreen students will outperform students enrolled in the local district on the Grade 6 NYS Common Core Mathematics Test	NYS Common Core Mathematics Test	Met	
Academic Goal 42	Evergreen students will outperform students enrolled in the local district on the Grade 7 NYS Common Core	NYS Common Core Mathematics Test	Met	

	Mathematics Test			
Academic Goal 43	75% of fourth grade students will be proficient in Science	Grade 4 NYS Science Test	Met	
Academic Goal 44				
Academic Goal 45				

#### 4. ORGANIZATIONAL GOALS

##### 2017-18 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	Evergreen Charter School will have an annual average attendance rate of at least 90%	PowerSchool Attendance Summary Report	Met	
Org Goal 2	95% of students will return to Evergreen Charter School	Enrollment Data	Met	
Org Goal 3	80% of parents will express satisfaction with the instructional program and staff at Evergreen Charter School	Parent Survey	Met	
Org Goal 4				
Org Goal 5				

**5. Do you have more organizational goals to add?** No

#### 6. FINANCIAL GOALS

**2017-18 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



# Entry 4 Expenditures per Child

Created: 07/30/2018 • Last updated: 07/31/2018

## EVERGREEN CS (REGENTS)Section Heading

### Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

### 1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2017-18 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

**Note:** *The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:* <http://www.p12.nysed.gov/psc/AuditGuide.html>

Line 1: Total Expenditures	7051561
Line 2: Year End FTE student enrollment	450
Line 3: Divide Line 1 by Line 2	15670

## 2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2017-18 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

### Notes:

**The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:**

**<http://www.p12.nysed.gov/psc/AuditGuide.html>.**

**Employee benefit costs or expenditures should not be reported in the above calculations.**

Line 1: Relevant Personnel Services Cost (Row)	767145
Line 2: Management and General Cost (Column)	486694
Line 3: Sum of Line 1 and Line 2	1253839
Line 5: Divide Line 3 by the Year End FTE student enrollment	2786

**Thank you.**

**EVERGREEN CHARTER SCHOOL**

**Financial Statements  
and  
Supplementary Information  
For the Years Ended  
June 30, 2018  
and  
June 30, 2017**

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## Independent Auditor's Report

To the Board of Trustees of  
Evergreen Charter School

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Evergreen Charter School (the "School") which comprise the statement of financial position as of June 30, 2018 and June 30, 2017 and the related statements of activities, functional expenses and cash flows for the years then ended and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

In our opinion, the financial statements referred to on the previous page present fairly, in all material respects, the financial position of Evergreen Charter School as of June 30, 2018 and June 30, 2017 and the results of its activities and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 26, 2018 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

*Condon O'Mara McElly & Donnelly LLP*

**EVERGREEN CHARTER SCHOOL**

**Statement of Financial Position**

**Assets**

	<b>June 30</b>	
	<b>2018</b>	<b>2017</b>
<b>Current assets</b>		
Cash	\$ 1,139,911	\$ 1,657,089
Government contracts receivable	1,322,530	249,367
Other receivables	46,992	42,418
Prepaid expenses	175,246	155,984
Total current assets	2,684,679	2,104,858
<b>Restricted cash</b>	75,000	75,000
<b>Property and equipment, net</b>	1,022,097	912,507
<b>Real estate deposits</b>	59,904	-
<b>Total assets</b>	<b>\$ 3,841,680</b>	<b>\$ 3,092,365</b>

**Liabilities and Unrestricted Net Assets**

<b>Current liabilities</b>		
Accounts payable and accrued expenses	\$ 697,060	\$ 642,401
<b>Unrestricted net assets</b>	3,144,620	2,449,964
<b>Total liabilities and unrestricted net assets</b>	<b>\$ 3,841,680</b>	<b>\$ 3,092,365</b>

See notes to financial statements.

**EVERGREEN CHARTER SCHOOL**  
**Statement of Activities**

	<b>For the Year Ended June 30</b>	
	<b>2018</b>	<b>2017</b>
<b>Support and revenue</b>		
Public School Districts –		
Student enrollment	\$ 8,397,657	\$ 7,015,291
Other	62,500	32,500
State grants	326,882	279,698
Federal grants	167,406	78,477
Other	42,398	28,945
Total support and revenue	<b>8,996,843</b>	<b>7,434,911</b>
<b>Expenses</b>		
Program services		
Regular education		
Elementary school	5,115,544	5,513,642
Middle school	1,371,175	-
Special education	369,674	324,254
Total program services	6,856,393	5,837,896
Supporting activities		
Management and general	1,445,794	1,205,477
Total expenses	<b>8,302,187</b>	<b>7,043,373</b>
<b>Increase in unrestricted net assets</b>	<b>694,656</b>	<b>391,538</b>
<b>Unrestricted net assets, beginning of year</b>	<b>2,449,964</b>	<b>2,058,426</b>
<b>Unrestricted net assets, end of year</b>	<b>\$ 3,144,620</b>	<b>\$ 2,449,964</b>

See notes to financial statements.

**EVERGREEN CHARTER SCHOOL**

**Statement of Functional Expenses  
For the Years Ended June 30, 2018 and June 30, 2017**

	2018						2017					
	Program Services			Supporting Activities			Program Services			Supporting Activities		
	Regular Education		Special Education	Management and General		Total	Regular Education-		Special Education	Management and General		Total
	Elementary School	Middle School				Elementary School						
Salaries and wages	\$ 2,555,115	\$ 722,332	\$ 188,567	\$ 767,144	\$ 4,233,158	\$ 2,738,207	\$ 180,375	\$ 640,944	\$ 3,559,526			
Payroll taxes and fringe benefits	579,876	163,931	42,795	174,101	960,703	724,686	27,862	127,217	879,765			
Professional fees	72,681	2,310	8,204	100,974	184,169	66,937	8,881	103,141	178,959			
Contracted services	29,997	6,522	1,703	-	38,222	25,906	1,707	-	27,613			
Equipment rental/lease	37,230	7,116	2,551	10,380	57,277	35,044	2,308	8,203	45,555			
Food	230,347	65,119	17,000	-	312,466	239,087	-	-	239,087			
Insurance	21,673	6,127	1,599	6,507	35,906	25,332	1,669	5,929	32,930			
Library	11,442	268	546	-	12,256	13,423	884	-	14,307			
Maintenance and repairs	82,726	40,618	4,455	28,286	156,085	78,045	5,141	18,269	101,455			
Middle school expansion	2,312	14,164	-	-	16,476	4,248	-	-	4,248			
Mobile classroom	34,124	-	1,591	-	35,715	131,996	-	-	131,996			
Occupancy	889,254	138,710	59,144	240,613	1,327,721	872,066	57,446	204,128	1,133,640			
Other	85,587	9,056	4,655	5,192	104,490	57,435	10,383	5,090	72,908			
Supplies and materials	135,345	60,270	11,255	45,787	252,657	129,363	8,522	30,281	168,166			
Staff development	114,420	64,631	8,348	-	187,399	85,465	220	-	85,685			
Telephone	9,199	3,707	743	3,021	16,670	26,406	1,739	6,181	34,326			
Transportation (student)	9,401	5,720	705	-	15,826	19,639	1,293	-	20,932			
Travel	2,354	512	134	-	3,000	716	38	-	754			
Utilities	64,405	18,207	4,753	19,337	106,702	72,300	4,763	16,924	93,987			
Depreciation and amortization	148,056	41,855	10,926	44,452	245,289	167,341	11,023	39,170	217,534			
<b>Total</b>	<b>\$ 5,115,544</b>	<b>\$ 1,371,175</b>	<b>\$ 369,674</b>	<b>\$ 1,445,794</b>	<b>\$ 8,302,187</b>	<b>\$ 5,513,642</b>	<b>\$ 324,254</b>	<b>\$ 1,205,477</b>	<b>\$ 7,043,373</b>			

See notes to financial statements.

## EVERGREEN CHARTER SCHOOL

## Statement of Cash Flows

	For the Year Ended June 30	
	<u>2018</u>	<u>2017</u>
<b>Cash flows from operating activities</b>		
Increase in unrestricted net assets	\$ 694,656	\$ 391,538
Adjustments to reconcile increase in unrestricted net assets to net cash provided by (used in) operating activities		
Depreciation and amortization	245,290	217,534
(Increase) decrease in assets		
Government contracts receivable	(1,073,163)	627,228
Other receivables	(4,574)	(6,299)
Prepaid expenses	(19,262)	(11,064)
Increase (decrease) in liabilities		
Accounts payable and accrued expenses	54,659	221,499
Unearned revenue	-	(11,013)
Net cash provided by (used in) operating activities	<u>(102,394)</u>	<u>1,429,423</u>
<b>Cash flows from investing activities</b>		
Purchase of property and equipment	(354,880)	(114,909)
Real estate deposits	(59,904)	-
Net cash (used in) investing activities	<u>(414,784)</u>	<u>(114,909)</u>
<b>Cash flows from financing activities</b>		
Proceeds from line of credit	-	277,100
Repayment of line of credit	-	(374,900)
Net cash (used in) financing activities	<u>-</u>	<u>(97,800)</u>
<b>Net increase (decrease) in cash</b>	<b>(517,178)</b>	<b>1,216,714</b>
<b>Cash, beginning of year</b>	<b><u>1,732,089</u></b>	<b><u>515,375</u></b>
<b>Cash, end of year</b>	<b><u>\$ 1,214,911</u></b>	<b><u>\$ 1,732,089</u></b>
<b>Consists of:</b>		
Unrestricted	\$ 1,139,911	\$ 1,657,089
Restricted	<u>75,000</u>	<u>75,000</u>
Total	<u>\$ 1,214,911</u>	<u>\$ 1,732,089</u>

See notes to financial statements.

## EVERGREEN CHARTER SCHOOL

### Notes to Financial Statements June 30, 2018 and June 30, 2017

#### **Note 1 – Nature of organization and summary of significant accounting policies**

##### Nature of organization

The Evergreen Charter School (the “School”) is a New York State nonprofit corporation. The School’s primary goal is to nurture the intellectual, physical and social development of children, through a comprehensive program that promotes academic excellence and prepares its students for success in school and in life.

##### Basis of presentation

The accompanying financial statements have been prepared in conformity with the disclosure and display requirements of the accounting standards for *Financial Statements of Not-for-Profit Organizations*. Accordingly, the net assets of the School are reported in each of the following three classes: (a) unrestricted net assets, (b) temporarily restricted net assets, and (c) permanently restricted net assets.

Net assets of the restricted classes are created only by donor-imposed restrictions on their use. Donor-restricted contributions whose restrictions are met in the same accounting period are reported as unrestricted contributions.

As of June 30, 2018 and June 30, 2017, the School has no temporarily or permanently restricted net assets.

##### Funding

The School is funded through various contracts with the New York State Department of Education and through tuition based upon a per pupil allocation from the public school districts in which the students are registered.

##### Cash equivalents

The School deems all highly liquid investments with original maturities of 90 days or less to be cash equivalents. As of June 30, 2018 and June 30, 2017, the School has no cash equivalents.

##### Allowance for doubtful accounts

As of June 30, 2018 and June 30, 2017, the School’s management has determined that there are no potentially uncollectible receivables and thus, an allowance for doubtful accounts is not necessary. Such estimate is based on management’s experience, the aging of the receivables, subsequent receipts and current economic conditions.

**EVERGREEN CHARTER SCHOOL****Notes to Financial Statements (continued)  
June 30, 2018 and June 30, 2017****Note 1 – Nature of organization and summary of significant accounting policies (continued)**Property and equipment

Property and equipment are recorded at cost. The School capitalizes property and equipment expenditures over \$1,000. Leasehold improvements are being amortized using the straight-line method over a ten year period which is the lesser of the estimated useful life or lease term. Furniture and equipment is being depreciated using the straight-line method over estimated useful lives of five years.

In February 2016, the School purchased vacant land across from the School's property in Hempstead, New York for a total cost of \$102,356. The School intends to use this space for school expansion including but not limited to recreational and other space related to School needs including parking.

Revenue

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor.

All other revenue sources, including government grants and tuition, are recorded as revenue when earned.

Reimbursements under government contracts are subject to audit by the various government agencies. The effects of any potential audit disallowances for these contracts have not been recognized in these financial statements.

In-kind services

A number of volunteers have donated time to the School. While these contributed services are important in assisting the School in carrying out its operations, these volunteer services have not been recorded in the accompanying statement of activities because they do not meet the revenue recognition criteria for recording such services.

Functional expenses and allocations

The costs of providing the various programs and other activities have been summarized on a functional basis. Accordingly, certain costs have been allocated between the program services and supporting activities benefited.

**EVERGREEN CHARTER SCHOOL**

**Notes to Financial Statements (continued)  
June 30, 2018 and June 30, 2017**

**Note 1 – Nature of organization and summary of significant accounting policies (continued)**

Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements. Actual results could differ from these estimates.

Concentrations of credit risk

The School's financial instruments that are potentially exposed to concentrations of credit risk consist primarily of cash and receivables. At times during the year, the School's bank accounts were in excess of the FDIC insurance limit. The School places its cash with what it believes to be quality financial institutions. The School has not experienced any losses in such accounts to date. The School's receivables consist of amounts due from government contracts and other miscellaneous receivables. The School's management monitors its cash and the collectability of its receivables. As a result, the School believes no significant concentrations of credit risk exist with respect to its cash and receivables.

Subsequent events

The School has evaluated events and transactions for potential recognition or disclosure through September 26, 2018, which is the date the financial statements were available to be issued.

**Note 2 – Restricted cash**

In accordance with New York State Board of Education Regulations, the School established an escrow account in order to be able to cover certain expenses in the case of insolvency of the School.

**Note 3 – Property and equipment**

A summary of the property and equipment as of June 30, 2018 and June 30, 2017 is as follows:

	<u>2018</u>	<u>2017</u>
Land	\$ 102,356	\$ 102,356
Leasehold improvements	1,115,435	1,109,298
Furniture and equipment	<u>894,226</u>	<u>629,262</u>
Sub-total	2,112,017	1,840,916
Less: accumulated depreciation and amortization	<u>1,089,920</u>	<u>928,409</u>
Total	<u>\$ 1,022,097</u>	<u>\$ 912,507</u>

During the 2018 and 2017 fiscal years, the School wrote off fully depreciated assets totaling \$83,779 and \$261,313, respectively.

**EVERGREEN CHARTER SCHOOL**

**Notes to Financial Statements (continued)**  
**June 30, 2018 and June 30, 2017**

**Note 4 – Commitments**

Community Center lease

In January 2017, the School extended its lease agreement for fifteen years to expire January 2031 with Círculo de la Hispanidad, Inc. (the “Agency”), a related party, to rent space at its Community Center. The School and Agency are currently in negotiations to modify the lease to include the rental of additional space.

Church lease

In August 2017, the School entered into a 3 year lease for additional space expiring August 14, 2020. The lease requires monthly payments of \$13,871 with annual increases of 3% per year thereafter. The School has the option to extend the lease for two terms of one year.

Rental expense for the 2018 and 2017 fiscal years was approximately \$1,305,000 and \$1,114,000, respectively.

Real estate

During June 2018, the School entered into two contracts of sale for the purchase of two properties near the School in Hempstead, New York, for a total cost of \$1,090,000. As of June 30, 2018, the School has made real estate deposits toward the purchases totaling \$59,904. The School intends to use the properties for the expansion of the middle school and its recreational and educational activities. As of the date of this report, the School has not closed on either property.

Office equipment lease

In February 2014, the School entered into a five-year operating lease agreement for office equipment.

As of June 30, 2018, the future minimum annual payments under the lease agreements are as follows:

<u>Fiscal Year</u>	<u>Community Center</u>	<u>Church</u>	<u>Office Equipment</u>	<u>Total</u>
2019	\$ 1,188,790	\$ 171,028	\$ 13,024	\$ 1,372,842
2020	1,224,454	176,163	-	1,400,617
2021	1,261,187	14,716	-	1,275,903
2022	1,299,023	-	-	1,299,023
2023	1,337,994	-	-	1,337,994
2024 and thereafter	<u>11,394,840</u>	<u>-</u>	<u>-</u>	<u>11,394,840</u>
Total	<u>\$17,706,288</u>	<u>\$ 361,907</u>	<u>\$ 13,024</u>	<u>\$18,081,219</u>

**EVERGREEN CHARTER SCHOOL****Notes to Financial Statements (continued)  
June 30, 2018 and June 30, 2017****Note 4 – Commitments (continued)****Line of credit**

In February 2018, the School increased its revolving line of credit with a bank to \$900,000. The line bears interest at the Wall Street Journal's Prime Rate plus .5% which as of June 30, 2018 was 5.5%. The line is secured by all assets of the School and expires in February 2019. As of June 30, 2018, there was no balance outstanding under the line.

**Note 5 – Retirement plan**

The School sponsors a non-contributory 403(b) plan that covers all eligible employees. An eligible employee can defer a portion of his/her compensation not to exceed limits set by the Internal Revenue Code for a 403(b) plan. For fiscal years ended 2018 and 2017, the School contributed \$31,859 and \$2,990 to the plan, respectively.

**Note 6 – Related party transactions**

The Chair, Vice Chair and a member of the Board of Trustees of the School are the Executive Director, Assistant Executive Director and an employee, respectively, of the Agency, a not-for-profit organization. During the 2018 and 2017 fiscal years, the School reimbursed the Agency approximately \$178,000 and \$111,000, respectively, for expenses paid by the Agency relating to the School's utilities, repair and maintenance and other shared costs based upon the reimbursement methods detailed in the lease between the two organizations. In addition, the School entered into a lease agreement with the Agency to rent space (see note 4).

**Note 7 – Tax status**

The School is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code (the "Code"). In addition, the School has been determined by the Internal Revenue Service to be a publicly supported organization and not a private foundation within the meaning of Section 509(a)(1) of the Code.

**Independent Auditor's Report on Internal Control  
Over Financial Reporting  
and on Compliance and Other Matters Based  
on an Audit of Financial Statements  
Performed in Accordance  
With *Government Auditing Standards***

To the Board of Trustees of  
Evergreen Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Evergreen Charter School (the "School") which comprise the statement of financial position as of June 30, 2018 and the related statements of activities, functional expenses and cash flows for the year then ended and the related notes to the financial statements, and have issued our report thereon dated September 26, 2018.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Condon O'Meara Walsh & Donnelly LLP

**EVERGREEN CHARTER SCHOOL**  
**Schedule of Findings and Questioned Costs**  
**For the Year Ended June 30, 2018**

Section I – Summary of Auditor’s Results

**Financial Statements**

Type of auditor’s report issued:	<u>Unmodified</u>	
Internal control over financial reporting:		
Material weakness(es) identified?	_____ Yes	_____ <input checked="" type="checkbox"/> _____ No
Significant deficiency(ies) identified that are not considered to be material weaknes(es)?	_____ Yes	_____ <input checked="" type="checkbox"/> _____ None noted
Noncompliance material to financial statements noted?	_____ Yes	_____ <input checked="" type="checkbox"/> _____ No



## Annual Financial Statement Audit Report

<b>School Name:</b>	<b>Evergreen Charter School</b>
Date (Report is due Nov. 1):	November 1, 2018
Primary District of Location (If NYC select NYC DOE):	Hempstead Union Free School District
If located in NYC DOE select CSD:	-
School Fiscal Contact Name:	Lisett M. Knox
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	Condon O'Meara McGinty & Donnelly LLP
School Audit Contact Name:	Michael Asaro
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2017-18
Prior Year:	2016-17

**The following items are required to be included:**

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	
Management Letter Response	
Federal Single Audit (A-133)	N/A
Corrective Action Plan	



**Evergreen Charter School**  
**Statement of Financial Position**  
**as of June 30**

	<u>2018</u>	<u>2017</u>
<b><u>CURRENT ASSETS</u></b>		
Cash and cash equivalents	\$ 1,139,911	\$ 1,657,089
Grants and contracts receivable	1,322,530	249,367
Accounts receivables	46,992	42,418
Prepaid Expenses	175,246	155,984
Contributions and other receivables	-	-
Other current assets	-	-
<b>TOTAL CURRENT ASSETS</b>	<b>2,684,679</b>	<b>2,104,858</b>
<b><u>NON-CURRENT ASSETS</u></b>		
Property, Building and Equipment, net	\$ 1,022,097	\$ 912,507
Restricted Cash	75,000	75,000
Security Deposits	-	-
Other Non-Current Assets	59,904	-
<b>TOTAL NON-CURRENT</b>	<b>1,157,001</b>	<b>987,507</b>
<b>TOTAL ASSETS</b>	<b><u>3,841,680</u></b>	<b><u>3,092,365</u></b>
<b><u>CURRENT LIABILITIES</u></b>		
Accounts payable and accrued expenses	\$ 697,060	\$ 642,401
Accrued payroll, payroll taxes and benefits	-	-
Current Portion of Loan Payable	-	-
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	-	-
Other Current Liabilities	-	-
<b>TOTAL CURRENT</b>	<b>697,060</b>	<b>642,401</b>
<b><u>LONG-TERM LIABILITIES</u></b>		
Loan Payable; Due in More than One Year	\$ -	\$ -
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
<b>TOTAL LONG-TERM</b>	<b>-</b>	<b>-</b>
<b>TOTAL LIABILITIES</b>	<b><u>697,060</u></b>	<b><u>642,401</u></b>

**NET ASSETS**

Unrestricted	\$ 3,144,620	\$ 2,449,964
Temporarily restricted	-	-
Permanently restricted	-	-
<b>TOTAL NET ASSETS</b>	<u>3,144,620</u>	<u>2,449,964</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>3,841,680</u></u>	<u><u>3,092,365</u></u>

**Evergreen Charter School**  
**Statement of Activities**  
**as of June 30**

	2018			2017
	Unrestricted	Temporarily Restricted	Total	Total
<b>OPERATING REVENUE</b>				
State and Local Per Pupil Revenue - Reg. Ed	\$ 8,397,657	\$ -	\$ 8,397,657	\$ 7,015,291
State and Local Per Pupil Revenue - SPED	-	-	-	-
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	167,406	-	167,406	78,477
State and City Grants	326,882	-	326,882	279,698
Other Operating Income	104,898	-	104,898	61,445
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	<b>8,996,843</b>	<b>-</b>	<b>8,996,843</b>	<b>7,434,911</b>
<b>EXPENSES</b>				
Program Services				
Regular Education	\$ 5,115,544	\$ -	\$ 5,115,544	\$ 5,513,642
Special Education	369,674	-	369,674	324,254
Other Programs	1,371,175	-	1,371,175	-
Total Program Services	6,856,393	-	6,856,393	5,837,896
Management and general	1,445,794	-	1,445,794	1,205,477
Fundraising	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>8,302,187</b>	<b>-</b>	<b>8,302,187</b>	<b>7,043,373</b>
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<b>694,656</b>	<b>-</b>	<b>694,656</b>	<b>391,538</b>
<b>SUPPORT AND OTHER REVENUE</b>				
Interest and Other Income	\$ -	\$ -	\$ -	\$ -
Contributions and Grants	-	-	-	-
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Assets Released from Restrictions / Loss on Disposal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CHANGE IN NET ASSETS</b>	<b>694,656</b>	<b>-</b>	<b>694,656</b>	<b>391,538</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 2,449,964</b>	<b>\$ -</b>	<b>\$ 2,449,964</b>	<b>\$ 2,058,426</b>
<b>PRIOR YEAR/PERIOD ADJUSTMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**NET ASSETS - END OF YEAR**

\$ 3,144,620    \$ -    \$ 3,144,620    \$ 2,449,964

**Evergreen Charter School  
Statement of Cash Flows**

as of June 30

	<u>2018</u>	<u>2017</u>
<b>CASH FLOWS - OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$ 694,656	\$ 391,538
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	245,290	217,534
Grants Receivable	(1,073,163)	627,228
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	(19,262)	(11,064)
Accounts Payable	54,659	221,499
Accrued Expenses	-	-
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	-	-
Interest payments	-	-
Other Receivables	(4,574)	(6,299)
Other - Unearned Revenue	-	(11,013)
<b>NET CASH PROVIDED FROM OPERATING ACTIVITIES</b>	<b>\$ (102,394)</b>	<b>\$ 1,429,423</b>
<b>CASH FLOWS - INVESTING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Purchase of equipment	(354,880)	(114,909)
Other	(59,904)	-
<b>NET CASH PROVIDED FROM INVESTING ACTIVITIES</b>	<b>\$ (414,784)</b>	<b>\$ (114,909)</b>
<b>CASH FLOWS - FINANCING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Principal payments on long-term debt	-	-
Other	-	(97,800)
<b>NET CASH PROVIDED FROM FINANCING ACTIVITIES</b>	<b>\$ -</b>	<b>\$ (97,800)</b>
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>\$ (517,178)</b>	<b>\$ 1,216,714</b>
Cash at beginning of year	1,732,089	515,375
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>\$ 1,214,911</b>	<b>\$ 1,732,089</b>

**Evergreen Charter School  
Statement of Functional Expenses  
as of June 30**

		2018						
		Program Services				Supporting Services		
	No. of Positions	Regular	Special	Other	Total	Fundraising	Management and General	Total
		Education	Education	Education				
		\$	\$	\$	\$	\$	\$	\$
Personnel Services Costs								
Administrative Staff Personnel	10.00	-	-	-	-	-	767,144	767,144
Instructional Personnel	69.00	1,900,752	188,567	722,332	2,811,651	-	-	-
Non-Instructional Personnel	13.00	654,363	-	-	654,363	-	-	-
Total Salaries and Staff	92.00	2,555,115	188,567	722,332	3,466,014	-	767,144	767,144
Fringe Benefits & Payroll Taxes		579,876	42,795	163,931	786,602	-	174,101	174,101
Retirement		-	-	-	-	-	-	-
Management Company Fees		-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	-	-
Accounting / Audit Services		72,681	8,204	2,310	83,195	-	100,974	100,974
Other Purchased / Professional / Consulting Services		29,997	1,703	6,522	38,222	-	-	-
Building and Land Rent / Lease		889,254	59,144	138,710	1,087,108	-	240,613	240,613
Repairs & Maintenance		82,726	4,455	40,618	127,799	-	28,286	28,286
Insurance		21,673	1,599	6,127	29,399	-	6,507	6,507
Utilities		73,604	5,496	21,914	101,014	-	22,358	22,358
Supplies / Materials		146,787	11,801	60,538	219,126	-	45,787	45,787
Equipment / Furnishings		37,230	2,551	7,116	46,897	-	10,380	10,380
Staff Development		114,420	8,348	64,631	187,399	-	-	-
Marketing / Recruitment		-	-	-	-	-	-	-
Technology		-	-	-	-	-	-	-
Food Service		230,347	17,000	65,119	312,466	-	-	-
Student Services		9,401	705	5,720	15,826	-	-	-
Office Expense		85,587	4,655	9,056	99,298	-	5,192	5,192
Depreciation		148,056	10,926	41,855	200,837	-	44,452	44,452
OTHER		38,790	1,725	14,676	55,191	-	-	-
<b>Total Expenses</b>		<b>\$ 5,115,544</b>	<b>\$ 369,674</b>	<b>\$ 1,371,175</b>	<b>\$ 6,856,393</b>	<b>\$ -</b>	<b>\$ 1,445,794</b>	<b>\$ 1,445,794</b>

	2017
Total	
\$	\$
767,144	640,944
2,811,651	2,542,187
654,363	376,395
4,233,158	3,559,526
960,703	879,765
-	-
-	-
-	10,256
184,169	89,604
38,222	49,506
1,327,721	1,265,636
156,085	101,455
35,906	32,930
123,372	131,594
264,913	182,473
57,277	6,992
187,399	85,685
-	16,515
-	53,925
312,466	239,087
15,826	20,932
104,490	45,555
245,289	217,534
55,191	54,403
<u>\$ 8,302,187</u>	<u>\$ 7,043,373</u>



# Entry 5c Additional Financial Docs

Created: 10/30/2018 • Last updated: 10/31/2018

The additional items listed below should be uploaded if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

## Section Heading

### 1. Management Letter

<https://nysed-cso-reports.fluidreview.com/resp/20225253/8mMlunnVv3/>

**Explanation for not uploading the Management Letter.** (No response)

### 2. Form 990

<https://nysed-cso-reports.fluidreview.com/resp/20225253/FINDqRIBTE/>

**Explanation for not uploading the Form 990.** We have asked for an extension to file this form.

### 3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

**Explanation for not uploading the Federal Single Audit.** A Federal Single Audit was not required because the school did not expend federal funds in excess of the threshold of \$750,000.

### 4. CSP Agreed Upon Procedure Report

(No response)

**Explanation for not uploading the procedure report.** This is not applicable to us at this time.

## 5. Evidence of Required Escrow Account

<https://nysed-cso-reports.fluidreview.com/resp/20225253/pN6H0Nalce/>

**Explanation for not uploading the Escrow evidence.** (No response)

## 6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

- a. The person responsible
- b. The date action was taken, or will be taken
- c. Description of the action taken
- d. Evidence of implementation (if available)

<https://nysed-cso-reports.fluidreview.com/resp/20225253/JDKdnGTC4H/>

**Explanation for not uploading the Corrective Action Plan.** (No response)

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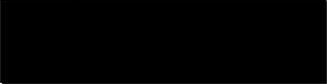
**CONDON  
O'MEARA  
MCGINTY &  
DONNELLY LLP**

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Certified Public Accountants

One Battery Park Plaza  
New York, NY 10004-1405  
Tel: (212) 661 - 7777  
Fax: (212) 661 - 4010

September 26, 2018

Mr. Gil Bernardino  
President  
Evergreen Charter School  


Dear Mr. Bernardino:

In planning and performing our audit of the financial statements of the Evergreen Charter School (the "School") as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

Although our consideration would not necessarily disclose all matters that concern the internal control, we submit, for your consideration, a comment and recommendation, which we believe is an opportunity for strengthening the internal control.

This report is intended solely for the information and use of the Board of Trustees, management and the New York State Department of Education and is not intended to be used and should not be used by anyone other than these specified parties.

We wish to express our appreciation for the cooperation and courtesies extended to our representatives during the audit. We would be pleased to discuss our comments with you further, should you so desire.

Very truly yours,

Conlon O'Meara McHugh & Donnelly LLP

cc: Sarah Brewster, Ph.D., J.D., L.M.S.W., Vice President  
José Canosa, Esq., Treasurer  
Ms. Lisett M. Knox, Director of Finance and Operations  
Mr. Matthew D. Dapolito, CPA

**General**

On December 18, 2013, the Nonprofit Revitalization Act (the “Act”) was signed into law by New York State. The Act modernizes the laws applicable to nonprofits and enhances nonprofit governance and oversight. Most provisions of the Act took effect on July 1, 2014 and the remaining provisions of the Act took effect on January 1, 2015. We again recommend that the School familiarize itself with the Act in order to be in compliance with the required guidelines of the Act. The School may also wish to consult with legal counsel regarding the Act to ensure its compliance with its applicable provisions.

# Application for Automatic Extension of Time To File an Exempt Organization Return

► **File a separate application for each return.**  
► **Information about Form 8868 and its instructions is at [www.irs.gov/form8868](http://www.irs.gov/form8868).**

**Electronic filing (e-file).** You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit [www.irs.gov/efile](http://www.irs.gov/efile), click on Charities & Non-Profits, and click on e-file for Charities and Non-Profits.

### Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

<b>Type or print</b>  File by the due date for filing your return. See instructions.	Name of exempt organization or other filer, see instructions.  EVERGREEN CHARTER SCHOOL	Employer identification number (EIN) or  [REDACTED]
	Number, street, and room or suite no. If a P.O. box, see instructions. 605 PENINSULA BOULEVARD	Social security number (SSN)
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. HEMPSTEAD, NY 11550	

Enter filer's identifying number, see instructions

Enter the Return Code for the return that this application is for (file a separate application for each return) . . . . . 

0	1
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Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

SARAH BREWSTER, ECS,

- The books are in the care of ► 605 PENINSULA BOULEVARD, HEMPSTEAD NY 11550

Telephone No. ► [REDACTED] Fax No. ► \_\_\_\_\_

- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) \_\_\_\_\_ . If this is for the whole group, check this box  . If it is for part of the group, check this box  and attach a list with the names and EINs of all members the extension is for.

1 I request an automatic 6-month extension of time until 05/15, 2019, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

►  calendar year 20\_\_\_\_ or

►  tax year beginning 07/01, 2017, and ending 06/30, 2018.

2 If the tax year entered in line 1 is for less than 12 months, check reason:  Initial return  Final return  Change in accounting period

<b>3a</b> If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	<b>3a</b>	\$	0.
<b>b</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	<b>3b</b>	\$	0.
<b>c</b> <b>Balance due.</b> Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	<b>3c</b>	\$	0.

**Caution.** If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

# Business Market Rate Savings

Account number: [REDACTED] ■ September 1, 2018 - September 30, 2018 ■ Page 1 of 4



013849 1 AV 0.378 741211



EVERGREEN CHARTER SCHOOL  
605 PENINSULA BLVD  
HEMPSTEAD NY 11550-5424

## Questions?

Available by phone 24 hours a day, 7 days a week:  
Telecommunications Relay Services calls accepted  
**1-800-CALL-WELLS** (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: [wellsfargo.com/biz](http://wellsfargo.com/biz)

Write: Wells Fargo Bank, N.A. (348)  
P.O. Box 6995  
Portland, OR 97228-6995

## Your Business and Wells Fargo

Since August 2003, the Wells Fargo/Gallup Small Business Index has surveyed small business owners on current and future perceptions of their business financial situation. View the latest results at [wellsfargoworks.com](http://wellsfargoworks.com).

### Activity summary

Beginning balance on 9/1	\$75,173.00
Deposits/Credits	1.85 ✓
Withdrawals/Debits	- 0.00
<b>Ending balance on 9/30</b>	<b>\$75,174.85 ✓</b>
Average ledger balance this period	\$75,173.00

Account number: [REDACTED]

**EVERGREEN CHARTER SCHOOL**

*New York account terms and conditions apply*

For Direct Deposit use

Routing Number (RTN): 026012881

For Wire Transfers use

Routing Number (RTN): 121000248

### Interest summary

Interest paid this statement	\$1.85
Average collected balance	\$75,173.00
Annual percentage yield earned	0.03%
Interest earned this statement period	\$1.85
Interest paid this year	\$16.86



**Transaction history**

Date	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
9/28	Interest Payment	1.85		75,174.85
<b>Ending balance on 9/30</b>				<b>75,174.85</b>
<b>Totals</b>		<b>\$1.85</b>	<b>\$0.00</b>	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

**Monthly service fee summary**

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to [wellsfargo.com/feefaq](http://wellsfargo.com/feefaq) for a link to these documents, and answers to common monthly service fee questions.

Fee period 09/01/2018 - 09/30/2018	Standard monthly service fee \$6.00	You paid \$0.00
<b>How to avoid the monthly service fee</b>	Minimum required	This fee period
Have any <b>ONE</b> of the following account requirements		
• Average collected balance	\$500.00	\$75,173.00 <input checked="" type="checkbox"/>
• Total automatic transfers from an eligible Wells Fargo business checking account	\$25.00	\$0.00 <input type="checkbox"/>

The Monthly service fee summary fee period ending date shown above includes a Saturday, Sunday, or holiday which are non-business days. Transactions occurring after the last business day of the month will be included in your next fee period.  
VCVC

**Account transaction fees summary**

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Deposited Items	0	20	0	0.50	0.00
Cash Deposited (\$)	0	5,000	0	0.0030	0.00
<b>Total service charges</b>					<b>\$0.00</b>

058976

 **IMPORTANT ACCOUNT INFORMATION**

Effective November 10, 2018, the sentence "Certain electronic credit transfers, such as those through card networks or funds transfer systems, will be available on the first business day after the day we receive the transfer" in the first paragraph of the "Your ability to withdraw funds" section under the "Funds availability policy" in the Deposit Account Agreement will be replaced with "Certain electronic credit transfers, such as those through card networks or funds transfer systems, will be available on the day we receive the transfer."

**A reminder...**





You can request to close your account at any time if the account is in good standing (e.g. does not have a negative balance or restrictions such as holds on funds, legal order holds or court blocks on the account). At the time of your request, we will assist you in withdrawing or transferring any remaining funds, bringing your account balance to zero.

- All outstanding items need to be processed and posted to your account before your request to close otherwise they will be returned unpaid.
- Any recurring payments or withdrawals from your account need to be cancelled before your request to close (examples include bill payments, automated debit card payments, and direct deposits) otherwise, they may be returned unpaid.
- We will not be liable for any loss or damage that may result from not honoring items that are presented or received after your account is closed.
- At the time of your request to close:
  - For interest-earning accounts, it stops earning interest from the date you request to close your account.
  - Overdraft Protection and/or Debit Card Overdraft Service will be removed on the date you request to close your account.
  - The Agreement continues to apply.
- If you have requested to close your account and a positive balance remains, we may send you a check for the remaining balance.
- All other aspects of the Agreement remain the same. If there is a conflict between the updated language above and the Agreement, the updated language will control.

Thank you for being a Wells Fargo customer. As a valued Wells Fargo customer, we hope you find this information helpful. If you have questions or concerns, please contact your local banker or call the number listed on your statement.





# Entry 5d Financial Services Contact Information

Created: 10/30/2018 • Last updated: 10/31/2018

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

## EVERGREEN CS (REGENTS)Section Heading

### 1. School Based Fiscal Contact Information

School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
Lisett Knox	[REDACTED]	[REDACTED]

### 2. Audit Firm Contact Information

School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
Condon O'Meara McGinty & Donnell LLP	[REDACTED]	[REDACTED]	[REDACTED]

### 3. If applicable, please provide contact information for the school's outsourced financial services firm.

Firm Name	Contact Person	Mailing Address	Email	Phone	Years with Firm
Nonprofit Fiscal Management LLC	Matt Dapolito	[REDACTED]	[REDACTED]	[REDACTED]	8

# New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the -  
Board of Regents -

## 2017-18 Budget & Cash Flow Template

### General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in <b>BLUE</b>
2	Enter information into the <b>GRAY</b> cells
3	Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Rows may be inserted in the worksheet to accommodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**Evergreen Charter School**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	10,930,186	-	-	-	-	10,930,186
Total Expenses	7,810,774	425,565	1,505,070	-	1,049,864	10,791,273
Net Income	3,119,412	(425,565)	(1,505,070)	-	(1,049,864)	138,914
Actual Student Enrollment	482	43				
Total Paid Student Enrollment	-	-				

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
----------------------	----------------------	-------	-------------	-------------------------	-------

**REVENUE**

**REVENUES FROM STATE SOURCES**

Per Pupil Revenue

District of Location

CY Per Pupil Rate

School District 1 Amityville	\$19,104.00
School District 2 Baldwin	\$16,736.00
School District 3 Copiague	\$16,229.00
School District 4 East Meadow	\$16,973.00
School District 5 Elmont	\$0.00
School District 6 Freeport	\$17,151.00
School District 7 Hempstead	\$19,452.00
School District 8 Hicksville	\$16,312.00
School District 9 Lawrence	\$0.00
School District 10 Malverne	\$21,730.00
School District 11 Roosevelt	\$17,883.00
School District 12 Sewanhaka	\$13,842.00
School District 13 Uniondale	\$21,461.00
School District 14 Valley Stream 13	\$16,771.00
School District 15 Valley Stream Central	\$16,053.00
School District 16 Westbury	\$20,226.00

-	-	-	-	-	-
\$37,634.88	-	-	-	-	37,635
\$115,394.72	-	-	-	-	115,395
\$31,971.13	-	-	-	-	31,971
\$16,718.40	-	-	-	-	16,718
\$0.00	-	-	-	-	-
\$253,406.02	-	-	-	-	253,406
\$8,660,419.44	-	-	-	-	8,660,419
\$16,067.32	-	-	-	-	16,067
\$0.00	-	-	-	-	-
\$42,808.10	-	-	-	-	42,808
\$52,844.26	-	-	-	-	52,844
\$13,634.37	-	-	-	-	13,634
\$739,867.97	-	-	-	-	739,868
\$16,519.44	-	-	-	-	16,519
\$15,812.20	-	-	-	-	15,812
\$39,845.22	-	-	-	-	39,845
<b>10,052,943</b>					<b>10,052,943</b>

Special Education Revenue

Grants

Stimulus

Other

Other State Revenue

-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
<b>10,052,943</b>					<b>10,052,943</b>

**REVENUE FROM FEDERAL FUNDING**

IDEA Special Needs

Title I

Title Funding - Other

School Food Service (Free Lunch)

Grants

Charter School Program (CSP) Planning & Implementation

Other

Other Federal Revenue

-	-	-	-	-	-
183,384	-	-	-	-	183,384
-	-	-	-	-	-
379,571	-	-	-	-	379,571
-	-	-	-	-	-
-	-	-	-	-	-
244,788	-	-	-	-	244,788
-	-	-	-	-	-
<b>807,743</b>					<b>807,743</b>

**TOTAL REVENUE FROM FEDERAL SOURCES**

**LOCAL and OTHER REVENUE**

Contributions and Donations, Fundraising

Erate Reimbursement

Interest Income, Earnings on Investments,

NYC-DYCD (Department of Youth and Community Developmt.)

Food Service (Income from meals)

-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

**Evergreen Charter School**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	10,930,186	-	-	-	-	10,930,186
Total Expenses	7,810,774	425,565	1,505,070	-	1,049,864	10,791,273
Net Income	3,119,412	(425,565)	(1,505,070)	-	(1,049,864)	138,914
Actual Student Enrollment	482	43				
Total Paid Student Enrollment	-	-				

**PROGRAM SERVICES**

**SUPPORT SERVICES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Text Book	-	-	-	-	-	-
Other Local Revenue	69,500	-	-	-	-	69,500
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>	<b>69,500</b>					<b>69,500</b>
<b>TOTAL REVENUE</b>	<b>10,930,186</b>					<b>10,930,186</b>

**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

No. of Positions

Executive Management	2.00	-	-	-	143,750	143,750
Instructional Management	1.00	-	-	-	115,000	115,000
Deans, Directors & Coordinators	-	-	-	-	-	-
CFO / Director of Finance	1.00	-	-	-	90,000	90,000
Operation / Business Manager	-	-	-	-	-	-
Administrative Staff	9.00	-	-	-	405,110	405,110
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>13</b>				<b>753,860</b>	<b>753,860</b>

**INSTRUCTIONAL PERSONNEL COSTS**

Teachers - Regular	29.00	1,526,794	-	325,250	-	1,852,044
Teachers - SPED	7.00	-	337,750	130,000	-	467,750
Substitute Teachers	3.00	130,000	-	65,000	-	195,000
Teaching Assistants	-	-	-	-	-	-
Specialty Teachers	21.00	706,861	-	674,250	-	1,381,111
Aides	27.00	222,808	-	-	-	222,808
Therapists & Counselors	2.00	137,000	-	-	-	137,000
Other	-	-	-	-	-	-
<b>TOTAL INSTRUCTIONAL</b>	<b>89</b>	<b>2,723,463</b>	<b>337,750</b>	<b>1,194,500</b>		<b>4,255,713</b>

**NON-INSTRUCTIONAL PERSONNEL COSTS**

Nurse	2.00	141,250	-	-	-	141,250
Librarian	-	-	-	-	-	-
Custodian	10.00	317,109	-	-	-	317,109
Security	-	-	-	-	-	-
Other	4.00	220,960	-	-	-	220,960
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>16</b>	<b>679,319</b>				<b>679,319</b>

**SUBTOTAL PERSONNEL SERVICE COSTS**

<b>118</b>	<b>3,402,782</b>	<b>337,750</b>	<b>1,194,500</b>		<b>753,860</b>	<b>5,688,892</b>
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**PAYROLL TAXES AND BENEFITS**

Payroll Taxes	260,313	25,838	91,379	-	57,670	435,200
Fringe / Employee Benefits	624,410	61,977	219,191	-	138,333	1,043,912
Retirement / Pension	-	-	-	-	-	-
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	<b>884,723</b>	<b>87,815</b>	<b>310,570</b>		<b>196,004</b>	<b>1,479,112</b>

**TOTAL PERSONNEL SERVICE COSTS**

	<b>4,287,505</b>	<b>425,565</b>	<b>1,505,070</b>		<b>949,864</b>	<b>7,168,004</b>
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**CONTRACTED SERVICES**

Accounting / Audit	110,030	-	-	-	-	110,030
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**Evergreen Charter School**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	10,930,186	-	-	-	-	10,930,186
Total Expenses	7,810,774	425,565	1,505,070	-	1,049,864	10,791,273
Net Income	3,119,412	(425,565)	(1,505,070)	-	(1,049,864)	138,914
Actual Student Enrollment	482	43				
Total Paid Student Enrollment	-	-				

**PROGRAM SERVICES**

**SUPPORT SERVICES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Legal	40,000	-	-	-	-	40,000
Management Company Fee	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-
Payroll Services	35,390	-	-	-	-	35,390
Special Ed Services	-	-	-	-	-	-
Titlement Services (i.e. Title I)	-	-	-	-	-	-
Other Purchased / Professional / Consulting	121,000	-	-	-	-	121,000
<b>TOTAL CONTRACTED SERVICES</b>	<b>306,420</b>					<b>306,420</b>

**SCHOOL OPERATIONS**

Board Expenses	-	-	-	-	-	-
Classroom / Teaching Supplies & Materials	74,000	-	-	-	-	74,000
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	-	-	-	-	-	-
Supplies & Materials other	188,000	-	-	-	-	188,000
Equipment / Furniture	95,000	-	-	-	-	95,000
Telephone	26,000	-	-	-	-	26,000
Technology	-	-	-	-	-	-
Student Testing & Assessment	-	-	-	-	-	-
Field Trips	16,000	-	-	-	-	16,000
Mobile Classrooms	34,680	-	-	-	-	34,680
Student Services - other	23,000	-	-	-	-	23,000
Office Expense	-	-	-	-	-	-
Staff Development	240,000	-	-	-	-	240,000
Staff Recruitment	18,500	-	-	-	-	18,500
Student Recruitment / Marketing	-	-	-	-	-	-
School Meals / Lunch	430,000	-	-	-	-	430,000
Travel (Staff)	3,500	-	-	-	-	3,500
Fundraising	-	-	-	-	-	-
Other	57,500	-	-	-	-	57,500
<b>TOTAL SCHOOL OPERATIONS</b>	<b>1,206,180</b>					<b>1,206,180</b>

**FACILITY OPERATION & MAINTENANCE**

Insurance	90,000	-	-	-	-	90,000
Janitorial	80,000	-	-	-	-	80,000
Building and Land Rent / Lease	1,451,219	-	-	-	-	1,451,219
Repairs & Maintenance	121,500	-	-	-	-	121,500
Equipment / Furniture	-	-	-	-	-	-
Security	-	-	-	-	-	-
Utilities	123,000	-	-	-	-	123,000
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>1,865,719</b>					<b>1,865,719</b>

**DEPRECIATION & AMORTIZATION**

DEPRECIATION & AMORTIZATION		-	-	-	-	-
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	144,950	-	-	-	100,000	244,950

**Evergreen Charter School**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

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Net Income	3,119,412	(425,565)	(1,505,070)	-	(1,049,864)	138,914
Actual Student Enrollment	482	43				-
Total Paid Student Enrollment	-	-				-

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
<b>TOTAL EXPENSES</b>	7,810,774	425,565	1,505,070		1,049,864	10,791,273
<b>NET INCOME</b>	3,119,412	(425,565)	(1,505,070)	-	(1,049,864)	138,914

**ENROLLMENT - \*School Districts Are Linked To Above Entries\***

District of Location	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location			-
School District 1 Amityville	1	1	2
School District 2 Baldwin	7		7
School District 3 Copiague	2		2
School District 4 East Meadow	1		1
School District 5 Elmont	-		-
School District 6 Freeport	14	1	15
School District 7 Hempstead	412	40	452
School District 8 Hicksville	1		1
School District 9 Lawrence	-		-
School District 10 Malverne	2		2
School District 11 Roosevelt	2	1	3
School District 12 Sewanhaka	1		1
School District 13 Uniondale	35		35
School District 14 Valley Stream 13	1		1
School District 15 Valley Stream Central	1		1
School District 16 Westbury	2		2
	482	43	525
<b>REVENUE PER PUPIL</b>	22,677	-	-
<b>EXPENSES PER PUPIL</b>	16,205	9,897	2,867









<b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b>
---

**Trustee Name:**  
**Gil Bernardino**

---

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Evergreen Charter School**

---

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

President

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

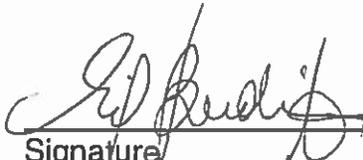
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and

			<b>relationship to yourself</b>
School Year 2017-2018	I work for the landlord of the school. My wife is also on the Board of Trustees.	Did not participate in discussion or vote when applicable.	Sarah Brewster, wife

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps Taken to Avoid Conflict of Interest</b>
Circulo de la Hispanidad	Circulo is the landlord of the school	The rent is approximately 1,200,000 a year	I work for the landlord of the charter school, Circulo de la Hispanidad. My wife also works for the same agency and is also on the Board.	Removed myself from discussion and votes when applicable. All Board members are aware of this relationship.

  
Signature

07/15/2018  
Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

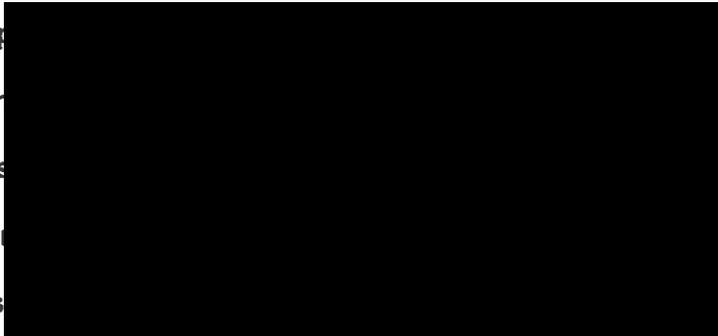
**Business Telep**

**Business Addr**

**E-mail Address**

**Home Telepho**

**Home Address**



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

---

**Trustee Name:**

**Jose Fernando Canosa**

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Evergreen Charter School**

---

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

**Treasurer**

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest,	Name of person holding interest or engaging in
---------	--	--	--

		(e.g., did not vote, did not participate in discussion)	transaction and relationship to yourself
	None.		

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None.				



Signature



Date

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Business Telephone 

**Business Address**

**E-mail Address**

**Home Telephone**

**Home Address**



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**  
**Gladys Rodriguez**

---

**Name of Charter School Education Corporation (for an unmerged school, this is  
the Charter School Name):**

**Evergreen Charter School**

---

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Secretary

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
None.			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None.				

Signature

*Madya Rose*

Date

7/16/18

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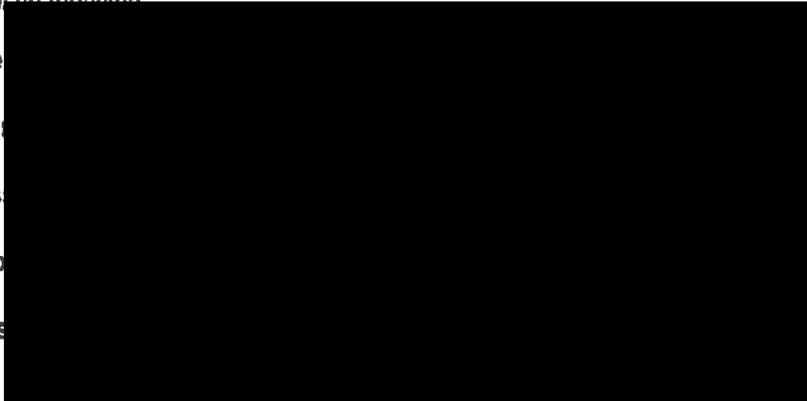
**Business Tele**

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**Home Address**



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**  
**Sarah Brewster**

---

**Name of Charter School Education Corporation (for an unmerged school, this is  
the Charter School Name):**

**Evergreen Charter School**

---

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Vice President

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

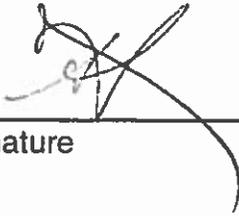
If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
School Year 2017-2018	I work for the landlord of the school. My husband is also on the Board of Trustees.	Did not participate in discussion or vote when applicable.	Gil Bernardino, Husband.

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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Circulo de la Hispanidad	Circulo is the landlord of the school	The rent is approximately 1,200,000 a year	I work for the landlord of the charter school, Circulo de la Hispanidad. My husband also works for the same agency and is also on the Board.	Removed myself from discussion and votes when applicable. All Board members are aware of this relationship.



Signature

July 16, 2018

Date

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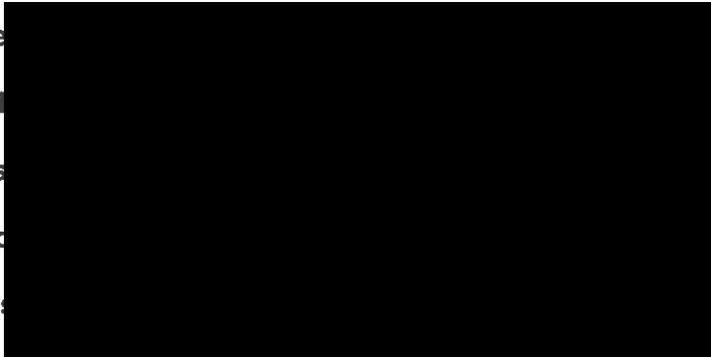
**Business Tele**

**Business Add**

**E-mail Address**

**Home Telepho**

**Home Address**



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

**Nancy Iglesias**

---

**Name of Charter School Education Corporation (for an unmerged school, this is  
the Charter School Name):**

**Evergreen Charter School**

---

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Member

2. Is the trustee an employee of any school operated by the Education Corporation?  
     Yes   X   No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

     Yes   X   No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.
-

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
None.			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None.				

*Tanya D. Liles*      *July 30, 2018*  
Signature      Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

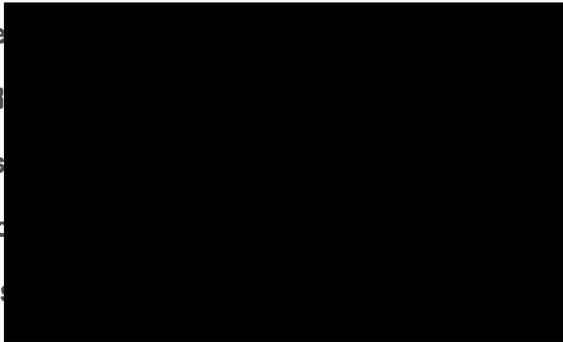
**Business Tele**

**Business Add**

**E-mail Address**

**Home Telepho**

**Home Address**



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**  
**Yvonne Mowatt**

---

**Name of Charter School Education Corporation (for an unmerged school, this is  
the Charter School Name):**

**Evergreen Charter School**

---

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board of Trustee Member

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of Financial Interest/Transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to yourself</b>
None.			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps Taken to Avoid Conflict of Interest</b>
None.				

J. M. Mott  
Signature

7/18/18  
Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Tele**

**Business Add**

**E-mail Address**

**Home Telepho**

**Home Address**



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**  
**Luis Ras**

---

**Name of Charter School Education Corporation (for an unmerged school, this is  
the Charter School Name):**

**Evergreen Charter School**

---

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

**Board of Trustee representative**

2. Is the trustee an employee of any school operated by the Education Corporation?  
     Yes   X   No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

     Yes   X   No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

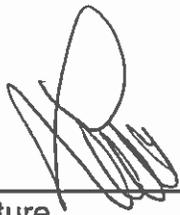
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
None.			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None.				

Signature



Date

7/17/10

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:**

**Business Address:**

**E-mail Address:**

**Home Telephone:**

**Home Address:**



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**  
**Ariel Sotelo**

---

**Name of Charter School Education Corporation (for an unmerged school, this is  
the Charter School Name):**

**Evergreen Charter School**

---

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Member

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
Not applicable.			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Circulo de la Hispanidad	Circulo is the landlord of the school	The rent is approximately 1,200,000 a year	I work for the landlord of the charter school, Circulo de la Hispanidad.	Removed myself from discussion and votes when applicable. All Board members are aware of my employment relationship.

Signature



Date

7/30/18

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

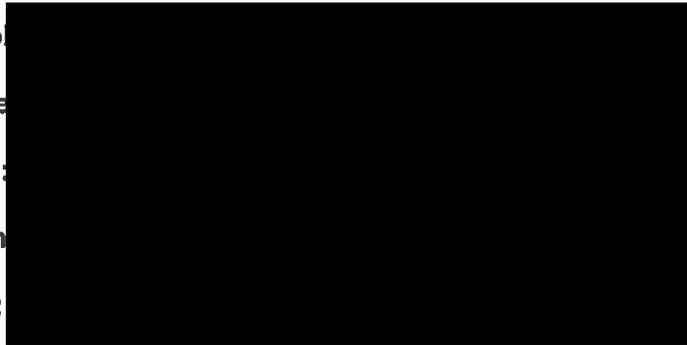
**Business Telephone:**

**Business Address:**

**E-mail Address:**

**Home Telephone:**

**Home Address:**





# Entry 8 BOT Table

Last updated: 07/16/2018

## 1. Current Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
1	Gil Bernardino [Redacted]	Chair	Executive Finance Education and Accountability Personnel	Yes	3	9/1/2017	8/31/2020	12
2	Jose Canosa [Redacted]	Vice Chair	Executive Finance Education and Accountability	Yes	2	9/1/2018	8/31/2021	8
3	Sarah Brewster [Redacted]	Treasurer	Executive Finance Education and Accountability Personnel	Yes	3	9/1/2018	8/31/2021	12
4	Gladys Rodriguez [Redacted]	Secretary	Executive Finance Personnel	Yes	3	9/1/2016	8/31/2019	12
5	Nancy Iglesias [Redacted]	Trustee/Member	Executive Education and Accountability Personnel	Yes	2	9/1/2018	8/31/2021	7
	Yvonne Mowatt [Redacted]	Trustee/M	Executive				8/31/202	

6		ember	Finance Personnel	Yes	3	9/1/2018	1	7
7	Arielo Sotelo	Trustee/Member	Executive Education and Accountability Finance Personnel	Yes	3	9/1/2017	8/31/2020	8
8	Luis Ras	Trustee/Member	Executive Personnel	Yes	3	9/1/2017	8/31/2020	10
9								

**1a. Are there more than 9 members of the Board of Trustees?** No

**2. Total number of members on June 30, 2018** 8

**3. Total number of members joining the Board during the 2017-18 school year** 0

**4. Total number of members departing the Board during the 2017-18 school year** 0

**5. Number of voting members in 2017-18, as set by the by-laws, resolution or minutes** 8

**6. Number of Board meetings conducted during the 2017-18 School Year** 12

**7. Number of Board meetings** 12  
**scheduled for the coming 2018-**  
**19 school year**

**Thank you.**



# Entry 9 - Board Meeting Minutes

Created: 07/11/2018 • Last updated: 07/18/2018

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## [Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2017--June 2018, which should match the number of meetings held during the 2017-18 school year.

### **EVERGREEN CS (REGENTS)**

**Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2017-18 school year, on the charter school's website?**

No

the charter school's website.

**B. Upload all monthly Board meeting minutes, which should match the number of meetings held during the 2017-18 school year.**

Combine all monthly meeting minutes into one .PDF file.

<https://nysed-cso-reports.fluidreview.com/resp/17553761/wNFCVDEEJA/>

**Evergreen Charter School  
Meeting of the Board of Trustees  
605 Peninsula Blvd, Hempstead, NY 11550**

**Minutes from  
June 27 2018  
8:10 pm**

**Members:**

<b>Mr. Gil Bernardino</b>	<b>Present</b>
<b>Dr. Sarah Brewster</b>	<b>Present</b>
<b>Mr. José Canosa, Esq.</b>	<b>Present</b>
<b>Ms. Nancy Iglesias</b>	<b>Present</b>
<b>Mr. Luis Ras, Esq.</b>	<b>Present</b>
<b>Ms. Yvonne Mowatt</b>	<b>Present</b>
<b>Ms. Gladys Rodríguez</b>	<b>Present</b>
<b>Mr. Ariel Sotelo</b>	<b>Present – had to leave early.</b>

**Also present:**

**Mr. Edwin Irizarry, Principal  
Ms. Karen Leeper, Assistant Principal  
Ms. Christine Weigand, Director of Curriculum and Instruction  
Ms. Knox, Director of Finance and Operations  
Mr. Matt Dapolito, CPA**

*Note: As always, the Board Meeting was conducted in English and Spanish.*

**I. Call to Order 8:10pm**

President Bernardino thanked everyone for being here tonight and introduced Matt Dapolito to present the budget.

**Welcome and Call to  
order: President Gil  
Bernardino**

**II. Presentation of the School Budget by Matt Dapolito, CPA**

**Report presented by  
Mr. Matt Dapolito**

Mr. Dapolito presented the financial projection for year ended June 30, 2018. The proposed budget year ending 2019 was also presented. He explained and reviewed line by line of total expenses and total revenue. In addition to the translation of the budget, President Bernardino explained the purpose of having a budget that protects the finances of the school. Please see attached report.

#### **IV. Professional Development:**

- 1) Received PD from Christine Milton, Leadership consultant.
- 2) Attended PD from Pam Kinnon, Generation Ready consultant.

#### **V. Middle School:**

- 1) Completed mini-observations of all teachers; Formal observations of new teachers.
- 2) Discussed logistics of MS to include grades 5<sup>th</sup>-8<sup>th</sup> in terms of which rooms to occupy.

#### **VI. Administrative Items:**

- 1) Reviewed social workers logs on students services and absent students.
- 2) Sent letters to parents of those who did not have working phone numbers.
- 3) Interviewed teachers for 2018-19 positions.
- 4) Completed evaluations.
- 5) Completed observations.
- 6) Discussed positions for next year with all administration (update attached).
- 7) Resolved student conflicts.
- 8) Met with Ms. Wise to discuss data entries for NYS reports due August 24.
- 9) Completed 8 Evacuation Drills and 4 Lockdown Drills for the 2017-18 school year.
- 10) Discussed summer school for struggling and retention of students.

#### **VII. Parent Engagement:**

- 1) Presented two orientations in Spanish AM + PM to incoming Kindergarten students.
- 2) Letter regarding the Community Resource Fair June 13 (Attached)
- 3) Lunch and Breakfast Menu for June (Attached)
- 4) Scholastic Book Fair June 5-7 (Attached)
- 5) Parent Workshop of June 7 (Ms. Plaza and Ms. Spiazzi) (Attached)
- 6) Updated phone numbers needed letter (Attached)
- 7) Family Tennis League (Círculo)
- 8) Health and Dental Forms distributed (Attached)
- 9) Music Concert on June 22 (Attached)
- 10) Tax Payer Forum Letter (Attached)
- 11) Summer School Program (Letter)
- 12) Carnival Day June 21 (Attached)

**XII. Approval of Minutes**

Minutes of May 30, 2018

Motion Trustee Sarah Brewster  
Second: Trustee Jose Canosa  
Vote: 7:0

**Approval of  
Minutes from Past  
Meeting**

**XIII. Reading of the Resolutions:**

Resolutions were read in English and Spanish.

**Reading and  
Consideration of  
Resolutions**

**XIV. Questions and comments from the public related to resolutions**

Trustee Sarah Brewster explained the resolutions to hire new personnel.  
Discussion followed on resolution # 2

**Questions and  
comments from the  
public**

**XV. Approval of Resolutions**

**Voting of the  
Resolutions**

**Evergreen Charter School  
Agenda Items for Resolutions:  
June 27, 2018**

1. **Resolved**, the Board of Trustees approves the following staff recommendations:

<b>Name</b>	<b>Position</b>	<b>Status</b>
Jacklyn Lee	Classroom Teacher	FT
Taylor Sciara	Classroom Teacher	FT
Alexander Eichhorn	Technology	FT

Motion: Trustee Sarah Brewster  
Second: Trustee Yvonne Mowatt  
Vote: 7:0

**XVII. Announcements:**

**Announcements**

President Bernardino announced that Principal Irrizary will be leaving us. He thanked him and wished him well in his retirement and future endeavors.

**XVIII. Adjournment**

**Adjournment**

Motion to adjourn made by: Trustee Yvonne Mowatt  
Seconded by: Trustee Nancy Iglesias  
Approved: 7:0

Meeting adjourned at: 9:27 pm

Minutes submitted by: Gladys Rodriguez  
Gladys Rodriguez, Secretary

**Evergreen Charter School  
Meeting of the Board of Trustees  
605 Peninsula Blvd, Hempstead, NY 11550**

**Minutes from  
May 30, 2018  
8:10pm**

**Members:**

<b>Mr. Gil Bernardino</b>	<b>Present</b>
<b>Dr. Sarah Brewster</b>	<b>Present</b>
<b>Mr. José Canosa, Esq.</b>	<b>Present</b>
<b>Ms. Nancy Iglesias</b>	<b>Present</b>
<b>Mr. Luis Ras, Esq.</b>	<b>Present</b>
<b>Ms. Yvonne Mowatt</b>	<b>Absent</b>
<b>Ms. Gladys Rodríguez</b>	<b>Present</b>
<b>Mr. Ariel Sotelo</b>	<b>Present</b>

**Also present:**

**Mr. Edwin Irizarry, Principal  
Ms. Karen Leeper, Assistant Principal  
Ms. Christine Weigand, Director of Curriculum and Instruction  
Ms. Knox, Director of Finance and Operations**

*Note: As always, the Board Meeting was conducted in English and Spanish.*

**I. Call to Order 8:10pm**

President Bernardino thanked everyone for being here tonight and introduced Principal Edwin Irizarry for his monthly report:

<b>Welcome and Call to order: President Gil Bernardino</b>
--

**II. Monthly Report by Mr. Edwin Irizarry, Principal**

<b>Report presented by Mr. Edwin Irizarry</b>
---

**Evergreen Charter School  
March Report to the Board of Trustees  
Edwin Irizarry  
Principal's Report**

May 30, 2018

**A. Enrollment:**

<b>Grade Level</b>	<b>Number of Students</b>
Kindergarten	75
First Grade	75
Second Grade	50
Third Grade	50
Fourth Grade	50
Fifth Grade	50
Sixth Grade	51
Seventh Grade	49
<b>Total:</b>	<b>450</b>

**B. Attendance:**

- 1) See attached Attendance Count Report (includes absence/tardy reports from 4/20/18 – 5/23/18).

**C. Curriculum and Instruction:**

- 1) Participated in the supervision of NYS Math tests.
- 2) Planning Character Development session with current 5<sup>th</sup> grade classes and Social Worker.

**D. Professional Development:**

- 1) Received PD on Mental Health Awareness.
- 2) Received PD from Christine Milton, Leadership Consultant.

**E. Middle School:**

- 1) Completed mini-observations as well as standard observations.
- 2) Discussed logistics of current students in 5<sup>th</sup> and/or 6<sup>th</sup> grade attending Middle School.
- 3) Communicated expectations to students during morning assemblies and in classrooms.

**F. Administrative Items:**

- 1) Reviewed social workers logs on students' services and absent students.
- 2) Wrote letters to five school districts Superintendents and Business Superintendents regarding New York State Textbook Loan Program in order to receive funding for Evergreen students that attend Hempstead, Baldwin, Freeport, Uniondale and Roosevelt.
- 3) Worked with administrators to complete items for state visit of June 8.
- 4) Distributed Principal Bulletin Board awards for participation in writing.
- 5) Discussed plans to host June 13 Community Fair with Mr. Skariah.
- 6) Distributed Preference sheets to all teachers for the 2017-18 school year.
- 7) Interviewed general and special education teachers.
- 8) Viewed demonstration lessons.
- 9) Suspended four students for violations of Discipline Code of Conduct.
- 10) Continued to complete formal observations and feedback to teachers.

**G. Parent Engagement:**

- 1) Survey sent to all parents for their opinions on their child's education (Attached).
- 2) Awards Ceremony letter (Attached).
- 3) Home and School Connection newsletter distributed (Attached).
- 4) Family Dance letter (Attached).
- 5) Letter regarding Allergy Season (Attached).
- 6) Letter to parents regarding double parking (Attached)
- 7) Letters sent regarding new clubs. (Attached).
- 8) Addressed academic and behavior concerns with parents.

**Special Announcement:**

Received a Technology grant from New York State for \$234,802

**III. Financial Report: Presented by Ms. Knox, Director of Finance and Operations:**

<p><b>Presented by Ms. Knox, Director of Finance and Operations</b></p>
---

Ms. Knox explained that whenever children leave the school for whatever reason there is a process of re-calculation and refund that must be done. She reported that the process of intercept for Lawrence was completed, that meals are up to date and that the Hempstead School District is behind on the payments again. At this time the district is being very inconsistent with the payments.

**IV. Questions and Comments from the Board of Trustees related to the Financial Report:**

**Questions and  
Comments from  
the Board**

President Bernardino asked about the children who left the school and the reasons for leaving. Ms. Knox explained that some move out of state and that those children who move to other districts still come to Evergreen but a process of refund must be done because they are now in a different school district.

Discussion followed on districts and children from other districts.

**V. Questions and Comments from the Public related to the Financial Report:**

**Questions and  
Comments from  
the Public**

Parents asked about the process of teachers' evaluations and how are they observed. President Bernardino explained the process and Principal Irizarry indicated that teachers receive support and training throughout their career and that they are observed in different classroom settings.

Discussion followed on Teachers' evaluations.

**VI. Parents' Association: Presented by President Phil Brown.**

**Parent Association**

**Actual Expenses**

Purchase of chipboards for Teacher Appreciation Week	\$	209.12
Catering	\$	252.71
	\$	100.00
	\$	52.36
Purchase of Helium for Balloons	\$	43.40
Photo Booth	\$	200.00
DJ Total \$270	\$	100.00
	\$	170.00
Juice for Dance	\$	47.00
Uniform Gift Card Raffle	\$	50.00
Movie Ticket Raffle	\$	40.00
Gift Card to Pizzeria (pie) -\$16 Donation from Pizzeria		
Took out cash for magician –No SHOW-deposited back		
With money earned for ticket		
Decorations	\$	340.00
<b>Totals</b>	<b>\$</b>	<b>1,604.59</b>

**Expense/Profit---Family Dance**

Total Expense	\$	1,395.47
Money earned for tickets	\$	797.00
<b>Total Profit/Expense</b>	<b>\$</b>	<b>(598.47)</b>

**Bank Account Balance**

Account Balance before event (4/24/18)	\$	3,909.62
Credit interest	\$	1.15
Deposited into Bank Account (5/30/18)	\$	640.00
Total Expenses	\$	1,604.59
<b>Account Balance as of 5/30/18</b>	<b>\$</b>	<b>3,093.18</b>

**VII. Approval of Minutes**

Minutes April 25, 2018

Motion Trustee Ariel Sotelo  
Second: Trustee Sarah Brewster  
Vote: 7:0

**Approval of  
Minutes from  
Past Meeting**

**VIII. Reading of the Resolutions:**

Resolutions were read in English and Spanish.

**Reading and  
Consideration of  
Resolutions**

**IX. Questions and comments from the public related to resolutions**

Trustee Sarah Brewster explained the resolutions to hire new personnel.

**Questions and  
comments from  
the public**

**X. Approval of Resolutions**

**Voting of the  
Resolutions**

**Evergreen Charter School  
Agenda Items for Resolutions:  
May 30, 2018**

1. **Resolved**, the Board of Trustees approves the following staff recommendations:

<b>Name</b>	<b>Position</b>	<b>Status</b>
Garcia Guzman	Spanish Teacher	FT
Berta Lemus Valle	School Aide	PT
Cristina Marzigliano	Business Office Assistant	FT

Motion: Trustee Nancy Iglesias  
Second: Trustee Jose Canosa  
Vote: 7:0

2. **Resolved**, the Board of Trustees approves Carnival Day/Field Day for the Elementary and Middle School.

Date for Elementary School June 21, 2018

Date for Middle School TBD.

Motion: Trustee Jose Canosa  
Second: Trustee Sarah Brewster  
Vote: 7:0

3. **Resolved**, the Board of Trustees approves the annual purple breakfast at the Elementary School June 27, 2018

Motion: Trustee Gladys Rodriguez  
Second: Trustee Jose Canosa  
Vote: 7:0

**XI. Old/New Business/New business:**

**Old/New Business**

President Bernardino indicated that we are looking to purchase property for the expansion of the school. Discussion followed new property for the school, value, place and space.

Discussion followed on cell phone policy, president Bernardino stated that the cell phone policy is the same for both the Elementary School and the Middle school. Parents would get notified if there were any changes.

**XII. Announcements:**

**Announcements**

President Bernardino announced that a grant was received from the State of New York for \$234,000 to be used for Technology. "This is great news and the school is very happy"

**XIII. Motion to Go into Executive Session for the purpose of discussing matters leading to the appointment, or dismissal of a particular person or persons, matters concerning proposed, pending or current litigation, and matters involving Civil Service Law, Article 14.**

**Motion to Go Into Executive Session**

Motion made by: Trustee Nancy Iglesias  
Seconded by: Trustee Gladys Rodriguez  
Approved: 7:0

**XIV. Additional Resolutions**

4. **Resolved**, the Board of Trustees approves members of the Executive Committee to enter a contract of sale for the purchase of land for future use by Evergreen Charter School.

See attached.

Motion made by: Trustee Jose Canosa  
Seconded by: Trustee Nancy Iglesias  
Approved: 7:0

**XV. Adjournment**

**Adjournment**

Motion to adjourn made by: Trustee Nancy Iglesias  
Seconded by: Trustee Sarah Brewster  
Approved: 7:0

Meeting adjourned at: 9:36 pm

Minutes submitted by: Gladys Rodriguez  
Gladys Rodriguez, Secretary

**Evergreen Charter School  
Meeting of the Board of Trustees  
605 Peninsula Blvd, Hempstead, NY 11550**

**Minutes from  
April 25, 2018  
7:55 pm**

**Members:**

<b>Mr. Gil Bernardino</b>	<b>Present</b>
<b>Dr. Sarah Brewster</b>	<b>Present</b>
<b>Mr. José Canosa, Esq.</b>	<b>Present</b>
<b>Ms. Nancy Iglesias</b>	<b>Present</b>
<b>Mr. Luis Ras, Esq.</b>	<b>Present</b>
<b>Ms. Yvonne Mowatt</b>	<b>Absent</b>
<b>Ms. Gladys Rodríguez</b>	<b>Present</b>
<b>Mr. Ariel Sotelo</b>	<b>Absent</b>

**Also present:**

**Mr. Edwin Irizarry, Principal  
Ms. Karen Leeper, Assistant Principal  
Ms. Christine Weigand, Director of Curriculum and Instruction  
Ms. Christine Wise, Middle School Supervisor, Director of Data and  
Attendance**

*Note: As always, the Board Meeting was conducted in English and Spanish.*

**I. Call to Order**

President Bernardino thanked everyone for being here tonight and introduced Principal Edwin Irizarry for his monthly report

<b>Welcome and Call to order: President Gil Bernardino</b>
--

**II. Monthly Report by Mr. Edwin Irizarry, Principal**

**Report presented by  
Mr. Edwin Irizarry**

**Evergreen Charter School  
March Report to the Board of Trustees  
Edwin Irizarry  
Principal's Report  
April 25, 2018**

**I. Enrollment:**

<b>Grade Level</b>	<b>Number of Students</b>
Kindergarten	75
First Grade	75
Second Grade	50
Third Grade	50
Fourth Grade	50
Fifth Grade	50
Sixth Grade	51
Seventh Grade	49
<b>Total:</b>	<b>450</b>

**II. Attendance:**

- 1) See attached Attendance Count Report (includes absence/tardy reports)

**III. Curriculum and Instruction:**

- 1) Conduct mini observations of Middle School teachers.
- 2) Met with Spanish teachers to discuss strategies on utilizing Spanish books.
- 3) Met with Santillana book representative.
- 4) Participated in the supervision of NYS ELA tests.

**IV. Professional Development:**

- 1) Met with Christine Milton, Leadership consultant and visited all classrooms in Middle School.
- 2) Planned PD for MS teachers on Questioning and Discussion.

**V. Miscellaneous:**

- 1) Reviewed social workers logs on students serviced and absent students.
- 2) Distributed Principal Bulletin Board awards for participation in writing.

- 3) Sent floor plans to NYS State to complete Emergency Response Plan.
- 4) Participated in Pep Rally and video to motivate students to do well on NYS tests.

**VI. Middle School:**

- 1) Observed morning routines as well as teacher Parent Conferences. Assisted as necessary.
- 2) Communicated expectations to students during morning assemblies and in classroom.
- 3) Worked with Ms. Hernandez to update Evergreen website.
- 4) Hired full time MS teacher sub.

**VII. Parent Engagement:**

- 1) Home and School Connection newsletter distributed.
- 2) Spoke to parents regarding their child’s report cards.
- 3) Parent workshops are being planned.
- 4) Letter sent regarding Math Websites.
- 5) Letters sent regarding Spanish Department’s efforts to increase Spanish reading in all grades.

**III. Questions and comments from the Board of Trustees related to the Principal’s Report:**

<p><b>Questions and Comments from the Board of Trustees.</b></p>
--

Discussion followed on tutoring and parent-teacher conferences. President Bernardino explained the importance of children learning a second language when they are young; “we must give them our full support, not only for a 2<sup>nd</sup> language but for art and music too” he recommended class support everyday as a way to provide support and also to avoid behavioral problems. “They will have more opportunities in life and parents must help with this too”. President Bernardino would like to see another language taught at Evergreen in the middle school.

Trustee Sarah Brewster spoke about Ms. Weigand’s project of vertical garden and a library beautification project that will be done by a Boy Scout Volunteer to get his “Eagle”

**IV. Questions and comments from the Public related to the Principal’s Report:**

<p><b>Questions and Comments from the public.</b></p>
---

Discussion followed on Parent-teacher conferences.

**V. Financial Report: Presented by Director of Trustee Bernardino in the absence of Ms. Knox:**

**Presented by Mr. Bernardino in the absence of Ms. Knox.**

President Bernardino reported that there are 450 students registered. All school districts are up to date except Lawrence and Hempstead. Meals are paid on time. A payment of \$1918.63 was refunded to West Babylon because it was issued in error.

**VI. Questions and Comments from the Board of Trustees related to the Financial Report:**

**Questions and Comments from the Board**

There were none.

**VII. Questions and Comments from the Public related to the Financial Report:**

**Questions and Comments from the Public**

There were none

**VIII. Parents' Association: Presented by President P. Brown.**

**Parent Association**

3/1/18 --4/24/18

Actual Expenses

Purchase of snacks and water	\$ 58.00
Purchase of bags of popcorn	\$ 6.00
7 bags of pre-popped popcorn	\$ 45.50
Movie Rental (Coco&Wonder)	\$ 7.00
Donation to Evergreen Family	\$100.00
Totals	\$216.50

Petty Cash

Petty Cash for movie night	\$260.00
Cash proceeds after Zumba event	\$863.11

Expense/Profit movie night

Beginning Petty cash	\$260.00
Total Expense	\$116.50
Ending Petty Cash	\$863.11
Total Profit	\$486.61

Bank Account Balance

Account Balance before Event (3/1/18)	\$ 3521.82
Credit Interest	\$ 1.19
Deposited into Bank Account	\$ 792.11
Withdrawal Bank (4/18/18, 4/20/18, 4/21/18)	\$ 405.50
Balance after Withdrawal	\$3,117.51
Account Balance as of (4/24/18)	\$3,910.81

**IX. Approval of Minutes**

Minutes March 28, 2018

Motion Jose Canosa  
Second: Nancy Iglesias  
Vote: 6:0

Minutes February 28, 2018

Motion Sarah Brewster  
Second: Jose Canosa  
Vote: 6:0

<b>Approval of Minutes from Past Meeting</b>
--

**X. Reading of the Resolutions:**

Resolutions were read in English and Spanish.

**Reading and  
Consideration of  
Resolutions**

**XI. Questions and comments from the public related to resolutions**

Trustee Sarah Brewster explained the resolutions to hire new personnel.

**Questions and  
comments from  
the public**

**XII. Approval of Resolutions**

**Voting of the  
Resolutions**

**Evergreen Charter School  
Agenda Items for Resolutions:  
April 25, 2018**

1. **Resolved**, the Board of Trustees approves the following professional development workshops:

Christina Shortell is requesting approval to attend the workshop, *Self-Regulation Strategies for Children: Keeping the Body, Mind and Emotions on Task in Children with Autism, ADHD or Sensory Disorders* on Thursday, May 17, 2018 (conference request form attached).

Maria Perez, to attend a workshop entitled “Proactive & Preventative Way to Reduce conflict, bullying and implicitly Bias.

Megan Donnelly, to attend a workshop entitled “Escape the Classroom”, Monday, May 1, 2018. Conference request form attached.

Christine Wise to attend a workshop entitled “what administrators needs to know about the new Math and Science Standards,” Thursday, May 10, 2018

Motion: Trustee Nancy Iglesias  
Second: Trustee Jose Canosa  
Vote: 6:0

2. **Resolved**, the Board of Trustees approves the Library Beautification Project.

Motion: Trustee Gladys Rodriguez  
Second: Trustee Luis Ras  
Vote: 6:0

3. **Resolved**, the Board of Trustees approves the Vertical Planting Project

Motion: Trustee Sarah Brewster  
Second: Trustee Nancy Iglesias  
Vote: 6:0

4. **Resolved**, the Board of Trustees approves teacher appreciation week activities:

Motion: Trustee Jose Canosa  
Second: Trustee Gladys Rodriguez  
Vote: 6:0

5. **Resolved**, the Board approves the following dates for Spring Concert:

Elementary School- June 20<sup>th</sup>  
Middle School- June 26<sup>th</sup>

Motion: Trustee Jose Canosa  
Second: Trustee Gladys Rodriguez  
Vote: 6:0

6. **Resolved**, the Board of Trustees approves the following staff recommendations:

Name	Position	Status
Christopher Gehrig	Math Teacher	Full Time
Jose R. Amaya	Custodian for MS	Part Time
Adalberto Figueroa	Kitchen Maintenance	Part Time

Motion: Trustee Jose Canosa  
Second: Trustee Luis Ras  
Vote: 6:0

7. **Resolved**, the Board of Trustees approves college students to participate as student observers and student teachers, provided all go through fingerprinting and proper clearances and a supervision plan has been developed by administration.

Motion: Trustee Gladys Rodriguez  
Second: Trustee Nancy Iglesias  
Vote: 6:0

8. **Resolved**, the Board of Trustees approves the following activity:

A Health and Nutrition week for June 4, 2018.

Motion: Trustee Sarah Brewster

Second: Trustee Jose Canosa

Vote: 6:0

9. **Resolved**, The Board of Trustees approves a seventh grade field trip to Madison Square Garden to see the Lady Liberty team play and participate in a bullying prevention presentation in June 2018.

Motion: Trustee Sarah Brewster

Second: Trustee Luis Ras

Vote: 6:0

**XIII. Old/New Business/New business:**

**Old/New Business**

President Bernardino indicated that we are looking to purchase property for the expansion of the school.

**XIV. Announcements:**

**Announcements**

President Bernardino announced that “awards night” for outstanding students to be held on May 11, 2018. “This is a beautiful event for the children” All teachers are invited.

Teachers appreciation week—PA will get gifts for the teachers.

**XV. Adjournment**

**Adjournment**

Motion to adjourn made by: Trustee Nancy Iglesias

Seconded by: Trustee Luis Ras

Approved: 6:0

Meeting adjourned at: 8:51 pm

Minutes submitted by: Gladys Rodriguez  
Gladys Rodriguez, Secretary

**Evergreen Charter School  
Meeting of the Board of Trustees  
605 Peninsula Blvd, Hempstead, NY 11550**

**Minutes from  
March 28, 2018  
7:45 pm**

**Members:**

<b>Mr. Gil Bernardino</b>	<b>Present</b>
<b>Dr. Sarah Brewster</b>	<b>Present</b>
<b>Mr. José Canosa, Esq.</b>	<b>Present</b>
<b>Ms. Nancy Iglesias</b>	<b>Present</b>
<b>Mr. Luis Ras, Esq.</b>	<b>Present</b>
<b>Ms. Yvonne Mowatt</b>	<b>Present</b>
<b>Ms. Gladys Rodríguez</b>	<b>Present</b>
<b>Mr. Ariel Sotelo</b>	<b>Present</b>

**Also present:**

**Mr. Edwin Irizarry, Principal**  
**Ms. Karen Leeper, Assistant Principal**  
**Ms. Christine Weigand, Director of Curriculum and Instruction**  
**Ms. Christine Wise, Middle School Supervisor, Director of Data and Attendance**  
**Mrs. Lisette Knox, Director of Finance and Operations**

*Note: As always, the Board Meeting was conducted in English and Spanish.*

**I. Call to Order**

President Bernardino thanked everyone for being here tonight and introduced Principal Edwin Irizarry for his monthly report:

<b>Welcome and Call to order: President Gil Bernardino</b>
--

## II. Monthly Report by Mr. Edwin Irizarry, Principal

Report presented by  
Mr. Edwin Irizarry



**Evergreen Charter School  
January Report to the Board of Trustees  
Edwin Irizarry  
Principal's Report  
January 24, 2018**

### I. Enrollment:

<b>Grade Level</b>	<b>Number of Students</b>
Kindergarten	74
First Grade	75
Second Grade	50
Third Grade	49
Fourth Grade	50
Fifth Grade	50
Sixth Grade	50
Seventh Grade	50
<b>Total:</b>	<b>448</b>

### II. Attendance:

- 1) See attached Attendance Count Report (includes absence/tardy reports).

### III. Curriculum and Instruction:

- 1) Conducted formal observations, informal observations and post observations.
- 2) Compared Fountas and Pinnell Levels from September and January assessments.

### IV. Professional Development:

- 1) Presented lessons during the Faculty Conference to grades K-2 and Support Staff on making students accountable.
- 2) Attended Chrome Book training for 5<sup>th</sup> graders.
- 3) Held meeting with all Spanish teachers and with Spanish consultant.
- 4) Attended meeting with Literacy consultant.

**V. Personnel:**

- 1) Attended demonstration lesson of prospective Technology teacher for Middle School.
- 2) Discussed expectations with new Kindergarten teacher and new Spanish teacher.

**VI. School Wide Initiatives:**

- 1) Planning of College Pride Week for January 29 – February 2.

**VII. Miscellaneous:**

- 1) Led the “Daily Meeting” with other administrators.
- 2) Displayed “Principals Bulletin Board” honoring the writing of all K-7 grade classes.
- 3) Social Workers -Called absent students home on a daily basis.
- 4) Managed discipline/behavioral issues with several students.
- 5) Letters sent to parents who owe funds for late pick-ups.
- 6) Letters sent to parents whose children have been absent more than seven times since September.

**VIII. Middle School:**

- 1) Supported Middle School by visiting all staff three to four times a week with mini-observations as well as with students regarding their concerns.
- 2) Met with Social Worker regarding issues with students.
- 3) Began a distribution list with the assistance of Ms. Hernandez in order to communicate on a consistent basis with all Middle School students.

**IX. Parent Engagement:**

- 1) Distribution of Home School Connection newsletter.
- 2) Interviewed new incoming students and parents.

**III. Questions and comments from the Board of Trustees related to the Principal’s Report:**

Discussion followed on tutoring.

Questions and  
Comments from  
the Board of  
Trustees.

**IV. Questions and comments from the Public related to the Principal’s Report:**

There were none.

Questions and  
Comments from  
the public.

**V. Financial Report: Presented by Director of Finance Lisett Knox:**

**Financial Report  
presented by  
Lisett Knox**

Ms. Knox reported that all meals are paid. There is one vacancy in the 7<sup>th</sup> grade and a new student was called. Students' bills were sent out. A total of 9 districts paid already. A total of 6 bills are still to be sent out. Uniform samples were presented by a vendor waiting for approval. We are still waiting for girls' uniform samples.

**VI. Questions and Comments from the Board of Trustees related to the Financial Report:**

**Questions and  
Comments from  
the Board**

There were none.

**VII. Questions and Comments from the Public related to the Financial Report:**

**Questions and  
Comments from  
the Public**

Discussion followed on uniforms, cost and quality.

**VIII. Approval of Minutes from past meeting February 28, 2018**

**Approval of  
Minutes from  
Past Meeting**

Minutes were tabled until next meeting.

**IX. Reading of the Resolutions:**

**Reading and  
Consideration of  
Resolutions**

Resolutions were read in English and Spanish.

**X. Questions and comments from the public related to resolutions**

**Questions and  
comments from  
the public**

Trustee Sarah Brewster explained the resolutions to hire new personnel.

**XI. Approval of Resolutions**

**Voting of the Resolutions**

**Evergreen Charter School  
Agenda Items for Resolutions:  
March 28, 2018**

1. **Resolved**, the Board of Trustees approves the following repairs and purchases:

- a) Installation of a Toto hand dryer in the kindergarten bathroom.

We will evaluate the effectiveness of this new hand dryer and will make a decision about other hand dryers after evaluating its effectiveness.

- b) Installation of a washer and dryer
- c) Repair pipe fumes with first floor bathrooms
- d) Address hot water boiler system shut off
- e) Conduct maintenance on sanitary pump
- f) Repair cracked window in staff lunch room
- g) Purchase special risers for the stage
- h) Repair entrance pole to pedestrian gate
- i) Repair the floor/drain/sink in the kitchen closet

Motion: Trustee Ariel Sotelo  
Second: Trustee Nancy Iglesias  
Vote: 8:0

2. **Resolved**, the Board of Trustees approves the following hires:

<b>Name</b>	<b>Position</b>	<b>Hrs.</b>
Jesus Manuel Soriano Nolasco	Kitchen Helper	30
Jancy Yuseli Pascual	School Aide	32.50
Allessandra Esposito-Johntry	MS ELA Teacher	FT
Alena Munro	MS Permanent Sub	FT
Peggy Laibhen,	MS Data Admin Ast.	FT

Motion: Trustee Yvonne Mowatt  
Second: Trustee Sarah Brewster  
Vote: 8:0

3. **Resolved**, the Board of Trustees approves the following professional development for staff:

Lisett Knox to attend a 2018 wage and hour crash course, what you must know on Wednesday April 11, 2018.

Motion: Trustee Jose Canosa  
Second: Trustee Gladys Rodriguez  
Vote: 8:0

4. **Resolved**, the Board of Trustees approves the purchase of audio equipment for the Middle School.

Motion: Trustee Yvonne Mowatt  
Second: Trustee Jose Canosa  
Vote: 8:0

5. **Resolved**, the Board of Trustees approve the Buyout of the old lease and new lease agreement for 5 years.

Motion: Trustee Gladys Rodriguez  
Second: Trustee Nancy Iglesias  
Vote: 8:0

6. **Resolved**, the Board of Trustees approves the purchase a new laptop for the Deputy Director of Finance and Operations.

Motion: Trustee Ariel Sotelo  
Second: Trustee Yvonne Mowatt  
Vote: 8:0

7. **Resolved**, the Board of Trustees approves a salary change for all school aides to increase one dollar effective April 1, 2018.

Motion: Trustee Nancy Iglesias  
Second: Trustee Sarah Brewster  
Vote: 8:0

8. **Resolved**, the Board of Trustees approves planning and implementation of the school clubs for grades 2-5 after NYS testing.

Motion: Trustee Luis Ras  
Second: Trustee Gladys Rodriguez  
Vote: 8:0

9. **Resolved** the Board of Trustees approves the following school events:

- Awards Night, on or about Friday, April 27<sup>th</sup> or Friday, May 4<sup>th</sup>, or another date.
- Middle School Dance, on or around May 11.
- Health, Wellness and Stress Relief Assembly, organized by Mr. Levitan. (Flyer attached).

Motion: Trustee Yvonne Mowatt  
Second: Trustee Jose Canosa  
Vote: 8:0

10. **Resolved**, the Board of Trustees approves a three day book fair held by the PA on or about June 6.

Motion: Trustee Gladys Rodriguez  
Second: Trustee Yvonne Mowatt  
Vote: 8:0

**XII. Old/New Business/New business:**

Old/New Business

There were none

**XIII. Announcements:**

Announcements

Lottery will take place on April 5, 2018

**XIV. Parents' Association: Presented by President Brown.**

**Parent Association**

**Scholastic Book Sale**

Total amount collected for Book Sale (according to cash register)	\$4,277.83
Requested payment to Scholastic	\$2,379.28
Cash Profit given by scholastic	\$ 984.54
Amount cash register showed we should have deposited-credit card	\$3,363.82
Amount actually deposited	\$3,461.00
Difference of Scholastic's count vs. Bank's Money Count (over)	\$ 97.18
Actual money collected from book sale (according to actual money count)	\$3,461.00
<b>Actual profit (after payment made to Scholastic)</b>	<b>\$1,081.72</b>

**Bank Account Balance**

Account balance before event (2/20/17)	\$2,439.41
Credit interest	\$ 0.69
Deposited into bank account (3/1/18)	\$3,461.00
Withdrawal bank (03/01/18)	\$2,379.28
Balance after Withdrawals	\$3,521.82
<b>Account balance as of (3/1/18)</b>	<b>\$3,522.51</b>

**XV. Motion to Go into Executive Session for the purpose of discussing matters leading to the appointment, or dismissal of a particular person or persons, matters concerning proposed, pending or current litigation, and matters involving Civil Service Law, Article 14.**

**Motion to Go Into Executive Session**

Motion made by: Trustee Nancy Iglesias  
Seconded by: Trustee Yvonne Mowatt  
Approved: 8:0

**XVI. Additional Resolutions**

Resolved, that the Board of Trustees approves a member of the Executive Committee to offer the following staff appointment pending a review of references.

<b>Name</b>	<b>Position</b>	<b>Effective</b>
Ashish Kapadia	School Principal	July 1, 2018

Motion made by: Trustee Nancy Iglesias  
Seconded by: Trustee Yvonne Mowatt  
Approved: 8:0

Resolved the Board of Trustees approves 1 additional day added to the school calendar to make up for snow days during the school year.

Motion made by: Trustee Gladys Rodriguez  
Seconded by: Trustee Nancy Iglesias  
Approved: 8:0

**XVII. Adjournment**

**Adjournment**

Motion to adjourn made by: Trustee Yvonne Mowatt  
Seconded by: Trustee Luis Ras  
Approved: 8:0

Meeting adjourned at: 9:38 pm

Minutes submitted by: Gladys Rodriguez  
Gladys Rodriguez, Secretary



**Evergreen Charter School  
Meeting of the Board of Trustees  
605 Peninsula Blvd, Hempstead, NY 11550**

**Minutes from  
February 28, 2018  
8:16 pm**

**Members:**

<b>Mr. Gil Bernardino</b>	<b>Present</b>
<b>Dr. Sarah Brewster</b>	<b>Present</b>
<b>Mr. José Canosa, Esq.</b>	<b>Present</b>
<b>Ms. Nancy Iglesias</b>	<b>Excused</b>
<b>Mr. Luis Ras, Esq.</b>	<b>Present</b>
<b>Ms. Yvonne Mowatt</b>	<b>Present</b>
<b>Ms. Gladys Rodríguez</b>	<b>Present</b>
<b>Mr. Ariel Sotelo</b>	<b>Present</b>

**Also present:**

**Mr. Edwin Irizarry, Principal  
Ms. Karen Leeper, Assistant Principal  
Ms. Christine Weigand, Director of Curriculum and Instruction  
Ms. Christine Wise, Middle School Supervisor, Director of Data and  
Attendance  
Mrs. Lisette Knox, Director of Finance and Operations**

*Note: As always, the Board Meeting was conducted in English and Spanish.*

**I. Call to Order**

President Bernardino thanked everyone for being here tonight and introduced Principal Edwin Irizarry for his monthly report:

<b>Welcome and Call to order: President Gil Bernardino</b>
--

**II. Monthly Report by Mr. Edwin Irizarry.**

**Report presented by  
Mr. Edwin Irizarry**

**Evergreen Charter School  
February Report to the Board of Trustees  
Edwin Irizarry  
Principal's Report  
February 28, 2018**

**A. Enrollment:**

<b>Grade Level</b>	<b>Number of Students</b>
Kindergarten	75
First Grade	75
Second Grade	50
Third Grade	50
Fourth Grade	50
Fifth Grade	50
Sixth Grade	50
Seventh Grade	50
<b>Total:</b>	<b>450</b>

**B. Attendance:**

- 1) See attached Attendance Count Report (includes absence/tardy reports from 01/18/18 – 2/21/18).

**C. Curriculum and Instruction:**

- 1) Houghton – Mifflin made presentation on Spanish textbooks for Middle School.
- 2) Pearson made presentation on Spanish textbooks for Middle School.
- 3) Conducted formal observations, mini observations, pre and post observations.
- 4) Analyzed I-Ready data from 2<sup>nd</sup> diagnostic in grades K-7 in both ELA and Math.
- 5) Ordered Spanish library books for both schools.
- 6) Distributed supervisory/Environmental checklist to all teachers.

**D. Professional Development:**

- 1) Attended sessions with Literacy consultant.
- 2) Attended bullying presentation by Mr. Grohan.
- 3) Nurse Shah gave presentation to faculty on the use of EPI-PEN and taking safety precautions.

**E. Personnel:**

- 1) Interviewed Reading / ELA teachers for positions at Elementary Schools / Middle School.
- 2) Reviewed resumes.

**F. School Wide Initiatives:**

- 1) College Awareness Week was successful! January 29-February 2 students were involved in writing, viewing brochures, interviewing family members and teachers regarding college life. Four speakers come to visit.
- 2) Asked Spanish teachers of non-native to create after school program to support students.

**G. Miscellaneous:**

- 1) Social Workers called absent students on a daily basis.
- 2) Managed discipline/behavioral issues with several students.
- 3) Vacation packets distributed to all students for President's Week.

**H. Middle School:**

- 1) Students and staff responded successfully to fire alarm at dismissal.
- 2) Visited three times a week to view classes, speak with Social Worker and coordinate efforts between ES + MS.
- 3) Mini observations of all teachers.

**I. Parent Engagement:**

- 1) Letters sent regarding Evergreen's efforts to disinfect both schools.
- 2) Distribution of February Home School Connection Newsletter.
- 3) Letter sent regarding College Awareness Week asking students to interview a family member who has attended college.
- 4) Sent letters to parents whose students had attendance concerns.
- 5) Parent Teacher Conferences: Participation Totals:  
Elementary School 281 attended on February 7 and 8  
Middle School 85 attended on February 6  
Teachers have made arrangements to see parents who did not attend.

**J. Challenges**

- 1) Finding qualified candidates to fill Reading /ELA teacher positions.

**III. Questions and comments from the Board of Trustees related to the Principal's Report:**

**Questions and Comments from the Board of Trustees.**

President Bernardino explained about the awards program in order to motivate students to excel academically. He stated that there will be a dinner with parents and students chosen 2 times per year. "We would like to encourage children and help them open the world of higher education"

Assistant Principal Leeper reminded everyone of parents/children participation in fundraisers "we want our children to have a community spirit and compassion for others" Ms. Wise spoke about children participating in career programs to plan for college and their future careers.

**IV. Questions and comments from the Public related to the Principal's Report:**

**Questions and Comments from the public.**

Parents asked about security in the building. President Bernardino explained the security features of the facility. Discussion followed on security.

**V. Financial Report: Presented by Director of Finance Lisett Knox:**

**Financial Report presented by Lisett Knox**

Ms. Knox reported that there are 450 students enrolled. All districts have paid on time except Lawrence. We are in the process of a State intercept with Lawrence. We are finalizing the billing period. Ms. Knox reminded parents of the registration process and stated that for it to be complete; it must be submitted with proof of address. "It will not be considered complete until it has proof of residence" Deadline for registration is April 1, 2018 and the lottery is on April 5, 2018. Discussion followed on the registration process.

**VI. Questions and Comments from the Board of Trustees related to the Financial Report:**

**Questions and Comments from the Board**

Discussion followed on the registration process.

**VII. Questions and Comments from the Public related to the Financial Report:**

**Questions and Comments from the Public**

There were none.

**VIII. Approval of Minutes from past meeting January 24, 2018**

Motion to approve the Minutes of January 24, 2018

Motion by: Trustee Yvonne Mowatt  
Seconded by: Trustee Sarah Brewster  
Vote: 7:0

**Approval of  
Minutes from  
Past Meeting**

**IX. Reading of the Resolutions:**

Resolutions were Read in English and Spanish.

**Reading and  
Consideration of  
Resolutions**

**X. Questions and comments from the public related to resolutions**

Trustee Sarah Brewster explained the resolutions to hire new personnel.

**Questions and  
comments from  
the public**

**XI. Approval of Resolutions**

**Voting of the  
Resolutions**

**Evergreen Charter School  
Agenda Items for Resolutions:**

1. **Resolved**, the Board of Trustees approves the following staff appointments:

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Luis Gomez Zelaya	Custodian.	February 28, 2018
Washaly Rolon	School Aide	February 28, 2018
Cristel Collado	Admin. Asst. ES	February 13, 2018
Maryory Castillo	P/T school aide	February 28, 2018
Maryory Castillo	Custodian	February 28, 2018

Motion: Trustee Gladys Rodriguez  
Second: Trustee Jose Canosa  
Vote: 5:0

2. **Resolved** the Board of Trustees approves the following staff and board training:

- OSHA training for Jorge Garavito \$199.00 yearly membership
- Front Desk and Building Security for Jorge Garavito and Maritza Ruiz \$199.00
- Karen Leeper is requesting approval to attend the workshop, *Practical Strategies for Improving the Behavior of Attention-Seeking, Manipulative and Challenging Students* on Tuesday, April 17, 2018 (conference request form attached).
- Mr. Levitan is requesting approval to attend the *Nassau Zone Mini-Conference* on Friday, April 13, 2018 (conference request form attached).
- Gestalt training for Administrators and Board Members April 9 and 10<sup>th</sup> on Managing Leadership. Final list of participants to be confirmed. See attached.
- Gestalt training on coaching for Administrators and Board Members March 23 -27. Final list of participants to be confirmed. See attached.

Motion: Trustee Yvonne Mowatt

Second: Trustee Sarah Brewster

Vote: 6:0

3. **Resolved**, the Board of Trustees approve the following field trip changes:

The fifth grade teachers and Chef Josh are requesting to change their originally approved field trip to Heart Beets Farm (field trip request form attached).

Motion: Trustee Sarah Brewster

Second: Trustee Yvonne Mowatt

Vote: 5:0

4. **Resolved**, the Board of Trustees approves the execution of a line of Credit in the amount of \$900,000 with Capital One National Association.  
See attached documents with terms:

Motion: Trustee Jose Canosa  
Second: Trustee Gladys Rodriguez  
Vote: 5:0

5. **Resolved**, the Board of Trustees approves Ms. Leeper, Ms. Weigand and Ms. Hernandez to organize Career Day on Friday, May 25, 2018.

Motion: Trustee Yvonne Mowatt  
Second: Trustee Sarah Brewster  
Vote: 5:0

6. **Resolved**, the Board of Trustees approves the modification of the DASA Formal Complaint Form.

Motion: Trustee Sarah Brewster  
Second: Trustee Gladys Rodriguez  
Vote: 5:0

7. **Resolved**, The Board of Trustees approves 15 Leadership consultation days provided by Generation Ready (professional services agreement attached).

Motion: Trustee Jose Canosa  
Second: Trustee Yvonne Mowatt  
Vote: 5:0

8. **Resolved**, the Board of Trustees approve a \$5,000 increase to all full time instructional staff, the two social workers, and two school nurses to take effect at the commence of the 2018-2019 school year for staff (August 20, 2018).

Motion: Trustee Sarah Brewster  
Second: Trustee Yvonne Mowatt  
Vote: 5:0

9. **Resolved**, the Board of Trustees authorizes an increase in the pension salary match benefit plan from 1.5% to 3%. This will be effective July 1, 2018.

Motion: Trustee Jose Canosa

Second: Trustee Luis Ras

Vote: 5:0

10. **Resolved**, The Board of Trustees approves Ms. Camila Caruso as the Deputy Director of Finance and Operations for the Business office, pending all reference and other pre-employment steps are fulfilled.

Motion: Trustee Yvonne Mowatt

Second: Trustee Jose Canosa

Vote: 5:0

11. **Resolved**, the Board of Trustees approves the following change to its fiscal policies:

(A change has been made in the resolution to require only one Board member to authorize the transfer instead of two).

The Board of Trustees authorizes the Director of Finance and Operations to transfer funds from the Checking to the Savings account only after approval is obtained from at least one member of the Board of Trustees via written confirmation such as email. All transactions must be disclosed in the monthly financial report to the Board.

Written confirmation of the transfer and approval from at least one board member will be maintained by the Business Office.

Motion: Trustee Sarah Brewster

Second: Trustee Jose Canosa

Vote: 5:0

## **XII. Old/New Business/New business:**

An Evergreen teacher thanked the board of trustees for the pay raises and pension raises. The teacher asked about compensation for school trips. Discussion followed.

**XIII. Announcements:**

**Announcements**

Read across America and Dr. Seuss' birthday celebration is on March 2, 2018.

**XIV. Parents Association:**

President Brown reported that the Scholastic Book Sale was a big success. This took place 2 consecutive days: books sold \$4277.00, profit was \$984.54. Zumba night had a \$115.87 profit. Balance = \$2322.01. Total balance for the month of February = \$2439.41  
Family Dance will take place on May 19, 2018. Upon approval of board, PA would like to schedule a new scholastic book sale for June 6 to 8 or 12 to 14. The date for next Zumba night is March 9, 2018. Discussion followed the length of lunch and recess time for children.

**XV. Adjournment**

**Adjournment**

Motion to adjourn made by: Trustee Jose Canosa  
Seconded by: Trustee Yvonne Mowatt  
Approved: 5:0

Meeting adjourned at: 9:29 pm

Minutes submitted by: Gladys Rodriguez  
Gladys Rodriguez, Secretary

**Evergreen Charter School  
Meeting of the Board of Trustees  
605 Peninsula Blvd, Hempstead, NY 11550**

**Minutes from  
January 24, 2018  
8:05 pm**

**Members:**

<b>Mr. Gil Bernardino</b>	<b>Present</b>
<b>Dr. Sarah Brewster</b>	<b>Present</b>
<b>Mr. José Canosa, Esq.</b>	<b>Present</b>
<b>Ms. Nancy Iglesias</b>	<b>Excused</b>
<b>Mr. Luis Ras, Esq.</b>	<b>Present</b>
<b>Ms. Yvonne Mowatt</b>	<b>Present</b>
<b>Ms. Gladys Rodríguez</b>	<b>Present</b>
<b>Mr. Ariel Sotelo</b>	<b>Present – had to leave early</b>

**Also present:**

**Mr. Edwin Irizarry, Principal**  
**Ms. Karen Leeper, Assistant Principal**  
**Ms. Christine Weigand, Director of Curriculum and Instruction**  
**Ms. Christine Wise, Excused**  
**Mrs. Lisette Knox, Director of Finance and Operations**

*Note: As always, the Board Meeting was conducted in English and Spanish.*

**I. Call to Order**

President Bernardino thanked everyone for being here tonight and introduced Principal Edwin Irizarry for his monthly report:

<b>Welcome and Call to order: President Gil Bernardino</b>
--

**II. Monthly Report by Mr. Edwin Irizarry.**

**Report presented by  
Mr. Edwin Irizarry**



**Evergreen Charter School  
January Report to the Board of Trustees  
Edwin Irizarry  
Principal's Report  
January 24, 2018**

**I. Enrollment:**

<b>Grade Level</b>	<b>Number of Students</b>
Kindergarten	74
First Grade	75
Second Grade	50
Third Grade	49
Fourth Grade	50
Fifth Grade	50
Sixth Grade	50
Seventh Grade	50
<b>Total:</b>	<b>448</b>

**II. Attendance:**

- 1) See attached Attendance Count Report (includes absence/tardy reports).

**III. Curriculum and Instruction:**

- 1) Conducted formal observations, informal observations and post observations.
- 2) Compared Fountas and Pinnell Levels from September and January assessments.

**IV. Professional Development:**

- 1) Presented lessons during the Faculty Conference to grades K-2 and Support Staff on making students accountable.
- 2) Attended Chrome Book training for 5<sup>th</sup> graders.
- 3) Held meeting with all Spanish teachers and with Spanish consultant.
- 4) Attended meeting with Literacy consultant.

**V. Personnel:**

- 1) Attended demonstration lesson of prospective Technology teacher for Middle School.
- 2) Discussed expectations with new Kindergarten teacher and new Spanish teacher.

**VI. School Wide Initiatives:**

- 1) Planning of College Pride Week for January 29 – February 2.

**VII. Miscellaneous:**

- 1) Led the “Daily Meeting” with other administrators.
- 2) Displayed “Principals Bulletin Board” honoring the writing of all K-7 grade classes.
- 3) Social Workers -Called absent students home on a daily basis.
- 4) Managed discipline/behavioral issues with several students.
- 5) Letters sent to parents who owe funds for late pick-ups.
- 6) Letters sent to parents whose children have been absent more than seven times since September.

**VIII. Middle School:**

- 1) Supported Middle School by visiting all staff three to four times a week with mini-observations as well as with students regarding their concerns.
- 2) Met with Social Worker regarding issues with students.
- 3) Began a distribution list with the assistance of Ms. Hernandez in order to communicate on a consistent basis with all Middle School students.

**IX. Parent Engagement:**

- 1) Distribution of Home School Connection newsletter.
- 2) Interviewed new incoming students and parents.

**III. Questions and comments from the Board of Trustees related to the Principal's Report:**

**Questions and Comments from the Board of Trustees.**

President Bernardino spoke about the dream of graduating from college and the expectation of a better quality of life for our children and their families. Assistant Principal Karen Leeper discussed the various clubs forming in the Middle school and sport teams that will meet on Saturday mornings for practice.

Discussion followed on commitment and organizing our teams to compete with other schools. President Bernardino commended Assistant Principal Leeper and her staff for the great celebration that took place in January to celebrate Evergreen Charter School's 9<sup>th</sup> birthday. He indicated that it was one of the best celebrations the school ever had. Trustee Brewster stated that the children had "tremendous school spirit" We are looking forward for next year's celebration.

**IV. Questions and comments from the Public related to the Principal's Report:**

**Questions and Comments from the public.**

Discussion followed on cooking lessons (free at Evergreen), uniforms (someone stated that Lobels is going out of business), school registration priority of siblings and Hempstead residents.

**V. Financial Report: Presented by Director of Finance Lisett Knox:**

**Financial Report presented by Lisett Knox**

Ms. Knox reported that there are 448 students registered. All school districts are up to date except Lawrence and meals are paid on time.

**VI. Questions and Comments from the Board of Trustees related to the Financial Report:**

**Questions and Comments from the Board**

Discussion followed on registration. President Bernardino reviewed the rules and regulations of the registration process.

**VII. Questions and Comments from the Public related to the Financial Report:**

**Questions and Comments from the Public**

Parents had some questions about the registration process for new kindergarteners.

**VIII. Approval of Minutes from past meeting January 24, 2018**

**Approval of Minutes from Past Meeting**

Motion to approve the Minutes of January 24, 2018

Motion by: Trustee Jose Canosa  
Seconded by: Trustee Yvonne Mowatt  
Vote: 6:0

**IX. Reading of the Resolutions:**

Resolutions were Read in English and Spanish.

**Reading and  
Consideration of  
Resolutions**

**X. Questions and comments from the public related to resolutions**

Trustee Sarah Brewster explained the resolutions to hire new personnel.

**Questions and  
comments from  
the public**

**XI. Approval of Resolutions**

**Voting of the  
Resolutions**

**Evergreen Charter School  
Agenda Items for Resolutions:**

1. **Resolved**, the Board of Trustees approves the following staff appointments:

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Carlos Font	Custodian.	January 24, 2018
Ana Luz Contre	Lunch Aide	January 24, 2018
Mery Perez Randon	Lunch Aide	January 24, 2018

And a change from part time to full time for the following staff person:

Priscilla Palmeri	Full Time	February 1, 2018
-------------------	-----------	------------------

Motion: Trustee Gladys Rodriguez  
Second: Trustee Sarah Brewster  
Vote: 6:0

2. **Resolved**, the Board of Trustees approves the following activities for the Middle School;

Public Speaking Club one day a week after school for up to 1.5 hours.

Motion: Trustee Yvonne Mowatt  
Second: Trustee Luis Ras

Vote: 6:0

3. **Resolved**, The Board of Trustees approves the following purchases for the music program.

8 keyboards, 16 music stands, 6 power strips and 2 sets of speakers for a cost estimate of \$3112.88.

Motion: Trustee Sarah Brewster

Second: Trustee Yvonne Mowatt

Vote: 6:0

4. **Resolved**, the Board of Trustees approves the following professional development workshops for staff:

Karen Leeper, *School Law, Social Media and Apps, Cyberbullying Privacy and Other Technology Issues*, Friday, March 9, 2018.

Spanish teachers, Cervantes Institute, professional development classes to support instruction for three Spanish teachers. Dates to be determined.

Motion: Trustee Yvonne Mowatt

Second: Trustee Jose Canosa

Vote: 6:0

5. **Resolved**, the Board of Trustees approves the Robert Stringer Group to conduct student workshops and a school wide assembly for Black History Month on Friday, February 9, 2018.

Motion: Trustee Gladys Rodriguez

Second: Trustee Sarah Brewster

Vote: 6:0

6. **Resolved**, the Board of Trustees authorizes Kathy Price to conduct student workshops in the elementary and middle school for Black History Month on February 8, 2018.

Motion: Trustee Yvonne Mowatt

Second: Trustee Sarah Brewster

Vote: 6:0

7. **Resolved** the Board of Trustees approves a professional development workshop for staff on Google Level I fundamentals, a training and certificate program conducted by Andrew Choi of Bethpage. This will be held if at least 7 staff attend.

Motion: Trustee Jose Canosa

Second: Trustee Luis Ras

Vote: 6:0

8. **Resolved**, the Board of Trustees approves two field trips for the middle school, one for the 6<sup>th</sup> graders and one for the 7<sup>th</sup> graders to go to the Long Island Children's Museum and to go to the Planetarium.

Motion: Trustee Yvonne Mowatt

Second: Trustee Gladys Rodriguez

Vote: 6:0

9. **Resolved**, the Board of Trustees approves the following change to its fiscal policies:

The Board of Trustees authorizes The Director of Finance and Operations to transfer funds from the Checking to the Savings account only after approval is obtained from at least two members of the Board of Trustees via written confirmation including email provided that the two Board members are not the President and the Vice President together. All transactions must be disclosed in the monthly financial report to the Board.

Written confirmation of the transfer and approval from two board members will be maintained by the Business Office.

Motion: Trustee Yvonne Mowatt

Second: Trustee Gladys Rodriguez

Vote: 6:0

10. **Resolved**, the Board of Trustees approves Anthony Volforte, professional development consultant, to provide an additional 20 sessions of professional development to staff through the end of the school year.

Motion: Trustee Sarah Brewster

Second: Trustee Jose Canosa

Vote: 6:0

11. **Resolved**, the Board of Trustees approves Parent Teacher conferences to be held on or about the following dates:

Middle School, February 6, 2018  
Elementary School, February 7-8, 2018.

Motion: Trustee Yvonne Mowatt  
Second: Trustee Luis Ras  
Vote: 6:0

12. **Resolved**, the Board of Trustees approves the purchase of Go Guardian to be used as a software monitoring system for Chrome books and computers.

Motion: Trustee Jose Canosa  
Second: Trustee Yvonne Mowatt  
Vote: 6:0

13. **Resolved**, the Board of Trustees approves the purchase of 3 additional MAC computers.

Motion: Trustee Luis Ras  
Second: Trustee Sarah Brewster  
Vote: 6:0

14. **Resolved**, the Board of Trustees approves the following events of the Parent Association.

Dates will be finalized and confirmed with the Board of Trustees:

February 16: Zumba Night  
March 23: Art/Paint Night  
April 20: Movie Night  
May: Friday Night to be determined: family dance

Motion: Trustee Yvonne Mowatt  
Second: Trustee Gladys Rodriguez  
Vote: 6:0

**XII. Old/New Business/New business:**

There were none

**XIII. Announcements:**

**Announcements**

The school will be celebrating school choice week tomorrow with a special dance at the middle school.

**XIV. Parents' Association:**

President Phil Brown requested the approval of events planned by PA beginning with Zumba night on February 16, 2018. Please see resolution number 14.

**XV. Motion to Go into Executive Session for the purpose of discussing matters leading to the appointment, or dismissal of a particular person or persons, matters concerning proposed, pending or current litigation, and matters involving Civil Service Law, Article 14.**

**Motion to Go Into Executive Session**

Motion made by: Trustee Yvonne Mowatt  
Seconded by: Trustee Jose Canosa  
Approved: 6:0

**XVI. Additional Resolutions**

**15. Resolved**, the Board of Trustees approves the following staff Title change and salary increase.

Name	Position	Date:
Chris Wise	Middle School Supervisor	January 16, 2018.
	Director of Data/Attendance	

**XVII. Adjournment**

**Adjournment**

Motion to adjourn made by: Trustee Yvonne Mowatt  
Seconded by: Trustee Gladys Rodriguez  
Approved: 6:0

Meeting adjourned at: 9:15 pm

Minutes submitted by: Gladys Rodriguez  
Gladys Rodriguez, Secretary

**Evergreen Charter School  
Meeting of the Board of Trustees  
605 Peninsula Blvd, Hempstead, NY 11550**

**Minutes from  
December 13, 2017  
8:00 pm,**

**Members:**

<b>Mr. Gil Bernardino</b>	<b>Present</b>
<b>Dr. Sarah Brewster</b>	<b>Present</b>
<b>Mr. José Canosa, Esq.</b>	<b>Present</b>
<b>Ms. Nancy Iglesias</b>	<b>Present</b>
<b>Mr. Luis Ras, Esq.</b>	<b>Excused</b>
<b>Ms. Yvonne Mowatt</b>	<b>Present</b>
<b>Ms. Gladys Rodríguez</b>	<b>Present</b>
<b>Mr. Ariel Sotelo</b>	<b>Present</b>

**Also present:**

**Mr. Edwin Irizarry, Principal  
Ms. Karen Leeper, Assistant Principal  
Ms. Christine Weigand, Director of Curriculum and Instruction  
Ms. Christine Wise, Director of Data and Attendance  
Mrs. Lisette Knox, Director of Finance and Operations**

*Note: As always, the Board Meeting was conducted in English and Spanish.*

**I. Call to Order**

President Bernardino thanked everyone for being here tonight and introduced Principal Edwin Irizarry for his monthly report:

<b>Welcome and Call to order: President Gil Bernardino</b>
--

**II. Monthly Report by Mr. Edwin Irizarry.**

**Report presented by  
Mr. Edwin Irizarry**



**Evergreen Charter School**

**Evergreen Charter School  
Principal's Report to the Board  
December 13, 2017**

**I. Enrollment:**

<b>Grade Level</b>	<b>Number of Students</b>
Kindergarten	75
First Grade	75
Second Grade	50
Third Grade	50
Fourth Grade	50
Fifth Grade	50
Sixth Grade	50
Seventh Grade	50
<b>Total:</b>	<b>450</b>

**II. Attendance:**

- 1) See attached Attendance Count Report (includes absence/tardy reports from 11/15/17 – 12/8/17).

**III. Professional Development:**

- 1) Demonstrated to middle school teachers effective strategies utilizing the Kay Burke classroom management book.
- 2) ENL staff made presentation at Faculty Conference.
- 3) Assisted Spanish teachers with mockParent Conferences.
- 4) Attended meetings with consultants.
- 5) Discussed the format of logs for both social workers.
- 6) Discussed assessment for Spanish classes with Rodolfo Gonzalez, consultant.

**IV. Personnel:**

- 1) Conducted interviews and attended demonstration lessons: New Spanish teacher and new Kindergarten teacher.
- 2) Reviewed resumes.
- 3) Discussed the concerns of tardiness and punches with staff.

**V. Middle School:**

- 1) Phone blast regarding M-S Parent Teacher Conferences.
- 2) Supported Middle School by visiting all staff four to five times a week with mini-observations as well as with students regarding their concerns.
- 3) Adopted eight students to review their daily behavior and report cards.
- 4) Recommended elementary Math teacher to fill a vacancy.
- 5) Participated in Math teacher vacancy interviews and/or demonstration lessons.
- 6) Assisted Ms. Perez with Thanksgiving donations from Community of Volunteers.

**VI. Parent Engagement:**

- 1) Ordered monthly parent-friendly articles for January – May called “Home and School Connections”.
- 2) Planning to have ELA and Math workshops.

**VII. Miscellaneous:**

- 1) Absent students are called by social workers on a daily basis. Students absent more than three days are personally called by me.
- 2) Managed discipline/behavioral issues with several students.
- 3) Participated in NYSED webinar “School Climate Survey Pilot”.
- 4) Discussed the purchasing of chromebooks with Ms. Hernandez.

**III. Questions and comments from the Board of Trustees related to the Principal’s Report:**

Discussion followed on new technology and the updating of our computer system.

**IV. Questions and comments from the Public related to the Principal's Report:**

**Questions and  
Comments from  
the public.**

Discussion followed on new teachers and homework practices. Parents agreed with new implementation of homework. Parents asked about night parent workshops instead of day time workshops. Principal Irizarry is working on that. Discussion followed on school clubs. Principal Irizarry explained that there are some already in place and that they are open for all students.

**V. Financial Report: Presented by Director of Finance Lisett Knox:**

**Financial Report  
presented by  
Lisett Knox**

Ms. Knox reported that there are 449 students registered. Billing for meals was submitted for the month of November. Hempstead District paid early this billing period. All other districts are paying on time except for Lawrence.

**VI. Questions and Comments from the Board of Trustees related to the Financial Report:**

**Questions and  
Comments from  
the Board**

Discussion followed on school physicals and the requirements.

**VII. Questions and Comments from the Public related to the Financial Report:**

**Questions and  
Comments from  
the Public**

There were none.

**VIII. Approval of Minutes from past meeting November 15, 2017**

**Approval of  
Minutes from  
Past Meeting**

Motion to approve the Minutes of November 15, 2017

Motion by: Trustee Ariel Sotelo  
Seconded by: Trustee Yvonne Mowatt  
Vote: 7:0

**IX. Reading of the Resolutions:**

**Reading and  
Consideration of  
Resolutions**

Resolutions were Read in English and Spanish.

**X. Questions and comments from the public related to resolutions**

Trustee Sarah Brewster explained the resolutions to hire new personnel.

Questions and  
comments from  
the public

**XI. Approval of Resolutions**

Voting of the  
Resolutions

**Evergreen Charter School  
Agenda Items for Resolutions:  
December 13, 2017**

1. **Resolved**, the Board of Trustees approves the following staff appointments:

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Ariane Brutus	Kindergarten Teacher	December 13, 2017
Lorraine M. Ishmael	Spanish Teacher	December 13, 2017
Glenda Ramirez	Business Office Asst.	December 13, 2017
Heidemarie Klein	Data Assistant	December 13, 2107
Elvia Chica	School Aide	December 13, 2017
Ana Cornejo	School Aide	December 13, 2017

Motion: Trustee Gladys Rodríguez  
Second: Trustee Sarah Brewster  
Vote: 7:0

2. **Resolved**, the Board of Trustees approves the following staff increases:

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Vicky Degennaro	Business Office Asst.	December 13, 2017

Motion: Trustee Gladys Rodríguez  
Second: Trustee Sarah Brewster  
Vote: 7:0

3. **Resolved**, the Board of Trustees approves the following activities;

The school newspaper club at the middle school, the Green Globe, to begin on January second. The school newspaper will be held weekly after school.

Motion: Trustee José Canosa  
Second: Trustee Yvonne Mowatt  
Vote: 7:0

4. **Resolved**, The Board of Trustees approves changes made to the Code of Conduct.

Motion: Trustee Gladys Rodríguez  
Second: Trustee Sarah Brewster  
Vote: 7:0

5. **Resolved**, the Board of Trustees approves changes made to the Discipline Charter.

Motion: Trustee Yvonne Mowatt  
Second: Trustee Ariel Sotelo  
Vote: 7:0

6. **Resolved**, the Board of Trustees approves the purchase of library shelving for its elementary school library.

Motion: Trustee Sarah Brewster  
Second: Trustee Gladys Rodríguez  
Vote: 7:0

7. **Resolved** the Board of Trustees approves the purchase of additional chrome books for use at the elementary school.

Motion: Trustee José Canosa  
Second: Trustee Nancy Iglesias  
Vote: 7:0

8. **Resolved**, the Board of Trustees approves the execution of a “Due Diligence Questionnaire Supporting Borrower’s Repetition as to Information regarding Tax-Exempt Bong Qualification”.

This is a document that was requested by the landlord, Circulo de la Hispanidad. Circulo is in the process of refinancing its debt on the building and as a requirement it needs to present information to the issuer, the Town of Hempstead Local Development Corporation, about itself and its tenant, that both are tax-exempt institutions. The questionnaire asks information about school activities to determine its tax exempt status.

Motion: Trustee José Canosa  
Second: Trustee Nancy Iglesias  
Vote: 4:0  
Abstained: 3

9. **Resolved**, the Board of Trustees authorizes the re-registration period for students to commence in January 2017.

Motion: Trustee José Canosa  
Second: Trustee Yvonne Mowatt  
Vote: 7:0

10. **Resolved**, the Board of Trustees approves the following school activities:

Winter Holiday Concert, Elementary School, December 14, at 2:45  
Winter Holiday Concert, Middle School, December 15, at 2:30

Winter Holiday Art Show, Middle School, December 20 at 5:00

Motion: Trustee Yvonne Mowatt  
Second: Trustee Gladys Rodríguez  
Vote: 7:0

11. **Resolved**, the Board of Trustees approves the scholastic book sale to be implemented by the Parent Association. This will be held in January.

Motion: Trustee Nancy Iglesias  
Second: Trustee Yvonne Mowatt  
Vote: 7:0

**XII. Old/New Business/New business:**

President Bernardino spoke about the possibility a School Newspaper and how staff and children are excited about the project. He also spoke about the importance of reading "a child who does not read will never develop his full potential"

**XIII. Announcements:**

**Announcements**

Upcoming school events and concerts were discussed: Winter Wonderland by Middle School Students on December 20, 2017 Art Exhibit Concert December 14, 2017

**XIV. Parents' Association:**

**PA submitted a financial report from 09-01-17 to 12-20-17 as follows:**

**Actual expenses: \$20 ---snack and water**

**Petty cash: \$160 Zumba night \$349.00 cash proceeds after event**

**Total profit: \$169.00**

**Bank account balance: as of Dec 13, 2017 \$2322.01**

**PA is looking into the possibility of putting on a book sale**

**XV. Adjournment:**

Motion to adjourn made by: Trustee Nancy Iglesias

Seconded by: Trustee Ariel Sotelo

Approved 7:00

Meeting adjourned at 8:57

Minutes submitted by:

Gladys Rodríguez  
Gladys Rodríguez, Secretary

**Evergreen Charter School  
Meeting of the Board of Trustees  
605 Peninsula Blvd, Hempstead, NY 11550**

**Minutes from  
November 15, 2017  
8:00 pm**

**Members:**

<b>Mr. Gil Bernardino</b>	<b>Present</b>
<b>Dr. Sarah Brewster</b>	<b>Present</b>
<b>Mr. José Canosa, Esq.</b>	<b>Present</b>
<b>Ms. Nancy Iglesias</b>	<b>Excused</b>
<b>Mr. Luis Ras, Esq.</b>	<b>Excused</b>
<b>Ms. Yvonne Mowatt</b>	<b>Present</b>
<b>Ms. Gladys Rodríguez</b>	<b>Present</b>
<b>Mr. Ariel Sotelo</b>	<b>Present</b>

**Also present:**

**Mr. Edwin Irizarry, Principal  
Ms. Karen Leeper, Assistant Principal  
Ms. Christine Weigand, Director of Curriculum and Instruction  
Ms. Christine Wise, Director of Data and Attendance  
Mrs. Lisette Knox, Director of Finance and Operations**

*Note: As always, the Board Meeting was conducted in English and Spanish.*

**I. Call to Order**

President Bernardino thanked everyone for being here tonight and introduced Principal Edwin Irizarry for his monthly report:

<b>Welcome and Call to order: President Gil Bernardino</b>
--

**II. Monthly Report by Mr. Edwin Irizarry.**

**Report presented by  
Mr. Edwin Irizarry**



**Evergreen Charter School**

**Principal's Report to the Board  
November 15, 2017**

**I. Enrollment:**

<b>Grade Level</b>	<b>Number of Students</b>
Kindergarten	75
First Grade	75
Second Grade	50
Third Grade	50
Fourth Grade	50
Fifth Grade	50
Sixth Grade	50
Seventh Grade	50
<b>Total:</b>	<b>450</b>

**II. Attendance:**

- 1) See attached Attendance Count Report (includes absence/tardy reports from 10/26/17 – 11/8/17).

**III. Curriculum & Instruction:**

- 1) Conducted formal observations as well as numerous mini-observations.
- 2) Met with Mr. Skariah, Ms. Leeper and Ms. Weigand to discuss RTI schedules.

**IV. Professional Development:**

- 1) Attended meeting with Pam Kinnon, ELA Consultant.

- 2) Met with Ms. Figueroa, Ms. Castro, Ms. Spiazzi and Ms. Weigand in order to support the use of Spanish books and novels in all grades.

**V. Parent Involvement/Activities:**

- 1) Spoke to parents at Publishing Party events in 3<sup>rd</sup> and 5<sup>th</sup> grades.
- 2) Parent phone calls made and met with parents regarding student issues.
- 3) Social worker, Ms. Plaza held two parent workshops on nutrition.
- 4) Interviewed new parent and child of 3<sup>rd</sup> grade.

**VI. Personnel:**

- 1) Conducted interviews and attended demonstration lessons.
- 2) Reviewed resumes and contacted candidates who had NYS certification.

**VII. Successes:**

- 1) All classrooms computers were updated. In certain classes tablets were distributed. Teachers were supplied with an array of activities and websites to use throughout the day.
- 2) All absent students are called on a daily basis by social worker.
- 3) Commencement of a Principal's Bulletin Board to celebrate work from each class in the school. Pictures and certificates will take place.
- 4) Presentation at morning assembly of science inventors from class 1B. Science fair to be planned in coming months.
- 5) Reviewed pupil work in classes, praised teachers and students for their improvement in their written work.

**VIII. Challenges:**

- 1) Exploring the need for additional personnel/Dean of Culture perhaps at the middle school to assist with pre-teen concerns in the Middle School.
- 2) Need to hire a new Math teacher for the Middle School to replace departing teacher.

**IX. Miscellaneous:**

- 1) I worked on Emergency Response Plan for NYSED.

**III. Questions and comments from the Board of Trustees related to the Principal's Report:**

Discussion followed on new technology and the updating of our computer system.

**IV. Questions and comments from the Public related to the Principal's Report:**

There were none.

**Questions and  
Comments from  
the public.**

**V. Financial Report: Presented by Director of Finance Lisett Knox:**

Mrs. Knox reported that Hempstead district was late with 2 billing cycles and this caused great inconvenience to our office. She explained that for the last few billing cycles they had always been on time but lately this was becoming a concern.

**Financial Report  
presented by  
Lisett Knox**

**VI. Questions and Comments from the Board of Trustees related to the Financial Report:**

Discussion followed on the consequences of late district payments.

**Questions and  
Comments from  
the Board**

**VII. Questions and Comments from the Public related to the Financial Report:**

There were none.

**Questions and  
Comments from  
the Public**

**VIII. Approval of Minutes from past meeting October 26, 2017**

Motion to approve the Minutes of October 26, 2017

Motion by: Trustee Ariel Sotelo  
Seconded by: Trustee Yvonne Mowatt  
Vote: 6:0

**Approval of  
Minutes from  
Past Meeting**

**IX. Reading of the Resolutions:**

Resolutions were Read in English and Spanish.

**Reading and  
Consideration of  
Resolutions**

**X. Questions and comments from the public related to resolutions**

Trustee Sarah Brewster explained the resolutions to hire new personnel.

Questions and  
comments from  
the public

**XI. Approval of Resolutions**

Voting of the  
Resolutions

**Evergreen Charter School  
Agenda Items for Resolutions:  
November 15, 2017**

1. **Resolved**, the Board of Trustees approves Parent Teacher conferences to be held on November 21, 2017 for the Middle School. The Board approves Parent Teacher conferences to be held on November 28 for grades 3-5 and November 30 for grades K-2.

Motion: Trustee Ariel Sotelo  
Second: Trustee Gladys Rodríguez  
Vote: 6:0

2. **Resolved**, the Board of Trustees approves the following staff appointments:

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Victoria Scrimenti	Sp. Ed	November 15, 2017

Motion: Trustee Yvonne Mowatt  
Second: Trustee Sarah Brewster  
Vote: 6:0

3. **Resolved**, the Board of Trustees approves the following school activities:

Picture Day at Elementary School, December 4, 2017

The Energize Guyz Assembly at Elementary School, December 1, 2017

The Holiday Show, December 15, 2017. Middle School students will be bussed.

Motion: Trustee Gladys Rodríguez

Second: Trustee José Canosa

Vote: 6:0

4. **Resolved**, the Board of Trustees approves the Saturday School program, and after-school special help program to begin the week of December 1, 2017.

Motion: Trustee Ariel Sotelo

Second: Trustee Sarah Brewster

Vote: 6:0

5. **Resolved**, the Board of Trustees approves a credit line increase from \$500,000 to \$900,000 from Capitol One Bank.

Motion: Trustee Yvonne Mowatt

Second: Trustee Sarah Brewster

Vote: 6:0

6. **Resolved**, the Board of Trustees approves the proposal of an Art Club for the Middle School. This will be held after-school one day a week. See attached proposal.

Motion: Trustee Gladys Rodríguez

Second: Trustee Yvonne Mowatt

Vote: 6:0

7. **Resolved** the Board of Trustees approves the proposal for the following assemblies at the school:

- a. December 19<sup>th</sup> Robotics
- b. February 2<sup>nd</sup>, Math
- c. April 25<sup>th</sup>, Science for assemblies at the school.

Motion: Trustee José Canosa  
Second: Trustee Ariel Sotelo  
Vote: 6:0

8. **Resolved** the Board of Trustees approves the proposal to provide a club for community service one day a week at the Middle School. This will be implemented by the School Social Worker.

Motion: Trustee Yvonne Mowatt  
Second: Trustee José Canosa  
Vote: 6:0

9. **Resolved** the Board of Trustees approves Evergreen Charter School to be part of the NYS Athletic Association for a registration fee of \$650.

Motion: Trustee Sarah Brewster  
Second: Trustee Gladys Rodríguez  
Vote: 6:0

10. **Resolved**, the Board of Trustees approves a change in schedule for the lunch aides for the middle school lunch and the appointment of an additional aide for lunch.

Motion: Trustee Yvonne Mowatt  
Second: Trustee Sarah Brewster  
Vote: 6:0

**11. Resolved** the Board of Trustees approves training for staff on google documents on December 2, 2017.

Motion: Trustee Ariel Sotelo  
Second: Trustee Yvonne Mowatt  
Vote: 6:0

**12. Resolved**, the Board of Trustees approves a Zumba Night fundraiser at the school on December 1, 2017.

Motion: Trustee José Canosa  
Second: Trustee Yvonne Mowatt  
Vote: 6:0

**XII. Old/New Business/New business:**

President Bernardino on behalf of the board, wished everyone a Happy and Healthy Thanksgiving.

**XIII. Announcements:**

**Announcements**

Círculo de la Hispanidad invited everyone to a Unity March for Puerto Rico which will take place in Washington DC on Sunday, November 19, 2017. Information was distributed.

**XIV. Parents' Association:**

Report was presented by PA President Mr. Philip Brown as follows:

The PA had a meeting on 11/01/1.

3 administrators were in attendance and 8 parents.

They decided on the following:

Zumba night to be held on Friday December 1, 2017 (upon approval of ECS Board)

Money raised from the fundraisers will go towards: trips for the students, families in need (10%) and school supplies for those in need. New fundraiser ideas for 2017: family dance, movie night, family paint night, Zumba night once a month, student/teacher picture day in December, show with Petland animals for elementary school, the Brain show for the middle school, talent show with involvement with the teachers. PA will host a scholastic book fair. PA will come up with ideas for Christmas/holiday sale.

In addition parents were reminded that the meeting is an open forum to voice concerns, ask questions and give suggestions. Parents were excited about this list of activities discussed in the meeting. "Evergreen dollars" were given to parents who attended the PA meeting to give to their kids to shop at the Evergreen store as an incentive for more parents to attend.

**XV. Adjournment:**

Motion to adjourn made by: Trustee Yvonne Mowatt

Seconded by: Trustee Sarah Brewster

Approved 6:00

Meeting adjourned at 8:47

Minutes submitted by: 

Gladys Rodríguez, Secretary

**Evergreen Charter School  
Meeting of the Board of Trustees  
605 Peninsula Blvd, Hempstead, NY 11550**

**Minutes from  
October 26, 2017  
8:00 pm**

**Members:**

<b>Mr. Gil Bernardino</b>	<b>Present</b>
<b>Dr. Sarah Brewster</b>	<b>Present</b>
<b>Mr. Jose Canosa, Esq.</b>	<b>Excused</b>
<b>Ms. Nancy Iglesias</b>	<b>Excused</b>
<b>Mr. Luis Ras, Esq.</b>	<b>Present</b>
<b>Ms. Yvonne Mowatt</b>	<b>Present</b>
<b>Ms. Gladys Rodriguez</b>	<b>Present</b>
<b>Mr. Ariel Sotelo</b>	<b>Present</b>

**Also present:**

**Mr. Edwin Irizarry, Principal  
Ms. Karen Leeper, Assistant Principal  
Ms. Christine Weigand, Director of Curriculum and Instruction  
Ms. Christine Wise, Director of Data and Attendance  
Mrs. Lisette Knox, Director of Finance and Operations**

*Note: As always, the Board Meeting was conducted in English and Spanish.*

**I. Call to Order**

President Bernardino thanked everyone for being here tonight and introduced Principal Edwin Irizarry for his monthly report:

<b>Welcome and Call to order: President Gil Bernardino</b>
--

## II. Monthly Report by Mr. Edwin Irizarry.

Report presented by  
Mr. Edwin Irizarry

### I. Enrollment:

Grade Level	Number of Students
Kindergarten	75
First Grade	75
Second Grade	50
Third Grade	49
Fourth Grade	50
Fifth Grade	50
Sixth Grade	50
Seventh Grade	50
<b>Total:</b>	<b>449</b>

### II. Attendance:

- 1) See attached Attendance Count Report (includes absence/tardy reports from 9/21/2017-10/18/2017).

### III. Curriculum & Instruction:

- 1) Met with Spanish consultant Rodolfo Rodriguez. A plan will be developed for Ms. Castro and/or Ms. Figueroa to visit a district that has Spanish in Elementary School.
- 2) Behavior management activity books for Professional Development received. PD in Middle School to take place within a week.
- 3) Conducted mini-observations. In the process of scheduling formal observations.

### IV. Professional Development:

- 1) Met with all school aides on September 25 to discuss their responsibilities in the event there are altercations between students.
- 2) Faculty conference on October 3, discussed upcoming back to school night, expectations of support personnel.
- 3) Professional Development: Attended meetings with consultants: Pam Kinnon, Literacy, Michelle McCabe, Literacy and Anthony Valforte, Math

**V. Parent Involvement/Activities:**

- 1) Letter to parents on October 4, regarding additional treatment to mobile unit regarding fleas.
- 2) Letter to parents regarding Gaitas Bagpiper presentation and Ballet Hispanico
- 3) Participated in Meet the Teacher Night

**VI. Other tasks:**

- 1) Supervised social workers tasks of daily absent calls to homes.
- 2) Reviewed resumes for vacancies for Reading Teacher, Full Time Sub, Special Education Teacher and Spanish Teacher for Middle School.
- 3) Re: Teachers interviewed. One declined a demo, one was not considered, one is scheduled for demo on October 19. Sonia Rodriguez hired as Spanish teacher in Middle School.
- 4) Reviewed plans – Expectation of homework to be given daily in Math and ELA including Fridays.
- 5) Reviewed all teacher schedules: Asked four teachers to increase Math by 45 minutes to a total of 90 minutes.
- 6) Letter sent to MAPFRE regarding school supply donations

**VII. Student Assessment**

Reviewed support staff schedules and students serviced  
Reviewed I-Ready data, Fountas and Pinnell levels

**III. Questions and comments from the Board of Trustees related to the Principal's Report:**

President Bernardino spoke about zero tolerance for bullying and the importance of professional development on this subject.

**IV. Questions and comments from the Public related to the Principal's Report:**

There were none.

<p><b>Questions and Comments from the public.</b></p>
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**V. Financial Report: Presented by Director of Finance Lisett Knox:**

Ms. Knox explained that all billing for the districts went out. The district of Lawrence is under state intercept. All meal payments came in on time.

**Financial Report  
presented by  
Lisett Knox**

**VI. Questions and Comments from the Board of Trustees related to the Financial Report:**

There were none.

**Questions and  
Comments from  
the Board**

**VII. Questions and Comments from the Public related to the Financial Report:**

There were none,

**Questions and  
Comments from  
the Public**

**VIII. Approval of Minutes from past meeting September 27, 2017**

Motion to approve the Minutes of September 27, 2017

Motion by: Trustee Ariel Sotelo  
Seconded by: Trustee Yvonne Mowatt  
Vote: 6:0

**Approval of  
Minutes from  
Past Meeting**

**IX. Reading of the Resolutions:**

Resolutions were Read in English and Spanish.

**Reading and  
Consideration of  
Resolutions**

**X. Questions and comments from the public related to resolutions**

Trustee Sarah Brewster explained the resolutions to hire new personnel.

**Questions and  
comments from  
the public**

**XI. Approval of Resolutions**

**Voting of the  
Resolutions**

**Evergreen Charter School**  
**Agenda Items for Resolutions:**  
**For October 26, 2017**

**1. Resolved**, the Board of Trustees approves the following staff field trips:

First Grade, May 2018, Swedish Cottage Marionette Theatre  
Second Grade, April/May 2018, NY Hall of Science  
Third Grade, June 2018, Bronx Zoo  
Fourth Grade, June 2018, Old Bethpage Restoration Village  
Fifth Grade, March 2018, Long Island Science Center  
Mr. Ricon, (Fourth Grade), February, Lincoln Center  
Ms. Greene (Fifth Grade), May 2018, Metropolitan Museum of Art

Motion: Trustee Ariel Sotelo

Second: Trustee Gladys Rodriguez

Vote: 7:0

**2. Resolved**, the Board of Trustees approves the following staff professional development:

a. TESOL 47<sup>th</sup> Annual Conference on November 3, 2017

Jessica Mason  
Megan Pecoraro  
Katlyn Lemke

b. PD Tech summit on October 26, 2017

Evelyn Hernandez  
Megan Donnelly

c. Bully on Buddies on October 31, 2017

Maria Perez

d. Social Studies Ramping up Complex Text on November 17, 2017

Michelle Aarons

Motion: Trustee Yvonne Mowatt

Second: Trustee Sarah Brewster

Vote: 6:0

3. **Resolved**, the Board of Trustees approves the following staff appointments:

<b>Name:</b>	<b>Title:</b>	<b>Effective Date:</b>
Maximilano Rosales	Maintenance	10/26/2017
Jose Florez	Maintenance	10/26/2017
Sonia Rodriguez	Spanish Teacher	10/20/2017
Gloria Estrada	Aide	10/26/2017
Ana Ramirez	Aide	10/26/2017
Ana Gaiten	Aide	10/26/2017

Motion: Trustee Yvonne Mowatt  
Second: Trustee Sarah Brewster  
Vote: 6:0

4. **Resolved**, the Board of Trustees approves an I-Ready parent workshop to be held on November 16, 2017.

Motion: Trustee Yvonne Mowatt  
Second: Trustee Gladys Rodriguez  
Vote: 6:0

## **XII. Old/New Business/New business:**

Teacher representative spoke about school spirit and career day. She also spoke about a need for more computers and also a crossing guard. Principal Irizarry stated that some of the old computers are in the process of being restored. President Bernardino explained the process of dropping off students and picking them up and he said that a crossing guard was requested from the village previously but the village indicated it could not. Discussion followed on all of the above.

## **XIII. Announcements:**

**Announcements**

Mr. Bernardino announced a free concert at the school this weekend on Saturday.

## **XIV. Parents' Association:**

**No report.**

## **XV. Adjournment:**

Motion to adjourn made by: Trustee Yvonne Mowatt  
Seconded by: Trustee Ariel Sotelo  
Approved 6:00  
Meeting adjourned at 8:21  
Minutes submitted by: Gladys Rodriguez  
Gladys Rodriguez, Secretary

**Evergreen Charter School  
Meeting of the Board of Trustees  
605 Peninsula Blvd, Hempstead, NY 11550**

**Minutes from  
September 25, 2017  
8:05 pm**

**Members:**

<b>Mr. Gil Bernardino</b>	<b>Present</b>
<b>Dr. Sarah Brewster</b>	<b>Present</b>
<b>Mr. Jose Canosa, Esq.</b>	<b>Excused</b>
<b>Ms. Nancy Iglesias</b>	<b>Excused</b>
<b>Mr. Luis Ras, Esq.</b>	<b>Present</b>
<b>Ms. Yvonne Mowatt</b>	<b>Present</b>
<b>Ms. Gladys Rodriguez</b>	<b>Present</b>
<b>Mr. Ariel Sotelo</b>	<b>Present</b>

**Also present:**

**Mr. Irizarry, Principal  
Ms. Karen Leeper, Assistant Principal  
Ms. Wise, Director of Data and Attendance  
Ms. Weigand Director of Curriculum and Instruction  
Mrs. Lisette Knox, Director of Finance and Operations**

*Note: As always, the Board Meeting was conducted in English and Spanish.*

**I. Call to Order**

President Bernardino called the meeting to order at 8:05 pm, welcomed everyone and thanked everyone for being here tonight and for their support and dedication to our school. President Bernardino welcomed Mr. Edwin Irizarry.

<b>Welcome and Call to order: President Gil Bernardino</b>
--

**II. Presentation by Mr. Kevin Foley, CPA**

Mr. Foley presented the audit of Evergreen to parents and the Board.

**Presentation by Mr. Kevin Foley, CPA**

**III. Questions and comments from the Board related to the report.**

**Questions and Comments from the Board**

**IV. Questions and comments from the Public related to the Report:**  
There were none.

**Questions and Comments from the public.**

**V. Monthly Report by Principal. This was presented by**

Principal Report  
August 9, 2017

**Report presented by Mr. Irizarry in the absence of the Principal.**

**Curriculum & Instruction:**

- Ordering/acquiring quotes for instructional and non-instructional materials for the 2017-18 school year (for elementary and middle school).
- Created bell schedule for middle school.
- In the process of creating the elementary and middle school master schedule.
- In the process of creating class rosters.
- Organized preliminary staffing assignments.
- Re-organization of elementary school classrooms.

**Professional Development:**

- Coordinating 2017 Summer Professional Development for elementary and middle school teaching staff.
- Attended middle school planning meeting with Jessica Torres on Tuesday, August 1, 2017.
- Participated in a conference call with Maria Quail from Generation Ready regarding professional development for the middle school teaching staff on Wednesday, August 2, 2017.

- Attended technology meeting with Andrew Choi from the Bethpage School District on Monday, August 7, 2017.

**Parent Involvement/Activities:**

- Organized and facilitated Kindergarten Orientation on Tuesday, August 8, 2017.

**Personnel:**

- Manage incoming resumes/schedule interviews and demo lessons/conduct reference checks for open positions in the elementary and middle school.

**Miscellaneous:**

- Completed the Annual Report.
- Acquired donated school supplies.
- Contacted all districts/bus companies regarding middle school transportation.
- Proofread report cards (K-6).
- Support summer school as needed.
- Visited middle school to coordinate the following:
  - ✓ wiring for phone lines and SMART Boards
  - ✓ measure wall and closet space for furniture orders and placement
  - ✓ room assignments

**VI. Questions and comments from the Board of Trustees related to the Principal's Report:**

There were none.

**Questions and  
Comments from  
the Board of  
Trustees**

**VII. Questions and comments from the Public related to the Principal's Report:**

There were none.

**Questions and  
Comments from  
the public.**

**VIII. Financial Report: Presented by Director of Finance Lisett Knox:**

**Financial Report  
presented by  
Lisett Knox**

Ms. Knox reported that several parents moved and we are down to from 444 students to 440. All meals money was received. Albany approved the interception done to Lawrence School District and will be depositing the money this week electronically.

Ms. Knox indicated that she is working with the school districts to receive payment. There are still some districts that are late in paying. Ms. Knox is following up with them.

Ms. Knox also provided an update about preparation work for the middle school. She indicated that overall work is on schedule. Contractors are putting in phone systems, technology and cameras among other things.

**IX. Questions and Comments from the Board of Trustees related to the Financial Report:**

**Questions and  
Comments from  
the Board**

The Board commended Ms. Knox on her efforts to oversee procurements and related coordination of work for the middle school.

**X. Questions and Comments from the Public related to the Financial Report:**

**Questions and  
Comments from  
the Public**

There were none.

**XI. Approval of Minutes from past meeting September 25, 2017**

**Approval of  
Minutes from  
Past Meeting**

Motion to approve the Minutes of September 25, 2017

Motion by: Trustee Ariel Sotelo

Seconded by: Trustee Yvonne Mowatt

Vote: 6:0

**XII. Reading of the Resolutions:**

**Reading and  
Consideration of  
Resolutions**

Resolutions were Read in English and Spanish.

**XIII. Questions and comments from the public related to resolutions**

Trustee Sarah Brewster explained the resolutions.

Questions and  
comments from  
the public

**XIV. Approval of Resolutions**

Voting of the  
Resolutions

**Evergreen Charter School  
Agenda Items for Resolutions:  
September 25, 2017**

1. **Resolved**, the Board of Trustees approves the following staff the following pending completion of the intervention process including reference checks.

Name:	Position	Effective Date
Dilion Soto	Teacher	9/5/2017
Dasny Vanegas	Teacher	8/28/2017
Tracy Weinberg -Gatto	2 <sup>nd</sup> G Teacher	8/21/2017
Devan Markey	K Teacher	8/21/2017
Angelica Kleyman	Teacher	8/21/2017
Melissa Macchio	Teacher	8/21/2017
Christina Alfisi	Special Education	8/21/2017
Jose Aliaga	Kitchen Asst/Maintenance	8/28/2017
Daniel Quintanilla	Administrative Assistant	9/1/17 PT - FT 10/2/2017
Despoina Englezou	Kitchen Aide	9/25/2017
Sharon Holmes	Permanent Sub	9/25/2017

Motion: Yvonne Mowatt  
Second: Gladys Rodriguez  
Vote: 6:0

2. **Resolved**, the Board of Trustees approves the following fingerprinting fee policy.

Evergreen will reimburse employees the cost of fingerprinting after three months of employment at ECS. Employees should keep receipts and submit these to the business office for reimbursement after completion of three months of continuous employment at Evergreen Charter School.

Motion: Luis Ras  
Second: Ariel Sotelo  
Vote: 6:0

3. **Resolved**, the Board of Trustees approves professional development for Board and Administration. See attached.

Motion: Luis Ras  
Second: Gladys Rodriguez  
Vote: 6:0

4. **Resolved**, the Board of Trustees approves the following professional development training for staff.

- 1) Ms. Weigand and Ms. Spiazzi are requesting to attend *The Fountas and Pinnell Classroom Awareness Event* on September 28, 2017 (see attached Conference Request Form).
- 2) Nurse Shah is requesting to attend the *Education and Care: A Collaboration to Support Health and Learning* workshop on October 26, 2017.

Motion: Yvonne Mowatt  
Second: Gladys Rodriguez  
Vote: 6:0

5. **Resolved**, the Board of Trustees approves the following field trip for kindergarten students:

The kindergarten teachers are requesting approval for a school trip to White Post Farms on Friday, October 27, 2017 (see attached Field Trip Request Form).

Motion: Sarah Brewster  
Second: Yvonne Mowatt  
Vote: 6:0

6. **Resolved**, The Board of Trustees approves the following school activities:

- 1) Ballet Hispanico on Thursday, October 26, 2017 as a culmination activity for Hispanic Heritage Month.
- 2) 'The NED Show,' on Wednesday, October 18, 2017 to conduct a school wide anti-bullying assembly.

Motion: Sarah Brewster  
Second: Yvonne Mowatt  
Vote: 6:0

**XV. Old/New Business/New business:**

**XVI. Announcements:**

<b>Announcements</b>
----------------------

Information about upcoming school events was discussed. Parents were also given a copy of the school results on the statewide exams.

**XVII. Parents' Association: No report**

**XVIII. Adjournment:**

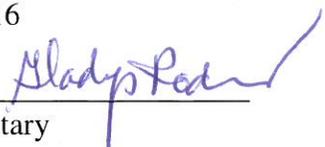
Motion to adjourn made by: Trustee Yvonne Mowatt

Seconded by: Trustee Gladys Rodriguez

Approved 6:00

Meeting adjourned at 9:16

Minutes submitted by:

  
Gladys Rodriguez, Secretary

**Evergreen Charter School  
Meeting of the Board of Trustees  
605 Peninsula Blvd, Hempstead, NY 11550**

**Minutes from  
August 9, 2017  
8:02pm**

**Members:**

<b>Mr. Gil Bernardino</b>	<b>Present</b>
<b>Dr. Sarah Brewster</b>	<b>Present</b>
<b>Mr. Jose Canosa, Esq.</b>	<b>Excused</b>
<b>Ms. Nancy Iglesias</b>	<b>Present</b>
<b>Mr. Luis Ras, Esq.</b>	<b>Excused</b>
<b>Ms. Yvonne Mowatt</b>	<b>Present</b>
<b>Ms. Gladys Rodriguez</b>	<b>Present</b>
<b>Mr. Ariel Sotelo</b>	<b>Present</b>

**Also present:**

**Ms. Karen Leeper, Assistant Principal  
Mrs. Lisette Knox, Director of Finance and Operations**

*Note: As always, the Board Meeting was conducted in English and Spanish.*

**I. Call to Order**

President Bernardino called the meeting to order at 8:02 pm, welcomed everyone and thanked everyone for being here tonight and for their support and dedication to our school. President Bernardino introduced Mr. Edwin Irizarry.

He stated that Mr. Irizarry would be the new Principal for Evergreen. Mr. Irizarry gave a short summary of his past experience in English and Spanish. President Bernardino also introduced Mr. Andrew Choi to give us a presentation on Google Chromebooks. Google Chromebooks are the latest software by Google and are manufactured by Acer. Several teachers and staff were invited to Bethpage for a Chromebooks demonstration and training. Affordable Google

<b>Welcome and Call to order: President Gil Bernardino</b>
--

Chromebooks is a program that lends itself to collaboration and sharing documents in an effort to go paperless. This device helps teachers to individualize programs. President Bernardino introduced Assistant Principal Leeper for her report:

**II. Presentation by Mr. Andrew Choi of Bethpage**

Mr. Choi presented the work he is doing with Evergreen Charter School to train staff about Google Docs. He is working with Evelyn Hernandez from Evergreen Charter School and with staff from Bethpage to develop Evergreen's system. He will provide training to staff about google docs.

**Presentation by Andrew Choi of Bethpage about Google Docs**

**III. Questions and comments from the Board related to the report.**

President Bernardino thanked Mr. Choi for the training he is providing to staff. He stated that Mr. Choi has been very generous with his time. He also gave the Board and members of the administration a tour of Bethpage and explained the services in place there. Mr. Bernardino commended Mr. Choi on the job well done.

**Questions and Comments from the Board**

**IV. Questions and comments from the Public related to the Report:**

There were none.

**Questions and Comments from the public.**

**V. Monthly Report by Principal. This was presented by Assistant Principal Leeper and Translated by Mr. Bernardino.**

Principal Report  
August 9, 2017

**Report presented by Ms. Leeper in the absence of the Principal.**

**Curriculum & Instruction:**

- Ordering/acquiring quotes for instructional and non-instructional materials for the 2017-18 school year (for elementary and middle school).
- Created bell schedule for middle school.
- In the process of creating the elementary and middle school master schedule.
- In the process of creating class rosters.
- Organized preliminary staffing assignments.
- Re-organization of elementary school classrooms.

**Professional Development:**

- Coordinating 2017 Summer Professional Development for elementary and middle school teaching staff.
- Attended middle school planning meeting with Jessica Torres on Tuesday, August 1, 2017.
- Participated in a conference call with Maria Quail from Generation Ready regarding professional development for the middle school teaching staff on Wednesday, August 2, 2017.
- Attended technology meeting with Andrew Choi from the Bethpage School District on Monday, August 7, 2017.

**Parent Involvement/Activities:**

- Organized and facilitated Kindergarten Orientation on Tuesday, August 8, 2017.

**Personnel:**

- Manage incoming resumes/schedule interviews and demo lessons/conduct reference checks for open positions in the elementary and middle school.

**Miscellaneous:**

- Completed the Annual Report.
- Acquired donated school supplies.
- Contacted all districts/bus companies regarding middle school transportation.
- Proofread report cards (K-6).
- Support summer school as needed.
- Visited middle school to coordinate the following:
  - ✓ wiring for phone lines and SMART Boards
  - ✓ measure wall and closet space for furniture orders and placement
  - ✓ room assignments

**VI. Questions and comments from the Board of Trustees related to the Principal's Report:**

There were none.

<p><b>Questions and Comments from the Board of Trustees</b></p>
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**VII. Questions and comments from the Public related to the Principal's Report:**

There were none.

**Questions and  
Comments from  
the public.**

**VIII. Financial Report: Presented by Director of Finance Lisett Knox:**

Ms. Knox reported that several parents moved and we are down to from 444 students to 440. All meals money was received. Albany approved the interception done to Lawrence School District and will be depositing the money this week electronically.

**Financial Report  
presented by  
Lisett Knox**

Ms. Knox indicated that she is working with the school districts to receive payment. There are still some districts that are late in paying. Ms. Knox is following up with them.

Ms. Knox also provided an update about preparation work for the middle school. She indicated that overall work is on schedule. Contractors are putting in phone systems, technology and cameras among other things.

**IX. Questions and Comments from the Board of Trustees related to the Financial Report:**

The Board commended Ms. Knox on her efforts to oversee procurements and related coordination of work for the middle school.

**Questions and  
Comments from  
the Board**

**X. Questions and Comments from the Public related to the Financial Report:**

There were none.

**Questions and  
Comments from  
the Public**

**XI. Approval of Minutes from past meeting July 19, 2017**

Motion to approve the Minutes of July 19, 2017

**Approval of  
Minutes from  
Past Meeting**

Motion by: Trustee Ariel Sotelo  
Seconded by: Trustee Yvonne Mowatt  
Vote: 6:0

**XII. Reading of the Resolutions:**

Resolutions were Read in English and Spanish.

Reading and  
Consideration of  
Resolutions

**XIII. Questions and comments from the public related to resolutions**

Trustee Sarah Brewster explained the resolutions to hire new personnel.

Questions and  
comments from  
the public

**XIV. Approval of Resolutions**

Voting of the  
Resolutions

**August 9, 2017**

- 1. **Resolved**, the Board of Trustees approves Condon O’Meara to conduct its audit for the 2016-2017 year.

Motion: Gladys Rodriguez  
Second: Nancy Iglesias  
Vote: 6:0

- 2. Resolved, the Board of Trustees approves the following staff the following pending completion of the intervention process including reference checks.

<b>Name:</b>	<b>Position</b>	<b>Effective Date</b>
Danica Mendez	Teacher	8/9/2017
Mellisa Macchio	Teacher	8/9/2017
Michael Faulter	MS PE Teacher	8/9/2017
Steven Ewashchyshyn	MS AIS /P Substitute	8/9/2017
Priscilla Palmieri	PT Art/ Per Diem Sub Teacher pro rated	8/9/2017
Wyn Julyn M. Gomez	Admin. Assist.	8/8/2017
Maritza Ruiz	Admin. Assist.	8/8/2017

Motion: Ariel Sotelo  
Second: Yvonne Mowatt  
Vote: 6:0

3. **Resolved**, the Board of Trustees approves the use manual for Chrome Books.

Motion: Sarah Brewster  
Second: Gladys Rodriguez  
Vote: 6:0

4. **Resolved**, the Board of Trustees approves Andrew Choi to provide Google Level 1 Certification Professional Development up to 15 hours to staff.

Motion: Yvonne Mowatt  
Second: Ariel Sotelo  
Vote: 6:0

5. **Resolved**, the Board approves Mr. Aguilar to attend the *Nassau County Food Managers Training Course* scheduled for August 10, 2017 (see attachment).

Motion: Sarah Brewster  
Second: Yvonne Mowatt  
Vote: 6:0

6. Resolved, the Board of Trustees approves Ms. Anyelin Herrera to work up to a maximum of 20 hours per week to provide administrative support to the school including support with the library. (Ms. Anyelin currently works full time and is requesting to reduce her hours to part time).

Motion: Gladys Rodriguez  
Second: Ariel Sotelo  
Vote: 6:0

7. Resolved the Board of Trustees approves Mr. Gil Bernardino for a three year term commencing at the start of the 2017-2018 school year through 2020.

Motion: Nancy Iglesias  
Second: Gladys Rodriguez  
Vote: 6:0

8. Resolved the Board of Trustees approves Mr. Ariel Sotelo as Member of the Board for a three year term commencing at the start of the 2017-2018 school year through 2020.

Motion: Yvonne Mowatt  
Second: Gladys Rodriguez  
Vote: 6:0

9. Resolved, the Board of Trustees approves Mr. Luis Ras, as Member of the Board for a three year term commencing at the start of the 2017-2018 school year through 2020.

Motion: Yvonne Mowatt  
Second: Gladys Rodriguez  
Vote: 6:0

10. Resolved, the Board of Trustees approves the following staff:

<b>Name:</b>	<b>Position:</b>	<b>Effective Date:</b>
Edwin Irizarry	Principal	8/21/2017/2017

Motion: Gil Bernardino  
Second: Yvonne Mowatt  
Vote: 6:0

**XV. Old/New Business/New business:**

Discussion followed on sports and competition with other schools. President Bernardino welcomes our new principal, Mr. Edwin Irizarry.

**XVI. Announcements:**

**Announcements**

School supply lists were sent to parents. Parents should receive them any day if they have not already. Additional information will be sent to parents. Ms. Knox announced that things are on schedule for the Middle School opening.

**XVII. Parents' Association: No report**

**XVIII. Adjournment:**

Motion to adjourn made by: Trustee Yvonne Mowatt  
Seconded by: Trustee Gladys Rodriguez  
Approved 6:00

Meeting adjourned at 8:43

Minutes submitted by: Gladys Rodriguez  
Gladys Rodriguez, Secretary

**Evergreen Charter School  
Meeting of the Board of Trustees  
605 Peninsula Blvd, Hempstead, NY 11550**

**Minutes from  
July 19, 2017  
8:02pm**

**Members:**

<b>Mr. Gil Bernardino</b>	<b>Present</b>
<b>Dr. Sarah Brewster</b>	<b>Present</b>
<b>Mr. Jose Canosa, Esq.</b>	<b>Excused</b>
<b>Ms. Nancy Iglesias</b>	<b>Present</b>
<b>Mr. Luis Ras, Esq.</b>	<b>Excused</b>
<b>Ms. Yvonne Mowatt</b>	<b>Excused</b>
<b>Ms. Gladys Rodriguez</b>	<b>Present</b>
<b>Mr. Ariel Sotelo</b>	<b>Present</b>

**Also present:**

**Mrs. Lisette Knox, Director of Finance and Operations**

*Note: As always, the Board Meeting was conducted in English and Spanish.*

**I. Call to Order**

President Bernardino called the meeting to order at 8:02 pm, welcomed everyone and thanked everyone for being here tonight and for their support and dedication to our school. President Bernardino read the Assistant Principal's report in the absence of Principal Meyers.

<b>Welcome and Call to order: President Gil Bernardino</b>
--

## **II. Monthly Report by Mr. Bernardino in absence of Principal Meyers.**

<b>Report presented by Trustee Bernardino</b>
---

July Report to the Board of Trustees  
Written by Karen Leeper, Assistant Principal  
July 19, 2017

### **Curriculum & Instruction:**

- Ordering/acquiring quotes for instructional and non-instructional materials for the 2017-18 school year (for elementary and middle school).
- In the process of creating the elementary and middle school master schedule.

### **Professional Development:**

- Coordinating 2017 Summer Professional Development for elementary and middle school teaching staff.
- Attended technology meeting with Andrew Choi from the Bethpage School District on Thursday, July 13, 2017.

### **Parent Involvement/Activities:**

- Updated uniform policy for middle school.
- Coordinated for IDEAL Uniforms to show samples/take orders at Evergreen.
- Recorded phone blasts (middle school tour, board meeting, uniform information).
- Organizing packets to be sent home by Friday, July 21<sup>st</sup> (school supply lists, report cards, school calendar, school menu, iReady reports, green emergency cards, uniform policy, and attendance policy).

### **Personnel:**

- Created job postings for open positions in the elementary and middle school.
- Manage incoming resumes/schedule interviews and demo lessons/conduct reference checks for open positions in the elementary and middle school.

### **Miscellaneous:**

- Completing applicable sections of Annual Report.
- Contacting districts/bus companies regarding middle school transportation.
- Researching character education/behavior management programs for the middle school.
- Proofreading report cards (K-6).

- Support summer school as needed.
- In the process of updated Teacher's Manual

**III. Questions and comments from the Board of Trustees related to the Principal's Report:**

**Questions and  
Comments from  
the Board of  
Trustees**

President Bernardino explained that the school is getting ready for the Middle School. Curriculum and materials are ready; we are ordering equipment and supplies. Security and telephone system are in place and ready for inspections.

We are planning professional development for staff. President Bernardino informed parents that he, Ms. Leeper, Ms. Hernandez and Trustee Sarah Brewster went to visit the Bethpage School District and it was a great experience. He also stated that all administrators were included in a workshop about using Chrome Books. The workshop was facilitated by a representative from the Bethpage School District. All were very impressed. All teachers will be trained and all students will work with this new system. Trustee Sarah Brewster indicated that we hired a consultant and each student will be given a gmail account. President Bernardino also spoke about uniforms and a package that will go out to parents with all information for the new school year.

**IV. Questions and comments from the Public related to the Principal's Report:**

**Questions and  
Comments from  
the public.**

Discussion followed on the "Chrome books system", uniforms, new personnel and school calendar.

**V. Financial Report: Presented by Director of Finance Lisett Knox:**

**Financial Report  
presented by  
Lisett Knox**

Mrs. Knox reported that all claims were sent out. There were 2 out of 15 districts that already submitted payment for September. Registration is going well and all meals are completed.

**VI. Questions and Comments from the Board of Trustees related to the Financial Report:**

**Questions and  
Comments from  
the Board**

No comments.

**VII. Questions and Comments from the Public related to the Financial Report:**

**Questions and  
Comments from  
the Public**

No comments.

**VIII. Approval of Minutes from past meeting June 29, 2017**

Motion to approve the Minutes of June 29, 2017

Motion by: Trustee Ariel Sotelo  
Seconded by: Trustee Sarah Brewster  
Vote: 5:0

**Approval of  
Minutes from  
Past Meeting**

**IX. Reading of the Resolutions:**

Resolutions were Read in English and Spanish.

**Reading and  
Consideration of  
Resolutions**

**X. Questions and comments from the public related to resolutions**

Trustee Sarah Brewster explained the resolutions to hire new personnel.

**Questions and  
comments from  
the public**

**XI. Approval of Resolutions**

**Voting of the  
Resolutions**

**Evergreen Charter School  
Agenda Items for Resolutions:  
For July 19, 2017**

1. **Resolved**, the Board of Trustees approves the following pending completion of the intervention process including reference checks.

Name:	Position	Effective Date
Michelle Arons	Social Studies	July 20, 2017
Megan Pecoraro	ENL Teacher	July 20, 2017
Gabriella Burgos	1st Grade Teacher	July 20, 2017
Maria Perez-Llona	Social Worker	July 20, 2017
Rita Wehril	Math Teacher	July 20, 2017
Gibson Barriga	Physical Education Teacher	July 20, 2017

Farah Vasquez Jean-Louis	Spanish Teacher	July 20, 2017
Liana Morales	Elementary Teacher	July 20, 2017
Lilly Demosthenous	Elementary/Middle School	July 20, 2017
Caitlin Sanchez	Lunch Aide	July 20, 2017
Cynthia Apericio	Lunch Aide	July 20, 2017
Jorge Garavito	Facilities Supervisor LOL	July 20, 2017
Ana Casto	Spanish Teacher	July 20, 2017
Elizabeth Weigand	Library Assistant Summer	July 20, 2017
Juan Bettencourt	Custodian (FT)	Sept 1, 2017
Jorge Aparicio	Custodian (PT)	Sept 1, 2017

Motion: Trustee Gladys Rodriguez  
 Second: Trustee Nancy Iglesias  
 Vote: 5:0

- 2. Resolved**, the Board of Trustees approves the changes made to the calendar for the 2017-2018 school year.

Motion: Trustee Sarah Brewster  
 Second: Trustee Nancy Iglesias  
 Vote: 5:0

- 3. Resolved**, the Board of Trustees approves the contract by Summit Restaurant Repairs to conduct repair work as needed on kitchen appliances and refrigerators.

Motion: Trustee Ariel Sotelo  
 Second: Trustee Nancy Iglesias  
 Vote: 5:0

- 4. Resolved**, The Board of Trustees approves Ms. Gonzalez to attend a *Criticism and Discipline Skills for Managers and Supervisors* workshop scheduled for August 14, 2017 (see attachment).

Motion: Trustee Sarah Brewster  
 Second: Trustee Gladys Rodriguez  
 Vote: 5:0

- 5. Resolved**, The Board of Trustees approves consultation services from the Bethpage School District to provide support to staff around Google Suite and the implementation of

Evergreen's Chrome Books. Consultation to be provided by Andrew Choi at \$90 an hour and his assistant Corey at \$50 an hour.

Motion: Trustee Ariel Sotelo  
Second: Trustee Nancy Iglesias  
Vote: 5:0

**XII. Old/New Business/New business:**

Discussion followed on sports and competition with other schools.

**XIII. Announcements:**

Announcements

The revised calendar was distributed.

**XIV. Parents' Association: No report**

**XV. Motion to Go into Executive Session for the purpose of discussing matters leading to the appointment, or dismissal of a particular person or persons, matters concerning proposed, pending or current litigation, and matters involving Civil Service Law, Article 14.**

Motion made by: Trustee Gladys Rodriguez  
Seconded by: Trustee Nancy Iglesias  
Vote: 5:0  
9:21 pm

**XVI. Adjournment:**

Motion to adjourn made by: Trustee Sarah Brewster  
Seconded by: Trustee Ariel Sotelo  
Approved 5:00

Meeting adjourned at 9:51

Minutes submitted by: Gladys Rodriguez  
Gladys Rodriguez, Secretary



# Entry 10 Enrollment and Retention of Special Populations

Created: 07/13/2018 • Last updated: 07/16/2018

## [Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2017-18 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2018-19.

### **EVERGREEN CS (REGENTS)Section Heading**

#### **Recruitment/Attraction Efforts Toward Meeting Targets**

	Describe Recruitment Efforts in 2017-18	Describe Recruitment Plans in 2018-19)
Economically Disadvantaged	<p>Evergreen Charter School attempts to recruit students in a number of ways, beginning with alerting various community and religious based institutions and organizations such as The Nassau County Department of Social Services, The Family Services Corporation, The Interfaith Nutrition Network, Union Baptist Church, Miracle Christian Center, The Hagerdorn Family Resource Center, and The Hispanic Counseling Center, among others. Information is posted on the school’s website and flyers are distributed throughout the community. Large recruitment banners are placed outside of the school building. In addition, Evergreen places announcements in multiple local community papers including Spanish newspapers. All correspondence is written in English and Spanish in an effort to accommodate the diverse members of the Hempstead community. These recruitment efforts have enabled Evergreen to reach out to underserved families of low to moderate income including families with children who have disabilities and families with children that are English Language Learners.</p> <p>Evergreen Charter School has increased outreach efforts to the African American and</p>	<p>Evergreen Charter School will continue to recruit students in a number of ways, beginning with alerting various community and religious based institutions and organizations such as The Nassau County Department of Social Services, The Family Services Corporation, The Interfaith Nutrition Network, Union Baptist Church, Miracle Christian Center, The Hagerdorn Family Resource Center, and The Hispanic Counseling Center, among others. More detailed information will be posted on the school’s website regarding support services. Open Houses will be organized in an effort to provide an awareness of the educational programs and opportunities that Evergreen offers. The school will involve the Parent Association to support recruitment efforts. Updated flyers will be distributed throughout the community and placed in low-income housing buildings. All correspondences will continue to be written in English and Spanish in an effort to accommodate the diverse members of the Hempstead community. These recruitment efforts will continue to enable Evergreen to reach out to underserved families of low to moderate</p>

Caribbean American communities, as the school has seen a decrease in enrollment of these populations over the past several years. Throughout the year, letters were sent and visits were made to local church leaders as part of the schools recruitment efforts.

income including families with children who have disabilities and families with children that are English Language Learners.

English  
Language  
Learners

Evergreen Charter School attempts to recruit students in a number of ways, beginning with alerting various community and religious based institutions and organizations such as The Nassau County Department of Social Services, The Family Services Corporation, The Interfaith Nutrition Network, Union Baptist Church, Miracle Christian Center, The Hagerdorn Family Resource Center, and The Hispanic Counseling Center, among others. Information is posted on the school's website and flyers are distributed throughout the community. Large recruitment banners are placed outside of the school building. In addition Evergreen places announcements in multiple local community papers including Spanish newspapers. All correspondence is written in English and Spanish in an effort to accommodate the diverse members of the Hempstead community. These recruitment efforts have enabled Evergreen to reach out to underserved families of low to moderate income including families with children who have disabilities and families with children that are English Language Learners.

Evergreen Charter School will continue to recruit students in a number of ways, beginning with alerting various community and religious based institutions and organizations such as The Nassau County Department of Social Services, The Family Services Corporation, The Interfaith Nutrition Network, Union Baptist Church, Miracle Christian Center, The Hagerdorn Family Resource Center, and The Hispanic Counseling Center, among others. More detailed information will be posted on the school's website regarding support services. Open Houses will be organized in an effort to provide an awareness of the educational programs and opportunities that Evergreen offers. The school will involve the Parent Association to support recruitment efforts. Updated flyers will be distributed throughout the community. Evergreen will place additional announcements in local community papers including Spanish newspapers. All correspondences will continue to be written in English and Spanish in an effort to accommodate the diverse members of the Hempstead community. These recruitment efforts will continue to enable Evergreen to reach out to underserved families of low to moderate income including families with children who have disabilities and families with children that are English Language Learners.

Evergreen Charter School attempts to recruit students in a number of ways, beginning with alerting various community and religious based institutions and organizations such as The Nassau County Department of Social Services, The Family Services Corporation, The Interfaith Nutrition Network, Union Baptist Church, Miracle Christian

Evergreen Charter School will continue to recruit students in a number of ways, beginning with alerting various community and religious based institutions and organizations such as The Nassau County Department of Social Services, The Family Services Corporation, The Interfaith Nutrition Network, Union Baptist Church, Miracle Christian Center, The Hagerdorn Family Resource Center, and The Hispanic Counseling Center, among others. More

<p>Students with Disabilities</p>	<p>Center, The Hagerdorn Family Resource Center, and The Hispanic Counseling Center, among others. Information is posted on the school's website and flyers are distributed throughout the community. Large recruitment banners are placed outside of the school building. In addition Evergreen places announcements in multiple local community papers including Spanish newspapers. All correspondence is written in English and Spanish in an effort to accommodate the diverse members of the Hempstead community. These recruitment efforts have enabled Evergreen to reach out to underserved families of low to moderate income including families with children who have disabilities and families with children that are English Language Learners.</p>	<p>detailed information will be posted on the school's website regarding support services. Open Houses will be organized in an effort to provide an awareness of the educational programs and opportunities that Evergreen offers. The school will involve the Parent Association to support recruitment efforts. Updated flyers will be distributed throughout the community. Evergreen will place additional announcements in local community papers including Spanish newspapers. All correspondences will continue to be written in English and Spanish in an effort to accommodate the diverse members of the Hempstead community. These recruitment efforts will continue to enable Evergreen to reach out to underserved families of low to moderate income including families with children who have disabilities and families with children that are English Language Learners.</p>
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**Retention Efforts Toward Meeting Targets**

	Describe Retention Efforts in 2017-18	Describe Retention Plans in 2018-19)
<p>Economically Disadvantaged</p>	<p>To retain and address the needs of economically disadvantaged students, Evergreen provides individualized and small group interventions designed to accelerate learning and close achievement gaps. Students' progress toward attaining goals determines the type, duration, and intensity of continued support. Due to these needs Evergreen has on staff the full time equivalent of two (2 FTE) Math Teachers and (2 FTE) Reading Teachers.</p> <p>Extra help sessions are offered on Saturdays and after school to provide additional academic support.</p> <p>Evergreen has on staff the full time equivalent of two (2 FTE) Social Workers to provide services to at-risk students as needed, support to parents and provide social and emotional help to students.</p> <p>Evergreen Charter School participates in the Community Eligibility Provision Program which entitles all students to free breakfast and lunch.</p>	<p>Evergreen will continue to provide social-emotional supports and individualized and small group interventions designed to accelerate learning and close achievement gaps.</p> <p>To support the needs of families, Evergreen will continue to increase the number of outreach workshops and programs.</p>

<p>English Language Learners</p>	<p>To retain and address the needs of students with limited English proficiency, Evergreen has on staff the full time equivalent of three (3 FTE) English as Second Language Teachers who provide individualized and small group instruction to support the needs of English Language Learners. These teachers work collaboratively with classrooms teachers to support and scaffold learning.</p> <p>Extra help sessions are offered on Saturdays and after school to provide additional academic support.</p>	<p>Teachers will continue to provide individualized and small group instruction to support the needs of English Language Learners. These teachers will work collaboratively with classrooms teachers to support and scaffold learning. Professional development will be provided to all staff in the area of best teaching practices and strategies for English Language Learners.</p> <p>Workshops will be offered to parents to support their child’s learning while strengthening English speaking, literacy and comprehension skills.</p>
<p>Students with Disabilities</p>	<p>To retain and address the needs of students with disabilities, Evergreen faculty administers a screening evaluation to all students at the start of the school year, and struggling learners are provided with individualized interventions, designed to accelerate learning and close achievement gaps. Students’ progress toward attaining goals determines the type, duration, and intensity of continued support services. Due to these needs Evergreen has on staff the full time equivalent of three (3 FTE) Special Education Teachers and one Special Education Coordinator.</p> <p>Extra help sessions are offered on Saturdays and after school to provide additional academic support.</p>	<p>Evergreen will continue to administer screening evaluations throughout the year to collect data and provide individualized interventions for struggling learners. Parent workshops will be held throughout the year in an effort to support families of students with disabilities.</p>



# Entry 11 Classroom Teacher and Administrator Attrition

Last updated: 07/21/2018

Report changes in teacher and administrator staffing.

## Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2017-2018 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2017-2018 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2017; the FTE for any departed staff from July 1, 2017 through June 30, 2018; the FTE for added staff from July 1, 2017 through June 30, 2018; and the FTE of staff added in newly created positions from July 1, 2017 through June 30, 2018 using the tables provided.

### 1. Classroom Teacher Attrition Table

FTE Classroom Teachers on 6/30/17	FTE Classroom Teachers Departed 7/1/17 - 6/30/18	FTE Classroom Teachers Filling Vacant Positions 7/1/17 - 6/30/18	FTE Classroom Teachers Added in New Positions 7/1/17 - 6/30/18	FTE of Classroom Teachers on 6/30/18
41	16	10	8	40

### 2. Administrator Position Attrition Table

FTE Administrative Positions on 6/30/17	FTE Administrators Departed 7/1/17 - 6/30/18	FTE Administrators Filling Vacant Positions 7/1/17 - 6/30/18	FTE Administrators Added in New Positions 7/1/17 - 6/30/18	FTE Administrative Positions on 6/30/18
4	1	1	0	4

### 3. Tell your school's story

Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher's advancement up the ladder to a leadership position within the network or an administrator's movement to lead a new network charter school.

(No response)

4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability \(OSPRA\)](#) prior to employment. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

Have all employees have been cleared through the NYSED TEACH system?

Yes

5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?

Yes

Thank you



# Entry 12 Uncertified Teachers

Created: 07/21/2018 • Last updated: 07/22/2018

**FTE Count of All Teachers 40  
(Certified and Uncertified) as of  
6/30/18**

**FTE Count of All Certified 8  
Teachers as of 6/30/18**

## Instructions for Reporting Percent of Uncertified Teachers

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

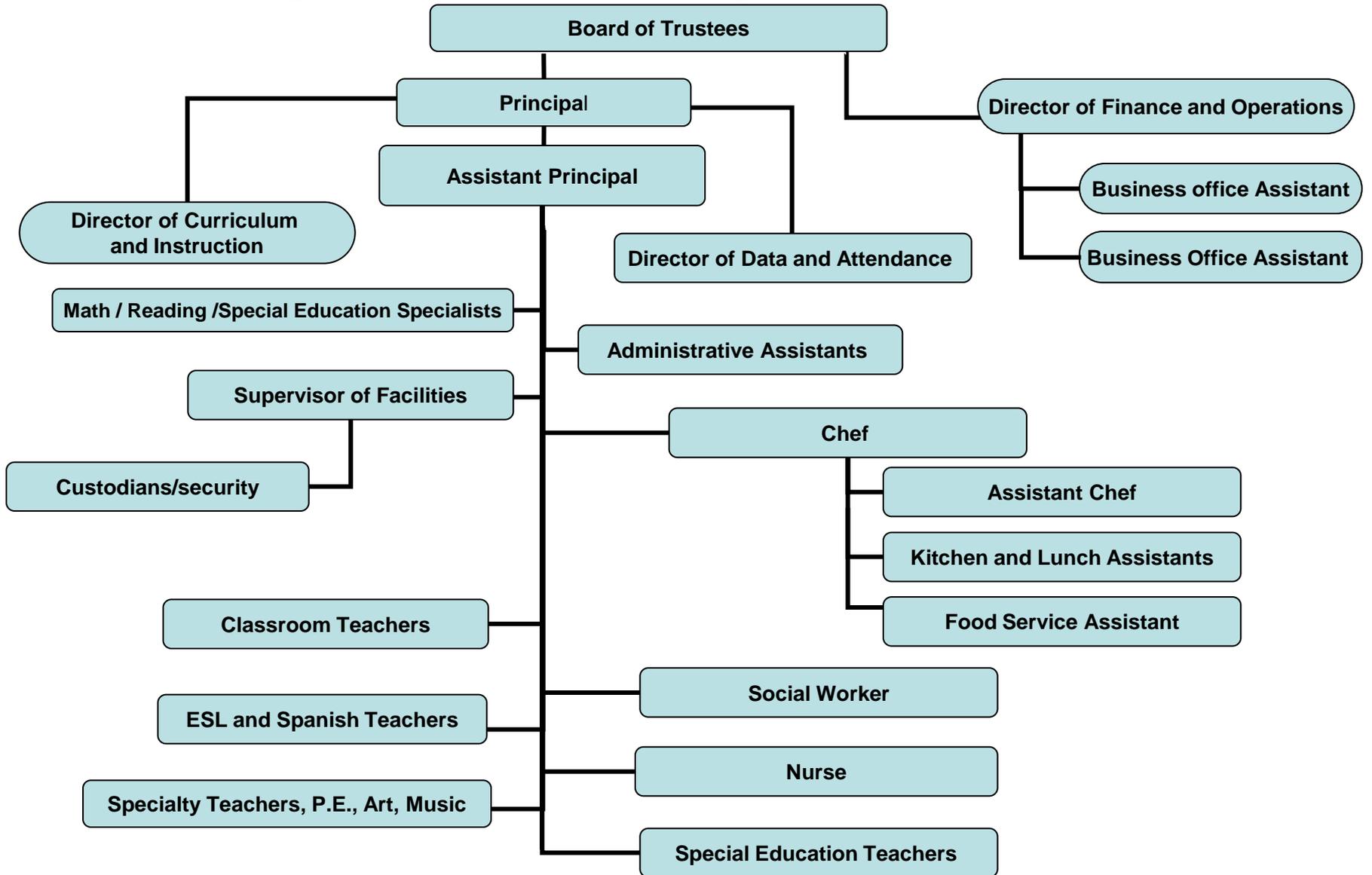
**FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.**

	FTE Count
1. Total FTE count of uncertified teachers (6-30-18)	7.5
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-18)	6
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-18)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-18)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-18)	1.5
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-18)	1

**Thank you.**



# Organizational Chart - Evergreen Charter School





**EVERGREEN CHARTER SCHOOL**  
**2018-2019 CALENDAR/CALENDARIO – (effective July 2018)**

<p align="center"><b>JULY – 2018</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>							S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p align="center"><b>AUGUST - 2018</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>							S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p align="center"><b>SEPTEMBER – 2018</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
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Staff Professional Dev. Aug. 20 – Aug. 31	
First Day for Students: Sept. 4 Last Day: June 28	
<b>SCHOOL CLOSED</b>	
Sept 3	Labor Day
Sept 19	Yom Kippur
Oct 8	Columbus Day
Nov. 12	Veteran's Day
Nov 22 & 23	Thanksgiving Recess
Dec 24- Jan 1	Holiday Recess
Jan 21	M.L.K. Jr. Day
Feb 18-22	Winter Recess
Apr 19-26	Spring Recess
May 27	Memorial Day
June 4	Eid al-Fitr
<b>BOARD MEETINGS:</b>	
9/26, 10/24, 11/28, 12/12, 1/30, 2/27, 3/27, 4/17, 5/22, 6/19	

Days of Instruction per Month			
Sept. 18	Feb. 15		
Oct. 22	Mar. 21		
Nov. 19	Apr. 16		
Dec. 15	May 22		
Jan. 21	Jun 20		
Academic Year			
Total Days of Instruction: 189			
Total Staff Days: 199			

**Evergreen Charter School Pledge:**  
I pledge to protect the Earth, respect the web of life upon it, and to honor the dignity of every member of our global family. One planet, one people, one world, in harmony, with peace, freedom and justice for all.

**Juramento de la Escuela Evergreen:**  
Juro proteger la Tierra, respetar la diversidad de vida sobre ella, y honrar la dignidad de todos los miembros de nuestro entorno. Un planeta, un pueblo, un mundo, en armonía, con paz, libertad y justicia para todos.

**Evergreen Charter School Promise:**  
I promise to respect myself, respect others and respect our Earth's resources.

**Promesa de la Escuela Evergreen:** Prometo respetarme a mi mismo, respetar a los demás, y respetar los recursos de nuestro planeta Tierra.