



I. SCHOOL INFORMATION AND COVER PAGE (To be Completed By All Charter Schools)

Created: 07/06/2015

Last updated: 07/29/2015

Please be advised that you will need to complete this task first (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 or you may not be assigned the correct tasks.

Page 1

1. SCHOOL NAME AND AUTHORIZER

(Select name from the drop down menu)

EVERGREEN CS (REGENTS) 280201860947

2. CHARTER AUTHORIZER

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

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

Hempstead

4. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	605 Peninsula Boulevard Hempstead, New York 11550	516-292-2060	516-292-0575	info@ecsl.org

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

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

5. SCHOOL WEB ADDRESS (URL)

<http://www.ecsl.org>

6. DATE OF INITIAL CHARTER

2009-01-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2009-09-01 00:00:00

8. FINAL VERIFIED BEDS ENROLLMENT FOR THE 2014-15 School Year as reported to Department's Office of Information and Reporting Services (via the NYC DOE for charter schools in NYC) in August.

298

9. GRADES SERVED IN SCHOOL YEAR 2014-15

Check all that apply

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

	Yes/No	Name of CMO/EMO
	No	

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11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

Please list the sites where the school will operate in 2015-16.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	605 Peninsula Boulevard Hempstead, NY 11550	516-292-2060	HEMPSTEAD UFSD	K-5	Yes	Rent/Lease
Site 2						
Site 3						

12a. Please provide the contact information for Site 1 (same as the primary site).

Name	Work Phone	Alternate Phone	Email Address
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School Leader	Maritza Meyers	516-292-2060	[REDACTED]	[REDACTED]
Operational Leader	Maritza Meyers	516-292-2060	[REDACTED]	[REDACTED]
Compliance Contact	Maritza Meyers	516-292-2060	[REDACTED]	[REDACTED]
Complaint Contact	Karen Leeper	516-292-2060	[REDACTED]	[REDACTED]

13. Are the School sites co-located?

No

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14. Were there any revisions to the school’s charter during the 2014-2015 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

Yes

14a. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
--	------------------------------------	------------------------------------	--------------------------------------	---

1	Change in design or educational program	<p>75% of tested students will reach or surpass the expected grade equivalent (GE) on the spring administration of the IOWA Test of Basic Skills in Math and Reading.</p> <p>Should we fall below the threshold of 75% of students meeting the absolute goal, we can still meet the annual goal by demonstrating that 75% of students showed adequate growth in Math and Reading from the first administration of the IOWA in the fall to the end of year administration of the IOWA in the spring. Students will demonstrate adequate growth by reducing the gap that exists between their preliminary (fall) IOWA GE and the end of year (June) expected GE by at least 50%.</p> <p>The proposed goals will allow us to better utilize the fall and spring assessment results to inform instruction. In addition they will better reflect the school's overall growth and allow us to develop individualized student learning objectives.</p>	April 29, 2015	May 7, 2015
2				
3				
4				
5				

15. Name and Position of Individual(s) Who Completed the 2014-15 Annual Report.

Sarah Brewster, Board Vice President, Matt Dapolito, Fiscal CPA Consultant, Karen Leeper, Assistant Principal, Jillian Linnehan, Data Coordinator

16. Our signatures 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 use the mouse on your PC or the stylus on your mobile device to sign your name).**

Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature reads "Maurice Meyer" in a cursive style. The first name "Maurice" is written with a large, looped 'M' and a 'u' that extends under the 'r'. The last name "Meyer" starts with a large 'M' and ends with a long, sweeping horizontal stroke.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature reads "Gil Bernardino" in a cursive style. The first name "Gil" is written with a large, looped 'G' and a 'l' that extends under the 'i'. The last name "Bernardino" is written with a large 'B' and a 'd' that loops back under the 'n'.

Thank you.

Appendix A: Link to the New York State School Report Card

Last updated: 07/06/2015

Page 1

Charter School Name:

1. 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).

<http://data.nysed.gov/reportcard.php?>

[instid=80000063984&year=2014&createreport=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1&nyseslat=1&elemELA=](http://data.nysed.gov/reportcard.php?instid=80000063984&year=2014&createreport=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1&nyseslat=1&elemELA=)



Appendix A: Progress Toward Goals

Created: 07/06/2015
Last updated: 10/28/2015

Page 1

Charter School Name:

1. 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/>) which captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

(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).

<http://data.nysed.gov/reportcard.php?instid=800000063984&year=2014&createreport=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1&nyseslat=1&elemELA=1&>

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2015. If the goals are based on student performance data that the school will not have access to before August 1, 2015 (e.g., the NYS Assessment results), explain this in the "2014-2015 Progress Toward Attainment of Goal" column. The information can be updated when available. **Appendix A must be fully completed no later than November 1, 2015.**

2a. ACADEMIC STUDENT PERFORMANCE GOALS

2014-15 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	2014-2015 Progress Toward Attainment of Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 1	75% of kindergarten students will be proficient in ELA	Fox in a Box	96% of kindergarten students were proficient in ELA, Met Objective	
Academic Goal 2	75% of first grade students will be proficient in ELA	Fox in a Box	86% of first grade students were proficient in ELA, Met Objective	
Academic Goal 3	75% of second grade students will be proficient in ELA	Fox in a Box	75% of second grade students were proficient in ELA, Met Objective	
Academic Goal 4	75% of kindergarten students will be proficient in ELA	Fountas & Pinnell	94% of kindergarten students were proficient in ELA, Met Objective	
Academic Goal 5	75% of first grade students will be proficient in ELA	Fountas & Pinnell	76% of first grade students were proficient in ELA, Met Objective	
Academic Goal 6	75% of second grade students will be proficient in ELA	Fountas & Pinnell	88% of second grade students were proficient in ELA, Met Objective	
Academic Goal 7	75% of third grade students will be proficient in ELA	Fountas & Pinnell	84% of third grade students were proficient in ELA, Met Objective	
Academic Goal 8	75% of fourth grade students will be proficient in ELA	Fountas & Pinnell	75% of fourth grade students were proficient in ELA, Met Objective	

2a1. Do have more academic goals to add?

Yes

2014-15 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Measure Used to Evaluate Progress Toward Attainment of Goal - Met, Partially Met, Not Met	If Not Met, Describe Efforts School Will Take

Academic Goal 9	75% of fifth grade students will be proficient in ELA	Fountas & Pinnell	49% of fifth grade students were proficient in ELA, Did Not Meet Objective	<p>To close the performance gap, the school will undertake the following initiatives:</p> <ul style="list-style-type: none"> • Continue to strengthen the school's Response to Intervention (RTI) Program • Increase mandated time for teachers to analyze student performance data on an ongoing basis with the support of the Data Specialist, Director of Curriculum and Instruction and Assistant Principal • 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 RTI services • Hire additional support staff for the fifth grade • Implement 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 10	75% of tested students in Kindergarten will reach or surpass the expected grade equivalent (GE) on the spring Administration of the IOWA Test of Basic Skills in Reading OR 75% of tested students in Kindergarten will demonstrate adequate growth in Reading by reducing the gap that exists between their preliminary (fall) IOWA grade equivalent (GE) and the end of year (spring) expected GE by at least 50%	IOWA Test of Basic Skills Form E (Reading)	94% of students in Kindergarten met the goal to reach or surpass the expected grade equivalent (GE) on the spring administration of the IOWA Test of Basic Skills in Reading, Met Objective	
Academic Goal 11	75% of tested students in Grade 1 will reach or surpass the expected grade equivalent (GE) on the spring Administration of the IOWA Test of Basic Skills 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) IOWA grade equivalent (GE) and the end of year (spring) expected GE by at least 50%	IOWA Test of Basic Skills Form E (Reading)	77% of students in Grade 1 met the goal to reach or surpass the expected grade equivalent (GE) on the spring administration of the IOWA Test of Basic Skills in Reading, Met Objective	
Academic Goal 12	75% of tested students in Grade 2 will reach or surpass the expected grade equivalent (GE) on the spring Administration of the IOWA Test of Basic Skills in Reading OR 75% of tested students in Grade 2 will demonstrate adequate growth in Reading by reducing the gap that exists between their preliminary (fall) IOWA grade equivalent (GE) and the end of year (spring) expected GE by at least 50%	IOWA Test of Basic Skills Form E (Reading)	80% of students in Grade 2 demonstrated adequate growth in reading by reducing the gap between their fall IOWA GE and the expected spring GE by at least 50%, Met Objective	
Academic Goal 13	75% of tested students in Grade 3 will reach or surpass the expected grade equivalent (GE) on the spring Administration of the IOWA Test of Basic Skills 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) IOWA grade equivalent (GE) and the end of year (spring) expected GE by at least 50%	IOWA Test of Basic Skills Form E (Reading)	75% of students in Grade 3 demonstrated adequate growth in reading by reducing the gap between their fall IOWA GE and the expected spring GE by at least 50%, Met Objective	
Academic Goal 14	75% of tested students in Grade 4 will reach or surpass the expected grade equivalent (GE) on the spring Administration of the IOWA Test of Basic Skills in Reading OR 75% of tested students in Grade 4 will demonstrate adequate growth in Reading by reducing the gap that exists between their preliminary (fall) IOWA grade equivalent (GE) and the end of year (spring) expected GE by at least 50%	IOWA Test of Basic Skills Form E (Reading)	76% of students in Grade 4 demonstrated adequate growth in reading by reducing the gap between their fall IOWA GE and the expected spring GE by at least 50%, Met Objective	

Academic Goal 15	75% of tested students in Grade 5 will reach or surpass the expected grade equivalent (GE) on the spring Administration of the IOWA Test of Basic Skills 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) IOWA grade equivalent (GE) and the end of year (spring) expected GE by at least 50%	IOWA Test of Basic Skills Form E (Reading)	40% of students in Grade 5 met the goal to reach or surpass the expected grade equivalent (GE) on the spring administration of the IOWA Test of Basic Skills in Reading. 60% of students in Grade 5 demonstrated adequate growth in reading by reducing the gap between their fall IOWA GE and the expected spring GE by at least 50%, Did Not Meet Objective	To close the performance gap, the school will undertake the following initiatives: <ul style="list-style-type: none"> • Continue to strengthen the school's Response to Intervention (RTI) Program • Increase mandated time for teachers to analyze student performance data on an ongoing basis with the support of the Data Specialist, Director of Curriculum and Instruction and Assistant Principal • 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 RTI services • Hire additional support staff for the fifth grade • Implement 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 16	75% of tested students in Kindergarten will reach or surpass the expected grade equivalent (GE) on the spring Administration of the IOWA Test of Basic Skills 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) IOWA grade equivalent (GE) and the end of year (spring) expected GE by at least 50%	IOWA Test of Basic Skills Form E (Math)	84% of students in Kindergarten demonstrated adequate growth in Math by reducing the gap between their fall IOWA GE and the expected spring GE by at least 50%, Met Objective	

2a2. Do have more academic goals to add?

Yes

2014-15 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	2014-15 Progress Toward Attainment of Goal - Met, Partially Met, Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 17	75% of tested students in Grade 1 will reach or surpass the expected grade equivalent (GE) on the spring Administration of the IOWA Test of Basic Skills 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) IOWA grade equivalent (GE) and the end of year (spring) expected GE by at least 50%	IOWA Test of Basic Skills Form E (Math)	89% of students in Grade 1 demonstrated adequate growth in Math by reducing the gap between their fall IOWA GE and the expected spring GE by at least 50%, Met Objective	
Academic Goal 18	75% of tested students in Grade 2 will reach or surpass the expected grade equivalent (GE) on the spring Administration of the IOWA Test of Basic Skills 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) IOWA grade equivalent (GE) and the end of year (spring) expected GE by at least 50%	IOWA Test of Basic Skills Form E (Math)	78% of students in Grade 2 demonstrated adequate growth in Math by reducing the gap between their fall IOWA GE and the expected spring GE by at least 50%, Met Objective	
Academic Goal 19	75% of tested students in Grade 3 will reach or surpass the expected grade equivalent (GE) on the spring Administration of the IOWA Test of Basic Skills 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) IOWA grade equivalent (GE) and the end of year (spring) expected GE by at least 50%	IOWA Test of Basic Skills Form E (Math)	87.5% of students in Grade 3 demonstrated adequate growth in Math by reducing the gap between their fall IOWA GE and the expected spring GE by at least 50%, Met Objective	
Academic Goal 20	75% of tested students in Grade 4 will reach or surpass the expected grade equivalent (GE) on the spring Administration of the IOWA Test of Basic Skills 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) IOWA grade equivalent (GE) and the end of year (spring) expected GE by at least 50%	IOWA Test of Basic Skills Form E (Math)	78% of students in Grade 4 demonstrated adequate growth in Math by reducing the gap between their fall IOWA GE and the expected spring GE by at least 50%, Met Objective	

Academic Goal 21	75% of tested students in Grade 5 will reach or surpass the expected grade equivalent (GE) on the spring Administration of the IOWA Test of Basic Skills 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) IOWA grade equivalent (GE) and the end of year (spring) expected GE by at least 50%	IOWA Test of Basic Skills Form E (Math)	46% of students in Grade 5 met the goal to reach or surpass the expected grade equivalent (GE) on the spring administration of the IOWA Test of Basic Skills in Math. 71% of students in Grade 5 demonstrated adequate growth in math by reducing the gap between their fall IOWA GE and the expected spring GE by at least 50%, Did Not Meet Objective	To close the performance gap, the school will undertake the following initiatives: <ul style="list-style-type: none"> Continue to strengthen the school's Response to Intervention (RTI) program. Increase mandated time for teachers to analyze student performance data on an ongoing basis with the support of the Data Specialist, Director of Curriculum and Instruction and Assistant Principal Provide professional development opportunities that deepen teachers understanding of the theory and models needed to rigorously implement the Mathematics Common Core Learning Standards, NYS Instructional Shifts in Mathematics and the 8 Standards for Mathematical Practice Hire additional support staff for the fifth grade Implement 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 22	75% of third grade students will be proficient in ELA 75% of fourth grade students will be proficient in ELA 75% of fifth grade students will be proficient in ELA	NYS Common Core English Language Arts Test	42% of third grade students were proficient in ELA 33% of fourth grade students were proficient in ELA 19% of fifth grade students were proficient in ELA Did Not Meet Objectives	To close the performance gap, the school will undertake the following initiatives: <ul style="list-style-type: none"> Continue to strengthen the school's Response to Intervention (RTI) Program Increase mandated time for teachers to analyze student performance data on an ongoing basis with the support of the Data Specialist, Director of Curriculum and Instruction and Assistant Principal 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 RTI services Hire additional support staff for the fifth grade Implement 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 23	Evergreen students will outperform students enrolled in the local district on the Grade 3 NYS Common Core English Language Arts Test Evergreen students will outperform students enrolled in the local district on the Grade 4 NYS Common Core English Language Arts Test 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 Objectives	
Academic Goal 24	75% of third grade students will be proficient in Mathematics 75% of fourth grade students will be proficient in Mathematics 75% of fifth grade students will be proficient in Mathematics	NYS Common Core Mathematics Test	58% of third grade students were proficient in Mathematics 39% of fourth grade students were proficient in Mathematics 33% of fifth grade students were proficient in Mathematics Did Not Meet Objectives	To close the performance gap, the school will undertake the following initiatives: <ul style="list-style-type: none"> Continue to strengthen the school's Response to Intervention (RTI) program. Increase mandated time for teachers to analyze student performance data on an ongoing basis with the support of the Data Specialist, Director of Curriculum and Instruction and Assistant Principal Provide professional development opportunities that deepen teachers understanding of the theory and models needed to rigorously implement the Mathematics Common Core Learning Standards, NYS Instructional Shifts in Mathematics and the 8 Standards for Mathematical Practice Hire additional support staff for the fifth grade Implement 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	Evergreen students will outperform students enrolled in the local district on the Grade 3 NYS Common Core Mathematics Test Evergreen students will outperform students enrolled in the local district on the Grade 4 NYS Common Core Mathematics Test 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 Objectives	
Academic Goal 26	75% of fourth grade students will be proficient in Science	Grade 4 NYS Science Test	86% of fourth grade students were proficient in Science, Met Objective	
Academic Goal 27				

Academic Goal 28				
Academic Goal 29				
Academic Goal 30				

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2b. ORGANIZATIONAL GOALS

2014-15 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2014-15 Progress Toward Attainment	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	95%, Met Objective	
Org Goal 2	95% of students will return to Evergreen Charter School	Enrollment Data	97%, Met Objective	
Org Goal 3	80% of parents will express satisfaction with the instructional program and staff at Evergreen Charter School	Parent Survey	98%, Met Objective	
Org Goal 4				
Org Goal 5				

2b.1 Do you have more organizational goals to add?

No

2c. FINANCIAL GOALS

2014-15 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2014-2015 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



Appendix B: Total Expenditures and Administrative Expenditures per Child

Created: 07/20/2015

Last updated: 07/29/2015

Page 1

Charter School Name:

B. 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 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).

Line 1: Total Expenditures	4159548
Line 2: Year End Per Pupil Count	300
Line 3: Divide Line 1 by Line 2	14198

2. Administrative Expenditures per Child

To calculate '**Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. 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 officers, the treasurer, the finance or business offices, the purchasing unit, the employee personnel offices, the records management offices, or a public information and services offices. 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.

Please note the following:

- Do not include the FTE of personnel dedicated to administration of the instructional programs.
- Do not include Employee Benefit costs or expenditures in the above calculations.
- A template for the Schedule of Functional Expenses is provided on page 20 of the 2014-15 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2014-15 Annual Report Guidelines in "Resources" area of your portal task page).

To calculate 'Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).**

Line 1: Relevant Personnel Services Cost (Row)	625063
Line 2: Management and General Cost (Column)	476611
Line 3: Sum of Line 1 and Line 2	1101674
Line 4: Year End Per Pupil Count	300
Line 5: Divide Line 3 by the Year End Per Pupil Count	3672

Thank you.



Financial

School Name:

Date:

School Fiscal Contact Name:

School Fiscal Contact Email:

School Fiscal Contact Phone:

District of Location:

Authorizer:

Years of Operation:

Facility:

Grades Currently Served:

Planned Grades at Full Capacity:

Enrollment:

Max Enrollment:

Year of Most Recent Data

School Fiscal Contact Phone:

School Audit Firm Name:

School Audit Contact Name:

School Audit Contact Email:

School Audit Contact Phone:

Latest Audit Period (through June 30):

Do Not Use this Box



Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

Evergreen Charter School

August 1, 2015

Lisett Knox



Hempstead
SED

6

Private

K thru 5

K thru 5

300

300

2015

516-292-2060

Condon O'Meara McGinty & Donnelly LLP

Michael Asaro

masaro@comdcpa.com

212-661-7777

2014

Evergreen Charter School2014

FILL IN GRAY CELLS

Evergreen Charter School

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	<u>2015</u>	<u>2014</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$1,291,015	\$918,149
Grants and contracts receivable	72,004	-
Accounts receivables	31,915	27,217
Inventory	-	-
Prepaid Expenses	43,949	43,482
Contributions and other receivables	-	-
Other	<u>3,333</u>	<u>3,333</u>
TOTAL CURRENT ASSETS	\$1,442,216	\$992,181
OTHER ASSETS		
Investments	\$-	\$-
Property, Plant and Equipment, Net	1,129,954	729,250
Restricted Cash	<u>-</u>	<u>-</u>
OTHER ASSETS	\$1,129,954	\$729,250
TOTAL ASSETS	<u>\$2,572,170</u>	<u>\$1,721,431</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$215,199	\$207,993
Accrued payroll and benefits	339,495	312,263
Refundable Advances	-	-
Dreferred Revenue	-	-
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	<u>-</u>	<u>-</u>
TOTAL CURRENT LIABILITIES	\$554,694	\$520,256
LONG-TERM DEBT, net current maturities	\$-	\$-
TOTAL LIABILITIES	<u>\$554,694</u>	<u>\$520,256</u>
NET ASSETS		
Unrestricted	\$2,017,476	\$1,201,175
Temporarily restricted	<u>-</u>	<u>-</u>
TOTAL NET ASSETS	<u>\$2,017,476</u>	<u>\$1,201,175</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$2,572,170</u>	<u>\$1,721,431</u>

Check

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-

FILL IN GRAY CELLS

Evergreen Charter School
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30,

	2015			2014
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
State & Local Operating Revenue	\$5,515,157	\$-	\$5,515,157	\$5,444,550
Federal - Title and IDEA	-	-	-	-
Federal - Other	82,855	-	82,855	87,891
State and City Grants	-	-	-	-
Contributions and private grants	-	-	-	-
After school revenue	-	-	-	-
Other	34,606	-	34,606	5,362
Food Service/Child Nutrition Program	<u>200,083</u>	<u>-</u>	<u>200,083</u>	<u>156,313</u>
TOTAL REVENUE, GAINS AND OTHER SUPPORT	\$5,832,701	\$-	\$5,832,701	\$5,694,116
EXPENSES				
Program Services				
Regular Education	\$2,907,523	\$-	\$2,907,523	\$3,977,266
Special Education	1,352,025	-	1,352,025	188,688
Other Programs	-	-	-	-
Total Program Services	\$4,259,548	\$-	\$4,259,548	\$4,165,954
Supporting Services				
Management and general	\$1,101,674	\$-	\$1,101,674	\$681,278
Fundraising	-	-	-	-
TOTAL OPERATING EXPENSES	\$5,361,222	\$-	\$5,361,222	\$4,847,232
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	\$471,479	\$-	\$471,479	\$846,884
Contributions				
Foundations	\$-	\$-	\$-	\$-
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	-	-	-	-
Miscellaneous income	-	-	-	-
Net assets released from restriction	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL SUPPORT AND OTHER REVENUE	\$-	\$-	\$-	\$-
CHANGE IN NET ASSETS	\$471,479	\$-	\$471,479	\$846,884
NET ASSETS BEGINNING OF YEAR	\$-	\$-	\$-	\$-
PRIOR YEAR/PERIOD ADJUSTMENTS	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET ASSETS - END OF YEAR	\$471,479	\$-	\$471,479	\$846,884

EVERGREEN CHARTER SCHOOL

**Financial Statements
and
Supplementary Information
For the Years Ended
June 30, 2015
and
June 30, 2014**

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O'MEARA
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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, 2015 and June 30, 2014 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, 2015 and June 30, 2014 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 23, 2015 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.

Cordon O'Meara McElroy & Donnelly LLP

September 23, 2015

EVERGREEN CHARTER SCHOOL

Statement of Financial Position

Assets

	June 30	
	2015	2014
Current assets		
Cash	\$ 1,216,015	\$ 843,174
Government contracts receivable	133,943	-
Other receivables	32,477	38,698
Prepaid expenses	47,305	47,702
Total current assets	1,429,740	929,574
Restricted cash	75,000	75,000
Property and equipment, net	1,037,554	1,129,954
Total assets	\$ 2,542,294	\$ 2,134,528

Liabilities and Unrestricted Net Assets

Current liabilities		
Accounts payable and accrued expenses	\$ 513,600	\$ 470,253
Due to related party	27,717	27,717
Unearned revenue	26,716	23,699
Total liabilities	568,033	521,669
Unrestricted net assets	1,974,261	1,612,859
Total liabilities and unrestricted net assets	\$ 2,542,294	\$ 2,134,528

See notes to financial statements.

EVERGREEN CHARTER SCHOOL
Statement of Activities

	For the	
	Year Ended	
	June 30	
	<u>2015</u>	<u>2014</u>
Support and revenue		
Public School Districts –		
Student enrollment	\$ 5,510,959	\$ 5,426,349
Other	24,992	25,175
State grants	187,740	164,101
Federal grants	82,670	62,716
Other	<u>22,542</u>	<u>9,078</u>
Total support and revenue	<u>5,828,903</u>	<u>5,687,419</u>
Expenses		
Program services		
Regular education	4,020,584	3,944,570
Special education	<u>209,384</u>	<u>206,285</u>
Total program services	4,229,968	4,150,855
Supporting services		
Management and general	<u>1,237,533</u>	<u>754,101</u>
Total expenses	<u>5,467,501</u>	<u>4,904,956</u>
Increase in unrestricted net assets	361,402	782,463
Unrestricted net assets, beginning of year	<u>1,612,859</u>	<u>830,396</u>
Unrestricted net assets, end of year	<u>\$ 1,974,261</u>	<u>\$ 1,612,859</u>

See notes to financial statements.

EVERGREEN CHARTER SCHOOL

Statement of Functional Expenses
For the Years Ended June 30, 2015 and June 30, 2014

	2015				2014			
	Program Services		Supporting Services	Total	Program Services		Supporting Services	Total
	Regular Education	Special Education	Management and General		Regular Education	Special Education	Management and General	
Salaries and wages	\$ 1,939,253	\$ 102,447	\$ 625,063	\$ 2,666,763	\$ 1,812,198	\$ 95,417	\$ 374,370	\$ 2,281,985
Payroll taxes and fringe benefits	426,723	22,543	137,542	586,808	439,667	23,150	90,828	553,645
Professional fees	55,343	2,211	81,780	139,334	140,523	7,399	29,030	176,952
Contracted services – other	18,819	-	-	18,819	16,015	-	-	16,015
Equipment rental/lease	36,643	1,464	-	38,107	21,565	941	-	22,506
Food	144,835	7,651	-	152,486	109,077	5,743	-	114,820
Insurance	16,791	887	5,412	23,090	17,841	939	3,686	22,466
Library	13,845	731	-	14,576	4,979	262	-	5,241
Maintenance and repairs	72,542	3,832	23,382	99,756	44,638	2,350	9,221	56,209
Occupancy	767,141	40,527	247,266	1,054,934	805,200	42,396	166,341	1,013,937
Other	66,673	2,685	538	69,896	42,089	1,848	252	44,189
Supplies and materials	114,616	6,055	36,943	157,614	146,027	7,689	30,167	183,883
Staff development	83,641	4,419	-	88,060	84,164	4,431	-	88,595
Telephone	9,720	513	3,133	13,366	10,126	533	2,092	12,751
Transportation (student)	14,684	776	-	15,460	16,998	895	-	17,893
Travel	2,056	109	-	2,165	558	29	-	587
Utilities	58,507	3,091	18,858	80,456	64,121	3,376	13,246	80,743
Depreciation and amortization	178,752	9,443	57,616	245,811	168,784	8,887	34,868	212,539
Total	\$ 4,020,584	\$ 209,384	\$ 1,237,533	\$ 5,467,501	\$ 3,944,570	\$ 206,285	\$ 754,101	\$ 4,904,956

See notes to financial statements.

EVERGREEN CHARTER SCHOOL
Statement of Cash Flows

	For the Year Ended June 30	
	<u>2015</u>	<u>2014</u>
Cash flows from operating activities		
Increase in unrestricted net assets	\$ 361,402	\$ 782,463
Adjustments to reconcile increase in unrestricted net assets to net cash provided by operating activities		
Depreciation and amortization	245,811	212,539
(Increase) decrease in assets		
Government contracts receivable	(133,943)	97,110
Other receivables	6,221	(4,732)
Prepaid expenses	397	(9,807)
Increase (decrease) in liabilities		
Accounts payable and accrued expenses	43,347	(85,625)
Unearned revenue	<u>3,017</u>	<u>23,699</u>
Net cash provided by operating activities	<u>526,252</u>	<u>1,015,647</u>
Cash flows from investing activities		
Purchase of leasehold improvements	(37,929)	(318,842)
Purchase of furniture and equipment	<u>(115,482)</u>	<u>(132,446)</u>
Net cash (used in) investing activities	<u>(153,411)</u>	<u>(451,288)</u>
Net increase in cash	372,841	564,359
Cash, beginning of year	<u>918,174</u>	<u>353,815</u>
Cash, end of year	<u>\$ 1,291,015</u>	<u>\$ 918,174</u>
 Consists of:		
Unrestricted	\$ 1,216,015	\$ 843,174
Restricted	<u>75,000</u>	<u>75,000</u>
Total	<u>\$ 1,291,015</u>	<u>\$ 918,174</u>

See notes to financial statements.

EVERGREEN CHARTER SCHOOL**Notes to Financial Statements
June 30, 2015 and June 30, 2014****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, 2015 and June 30, 2014, 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 school districts in which the students are enrolled.

Cash equivalents

The School deems all highly liquid investments with original maturities of 90 days or less to be cash equivalents.

Allowance for doubtful accounts

As of June 30, 2015 and June 30, 2014, 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, 2015 and June 30, 2014****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. The School is using a ten year amortization period due to the nature of its relationship and lease agreement with Circulo de la Hispanidad, Inc. Furniture and equipment is being depreciated using the straight-line method over estimated useful lives of five years.

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.

For grants restricted for property and equipment purchases without express grantor stipulation as to how or how long the property and equipment must be used, it is the School's policy to classify the grant revenue as unrestricted non-operating revenue in the year of purchase and depreciate the property and equipment over their useful lives.

Reimbursements under government contracts are subject to audits by the various government agencies. The effects of any potential audit disallowances for these contracts have been recognized in these financial statements. Management is of the opinion that the School has accrued sufficient amounts for any potential audit disallowances.

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 and supporting services benefited.

EVERGREEN CHARTER SCHOOL

**Notes to Financial Statements (continued)
June 30, 2015 and June 30, 2014**

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. 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 collectibility of its receivables. As a result, the School believes no significant concentrations of credit risk exist with respect to its cash and receivables.

Reclassification

Certain items in the 2014 financial statements have been reclassified for comparative purposes only.

Subsequent events

The School has evaluated events and transactions for potential recognition or disclosure through September 23, 2015, 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, 2015 and June 30, 2014 is as follows:

	<u>2015</u>	<u>2014</u>
Leasehold improvements	\$ 1,094,643	\$ 1,056,714
Furniture and equipment	<u>805,696</u>	<u>690,214</u>
Sub-total	1,900,339	1,746,928
Less: accumulated depreciation and amortization	<u>862,785</u>	<u>616,974</u>
Total	<u>\$ 1,037,554</u>	<u>\$ 1,129,954</u>

EVERGREEN CHARTER SCHOOL

**Notes to Financial Statements (continued)
June 30, 2015 and June 30, 2014**

Note 4 – Commitments

Community Center lease

In January 2010, the School entered into a 5-year lease agreement with Círculo de la Hispanidad, Inc. (the “Agency”), a related party, to rent space at its Community Center. In December 2011, the Agency and the School agreed to extend the lease one year to expire in January 2016 per the School’s request to comply with a grant funding requirement. In addition to the space rented in accordance with the January 2010 lease, the School has been using additional space within the Community Center during the 2015 and 2014 fiscal years. The rental of this additional space was added to a lease modification dated June 2013. The rental expense for the 2015 and 2014 fiscal years was approximately \$1,033,000 and \$990,000, respectively.

Office equipment lease

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

As of June 30, 2015, the approximate annual future minimum payments under the lease agreements are as follows:

<u>Fiscal Year</u>	<u>Community Center</u>	<u>Office Equipment</u>	<u>Total</u>
2016	\$ 525,000	\$ 19,536	\$ 544,536
2017	-	19,536	19,536
2018	-	19,536	19,536
2019	-	13,024	13,024
Total	<u>\$ 525,000</u>	<u>\$ 71,632</u>	<u>\$ 596,632</u>

Line of credit

In November 2014, the School obtained a \$300,000 revolving line of credit with a bank. The line, which bears interest at the prime rate as established by the bank plus ½%, expires October 31, 2015 and is secured by the School’s corporate assets. As of June 30, 2015, the School did not have any outstanding borrowings 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. The School does not contribute to the plan.

EVERGREEN CHARTER SCHOOL

**Notes to Financial Statements (continued)
June 30, 2015 and June 30, 2014**

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 employee, respectively, of the Agency, a not-for-profit organization. During the 2015 and 2014 fiscal years, the School reimbursed the Agency approximately \$153,000 and \$107,000, respectively, for expenses incurred 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. As of June 30, 2015, no amounts have been recognized for uncertain income tax positions. The School's tax returns for the 2012 fiscal year and forward are subject to the usual review by the appropriate authorities.

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**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 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, 2015 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 23, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the School's internal control over financial reporting to determine the audit procedures that are appropriate in the 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 a 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 the 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 over financial reporting 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 of 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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Conlon O'Mara McElroy & Donnelly LLP

September 23, 2015

EVERGREEN CHARTER SCHOOL

**Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2015**

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 weakness(es)?	_____ Yes	_____ <input checked="" type="checkbox"/> _____	None noted
Noncompliance material to financial statements noted?	_____ Yes	_____ <input checked="" type="checkbox"/> _____	No

EVERGREEN CHARTER SCHOOL

**Status of Prior Year's Findings
For the Year Ended June 30, 2015**

<u>Item #</u>	<u>Description of Condition</u>	<u>Status of Corrective Action</u>
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None reported.

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

Certified Public Accountants

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September 23, 2015

Mr. Gil Bernardino
Chair
Evergreen Charter School
605 Peninsula Boulevard
Hempstead, NY 11550

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, 2015, 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,

Cordon O'Meara Mitchell & Donnelly LLP

cc: Sarah Brewster, Ph.D., J.D., L.M.S.W., Vice Chair
José Canosa, Esq., Treasurer
Ms. Lisette M. Knox, Director of Finance
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. Attached, as Exhibits A and B, are our TaxViews relating to the Act called "The New York State Nonprofit Revitalization Act - 1st in a Series" and "Whistleblower Policy - The New York State Nonprofit Revitalization Act - 2nd in a Series".

April 2015

**The New York State Nonprofit
Revitalization Act – 1st in a Series**

The Nonprofit Revitalization Act of 2013 (the "Act") makes significant changes to New York State nonprofit law. Among other things, the Act's goal is to strengthen nonprofit governance and oversight. In our initial *TaxViews* with respect to the Act, we will address Audit Oversight Provisions and Annual Reporting Requirements of the Act.

Audit Oversight Provisions

The Act imposes new oversight requirements on the board of directors of a charitable organization that is required to file an independent auditor's report with the New York State Attorney General.

- For a charitable corporation, or charitable trust, with annual revenue of less than \$10 million in its last fiscal year ending prior to January 1, 2014, the audit oversight requirements of the Act take effect January 1, 2014.
- For a charitable corporation, or charitable trust, with annual revenue of \$10 million or more in its last fiscal year ending prior to January 1, 2014, the audit oversight requirements of the Act take effect July 1, 2014.

Audit, Accounting and Financial Reporting Processes

The Act provides that the audit of the organization's financial statements, as well as the organization's accounting and financial reporting processes, are overseen by either the organization's board of directors (excluding any directors who are not independent directors) or an audit committee comprised solely of independent directors. The requirement that the audit committee be comprised exclusively of independent directors is set forth in the Act. The definition of independent director is set forth below.

The board, or audit committee, shall annually retain or renew the retention of an independent auditor to conduct the audit and, upon completion thereof, shall review the results of the audit and any related management letter with the independent auditor.

Oversight Duties

For organizations with annual revenue in excess of \$1 million (either in the prior or current fiscal year), the oversight duties include:

1. reviewing with the independent auditor the scope and planning of the audit prior to its commencement;
2. upon completion of the audit, review and discuss any material risks and weakness in internal controls identified by the auditor, any restrictions on the scope of the auditor's activities or access to requested information, any significant disagreements between the auditor and management, and the adequacy of the organization's accounting and financial reporting processes;
3. annually consider the performance and independence of the auditor; and
4. if the preceding duties are performed by an audit committee, the audit committee must report on the committee's activities to the board.

Independent Director

The Act defines the terms "independent director" as a director who:

- I. is not, and has not been within the last three years, an employee of the nonprofit corporation or an affiliate thereof, and does not have a relative who is, or who has been within the last three years, a key employee of the nonprofit corporation or an affiliate thereof;
- II. has not received, and does not have a relative who has received, in any of the last three fiscal years, more than \$10,000 in direct compensation from the nonprofit corporation or an affiliate thereof (other than reimbursement for expenses reasonably incurred as a director or trustee or reasonable compensation for service as a director or trustee); and
- III. is not a current employee of or does not have a substantial financial interest in, and does not have a relative who is a current officer of or has a substantial financial interest in, any entity that has made payments (other than charitable contributions) to, or received payments (other than charitable contributions) from, the nonprofit corporation or an affiliate thereof, for property or services in an amount that exceeds the lesser of \$25,000 or 2% of such entity's consolidated gross revenue in any of the last three fiscal years.

Annual Reporting Requirements

Independent CPA's Audit Report

Generally, a charitable organization is required to file an independent CPA's audit report with the New York State Attorney General if it solicits funds from the general public and meets the following revenue thresholds:

Current Law:	Independent CPA Audit Report required if gross revenues exceed \$250,000.
Effective July 1, 2014:	Independent CPA Audit Report required if gross revenues exceed \$500,000.
Effective July 1, 2017:	Independent CPA Audit Report required if gross revenues exceed \$750,000.
Effective July 1, 2021:	Independent CPA Audit Report required if gross revenues exceed \$1,000,000.

Independent CPA's Review Report

Generally, a charitable organization is required to file an independent CPA's review report with the New York State Attorney General if it solicits funds from the general public and meets the following revenue thresholds:

Current Law:	Independent CPA Review Report required if gross revenues exceed \$100,000 but not more than \$250,000.
Effective July 1, 2014:	Independent CPA Review Report required if gross revenues exceed \$250,000 but not more than \$500,000.
Effective July 1, 2017:	Independent CPA Review Report required if gross revenues exceed \$250,000 but not more than \$750,000.
Effective July 1, 2021:	Independent CPA Review Report required if gross revenues exceed \$250,000 but not more than \$1,000,000.

The Act provides that the NYS Attorney General may require the charitable corporation, or charitable trust, to obtain and file an independent CPA's Audit Report and audited financial statements following the NYS Attorney General's review of the independent CPA's Review Report.

Unaudited Financial Report on Form Provided by NYS Attorney General

Generally, a charitable organization is required to file an unaudited financial report with the New York State Attorney General if it solicits funds from the general public and meets the following revenue thresholds:

Current Law:	Unaudited Financial Report if gross revenues are \$100,000 or less.
Effective July 1, 2014:	Unaudited Financial Report if gross revenues are \$250,000 or less.

The Nonprofit Revitalization Act of 2013 is a change to the New York State nonprofit law, and as such, it would be prudent to discuss such changes, and any impact on your charitable organization, with legal counsel.

This Tax Views is provided to our clients for informational purposes only and may not be used or cited as precedent.

July 2015

Whistleblower Policy
New York State Nonprofit Revitalization Act – 2nd in a Series

Whistleblower Policy - Introduction

A whistleblower policy is not a new concept in the nonprofit world, especially for filers of the Internal Revenue Service ("IRS") Form 990. In Section B of Part VI of the Form 990, although the IRS states that Section B requests information about policies not required by the Internal Revenue Code ("IRC"), the IRS asks if "the organization [has] a written whistleblower policy." The IRS does so because it believes that a whistleblower policy encourages staff and volunteers to come forward with credible information on illegal practices or violations of adopted policies of the organization, specifies that the organization will protect the individual from retaliation, and identifies those staff or board members or outside parties to whom such information can be reported.

The New York State Nonprofit Revitalization Act (the "Act") has taken a different approach and requires that New York non-profit organizations, charitable and non-charitable (as discussed on the next page), *with twenty or more employees and annual revenue in the prior fiscal year in excess of \$1 million adopt a whistleblower policy to protect from retaliation persons who report suspected improper conduct.*

Whistleblower Policy - Requirements

The Act, as a general matter, requires that the whistleblower policy provide that no director, trustee, officer, employee, or volunteer who in good faith reports any action or suspected action taken by or within the non-profit organization that is illegal, fraudulent, or in violation of any adopted policy of the non-profit organization shall suffer intimidation, harassment, discrimination, or other retaliation, or, in the case of employees, adverse employment consequences.

The whistleblower policy shall include the following provisions:

1. procedures for reporting violations or suspected violations of laws or policies, including procedures for preserving the confidentiality of reported information;
2. a requirement that a director, trustee, officer, or employee of the non-profit organization be designated to administer the policy and report to the audit or other committee consisting of independent directors or trustees, or, if no such committees, the board; and
3. a requirement that a copy of the policy be distributed to all directors, trustees, officers, employees, and to volunteers who provide substantial services to the non-profit organization.

A non-profit organization that has adopted a whistleblower policy pursuant to federal, state, or local laws that is substantially consistent with the requirements of the Act will be deemed to be in compliance with the Act.

Charitable and Non-Charitable Organizations

It should be understood that the Act creates two categories of non-profit corporations (charitable and non-charitable) rather than the historic four types (Type A, B, C and D).

New York non-profit corporations formed prior to July 1, 2014 are not required to amend their formation documents to conform to the new categories (charitable and non-charitable) because:

- Type A corporations (including, among others, membership organizations formed for social and fraternal purposes) will be deemed to be non-charitable corporations;
- Type B and Type C corporations will be deemed to be charitable corporations;
- Type D corporations formed for charitable purposes will be deemed to be charitable corporations; and
- Type D corporations formed for non-charitable purposes will be deemed to be non-charitable corporations.

In short, the Act defines a charitable corporation as a non-profit corporation formed for charitable purposes. Charitable purposes, such as charitable, educational, religious, scientific, literary, cultural, or for the prevention of cruelty to children or animals, are generally set forth in the organization's certificate of incorporation. The Act defines a non-charitable corporation as any non-profit formed under New York State Not-for-Profit Corporation law, except a charitable corporation, including, but not limited to, one formed for any one or more of the following non-pecuniary purposes: civic, patriotic, political, social, fraternal, athletic, agricultural, horticultural, animal husbandry, and for a professional, commercial, industrial, trade or service association. In the unlikely event that your organization is deemed to be a non-charitable corporation under the Act but is functioning as a charitable organization under IRC Section 501(c)(3), the organization should discuss such lack of synchronicity with legal counsel with a view to a possible amendment to the organization's formation documents.

Plan of Action

As we are not licensed to practice law, we recommend that New York non-profit organizations speak to their legal counsel regarding the adoption of a suitable whistleblower policy under the Act.

This TaxViews is prepared by our tax department and is provided to our clients for informational purposes only and may not be used or cited as precedent. If you have any questions on the information contained in this bulletin, please do not hesitate to give us a call.

New York State Education Department

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

2015-16 Budget & Cash Flow Template

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

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	Funding by School District information for all NYS School district is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Refer to this website for per-pupil tuition funding for all school districts. Rows may be inserted in the worksheet to accomodate 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 2015-2016

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
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	5,757,798	-	-	-	-	5,757,798	
Total Expenses	4,035,796	187,529	-	-	1,522,321	5,745,646	
Net Income	1,722,002	(187,529)	-	-	(1,522,321)	12,152	
Actual Student Enrollment	-	-	-	-	-	-	
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	CY Per Pupil Rate						
District of Location							
Amityville	\$17,777.00	17,777	-	-	-	17,777	
Baldwin	\$16,008.00	80,040	-	-	-	80,040	
Copiague	\$15,711.00	15,711	-	-	-	15,711	
East Meadow	\$16,072.00	48,216	-	-	-	48,216	
Elmont	\$14,747.00	14,747	-	-	-	14,747	
Freeport	\$16,053.00	64,212	-	-	-	64,212	
Hempstead	\$18,202.00	4,732,520	-	-	-	4,732,520	
Lawrence	\$23,002.00	46,004	-	-	-	46,004	
Roosevelt	\$16,925.00	84,625	-	-	-	84,625	
Uniondale	\$20,214.00	282,996	-	-	-	282,996	
Valley Stream # 30	\$19,277.00	38,554	-	-	-	38,554	
West Hempstead	\$17,109.00	17,109	-	-	-	17,109	
Westbury	\$18,287.00	18,287	-	-	-	18,287	
		5,460,798	-	-	-	5,460,798	
Special Education Revenue		-	-	-	-	-	
Grants							
Stimulus		-	-	-	-	-	
Other		-	-	-	-	-	
Other State Revenue		-	-	-	-	-	
TOTAL REVENUE FROM STATE SOURCES		5,460,798	-	-	-	5,460,798	
REVENUE FROM FEDERAL FUNDING							
IDEA Special Needs		-	-	-	-	-	
Title I		82,670	-	-	-	82,670	
Title Funding - Other		-	-	-	-	-	
School Food Service (Free Lunch)		165,000	-	-	-	165,000	
Grants							
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	
Other		-	-	-	-	-	
Other Federal Revenue		-	-	-	-	-	
TOTAL REVENUE FROM FEDERAL SOURCES		247,670	-	-	-	247,670	
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)		-	-	-	-	-	
Text Book		-	-	-	-	-	
Other Local Revenue		49,330	-	-	-	49,330	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		49,330	-	-	-	49,330	
TOTAL REVENUE		5,757,798	-	-	-	5,757,798	
EXPENSES							List exact titles and staff FTE's (Full time equivalent)
ADMINISTRATIVE STAFF PERSONNEL COSTS	No. of Positions						
Executive Management	3.00	-	-	-	391,526	391,526	
Instructional Management	1.00	-	-	-	75,000	75,000	
Deans, Directors & Coordinators	-	-	-	-	-	-	

EVERGREEN CHARTER SCHOOL

PROJECTED BUDGET FOR 2015-2016

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
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	5,757,798	-	-	-	-	5,757,798	
Total Expenses	4,035,796	187,529	-	-	1,522,321	5,745,646	
Net Income	1,722,002	(187,529)	-	-	(1,522,321)	12,152	
Actual Student Enrollment	-	-	-	-	-	-	
Total Paid Student Enrollment	-	-	-	-	-	-	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
CFO / Director of Finance	1.00	-	-	-	65,000	65,000	
Operation / Business Manager	-	-	-	-	-	-	
Administrative Staff	5.00	-	-	-	238,700	238,700	
TOTAL ADMINISTRATIVE STAFF	10	-	-	-	770,226	770,226	
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	17.00	739,180	-	-	-	739,180	
Teachers - SPED	2.00	-	103,000	-	-	103,000	
Substitute Teachers	2.00	55,000	-	-	-	55,000	
Teaching Assistants	5.00	259,250	-	-	-	259,250	
Specialty Teachers	11.00	624,916	-	-	-	624,916	
Aides	15.00	151,188	-	-	-	151,188	
Therapists & Counselors	1.00	54,750	-	-	-	54,750	
Other	-	-	-	-	-	-	
TOTAL INSTRUCTIONAL	53	1,884,284	103,000	-	-	1,987,284	
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	1.00	53,086	-	-	-	53,086	
Librarian	-	-	-	-	-	-	
Custodian	5.00	144,541	-	-	-	144,541	
Security	-	-	-	-	-	-	
Other	3.00	123,827	-	-	-	123,827	
TOTAL NON-INSTRUCTIONAL	9	321,454	-	-	-	321,454	
SUBTOTAL PERSONNEL SERVICE COSTS	72	2,205,738	103,000	-	770,226	3,078,964	
PAYROLL TAXES AND BENEFITS							
Payroll Taxes	-	168,739	7,880	-	-	58,922	235,541
Fringe / Employee Benefits	-	316,523	14,781	-	-	110,527	441,831
Retirement / Pension	-	-	-	-	-	-	-
TOTAL PAYROLL TAXES AND BENEFITS	-	485,262	22,660	-	-	169,450	677,372
TOTAL PERSONNEL SERVICE COSTS	-	2,691,000	125,660	-	-	939,676	3,756,336
CONTRACTED SERVICES		1	0		0		
Accounting / Audit	-	-	-	-	95,000	95,000	
Legal	-	-	-	-	25,000	25,000	
Management Company Fee	-	-	-	-	-	-	
Nurse Services	-	-	-	-	-	-	
Food Service / School Lunch	-	-	-	-	-	-	
Payroll Services	-	-	-	-	-	-	
Special Ed Services	-	9,282	439	-	3,279	13,000	
Titlement Services (i.e. Title I)	-	-	-	-	-	-	
Other Purchased / Professional / Consulting	-	-	-	-	-	-	
TOTAL CONTRACTED SERVICES	-	9,282	439	-	123,279	133,000	
SCHOOL OPERATIONS							
Board Expenses	-	-	-	-	-	-	
Classroom / Teaching Supplies & Materials	-	30,088	1,405	-	10,507	42,000	
Special Ed Supplies & Materials	-	-	-	-	-	-	
Textbooks / Workbooks	-	-	-	-	-	-	
Supplies & Materials other	-	35,819	1,673	-	12,508	50,000	
Equipment / Furniture	-	34,387	1,606	-	12,008	48,000	
Telephone	-	10,316	482	-	3,602	14,400	
Technology	-	28,656	1,338	-	10,006	40,000	
Student Testing & Assessment	-	-	-	-	-	-	

EVERGREEN CHARTER SCHOOL

PROJECTED BUDGET FOR 2015-2016

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
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	5,757,798	-	-	-	-	5,757,798	
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Net Income	1,722,002	(187,529)	-	-	(1,522,321)	12,152	
Actual Student Enrollment	-	-	-	-	-	-	
Total Paid Student Enrollment	-	-	-	-	-	-	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Field Trips	10,000	-	-	-	-	10,000	
Transportation (student)	-	-	-	-	-	-	
Student Services - other	3,582	167	-	-	1,251	5,000	
Office Expense	-	-	-	-	-	-	
Staff Development	61,610	2,877	-	-	21,514	86,000	
Staff Recruitment	19,343	903	-	-	6,754	27,000	
Student Recruitment / Marketing	-	-	-	-	-	-	
School Meals / Lunch	114,622	5,352	-	-	40,025	160,000	
Travel (Staff)	2,507	117	-	-	876	3,500	
Fundraising	-	-	-	-	-	-	
Other	56,416	2,634	-	-	19,700	78,750	
TOTAL SCHOOL OPERATIONS	407,346	18,555	-	-	138,750	564,650	
FACILITY OPERATION & MAINTENANCE							
Insurance	19,343	903	-	-	6,754	27,000	
Janitorial	17,910	836	-	-	6,254	25,000	
Building and Land Rent / Lease	759,129	35,449	-	-	265,082	1,059,660	
Repairs & Maintenance	46,565	2,174	-	-	16,260	65,000	
Equipment / Furniture	14,328	669	-	-	5,003	20,000	
Security	-	-	-	-	-	-	
Utilities	60,893	2,843	-	-	21,263	85,000	
TOTAL FACILITY OPERATION & MAINTENANCE	918,168	42,875	-	-	320,617	1,281,660	
DEPRECIATION & AMORTIZATION	-	-	-	-	-	-	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	10,000	-	-	-	-	10,000	
TOTAL EXPENSES	4,035,796	187,529	-	-	1,522,321	5,745,646	
NET INCOME	1,722,002	(187,529)	-	-	(1,522,321)	12,152	
ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
District of Location							
Amityville							
Baldwin							
Copiague							
#REF!							
TOTAL ENROLLMENT	-	-	-				
REVENUE PER PUPIL	-	-	-				
EXPENSES PER PUPIL	-	-	-				



Audited Financial Statement Checklist

Created: 10/18/2015

Last updated: 10/23/2015

Page 1

Charter School Name:

1. Please check each item that is included in the 2014-15 Audited Financial Statement submitted for your charter school.

	Yes/No
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	Yes
Single Audit (if applicable)	Yes
CSP Agreed Upon Procedures (if applicable)	Not Applicable
Management Letter	Yes
Report on Extracurricular Student Activity Accounts (if applicable)	Not Applicable
Corrective Action Plans for any Findings	Not Applicable

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2014-15 Audited Financial Statement.

	Yes/No
Report on Compliance	No
Report on Internal Control over Financial Reporting	No
Single Audit	No
CSP Agreed Upon Procedures Report	Not Applicable
Management Letter	No

Thank you.



Appendix E: Disclosure of Financial Interest Form

Created: 07/06/2015

Last updated: 10/28/2015

Page 1

All trustees who served on an education corporation governing one or more charter schools during the 2014-2015 school year must complete the form in Appendix E (Disclosure of Financial Interest Form). **The Disclosure of Financial Interest Forms are due on November 1, 2015. A link to a safe and secure form that each Trustee must complete by the November 1, 2015 deadline will be provide here by September 1, 2015 or sooner.**

ALL charter schools or merged education corporations must complete the Board of Trustees Membership Table within the online portal in Appendix F (Board of Trustees Membership Table). The Board of Trustees Membership Table must be submitted by August 1, 2015.

Regents-authorized charter schools must upload a complete set of board of trustee Meeting Minutes from July 2014-June 2015 into Appendix G (Board Minutes). Board of Trustee Meeting Minutes must be submitted by August 1, 2015.

Yes, each member of the school's Board of Trustees will receive a link to the Disclosure of Financial Interest Form.

Yes

Thank you.



Appendix F: BOT Membership Table

Last updated: 07/06/2015

Page 1

1. Current Board Member Information

	Trustee Name	Email Address	Committee Affiliation(s)	Voting Member? (Y/N)	Area of Expertise, and/or Additional Role and School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)
1	Gil Bernardino	[REDACTED]	Chair/Board President	Yes	Education, management, community relations, finance	3 terms: 2009-2011; 2011-2014; 2014-2017 commencing and ending with school year
2	Jose Canosa	[REDACTED]	Treasurer	Yes	Law, community relations,	2 terms: 2012-2015; 2015-2018 commencing and ending with school year
3	Sarah Brewster	[REDACTED]	Vice Chair/Vice President	Yes	Education, management, community relations, finance, law, personnel	3 terms: 2009-2012; 2012-2015; 2015-2018 commencing and ending with school year
4	Gladys Rodriguez	[REDACTED]	Secretary	Yes	personnel, community relations, fundraising	3 terms: 2009-2012; 2012-2015; 2015-2018 commencing and ending with school year
5	Nancy Iglesias	[REDACTED]	Trustee/Member	Yes	community relations, fundraising	2 terms: 2012-2015; 2015-2018 commencing and ending with school year
6	Yvonne Mowatt	[REDACTED]	Trustee/Member	Yes	finance, management, personnel, community relations	3 terms: 2009 - 2010; 2010-2013; 2013-2016 commencing and ending with school year
7	Luis Ras	[REDACTED]	Trustee/Member	Yes	law, community relations,	3 terms: 2009-2011; 2011-2014; 2014-2017 commencing and ending with the school year

8	Ariel Sotelo	[REDACTED]	Trustee/Member	Yes	community relations, law, former parent	3 terms: 2009-2011; 2011-2014: 2014-2017 commencing and ending with the school year
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

2. Total Number of Members Joining Board during the 2014-15 school year

0

3. Total Number of Members Departing the Board during the 2014-15 school year

0

4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?

15

5. How many times did the Board meet during the 2014-15 school year?

10

6. How many times will the Board meet during the 2015-16 school year?

10

Thank you.

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

**Minutes from
September 17, 2014
8:05**

Members:

Mr. Gil Bernardino	Present
Dr. Sarah Brewster	Present
Mr. Jose Canosa, Esq.	Present
Ms. Nancy Iglesias	Absent
Mr. Luis Ras, Esq.	Present
Ms. Yvonne Mowatt	Present
Ms. Gladys Rodriguez	Present
Mr. Ariel Sotelo	Present

Present:

**Mrs. Maritza Meyer, Principal
Ms. Karen Leeper, Assistant Principal
Ms. Silvia Rey, Director of Curriculum & Instruction
Ms. Lily Sanabria-Hernandez,
Director of Student Services and Parent Outreach**

**Mr. Kevin Foley, Auditor, Condon O'Meara
Mr. Michael Asaro, Auditor, Condon O'Meara**

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. President Bernardino introduced the auditors. He also introduced the new administrators present. He welcomed everyone and thanked them for attending the meeting.

Welcome and Call to order: President Gil Bernardino

II. Presentation of the Audit for Evergreen Charter School by Kevin Foley and Michael Asaro.

Auditors reported that they completed an audit for Evergreen Charter School's financial statements as of and for the year ended June 30, 2014. The audit was performed in accordance with auditing standards generally accepted in the United States of America. They reported that during the time of the audit they were given complete access to all records and full cooperation from administration and all staff involved. Auditors thanked everyone involved for their support and cooperation to bring this audit about. They reviewed the full report for the audience and gave a very positive outlook for the school's finances. Please see attached report.

Presentation by the Auditors

III. Questions and comments from the Board related to Auditors' report

There were none. President Bernardino translated the report for the Spanish audience and thanked the auditors for their report.

Questions and Comments from the Board

IV. Questions and comments from the Public related to the Auditors' report:

There were none.

Questions and Comments from the public.

V. Monthly Report by Principal Maritza Meyers:

**Monthly Report by
Principal Maritza
Meyers**

I. Enrollment:

Grade Level	Number of Students
Kindergarten	50
First Grade	50
Second Grade	51
Third Grade	50
Fourth Grade	50
Fifth Grade	47
Total:	298

II. Attendance:

- 1) See attached Attendance Count Report (includes absence/tardy reports from 9/3/2014-9/9/2014).

III. Curriculum & Instruction:

- 1) An Instructional Calendar has been developed using Google Calendar in an effort to keep all staff informed of various dates throughout the school year.
- 2) The literacy block has been increased to 135 minutes.
- 3) The writing period of the 135 minute literacy block has been restructured so that the study of novels is incorporated in to the writing process.
- 4) A schedule for weekly planning meetings with each of the specific grade level teams was created which allows for discussion of lesson plans as well as other items of importance relating to the improvement of instruction.
- 5) Teachers submit an electronic copy of their weekly lesson plans; oral and written feedback is provided so that adjustments can be made. One focus for the month of September is the creation of clear learning objectives.
- 6) Ms. Linnehan has scheduled monthly meetings with grade level teams to discuss data and how it can be used to improve instruction.
- 7) A research nook was created outside the fifth grade classrooms which will provide the fifth grade students with more opportunities for independent reading and research.
- 8) Research has been conducted towards the goal of creating a modified library.
- 9) Meetings with Evelyn Hernandez, Technology Specialist have been held in order to plan for a computer curriculum which incorporates both research skills and keyboarding skills.

IV. Professional Development:

- 1) 2014 August Professional Development (see attached brochures).
- 2) Monday, September 8, 2014
NYSITELL Training provided to Monika Obrycki, Diana Orihuela, Jillian Linnehan, Silvia Rey and Karen Leeper, Presented by Heather Parris-Fitzpatrick

V. Parent Involvement/Activities:

- 1) The ECS Manual for Parents has been distributed to parents during arrival and dismissal beginning the week of September 1, 2014.
- 2) Meetings to present/answer questions regarding the ECS Manual for Parents have been scheduled:
Monday, September 15, 2014 in English at 7:30 p.m.
Tuesday, September 16, 2014 in Spanish at 7:30 p.m. (well attended)
- 3) Meet the Teacher Night has been scheduled for Tuesday, September 23, 2014 at 5:30 p.m.

VI. Personnel:

1) New Staff Members

Name	Position
Martha Coello	Fiscal Assistant
Silvia Rey	Director of Curriculum and Instruction
Lilian Sanabria-Hernandez	Director of Student Services and Family Outreach
Yvonne Plaza	Social Worker
Jennifer Bataller	Nurse
Cindia Alvarado	Kindergarten TA
Lilian Perez	Kindergarten Teacher
Raquel Gomez	First Grade TA
Edwin Martinez	Second Grade TA
Alicia Castro	Third Grade Teacher
Diana Orihuela	ESL Teacher
Gibson Barriga	Physical Education Teacher
Christine Weigand	AIS Teacher
Megan Rice	Math Teacher
Jenny Alvarado	Spanish Teacher

Positions that need to be filled

ESL Teacher

VII. Student Assessment:

- 1) 2013-14 NYSESLATT (for all grades), NYS ELA and Mathematics Results for grades 3, 4 and 5 and NYS Science Results for grade 4 (see attachment).
- 2) Grades K-5 has been assessed using the Fountas and Pinnell Benchmark System beginning the week of September 8, 2014.
- 3) The NYSITELL has replaced the LAB-R and has been used to assess the English language proficiency of new entrants whose home language is a language other than English, as indicated on their Home Language Questionnaire. This testing has begun the week of September 8, 2014. Based on NYSITELL results, students will be categorized into one of four levels (Beginning, Intermediate, Advanced and Proficient) which will determine the units of study in ESL each student will receive.

VIII. Challenges:

- 1) Hiring an ESL teacher.

IX. Successes:

- 1) Ms. Linnehan, Student Council Advisor has begun the Fifth Grade Student Council Elections (see attachment).
- 2) First day of school.
- 3) Updates to the School Website by Lily Sanabria.

X. Proposals:

- 1) Order 5 new teacher laptops and 10 laptops (in total) for kindergarten classrooms (see attachment).
- 2) Jenna Bonfiglio, Fourth Grade Teacher would like to apply for a grant through DonorsChoose.org to receive funding for student resources for her classroom.
- 3) The kindergarten teachers are requesting approval for a school trip to White Post Farms in October (see attached Field Trip Request Form)
- 4) Ms. Jillian Linnehan is requesting permission for an inter-disciplinary project in which the fifth grade students would run the school store (see attachment).
- 5) Provide a mentor to 8 teachers following the ECS Mentor Program, led by Ms. Karen Leeper (see attachment).
- 6) Ms. Silvia Rey is requesting approval to attend the New York State Reading Association Annual Conference (see attachment).
- 7) Ms. Evelyn Hernandez is requesting approval for an Acceptable Use Policy for student users of computers and the internet (see attachment).

XI. Educational Trips and School Wide Instructional Activities:

Attachments:

1. Attendance Count Reports
2. 2014 August Professional Development Brochures
3. Assessment Results
4. Fifth Grade Student Council Elections Protocols
5. Computer Proposal
6. Field Trip Request Form

VI. Questions and comments from the Board related to Principal's report.

There were none. President Bernardino thanked Principal Meyers for the report and invited the Board to the remaining school events. President Bernardino took this opportunity to remind the parents of the importance of attending school meetings. He also informed parents that lateness continues to be a problem and this affects the entire school. "We must do better this year"

He introduced Ms. Sylvia Rey and Ms. Lillian Sanabria-Hernandez. Ms. Rey (Director of Curriculum and Instruction) works with teachers to better their practice. She sets up teaching models and workshops. She meets with teachers to review class plans. Ms. Rey is a support for teachers and will enrich their teaching abilities. Ms. Sanabria-Hernandez (Director of Student Services and Family Outreach) works with the food staff to teach proper nutrition. She works with Chef Joshua, in addition to others, and will be organizing workshops for families among other responsibilities.

**Questions and
Comments from
the Board**

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 Ms. Knox.

Ms. Knox presented the school financials and provided an update on district payments. She indicated some school districts are late in paying Evergreen. She indicated that the business office has additional personnel that will help to prepare billing for school districts including student registration information for Power School. She reported that 298 children are registered. The 2nd payment is due and we will be following

**Financial Report
presented by Ms.
Lisett Knox**

up on that. Some districts pay on time, others do not. She stated that financially the school is doing very well (as stated by auditors) this year.

IX. Questions and Comments from the Board of Trustees

There were none.

**Questions and
Comments from
the Board**

X. Questions and Comments from the Public

Parents asked about the expansion of the school and higher grades. President Bernardino assured them that “we are working on it.” Parents wanted to know how they can participate. Discussion followed on school expansion and parent’s participation.

**Questions and
Comments from
the Public**

XI. Approval of Minutes from past meeting

President Bernardino called for a motion to approve the minutes of the meeting held on June 25, 2014

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Ariel Sotelo
Vote: Approved 7:0

**Approval of
Minutes from
Past Meeting**

XII. Reading of the Resolutions

Read by Trustee Sarah Brewster, translated by President Gil Bernardino. The text of the resolutions and the vote on each appears below.

**Reading and
Consideration of
Resolutions**

XIII. Questions and comments from the Board related to resolutions

There were none.

**Questions and
comments from the
Board**

XIV. Questions and comments from the public related to resolutions

There were none.

**Questions and
comments from
the public**

XV. Approval of Resolutions

Voting of the Resolutions

**Evergreen Charter School
Agenda Items for Resolutions:
For September 17, 2014**

- 1. Resolved**, the Board of Trustees approves the process to support the Parent Association hold elections for the 2014-2015 school year.

Motion by: Trustee Yvonne Mowatt
Seconded by: Trustee Gladys Rodriguez
Vote: Approved 7:0

- 2. Resolved**, the Board of Trustees approves an inter-disciplinary project for students to operate the Evergreen School Store with support from staff.

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Yvonne Mowatt
Vote: Approved 7:0

- 3. Resolved**, the Board of Trustees approves mentoring for 8 teachers for the 2014-2015 school year.

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Luis Ras
Vote: Approved 7:0

- 4. Resolved**, the Board of Trustees approves the “Acceptable Use Policy for Computers.

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Luis Ras
Vote: Approved 7:0

- 5. Resolved,** the Board of Trustees approves the purchase of five laptops for new teachers and ten laptops for kindergarten classrooms.

Motion by: Trustee Ariel Sotelo
 Seconded by: Trustee Yvonne Mowatt
 Vote: Approved 7:0

- 6. Resolved,** the Board of Trustees approves a field trip for kindergarten students to White Post Farm in October.

Motion by: Trustee Gladys Rodriguez
 Seconded by: Trustee Yvonne Mowatt
 Vote: Approved 7:0

- 7. Resolved,** the Board of Trustees approves the following workshops and training for staff:

Silvia Rey, to attend the New York State Reading Association Annual Conference, November 9-11.

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

- 8. Resolved,** The Board of Trustees approves the following list of new staff:

Name	Position
Martha Coello	Fiscal Assistant
Silvia Rey	Director of Curriculum and Instruction
Lilian Sanabria-Hernandez	Director of Student Services and Family Outreach
Yvonne Plaza	Social Worker
Jennifer Bataller	Nurse
Cindia Alvarado	Kindergarten TA
Lilian Perez	Kindergarten Teacher
Raquel Gomez	First Grade TA
Edwin Martinez	Second Grade TA
Alicia Castro	Third Grade Teacher
Diana Orihuela	ESL Teacher
Gibson Barriga	Physical Education Teacher
Christine Weigand	AIS Teacher
Megan Rice	Math Teacher

Jenny Alvarado	Spanish Teacher
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Motion by: Trustee José Canosa
Seconded by: Trustee Ariel Sotelo
Vote: Approved 5:0

9. Resolved, the Board of Trustees approves the following Board of Trustee Officers to act as signatories for the line of credit with Valley National Bank.

President, Gil Bernardino
Vice President, Sarah Brewster
Treasurer, Jose Canosa
Secretary, Gladys Rodriguez

At least two signatories are required to sign for the use of the line of credit. The President, Gil Bernardino and the Vice President, Sarah Brewster may be one of the signatories but may not be both signatories.

A resolution from the Board of Trustees is needed to approve a drawdown of the line of credit.

Motion by: Trustee José Canosa
Seconded by: Trustee Sarah Brewster
Vote: Approved 7:0

10. Resolved, the Board of Trustees authorizes a policy to have key staff (administrative staff) sign a conflict of interest policy.

Key staff include of:
Principal,
Director of Finance and Operations
Assistant Principal,
Director of curriculum and Instruction,
Director of Student Services and Parent Outreach
Supervisor of Facilities

And other staff as may be determined by the Board of Trustees.

Motion by: Trustee Yvonne Mowatt
Seconded by: Trustee Luis Ras

Vote: Approved 7:0

XVI. Old/New Business/New business
None.

Old/New Business

XVII. Announcements
Open School night will be next week.

Announcements

XVIII. Motion to go into Executive Session
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 by: Trustee Luis Ras (at 9:08)
Seconded by: Trustee Gladys Rodríguez
Approved: 7:0

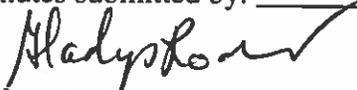
XIX. Adjournment

Adjournment

Motion to adjourn made by: Trustee Yvonne Mowatt
Seconded by: Trustee Ariel Sotelo
Approved: 7:0

Meeting adjourned at: 9:25

Minutes submitted by: _____


Gladys Rodríguez, Secretary

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

**Minutes from
October 29, 2014**

7:45 pm

Members:

Mr. Gil Bernardino	Present
Dr. Sarah Brewster	Present
Mr. Jose Canosa, Esq.	Present
Ms. Nancy Iglesias	Present
Mr. Luis Ras, Esq.	Present
Ms. Yvonne Mowatt	Absent
Ms. Gladys Rodriguez	Present
Mr. Ariel Sotelo	Absent

Present: **Mrs. Maritza Meyer, Principal**
 Ms. Karen Leeper, Assistant Principal
 Ms. Silvia Rey, Director of Curriculum & Instruction
 Ms. Lily Sanabria-Hernandez,
 Director of Student Services and Parent Outreach
 Ms. Lisett Knox – Director of Finance and Operations

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

I. Call to Order

Welcome and Call to order: President Gil Bernardino

President Bernardino called the meeting to order at 7:58 pm. He welcomed everyone and thanked them for attending the meeting. He also announced that there will be a letter going out to parents this week with the names of parents who will be participating on the election of the new Parent Association board. These are parents who volunteered for the different positions available. President Bernardino introduced Principal Meyers for her monthly report:

II. Monthly Report by Principal Maritza Meyers:

Monthly Report by Principal Maritza Meyers

**Evergreen Charter School
Principal's Report to the Board
October 29, 2014**

I. Enrollment:

Grade Level	Number of Students
Kindergarten	50
First Grade	49
Second Grade	51
Third Grade	50
Fourth Grade	50
Fifth Grade	49
Total:	299

II. Attendance:

- 1) See attached Attendance Count Report (includes absence/tardy reports from 9/3/2014-10/21/2014).

III. Curriculum & Instruction:

- 1) The process of formally observing teachers has begun.
- 2) Additional support by administration in the classrooms in the form of teaching small groups of students and performing demonstration lessons has been a focus.
- 3) Test prep materials for ESL teachers to use for the NYSESLAT have been ordered.

- 4) Schedules for the ESL program have been reviewed and realigned in order to best meet the needs of our large population of ELL's, especially in Kindergarten.

IV. Professional Development:

- 1) Wednesday, September 17, 2014
Wednesday, October 1, 2014
Wednesday, October 8, 2014
Wednesday, October 15, 2014
Literacy Professional Development, Presented by Pam Kinnon (literacy consultant)
- 2) Friday, September 19, 2014
Thursday, October 16, 2014
Math Professional Development, Presented by Sue Morris (math consultant).
- 3) Monday, October 6, 2014-Wednesday, October 8, 2014
eDoctrina training provided to all new staff members, Presented by Karen Leeper.
- 4) Friday, October 10, 2014
Reach Training provided to ESL teachers and teaching assistants, Presented by representatives from National Geographic.
- 5) Friday, October 17, 2014
Sheltered Instruction Observation Protocol (SIOP) Training provided to Monika Obrycki, Diana Orihuela, Melissa Gentleman, Alicia Castro and Megan Rice, Presented by Lisa Estrada.
- 6) Tuesday, October 21, 2014
Karen Leeper attended a presentation at the Hempstead Library regarding resources that can be offered to students and teachers through the library's databases, Presented by Anne Miltenberg and Erica Lang.
- 7) Tuesday, October 21, 2014
Evelyn Hernandez, Technology Specialist attended the 2014 Long Island Technology Summit Conference.

V. Parent Involvement/Activities:

- 1) Parent Association Nomination Forms have been distributed and collected with 15 individuals interested in either being members or running as candidates for open positions.
- 2) First grade parents were invited to a Publishing Party. The children read their first published writing piece to their parents.
- 3) An Informational Night for parents of third, fourth and fifth graders has been scheduled for Thursday October 23, 2014.
- 4) Parents have been invited to attend a Hispanic Heritage Assembly on Friday, October 24, 2014.
- 5) A Nutrition Presentation by Cornell University has been scheduled for Thursday, November 6, 2014.
- 6) Parent-Teacher Conferences have been scheduled for the following dates/times:
Thursday, November 13, 2014, Grades K-5 5:00 p.m.-7:30 p.m.
Friday, November 14, 2014, Grades K-2 1:45 p.m.-4:20 p.m.
Tuesday, November 18, 2014, Grades 3-5 1:45 p.m.-4:20 p.m.

VI. Personnel:

- 1) New Staff Members

Name	Position
Melissa Gentleman	ESL Teacher
Michelle Smith	Math Teacher
Amanda O'Connell	Substitute Teacher

Positions that need to be filled

Per Diem Substitute Teacher

VII. Student Assessment:

- 1) Grades K-5 will take the Iowa Test of Basic Skills (ITBS) from Wednesday, October 23, 2014 thru Thursday, October 30, 2014.
- 2) The Journey's Benchmark was administered to Grades 1-5 the week of October 30, 2014.

VIII. Challenges:

- 1) Number of new students at Evergreen Charter School (6 new students in grade 1, 9 new students in grade 3, 4 new students in grade 4 and 7 new students in grade 5).
- 2) Sudden departure of a third grade teacher.

IX. Successes:

- 1) The morning assembly led by Student Council.
- 2) In an effort to provide better services for our expanding population of ELL's a grant was written to be a part of the CUNY-NYSIEB (CUNY-New York State Initiative on Emergent Bilinguals) grant. Evergreen Charter School was accepted in to the program and it is the only charter school in the state of New York currently participating. The school will be receiving support from faculty of CUNY to help us improve the quality of services and instruction for our ELLs. A leadership team comprised of administration and teachers has been assembled and has started to meet.
- 3) ERC (Evergreen Research Club) project has been proposed to Fifth Grade students. Students are starting to think about research topics in order to fill out proposal sheets (see attachment).
- 4) Evergreen was highlighted in an article in Newsday on Monday, October 20, 2014.

X. Proposals:

- 1) The Spanish teachers are requesting approval for a school trip to JJ Bellmore Play House in November (see attached Field Trip Request Form).
- 2) To purchase more Spanish texts to create classroom libraries.
- 3) Karen Leeper and Jillian Linnehan are requesting approval to run a school holiday boutique fundraiser with Student Council in December (see attachment).

XI. Educational Trips and School Wide Instructional Activities:

- 1) All students attended an assembly by representatives from Golden Apple Rule on Tuesday, October 7, 2014.

- 2) Ms. Sanabria and Ms. Plaza are facilitating the character education program with an ECS Character Development Matrix (a living document), which has been developed alongside each grade-level. Every month there is a focus on a character trait that begins with the letters of EVERGREEN. Ways to demonstrate the character traits throughout the course of the school day are elicited from the students. Ms. Sanabria and Ms. Plaza visit every class once a month to introduce the character trait of the month and develop the matrix.

Additional Information:

- Bill Clark, Director of the Charter School Office visited Evergreen on Thursday, October 16, 2014.
- Paolo Giovine, Associate in Educational Planning from the New York State Education Department Charter School Office will be visiting Evergreen on Wednesday, October 29, 2014.

Attachments:

1. Attendance Count Report
2. Evergreen Research Club Brochure
3. Field Trip Request Form
4. Holiday Boutique Fundraiser Flyer

III. Questions and comments from the Board related to Principal's report.

There was discussion about how to best support students' need including testing grades and non-testing grades. There was also discussion about the need to meet with families and children upon acceptance to the school so we can better support them. This will be addressed by a resolution later in the meeting. The Board asked the administration to comment about follow up with attendance issues and to explain what steps were being taken to outreach to students and their families that had excessive absences and lateness. President Bernardino also talked about nutrition and the importance of educating families about good nutrition. He asked administration to explain the workshops that are being planned in the area of nutrition. Ms. Lillian Sanabria Hernandez has been meeting with our Chef Mr. Joshua Poveda to research and prepare the BEST practice in nutrition education. They are applying new techniques and practices implemented by healthy eating all over the country.

<p>Questions and Comments from the Board</p>

Principal Meyers told parents that every child must have a library card. Discussion followed on the importance of every child having a library card and the great improvement of programs offered by the local library for the children. President Bernardino also spoke about the importance of improving our exams, attendance, test scores. All these things have a great impact on the future of our school and the school's expansion to a middle school. He said that we are doing the best we can for improvement and he explained the hiring of two new administrators. President Bernardino also stated that the board will take suggestions on the improvement of the parents' manual. Discussion followed on ways to improve test scores and the improvement of parents' manual.

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

A parent asked if we could take into consideration a proposal to have parents bring in the note from the doctor within the week instead of the next day as per the Manual for Parents. Discussion followed on the reason and time for taking children out of class and how this affects learning and disrupts class time. Trustee Sarah Brewster stated that we are open for recommendations but parents must really take responsibility and do their part. She emphasized the importance of finding a way of confirming the absence of a child. A parent asked about extra help for children to help them academically.

**Questions and
Comments from the
public.**

V. Financial Report: Presented by Ms. Knox.

Ms. Knox presented the school financials and provided an update on district payments. She indicated some school may seek to recoup funds from a district through the state intercept process as the district has not made any payments to date. She indicated that the financial reports would be submitted to the state through the annual report portal in the next day. She indicated that Hempstead District is up to date on payments and that the 3rd billing just went out.

**Financial Report
presented by Ms.
Lisett Knox**

VI. Questions and Comments from the Board of Trustees

President Bernardino handed out copies of the financial report to parents who were not in attendance at the September meeting. He explained that the audit report is done every year by an independent firm. He also explained to everyone how Charter Schools get paid by the Districts.

**Questions and
Comments from
the Board**

VII. Questions and Comments from the Public

Parents continued to ask about plans for an expansion and a middle school. President Bernardino let them know that the school has to focus on improving scores and providing a strong education as per the input from the Director of the Charter School Office, Mr. Bill Clarke. President Bernardino stated that he will continue to advocate all he can to create a middle school.

**Questions and
Comments from
the Public**

VIII. Approval of Minutes from past meeting

President Bernardino called for a motion to approve the minutes of the meeting held on September 24, 2014

**Approval of
Minutes from
Past Meeting**

Motion by: Trustee Jose Canosa

Seconded by: Trustee Luis Ras

Vote: Approved 6:0

IX. Reading of the Resolutions

Read by Trustee Sarah Brewster, translated by President Gil Bernardino.
The text of the resolutions and the vote on each appears below.

**Reading and
Consideration of
Resolutions**

X. Questions and comments from the Board related to resolutions

There were none.

**Questions and
comments from the
Board**

XI. Questions and comments from the public related to resolutions

There were none.

**Questions and
comments from
the public**

XII. Approval of Resolutions

**Voting of the
Resolutions**

**Evergreen Charter School
Agenda Items for Resolutions:
For October 29, 2014**

- 1. Resolved**, the Board of Trustees approves the revision to workplace violence and sexual harassment policy.

Motion by: Trustee Sarah Brewster

Seconded by: Trustee Jose Canosa

Vote: Approved 6:0

- 2. Resolved**, the Board of Trustees approves the following school trip to the JJ Bellmore Play House in November for fifth grade students. The students will learn about Mexico and its culture.

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Nancy Iglesias
Vote: Approved 6:0

- 3. Resolved**, The Board of Trustees approves the purchase of additional Spanish texts to create classroom libraries.

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Luis Ras
Vote: Approved 6:0

- 4. Resolved**, the Board of Trustees approves the request from administration to run a school holiday boutique fundraiser with Student Council in December (see attachment).

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Jose Canosa
Vote: Approved 6:0

- 5. Resolved**, The Board of Trustees approves the following list of new staff:

Name	Position
Melissa Gentleman	ESL Teacher
Michelle Smith	Math Teacher
Amanda O'Connell	Substitute Teacher

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Nancy Iglesias
Vote: Approved 6:0

6. Resolved, The Board of Trustees approves the following days for parent/teacher conferences:

November 13 from 5:00 pm to 7:30 pm

November 14 from 1:45 pm to 4:20 pm

November 18 from 1:45 pm to 4:20 pm

Motion by: Trustee Jose Canosa

Seconded by: Trustee Luis Ras

Vote: Approved 6:0

7. Resolved, the Board of Trustees approves a mandatory orientation session for all new parents including transfer students prior to the first day of attendance.

Motion by: Trustee Gladys Rodriguez

Seconded by: Trustee Nancy Iglesias

Vote: Approved 6:0

8. Resolved, the Board of Trustees approves a mandatory entrance interview POST acceptance to ECS, PRIOR to the first day of attendance with the student that will be attending and their parent/guardian.

Motion by: Trustee Luis Ras

Seconded by: Trustee Jose Canosa

Vote: Approved 6:0

9. Resolved, the Board of Trustee approves the provision of additional support services to children before and after school hours to support children with their academic needs.

Motion by: Trustee Jose Canosa

Seconded by: Trustee Gladys Rodriguez

Vote: Approved 6:0

XIII. Old/New Business/New business
None.

Old/New Business

XIV. Announcements

Open School night will be next week.

Announcements

XV. Motion to go into Executive Session

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

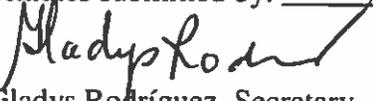
Motion by: Trustee Luis Ras (at 9:08)
Seconded by: Trustee Gladys Rodríguez
Approved: 7:0

XVI. Adjournment

Adjournment

Motion to adjourn made by: Trustee Gladys Rodriguez
Seconded by: Trustee Luis Ras
Approved: 6:0

Meeting adjourned at: 9:35
Minutes submitted by: _____


Gladys Rodríguez, Secretary

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

**Minutes from
November 19, 2014**

8:00 pm

Members:

Mr. Gil Bernardino	Present
Dr. Sarah Brewster	Present
Mr. Jose Canosa, Esq.	Present
Ms. Nancy Iglesias	Present
Mr. Luis Ras, Esq.	Present
Ms. Yvonne Mowatt	Present
Ms. Gladys Rodriguez	Present
Mr. Ariel Sotelo	Excused

Present: **Mrs. Maritza Meyer, Principal**
 Ms. Karen Leeper, Assistant Principal
 Ms. Silvia Rey, Director of Curriculum & Instruction
 Ms. Lily Sanabria-Hernandez,
 Director of Student Services and Parent Outreach
 Ms. Lisett 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. He welcomed everyone and thanked them for attending the meeting. He introduced Principal Meyers for her report.

Welcome and Call to order: President Gil Bernardino

II. Monthly Report by Principal Maritza Meyers:

Monthly Report by Principal Maritza Meyers

**Principal's Report to the Board
November 19, 2014**

I. Enrollment:

Grade Level	Number of Students
Kindergarten	50
First Grade	50
Second Grade	52
Third Grade	49
Fourth Grade	50
Fifth Grade	49
Total:	300

II. Attendance:

- 1) See attached Attendance Count Report (includes absence/tardy reports from 9/3/2014-11/14/2014 and 10/29/14 – 11/14/2014)

III. Curriculum & Instruction:

- 1) Meetings have taken place with support area teachers in an effort to put together a plan which helps prepare students for the New York State English Language Arts Exam and target specific skills through level appropriate activities.
- 2) Reading and Math groups have been restructured to provide targeted instruction across grade levels.

IV. Professional Development:

- 1) Wednesday, November 5, 2014
Wednesday, November 12, 2014
Literacy Professional Development, presented by Pam Kinnon (Literacy Consultant) and today November 19, 2014
- 2) Friday, October 31, 2014
Math Professional Development, Presented by Sue Morris (math consultant).
- 3) Week of October 27, 2014
eDoctrina training provided to all new staff members, Presented by Karen Leeper.
- 4) Friday, November 7, 2014
Lily Sanabria attended the "Make It Happen" workshop, sponsored by NC Department of Social Services on collaboration with Case Family Programs, community residents and partners.

V. Parent Involvement/Activities:

- 1) Nutrition Presentation by Cornell University, Thursday, November 6, 2014.
- 2) Parent Teacher Conferences:
Thursday, November 13, 2014, Grades K-5 5:00pm – 7:30pm
Friday, November 14, 2014, Grades K-2 1:45pm – 4:30pm
Tuesday, November 18, 2014, Grades 3-5 1:45pm – 4:20pm
(249 parents attended)

VI. Personnel:

- 1) New Staff Members

Name	Position
Judy Lee	Per Diem Substitute Teacher

Positions that need to be filled

Per Diem Substitute Teacher Teaching Assistants
--

VII. Student Assessment:

- 1) ESL Students in grades 1, 2 and 4 took the NYSESLATT Field Test on Thursday, November 6, 2014.

VIII. Challenges:

- 1) 82 students are receiving Response for Intervention (RTI) services, which is an increase of 21 students since September 2014.

IX. Successes:

- 1) School raised \$130.90 collecting box tops.
- 2) The Hispanic Heritage Assembly.

X. Proposals:

- 1) To purchase or have parents purchase graduation package (see attachment).
- 2) To adopt a new school wide behavior management system (see attachment).

XI. Educational Trips and School Wide Instructional Activities:

- 1) Mr. Rincon is requesting approval for a school trip for the Third, Fourth and Fifth grades to attend Mendelssohn's A Midsummer Night's Dream Concert through the Young Peoples Concert series at Lincoln Center (see attached Field Trip Request Form).
- 2) The Third grade teachers are requesting approval for a school trip to the New York Hall of Science to support their ecosystems unit (see attached Field Trip Request Form)

Attachments:

1. Attendance Count Report
2. Graduation Package
3. Behavior Management Program
4. Field Trip Request Forms (2)

III. Questions and comments from the Board related to Principal's report.
There were none.

**Questions and
Comments from
the Board**

IV. Questions and comments from the Public related to the Principal's report:
Discussion followed on educational support initiatives for students in upper grades.

**Questions and
Comments from the
public.**

V. Financial Report: Presented by Ms. Knox.

Ms. Knox indicated that she continues to follow up with school districts that are late in submitting their payments. She is still waiting on payment from the 3rd billing. She indicated that there are 300 children enrolled from 14 different school districts. Most districts are up to date and she will follow up on the ones that are late. Ms. Knox also stated that the school is doing very well financially.

**Financial Report
presented by Ms.
Lisett Knox**

Receivable reports will be submitted to Valley National Bank when draw-downs are requested from the line of credit. Evergreen does not anticipate using the line of credit but this will be used in emergency situations when school districts are late with payment and payroll must be met.

VI. Questions and Comments from the Board of Trustees
There were none.

**Questions and
Comments from
the Board**

VII. Questions and Comments from the Public

Discussion followed on music instruments and the deposit paid to take them home. A parent asked how the money will be returned.

**Questions and
Comments from
the Public**

VIII. Approval of Minutes from past meeting

President Bernardino called for a motion to approve the minutes of the meeting held on October 29, 2014

**Approval of
Minutes from
Past Meeting**

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

IX. Reading of the Resolutions

Read by Trustee Sarah Brewster, translated by President Gil Bernardino.
The text of the resolutions and the vote on each appears below.

**Reading and
Consideration of
Resolutions**

X. Questions and comments from the Board related to resolutions

Dr. Brewster asked Ms. Leeper to explain the clip chart.

**Questions and
comments from the
Board**

XI. Questions and comments from the public related to resolutions

There was discussion about the clip chart method.

**Questions and
comments from
the public**

XII. Approval of Resolutions

**Voting of the
Resolutions**

**Evergreen Charter School
Agenda Items for Resolutions:
For November 19, 2014**

1. Resolved, the Board of Trustees approves the following trips:

Third, fourth and fifth grade to Lincoln Center, March 5, 2015.
Led by the Music Teacher

Third Grade to New York Hall of Science, December 19, 2014
Led by the Third grade teachers

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Luis Ras
Vote: Approved 7:0

2. Resolved, the Board of Trustees approves the addition of three assistant teachers for the third, fourth and fifth grade classrooms.

Motion by: Trustee Jose Canosa
Seconded by: Trustee Luis Ras
Vote: Approved 7:0

3. Resolved, the Board of Trustees approves a change to its Manual for Parents to indicate that parents can submit a letter from the doctor no later than one week.

Motion by: Trustee Yvonne Mowatt
Seconded by: Trustee Gladys Rodriguez
Vote: Approved 7:0

4. Resolved, The Board of Trustees approves the modifications to the Clip Chart of School Wide Behavior Chart for immediate implementation. (See attached).

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Luis Ras
Vote: Approved 7:0

5. Resolved, the Board of Trustees approves the following staff:

Name	Position	Date
Judy Lee	Substitute Teacher	11/19/2014

Motion by: Trustee Yvonne Mowatt
Seconded by: Trustee Nancy Iglesias
Vote: Approved 7:0

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

Name	Position	Date
Josephine Capobianco	Permanent Substitute Teacher	11/19/2014

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Luis Ras
Vote: Approved 7:0

7. **Resolved**, the Board of Trustees amends Resolution # 9 made on September 17, 2014 regarding the line of credit to be as follows:

The Board of Trustees approves the following Board of Trustee Officers to act as signatories for the line of credit with Valley National Bank.

President, Gil Bernardino
Vice President, Sarah Brewster
Treasurer, Jose Canosa
Secretary, Gladys Rodriguez

At least two signatories are required to sign for the use of the line of credit. The President, Gil Bernardino and the Vice President, Sarah Brewster may be one of the signatories but may not be both signatories.

No resolution is needed from the Board to draw down the line of credit.

The Director of Finance and Operations or an Officer of the Board may request a drawdown of the line of credit. The Board of Trustees must be notified via email when this request is made.

Motion by: Trustee Jose Canosa
Seconded by: Trustee Yvonne Mowatt
Vote: Approved 7:0

8. **Resolved**, the Board of Trustees institutes the following deposit and loss or damage policy regarding children who want to take home musical instruments.

(See attached).

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

XIII. Old/New Business/New business

Old/New Business

The parent of one child had an issue with the child's inappropriate behavior in class. President Bernardino explained that the school has a no tolerance policy regarding disrespecting administration and staff. He indicated that it is **absolutely unacceptable** for parents (or anyone) to come and disrespect our Principal and our staff. The child's mother requested to be allowed to "stand outside of class to watch her child in the classroom" to which the board responded that this is not allowed because it is a disruption to the students and classroom. Discussion followed on the incident with the child. The parent asked to be able to view classroom behavior with the camera. Trustee Brewster stated that parents are not permitted

to view incidents on the camera in order to protect the privacy of others. Trustee Sarah Brewster stated that we are always willing to listen to parents.

XIV. Announcements

Announcements

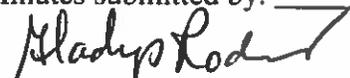
Assistant Principal Karen Leeper gave a presentation on a color chart for as a new behavior modification chart to monitor children's performance during the day. Purple represents above and beyond, orange represents the opposite. The chart was created by a group of teachers and the object is to make children strive to do better. Discussion followed on the success of the chart and how it helps students to build character. Trustee Sarah Brewster discussed the different models for building character.

XV. Adjournment

Adjournment

Motion to adjourn made by: Trustee Gladys Rodriguez
Seconded by: Trustee Yvonne Mowatt
Approved: 7:0

Meeting adjourned at: 8:57
Minutes submitted by: _____


Gladys Rodriguez, Secretary

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

**Minutes from
December 10, 2014**

7:59 pm

Members:

Mr. Gil Bernardino	Present
Dr. Sarah Brewster	Present
Mr. Jose Canosa, Esq.	Present
Ms. Nancy Iglesias	Excused
Mr. Luis Ras, Esq.	Present
Ms. Yvonne Mowatt	Excused
Ms. Gladys Rodriguez	Present
Mr. Ariel Sotelo	Excused

Present: **Mrs. Maritza Meyer, Principal**
 Ms. Karen Leeper, Assistant Principal
 Ms. Silvia Rey, Director of Curriculum & Instruction
 Ms. Lily Sanabria-Hernandez,
 Director of Student Services and Parent Outreach
 Mr. Matthew D. Dapolito, CPA

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

I. Call to Order

President Bernardino called the meeting to order at 7:59 pm. He welcomed everyone and thanked them for attending the meeting. He introduced Mr. Matthew D. Dapolito, CPA for a Fiscal Report from July 1, 2014 to October 31, 2014.

Welcome and Call to order: President Gil Bernardino
--

Fiscal Report by Mr. Matthew D. Dapolito, CPA

Mr. Dapolito presented and explained a financial statement supporting schedules for four months, (July 1, 2014 - October 31, 2014). He indicated that the majority of the revenue came from tuition, grants and the subsidized food program. The biggest expense is payroll and fringe benefits. Other substantial expenses are rent, supplies and utilities. He indicated that there was a surplus at the end of the 4 months and that some expenses tend to be heavier at the end of the year. For a full report please see attached financial statements.

Trustee Sarah Brewster explained that a line of credit was necessary to have in order to cover payroll if the school districts made late payments. Discussion followed on the line of credit and the cash reserve.

President Bernardino introduced Principal Meyers for her monthly report.

II. Monthly Report by Principal Maritza Meyers:

Monthly Report by Principal Maritza Meyers

**Principal's Report to the Board
December 10, 2014**

I. Enrollment:

Grade Level	Number of Students
Kindergarten	50
First Grade	50
Second Grade	52
Third Grade	49
Fourth Grade	50
Fifth Grade	49
Total:	300

II. Attendance:

- 1) See attached Attendance Count Report (includes absence/tardy reports from 9/3/2014-12/3/2014 and 11/14/14-12/3/2014).

III. Curriculum & Instruction:

- 1) The creation of a collaborative, targeted, systematic Common Core aligned ELA program continues to be developed.
- 2) The process of formally observing teachers continues by administration.
- 3) A School Improvement Plan for Emerging Bilinguals is currently being developed by Ms. Rey, Ms. Gentleman and Ms. Perez as part of the CUNY-NYSIEB

initiative.

IV. Professional Development:

- 1) Wednesday, November 19, 2014
Wednesday, December 3, 2014
Literacy Professional Development, presented by Pam Kinnon (Literacy Consultant).
- 2) Friday, December 5, 2014
Math Professional Development, Presented by Sue Morris (math consultant).
- 3) Monday, November 17, 2014
Two members of the CUNY-NYSIEB Leadership Team (Dr. Cecilia Espinoza and Ms. Rachel Chapman) visited Evergreen Charter School and provided support in the classrooms.
- 4) Wednesday, November 19, 2014
Ms. Rey, Ms. Gentleman and Ms. Perez attended a meeting for CUNY-NYSIEB Leadership initiative. The topic of the conference was translanguaging strategies for the classroom.
- 5) Tuesday, December 9, 2014
Ms. Sanabria-Hernandez and Ms. Ayala are scheduled to attend the Mc.Kinney-Vento Workshop.

V. Parent Involvement/Activities:

- 1) Parents were invited to volunteer at the Evergreen Small World Gift Shop scheduled for Wednesday, December 10, 2014-Friday, December 12, 2014
- 2) Parent Workshop: How Can I Best Help My Child with Homework has been scheduled for:
Tuesday, December 16, 2014—English
Wednesday, December 17, 2014----Spanish

VI. Personnel:

- 1) Positions that need to be filled

Per Diem Substitute Teacher (Mary Beth Roth) FT Teaching Assistants
--

VII. Student Assessment:

- 1) Grades 3, 4 and 5 will take a mock ELA exam the week of December 15, 2014
- 2) Grades 3, 4 and 5 will take a mock math exam the week of January 5, 2015
- 3) Preliminary fall 2014 Iowa Test of Basic Skills (ITBS) results are in and have been distributed to teachers.

VIII. Challenges:

- 1) Finding time, resources and personnel to provide adequate support to kindergarten, first and second grade classrooms.
- 2) Filling open teaching positions with qualified personnel.

IX. Successes:

- 1) The creation of a collaborative, targeted, systematic Common Core aligned EIA program for grades three, four and five continues to be developed by Ms. Bonfiglio, Ms. Rice, Ms. Rufino, Mr. Skariah and Ms. Weigand.
- 2) Fifth grade students are participating in robust discussions about the economy and developing fluency with the addition and subtraction of decimals through operating the school store which simulates real world experiences.

X. Proposals:

- 1) Evergreen Charter School Closing Protocols (see attachment). TV channels including Univision and Telemundo were contacted.

XI. Educational Trips and School Wide Instructional Activities:

- 1) A Holiday concert will take place on Friday, December 19, 2014 The Evergreen Chamber Orchestra and kindergarteners will be performing.
- 2) Students will have the opportunity to shop at the Evergreen Small World Gift Shop between Wednesday, December 10, 2014 and Friday, December 12, 2014

Attachments:

1. Attendance Count Report

2. Closing Protocols

III. Questions and comments from the Board related to Principal's report.

Discussion followed on test taking preparation and dates of workshops. President Bernardino also spoke about lateness, unexcused absences and the need for parents to take their children's education seriously. He indicated that this is totally unacceptable because all the interruptions "break the dynamic of the classroom" Trustee Jose Canosa stated that this issue is not resolved with just a letter to the parents, we should do more. The Administration is following up on students that arrive late and will be calling parents and setting up meetings with them.

**Questions and
Comments from
the Board**

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 Trustee Sarah Brewster in the absence of Ms. Lisett Knox

Trustee Sarah Brewster reported that all districts are up to date on their payments and also reminded parents about the importance of registering their children with the school district where they come from. By not doing this on a timely manner, the payments from the district will be delayed.

**Financial Report
presented by Ms.
Lisett Knox**

VI. Questions and Comments from the Board of Trustees

There were none.

**Questions and
Comments from
the Board**

VII. Questions and Comments from the Public

There were none.

**Questions and
Comments from
the Public**

VIII. Approval of Minutes from past meeting

President Bernardino called for a motion to approve the minutes of the meeting held on November 19, 2014

Approval of Minutes from Past Meeting

Motion by: Trustee Jose Canosa
Seconded by: Trustee Sarah Brewster
Vote: Approved 5:0

IX. Reading of the Resolutions

Read by Trustee Sarah Brewster, translated by President Gil Bernardino. The text of the resolutions and the vote on each appears below.

Reading and Consideration of Resolutions

X. Questions and comments from the Board related to resolutions

There were none.

Questions and comments from the Board

XI. Questions and comments from the public related to resolutions

There was discussion about the new proposal for the lunch program and the effort to have children have a fine dining experience as a way to learn etiquette as well as expose them to new foods and encourage them to try vegetables and other foods that they typically don't want to eat.

Questions and comments from the public

XII. Approval of Resolutions

Voting of the Resolutions

**Evergreen Charter School
Agenda Items for Resolutions:
For December 10, 2014**

- 1. Resolved**, The Board of Trustees approves the holiday concert to take place on Friday, December 19, 2014

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Sarah Brewster
Vote: Approved 5:0

- 2. Resolved**, the Board of Trustees approves the purchase of chicken incubator kits for first grade classrooms.

See attached.

Motion by: Trustee Jose Canosa
Seconded by: Trustee Sarah Brewster
Vote: Approved 5:0

- 3. Resolved**, the Board of Trustees approves the following Personnel:

Name:	Position	Effective Date
Mary Beth Roth	Assistant Teacher	12/10/2014

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Jose Canosa
Vote: Approved 5:0

- 4. Resolved**, The Board of Trustees approves the following policy regarding Personnel Files:

See attached.

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Sarah Brewster
Vote: Approved 5:0

- 5. Resolved**, The Board of Trustees approves the purchase of a washer and dryer.

Motion by: Trustee Jose Canosa
Seconded by: Trustee Gladys Rodriguez
Vote: Approved 5:0

XIII. Old/New Business/New business

Old/New Business

Ms. Lily Sanabria Hernandez explained the Parent Association Election process and a brochure was prepared with the names and qualifications of the candidates for President, Vice President, Treasurer and secretary. The brochure was printed in English and Spanish and included a letter from President Bernardino to the parents explaining the voting process, dates and time (one vote per family)—see attached brochure.

Parent Association, when in place, will address the problem of children’s absences and lateness.

XIV. Announcements

Announcements

President Bernardino thanked Principal Meyers, teachers and administrators for an excellent job done throughout the year and wished them happy holidays and a wonderful and productive 2015. He thanked everyone present and wished them happy holidays on behalf of the board.

XV. Adjournment to Executive Meeting at 8:52

**Adjournment
To Executive
Meeting**

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 adjourn made by: Trustee Gladys Rodriguez
Seconded by: Trustee Luis Ras
Approved: 5:0

Motion to adjourn made by: Trustee Jose Canosa
Seconded by: Trustee Gladys Rodriguez
Approved: 5:0

Meeting adjourned at: 9:36

Minutes submitted by: _____

Gladys Rodriguez, Secretary

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

**Minutes from
January 28, 2015**

7:59 pm

Members:

Mr. Gil Bernardino	Present
Dr. Sarah Brewster	Present
Mr. Jose Canosa, Esq.	Present
Ms. Nancy Iglesias	Present
Mr. Luis Ras, Esq.	Present
Ms. Yvonne Mowatt	Excused
Ms. Gladys Rodriguez	Present
Mr. Ariel Sotelo	Present

Present:

**Ms. Karen Leeper, Assistant Principal
Ms. Lily Sanabria-Hernandez,
Director of Student Services and Parent Outreach
Mrs. Lisett Knox, Director of Finance & 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 7:59 pm. He welcomed everyone and thanked them for attending the meeting.

Welcome and Call to order: President Gil Bernardino
--

President Bernardino introduced Principal Meyers for her monthly report.

II. Monthly Report by Assistant Principal Karen Leeper in absence of Principal Maritza Meyers.

Monthly Report by Assistant Principal Karen Leeper

**Principal's Report to the Board
January 28, 2015**

I. Enrollment:

Grade Level	Number of Students
Kindergarten	50
First Grade	50
Second Grade	52
Third Grade	48
Fourth Grade	50
Fifth Grade	49
Total:	299

II. Attendance:

- 1) See attached Attendance Count Report (includes absence/tardy reports from 9/3/2014-1/21/2015 and 12/3/2014-1/21/15).

III. Curriculum & Instruction:

- 1) The process of formally observing teachers is completed.
- 2) Administration is supporting students by providing individualized/ small group instruction.
- 3) Third, fourth and fifth grade teachers along with support staff are in the process of creating an action plan to prepare students for upcoming NYS mathematics and ELA assessments based off of mock exam data.

IV. Professional Development:

- 1) Wednesday, January 14, 2015
Wednesday, January 21, 2015
Literacy Professional Development, Presented by Pam Kinnon (literacy consultant).
- 2) Friday, December 12, 2014
Friday, January 16, 2015
Math Professional Development, Presented by Sue Morris (math consultant).
- 3) December, 2014
Ms. Meyers, Ms. Rey, Ms. Gentleman and Ms. Perez attended a meeting for CUNY-NYSIEB Leadership Initiative. The topic of the conference was the development of school improvement plan.

V. Parent Involvement/Activities:

- 1) Parents were invited to attend the Holiday Concert on Friday, December 19, 2014.
- 2) Parent Workshop: How Nutrition and Lifestyle Affect Cognition has been scheduled for:
Thursday, January 22, 2015 – English
Monday, January 26, 2015 – Spanish
- 3) Parent Workshop: What Should I Ask at the Parent/Teacher Conferences has been scheduled for:
Tuesday, January 27, 2015 – English
Wednesday, January 28, 2015 – Spanish
- 4) First informational meeting with Parent Association has been scheduled for Wednesday, January 28, 2015.

VI. Personnel:

- 1) Positions that need to be filled

Per Diem Substitute Teachers
Teaching Assistants

VII. Student Assessment:

- 1) The focus for this month’s data team meetings will be on analyzing mock assessment data.

VIII. Challenges:

- 1) Filling open teaching positions with qualified personnel.

IX. Successes:

- 1) ECS Birthday Celebration
President Bernardino congratulated everyone for the huge success of this event.
Special thanks to Assistant Principal Karen Leeper for this wonderful celebration.

X. Proposals:

- 1) Ms. Leeper, Ms. Maldonado and Ms. Morrison are requesting approval to attend the Best Practical Strategies for Meeting or Exceeding the Rigorous Common Core State Standards for Writing Conference on Tuesday, March 17, 2015 (see attachment).

- 2) Ms. Jimenez is requesting approval to attend the Microsoft Excel Basics Conference on Tuesday, April 7, 2015 (see attachment).
- 3) Ms. Jimenez is requesting approval to attend the Management Skills for Secretaries, Administrative Assistants and Support Staff Conference on Monday, April 13, 2015 (see attachment).
- 4) The Kindergarten, First, and Second Grade Teachers and Teaching Assistants are requesting permission to attend an on-site Chick Incubation & Embryology Teacher Training Workshop on Tuesday, March 3, 2015 (see attachment).
- 5) The First and Second Grade Teachers and Teaching Assistants are requesting approval for an on-site Live Animal Demonstration by the Tanglewood Preserve on Tuesday, February 10, 2015 (see attachment).
- 6) Ms. Leeper is requesting approval to hold a BINGO night.
- 7) To provide paid hours for teachers to develop curriculum materials for third grade ELA (see attachment).

XI. Educational Trips and School Wide Instructional Activities:

- 1) The Formal Lunch Experience Program was launched on Friday, January 16, 2015.

Attachments:

1. Attendance Count Report
2. Conference Request Forms (4)
3. Field Trip Request Form (1)

III. Questions and comments from the Board related to Principal's report.

Questions and Comments from the Board

Mrs. Lily Sanabria Hernandez reviewed the breakfast program. She stated that there are issues with children coming in late and expecting breakfast. President Bernardino explained that our schedule must be respected and nothing must interfere with the efficient running of the school.

Mrs. Lisett Knox will be sending out a package to parents of returning children with a due back date of February 6, 2015.

The lottery will take place on April 16, 2015 at 7 pm.

Discussion followed on breakfast eligibility.

President Bernardino reminded everyone of the importance of good communication with parents.

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

Questions and Comments from the public.

There were none.

V. Financial Report: Presented by Ms. Lisett Knox

**Financial Report
presented by Ms.
Lisett Knox**

Mrs. Knox reported that the cash flow is very good, with almost all school district paying on time with the exception of Lawrence School District. She also reported that we had past due accounts with parents. Notices were sent out and we collected \$1416.00. Parents are learning to pay ahead. She stated that we are being pro-active with the status of eligible families (for meals).

VI. Questions and Comments from the Board of Trustees

**Questions and
Comments from
the Board**

A letter of complaint will be sent by our Principal, with copies to all Trustees, to the Hempstead School District for the lack of service to our Special Education students. Evergreen has continued to experience many challenges regarding its special education students that are not being served by Hempstead. Evergreen has experienced lost paperwork, no follow up with testing, and no follow up in general. Discussion followed on the need for appropriate settings for these children.

Assistant Principal Karen Leeper explained that we get very limited support services. Discussion followed on the need to notify the State of this very important issue

VII. Questions and Comments from the Public

There were none.

**Questions and
Comments from
the Public**

VIII. Approval of Minutes from past meeting

President Bernardino called for a motion to approve the minutes of the meeting held on December 10, 2014

**Approval of
Minutes from
Past Meeting**

Motion by: Trustee Ariel Sotelo
Seconded by: Trustee Sarah Brewster
Vote: Approved 7:0

IX. Reading of the Resolutions

Read by Trustee Sarah Brewster, translated by President Gil Bernardino. The text of the resolutions and the vote on each appears below.

**Reading and
Consideration of
Resolutions**

X. Questions and comments from the Board related to resolutions

There were none.

**Questions and
comments from the
Board**

XI. Questions and comments from the public related to resolutions
There were none

Questions and
comments from
the public

XII. Approval of Resolutions

Voting of the
Resolutions

**Evergreen Charter School
Agenda Items for Resolutions
For January 28, 2015**

- 1. Resolved**, the Board of Trustees approves staff including of Ms. Leeper, Ms. Maldonado and Ms. Morrison to attend the Best Practical Strategies for Meeting or Exceeding the Rigorous Common Core State Standards for Writing Conference on Tuesday, March 17, 2015 (see attachment).

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Sarah Brewster
Vote: Approved 7:0

- 2. Resolved**, the Board of Trustees approves Ms. Jimenez to attend the Microsoft Excel Basics Conference on Tuesday, April 7, 2015 (see attachment).

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Nancy Iglesias
Vote: Approved 7:0

- 3. Resolved**, the Board of Trustees approves Ms. Jimenez to attend the Management Skills for Secretaries, Administrative Assistants and Support Staff Conference on Monday, April 13, 2015 (see attachment).

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Jose Canosa
Vote: Approved 7:0

- 4. Resolved**, the Board of Trustees approves the Kindergarten, First, and Second Grade Teachers and Teaching Assistants to attend an on-site Chick Incubation & Embryology Teacher Training Workshop on Tuesday, March 3, 2015 (see attachment).

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Ariel Sotelo
Vote: Approved 7:0

- 5. Resolved**, the Board of Trustees approves the First and Second Grade Teachers and Teaching Assistants are requesting approval for an on-site Live Animal Demonstration by the Tanglewood Preserve on Tuesday, February 10, 2015 (see attachment).

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Gladys Rodriguez
Vote: Approved 7:0

- 6. Resolved**, the Board of Trustees approves a BINGO night event to be organized by Ms. Leeper.

Motion by: Trustee Luis Ras
Seconded by: Trustee Jose Canosa
Vote: Approved 7:0

- 7. Resolved**, the Board of Trustees approves payment to teachers to develop curriculum materials for the third grade ELA. (See attachment). The amount for this is estimated at \$2,000.

Motion by: Trustee Jose Canosa
Seconded by: Trustee Sarah Brewster
Vote: Approved 7:0

- 8. Resolved**, the Board of Trustees approves opening a new account at Capital One Bank. Funding received going forward will be deposited in Capital One Bank, unless otherwise approved.

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Sarah Brewster
Vote: Approved 7:0

- 9. Resolved**, the Board of Trustees approves Evergreen's registration for the 2015-2016 school year to commence immediately. Registration forms will be accepted through April 1st until 5 pm. The lottery for will take place on April 16th, 2015 at 7 pm.

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Ariel Sotelo
Vote: Approved 7:0

10. Resolved, the Board of Trustees approves a trip for the 5th grade to Albany for Advocacy Day to take place on February 3, 2015.

Motion by: Trustee: Sarah Brewster
Seconded by: Trustee Nancy Iglesias
Vote: Approved 7:0

XIII. Old/New Business/New business

Old/New Business

With support from the Board of Trustees, the election of the Parent Association, (PA), took place last December. The new PA board members are: Jose Marte, President; Rosibel Reyes, Vice-President; Deborah Urbano, Treasurer; Cynthia Reyes, Secretary; Elmer Acosta, Member at Large; Phillip Brown Member at Large; and Leonardo Cepeda, Member at Large.

On January 27th, representatives from the Board of Trustees, and representatives from Evergreen's administration including the Department of Finance and Operations met with members of the newly elected Parent Association for the purpose of welcoming them and discussing the role of the PA. Trustee Sarah Brewster explained the full function of the PA, the vision of the school, the importance of working together with the Board of Trustees, and the importance of requesting permission for activities ahead of time. She urged the PA to have an objective for the fundraisers and communication must always be bi-lingual such as when letters or information is sent to parents. President Bernardino spoke about the need of a good finance system in place. He emphasized that funds raised on behalf of the school by the PA should be transparent with internal controls such as check signing to be done by two people and financial reports completed monthly. A member from the PA suggested that Ms. Knox, the Director of Finance and Operations, be on the account to provide for greater accountability and to help ensure greater transparency. The PA will review and update past bylaws. The administration will work with the PA to support them with their agency and activities, especially Ms. Sanabria-Hernandez. Administration with the Parent Association, (PA), and they will all work together to address the problem of children's absences and lateness.

XIV. Announcements

Announcements

The Advocacy Day trip to Albany will take place on February 3, 2015. The 5th grade class will have the opportunity to meet Senator Dean Skelos and Senator Flanagan. This is a very important trip for our school.

XV. Adjournment to Executive Meeting at 9:10

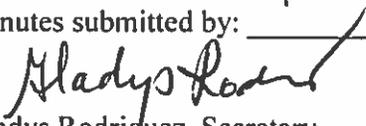
**Adjournment
To Executive
Meeting**

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 adjourn (Executive Session)
made by: Trustee Gladys Rodriguez
Seconded by: Trustee Luis Ras
Approved: 7:0

Motion to adjourn made by: Trustee Jose Canosa
Seconded by: Trustee Gladys Rodriguez
Approved: 7:0

Meeting adjourned at: 9:26

Minutes submitted by: _____

Gladys Rodriguez, Secretary

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

**Minutes from
February 25, 2015**

8:00 pm

Members:

Mr. Gil Bernardino	Present
Dr. Sarah Brewster	Present
Mr. Jose Canosa, Esq.	Absent
Ms. Nancy Iglesias	Absent
Mr. Luis Ras, Esq.	Present
Ms. Yvonne Mowatt	Absent
Ms. Gladys Rodriguez	Present
Mr. Ariel Sotelo	Present

Present:

**Ms. Maritza Meyers, Principal
Ms. Karen Leeper, Assistant Principal
Ms. Lily Sanabria-Hernandez
Director of Student Services and Parent Outreach
Mrs. Lisett Knox, Director of Finance & 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 8:00 pm. He welcomed everyone and thanked them for attending the meeting. He introduced Matt Dapolito, CPA to present the monthly financials.

Welcome and Call to order: President Gil Bernardino
--

II. Report by Matt Dapolito, CPA

Report by Matt Dapolito, CPA

Matt Dapolito presented the financials including the reports from July to December. He indicated that the financial position of the school is excellent. He explained that this report includes 4 months of school operation and 6 months of the fiscal year. Mr. Dapolito reviewed the budget page by page indicating expenditures and revenues for the last six months. Please see attached fiscal report. President Bernardino translated for Spanish speaking parents.

III. Questions and Comments from the Board of Trustees

President Bernardino explained the importance of having a surplus in the budget. He stated that we must be able to run the school efficiently and show that we are capable of proper fiscal administration.

Questions and comments from the Board of Trustees

IV. Questions and Comments from the Public

A parent asked the reason for the surplus. Mr. Dapolito explained that part of the reason for the surplus is that the fringe benefits are lower than we had anticipated, that an incentive was given to employees for insurance and many, (because of spouses with insurance or other reasons), took advantage of it. Discussion followed on the different things on the budget that contributed to the surplus.

Questions and comments from the public

V. Monthly Report by Principal Maritza Meyers.

Monthly Report by Principal Meyers

**Evergreen Charter School
Principal's Report to the Board
February 25, 2015**

I. Enrollment:

Grade Level	Number of Students
Kindergarten	50
First Grade	50
Second Grade	52
Third Grade	49
Fourth Grade	50
Fifth Grade	49
Total:	300

II. Attendance:

- 1) See attached Attendance Count Report (includes absence/tardy reports from 9/3/2014-2/18/2015 and 1/21/2015-2/18/15).

III. Curriculum & Instruction:

- 1) Third, fourth and fifth grade teachers along with support staff and administration have created an action plan to prepare students for upcoming NYS mathematics and ELA assessments.
- 2) Grade level meetings have been held with the Principal and Assistant Principal the week of February 9, 2015. The focus of the meetings was student academic concerns.
- 3) IST meetings have been held for all grade levels to determine appropriate interventions for RTI students.
- 4) Child study meetings continue to be held in an effort to address academic and behavioral concerns.

IV. Professional Development:

Wednesday, February 4, 2015

Literacy Professional Development, Presented by Pam Kinnon (literacy consultant).

Friday, January 30, 2015

Friday, February 13, 2015

Math Professional Development, Presented by Sue Morris (math consultant).

Tuesday, February 10, 2015

Ms. Leeper, Ms. Rice, Ms. Hernandez, Ms. Laine, Ms. Perez, Ms. Soberanis and Ms. Sgambati attended a webinar in the ECS Computer Lab on Waterford Early Learning.

Wednesday, February 11, 2015

Ms. Meyers, Ms. Rice, Ms. Curry, Ms. Gentleman and Ms. Perez attended a meeting for the CUNY-NYSIEB Leadership Initiative.

Thursday, February 12, 2015

Ms. Linnehan and Ms. Sanabria attended a meeting with Justin Williams, Attendance Administrator of Uniondale School District to gain insight on attendance protocols, parent participation and community involvement.

V. Parent Involvement/Activities:

- 1) Parent Workshop: How to Help Your Child If They are Struggling in School has been scheduled for:
Tuesday, March 10, 2015 – English
Wednesday, March 11, 2015 – Spanish
- 2) Parent Workshop: Whole Foods vs. Processed Foods has been scheduled for:
Tuesday, March 17, 2015 – English
Wednesday, March 18, 2015 – Spanish
- 3) First meeting of officials in Parent Association was held on Tuesday, February 10, 2015.
- 4) Parent-Teacher Conferences:
Thursday, March 12, 2015 Grades K-5 4:30 p.m.-7:00 p.m.
Tuesday, March 10, 2015 Grades K-2 1:45 p.m.-4:20 p.m.
Friday, March 13, 2015 Grades 3-5 1:45 p.m.-4:20 p.m.

VI. Personnel:

- 1) Steven Metzger was hired as a per diem substitute teacher.
- 2) Positions that need to be filled:

Per Diem Substitute Teachers
Teaching Assistants

VII. Student Assessment:

- 1) Grades K-5 have been assessed using Fountas and Pinnell Benchmark System to determine current reading levels.

VIII. Challenges:

- 1) Filling open teaching positions with qualified personnel.

IX. Successes:

- 1) Advocacy Day, held in Albany, was attended by fifth graders, Ms. King, Ms. Wilson, Ms. Sanabria and Mr. Bernardino.

X. Proposals:

- 1) In celebration of Black History Month, the band Music Ed will perform during an afternoon assembly on Thursday, February 26, 2015. All parents are invited. The band will conduct educational seminars during the day for grades 2-5. During the performances the band will demonstrate most of the primary instruments used to make African American music and play different styles of music. Other activities in celebration of Black History Month include projects in various content areas and special morning assemblies highlighting influential African Americans (see attachment).

XI. Educational Trips and School Wide Instructional Activities:

- 1) The Formal Lunch Experience Program continues to be attended by grade levels.
- 2) Mr. Barriga is facilitating the Jump for Heart Fundraiser.
- 3) Ms. Plaza and Ms. Sanabria continue to conduct presentations for all classes for the character trait of the month.

Attachments:

1. Attendance Count Report
2. Assembly Proposal

VI. Questions and comments from the Board related to Principal's report.

There were none.

**Questions and
Comments from
the Board**

VII. Questions and comments from the Public related to the Principal's report:

**Questions and
Comments from the
public.**

Discussion followed on staff retention. President Bernardino discussed funding differences with traditional public schools and charter schools and mentioned challenges with salaries and benefits.

Discussion also followed on the success of the Formal Lunch Experience Program attended by different grades at lunch time which teaches children proper manners, etiquette and how to use utensils properly. Children and staff enjoy this time together and look forward to a next time.

Discussion followed on healthy and proper eating habits for our children.

President Bernardino explained the advocacy trip to Albany and the importance of meeting with Government leaders who can help our children and our community.

Discussion followed on State Testing and preparing the children for these important exams.

VIII. Financial Report: Presented by Ms. Lisett Knox

**Financial Report
presented by Ms.
Lisett Knox**

Ms. Knox stated that the school is up to date on all billing for tuition and meals for March and April. We are dealing with 15 school districts, all are up to date except two, (Lawrence and Westbury), are slightly behind because they have to see attendance records. Ms. Knox fully explained the tuition chart and the meal chart: totals billed, totals received. All payments are up to date. Please see attached charts.

IX. Questions and Comments from the Board of Trustees

**Questions and
Comments from
the Board**

There were none

X. Questions and Comments from the Public

**Questions and
Comments from
the Public**

There were none.

XI. Approval of Minutes from past meeting

**Approval of
Minutes from
Past Meeting**

President Bernardino called for a motion to approve the minutes of the meeting held on January 28, 2015

Motion by: Trustee Ariel Sotelo
Seconded by: Trustee Sarah Brewster
Vote: Approved 5:0

XII. Reading of the Resolutions

**Reading and
Consideration of
Resolutions**

Read by Trustee Sarah Brewster, translated by President Gil Bernardino.
The text of the resolutions and the vote on each appears below.

XIII. Questions and comments from the Board related to resolutions

**Questions and
comments from the
Board**

There were none.

XIV. Questions and comments from the public related to resolutions

**Questions and
comments from
the public**

Discussion followed on the GCS system. Trustee Sarah Brewster explained the presentation given earlier by Mr. Carlos Rodriguez from GCS Alert, a message response system for emergencies. This program allows parents, teachers and all staff to be in contact should a crisis arrive. This program is being implemented at no cost to our school. Discussion also followed on mandatory orientation for parents. President Bernardino stated that this must be done for the benefit of the children and the school. Parents should always be involved in their children's education.

XV. Approval of Resolutions

**Voting of the
Resolutions**

**Evergreen Charter School
Agenda Items for Resolutions
For February 25, 2015**

- 1. Resolved,** the Board of Trustees approves the band Music Ed to do a performance in celebration of Black History Month on February 26, 2015. The band will also conduct educational seminars for classrooms for grades 2-5. This is at a cost of approximately \$2,000.

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Sarah Brewster
Vote: Approved 5:0

- 2. Resolved,** The Board of Trustees approves to pilot the program GCS Alert, a message response system for emergencies. This is being implemented at no cost to the school. See attached.

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Ariel Sotelo
Vote: Approved 5:0

- 3. Resolved,** the Board of Trustees, upon recommendation of the administration, approves a fundraising proposal that will be utilized by student council for the school.

Motion by: Trustee Gil Bernardino
Seconded by: Trustee Luis Ras
Vote: Approved 5:0

- 4. Resolved**, the Board of Trustees approves the following dates for parent teacher conferences:

Thursday, March 12, 2015 Grades K-5 4:30 p.m.-7:00 p.m.
Tuesday, March 10, 2015 Grades K-2 1:45 p.m.-4:20 p.m.
Friday, March 13, 2015 Grades 3-5 1:45 p.m.-4:20 p.m.

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Sarah Brewster
Vote: Approved 5:0

- 5. Resolved**, the Board of Trustees approves a mandatory orientation meeting with all parents including new and attending parents to be held prior to enrollment for new students and prior to the start of the new school year for returning students. The purpose of the meeting is to review school guidelines, expectations and other school doctrine.

Motion by: Trustee Gil Bernardino
Seconded by: Trustee Ariel
Vote: Approved 5:0

- 6. Resolved**, The Board of Trustees approves a disclosure statement to be included on all school email. See attached.

Motion by: Trustee Luis Ras
Seconded by: Trustee Gladys Rodriguez
Vote: Approved 5:0

Old/New Business

XVI. Old/New Business/New business

The PA is preparing to send a letter to parents informing of all upcoming activities for the year. They are also preparing documentation to open a bank account (assisted by Ms. Knox). Copies of the PA bi-laws were given to PA representatives by President Bernardino. The Scholastic Fair will take place on March 16, 2015.

XVII. Announcements

Parent Teacher conferences will be held on

Announcements

Thursday, March 12, 2015 Grades K-5 4:30 p.m.-7:00 p.m.
Tuesday, March 10, 2015 Grades K-2 1:45 p.m.-4:20 p.m.
Friday, March 13, 2015 Grades 3-5 1:45 p.m.-4:20 p.m.

XVIII. Adjournment to Executive Meeting at 9:43

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.

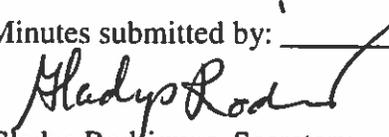
**Adjournment
To Executive
Meeting**

Motion to adjourn (Executive Session)

Made by: Sarah Brewster
Seconded by: Gladys Rodriguez
Approved: 5:0

Motion to adjourn made by: Trustee Luis Ras
Seconded by: Trustee Sarah Brewster
Approved: 5:0

Meeting adjourned at: 10:30

Minutes submitted by: _____

Gladys Rodriguez, Secretary

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

**Minutes from
March 25, 2015**

Members:

Mr. Gil Bernardino	Present
Dr. Sarah Brewster	Present
Mr. Jose Canosa, Esq.	Present
Ms. Nancy Iglesias	Present
Mr. Luis Ras, Esq.	Present
Ms. Yvonne Mowatt	Present
Ms. Gladys Rodriguez	Present
Mr. Ariel Sotelo	Present

Present:

**Ms. Maritza Meyers, Principal
Ms. Karen Leeper, Assistant Principal
Ms. Lily Sanabria-Hernandez,
Director of Student Services and Parent Outreach**

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

I. Call to Order

President Bernardino called the meeting to order at 7:54 pm. He welcomed everyone and thanked them for attending the meeting. He introduced Principal Maritza Meyers for her report.

Welcome and Call to order: President Gil Bernardino
--

II. Monthly Report by Principal Maritza Meyers.

**Evergreen Charter School
Principal's Report to the Board
March 25, 2015**

I. Enrollment:

Grade Level	Number of Students
Kindergarten	50
First Grade	50
Second Grade	52
Third Grade	49
Fourth Grade	50
Fifth Grade	48
Total:	299

II. Attendance:

- 1) See attached Attendance Count Report (includes absence/tardy reports from 9/3/2014-3/18/2015 and 2/18/2015-3/18/15).

III. Curriculum & Instruction:

- 1) Parent meetings have been held with Ms. Meyers, classroom teachers and support teachers to address student concerns regarding promotion and 504 plans.
- 2) Spanish library books for kindergarten, first and second grade classrooms as well as for Spanish heritage speakers are in the process of being ordered as part of the CUNY initiative. Grant money has been allocated to fund these resources.

IV. Professional Development:

Wednesday, February 25, 2015

Wednesday, March 11, 2015

Wednesday, March 25, 2015

Literacy Professional Development, Presented by Pam Kinnon (literacy consultant).

Friday, February 27, 2015
Thursday, March 19, 2015
Friday, March 27, 2015
Math Professional Development, Presented by Sue Morris (math consultant).

Tuesday, February 24, 2015
Ms. Leeper and Ms. Sanabria participated in a webinar, *Smart Funding*, hosted by the National Alliance of Public Charter Schools.

Friday, March 6, 2015
Ms. Meyers, Ms. Rice, Ms. Curry, Ms. Gentleman and Ms. Perez attended a meeting for the CUNY-NYSIEB Leadership Initiative.

Thursday, March 12, 2015
Ms. Sgambati, Ms. Soberanis, Ms. Gomez, Ms. Laine and Ms. Perez attended the *Chick Incubation and Embryology Teacher Training Workshop*.

Tuesday, March 17, 2015
Ms. Leeper, Ms. Maldonado and Ms. Morrison attended the conference, *Strategies for Meeting the Rigorous Common Core State Standards for Writing*.

Thursday, March 19, 2015
Ms. Bataller and Ms. Leeper participated in a webinar, *Controlling Bed Bugs in School Environments*.

V. Parent Involvement/Activities:

- 1) Parent Workshop: *How to Help Your Child If They are Struggling in School* has been re-scheduled for:
Thursday, March 26, 2015 – English
- 2) Parent Workshop: *Anatomy for Kids Workshop for Parents*, presented by Dr. Shelley Metten has been scheduled for:
Monday, April 13, 2015 – English/Spanish
- 3) The Parent Association held a Scholastic Book Fair the week of March 16, 2015.

VI. Personnel:

- 1) Jessica Zamora has been hired as the Permanent Substitute Teacher and will start on Monday, March 30, 2015.
- 2) Positions that need to be filled:

Per Diem Substitute Teachers
Teaching Assistants

VII. Student Assessment:

- 1) Grades 3-5 will be taking the NYS Common Core ELA Test Tuesday, April 14, 2015- Thursday, April 16, 2015.
- 2) Grades 3-5 will be taking the NYS Common Core Mathematics Test Wednesday, April 22, 2015- Friday, April 24, 2015.
- 3) Grade 4 will be taking the NYS Science Written Test on Monday, June 1, 2015 and the lab component the week of May 18, 2015.
- 4) Grade 4 has been selected to take the NYS Science Assessment Field Test on Thursday, May 7, 2015.

VIII. Challenges:

- 1) A complaint has been filed against the Hempstead Unified School District (HUSD) regarding:
 - Failure to provide student records for 14 Evergreen students previously enrolled at HUSD schools, some of whom Evergreen suspects may have learning disabilities.
 - Failure to provide students with compensatory services for missed special education service sessions.
 - Failure to evaluate an Evergreen student for eligibility for special education services in a timely matter.
 - Failure to provide program reviews for Evergreen students whose IEP's have needed revisions for at least one year.
 - Failure to provide physical therapy services to an Evergreen student with a disability since the start of the 2014-15 school year.

IX. Successes:

- 1) Parent Association
- 2) Behavior Management Program
- 3) Jump Rope for Heart Fundraiser
- 4) Parent-Teacher Conferences
- 5) Bagpipe (gaitas) Band Assembly held on Tuesday, March 18, 2015, organized by Mr. Bernardino.

X. Proposals:

- 1) The fourth grade teachers are requesting approval for a field trip to the New York Hall of Science on Thursday, May 7, 2015 (see attachment).
- 2) To purchase the keyboarding program *Type to Learn* (see attachment).
- 3) Ms. Leeper is requesting approval to open a Parent Store (see attachment).
- 4) The second grade teachers are requesting approval for a field trip, Best of NYC/full island Cruise on Thursday, May 14, 2015 (see attachment)
- 5) Ms. Linnehan is requesting approval for a fifth grade student council field trip to the Adventure Park in June, 2015 (see attachment)
- 6) Ms. Linnehan is requesting approval to create/order yearbooks for the fifth graders from the Memory Book Company (see attachment)
- 7) Approval of an after school club program for third, fourth and fifth grade students. (see attachments).

XI. Educational Trips and School Wide Instructional Activities:

- 1) The Formal Lunch Experience Program continues to be attended by grade levels.
- 2) Ms. Plaza and Ms. Sanabria continue to conduct presentations for all classes for the character trait of the month.
- 3) Students attended a Black History Month Assembly on Thursday, February 26, 2015.

Attachments:

1. Attendance Count Report
2. Field Trip Request Form
3. Type to Learn Cost Proposal/Information Packet
4. Parent Store Cost Proposal

III. Questions and comments from the Board related to Principal's report.

Ms. Lily Sanabria Hernandez made a presentation on the parent workshops for the month of March. She indicated that the workshops were well attended by Spanish Speaking parents. One was on How to help your children if they are struggling in school presented by Ms. Yvonne Sinisgalli –Ed outreach Coordinator LIPC and the other one was Whole foods vs Processed foods presented by Mr. Joshua Poveda, Ms. Leonor Gonzalez and Lily Sanabria Hernandez.

Questions and Comments from the Board
--

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

**Questions and
Comments from the
public.**

Discussion followed on the extreme necessity of services for our Special Children and the lack of response from the School District. One parent (Deborah) asked why is it that Evergreen does not have its own Therapist? Principal Meyers explained that by law NYS provides Charter Schools with 70% of the income for educating a child and the other 30% goes to the School District and they provide the Special Services. There are some issues with Hempstead's School District regarding the implementation of special education services.

One parent asked about traffic problems when the children are being dropped off in the morning and picked up in the afternoon. Discussion followed on safety issues and parents are very concerned because there are no crossing guards around the school. President Bernardino agreed with their concerns and stated that he will follow up with the Mayor and Village personnel.

V. Financial Report: Presented by Trustee Sarah Brewster in the absence of Ms. Knox.

**Financial Report
presented by
Trustee Sarah
Brewster**

Dr. Brewster indicated that the school is up to date on all billing for tuition and meals. Please see attached charts.

VI. Questions and Comments from the Board of Trustees

**Questions and
Comments from
the Board**

There were none.

VII. Questions and Comments from the Public

**Questions and
Comments from
the Public**

There were none.

VIII. Approval of Minutes from past meeting

**Approval of
Minutes from
Past Meeting**

President Bernardino called for a motion to approve the minutes of the meeting held on February 25, 2015

Motion by: Trustee Ariel Sotelo
Seconded by: Trustee Nancy Iglesias
Vote: Approved 5:0

IX. Reading of the Resolutions

**Reading and
Consideration of
Resolutions**

Read by Trustee Sarah Brewster, translated by President Gil Bernardino. The text of the resolutions and the vote on each appears below.

X. Questions and comments from the public related to resolutions

**Questions and
comments from
the public**

Discussion followed on resolution number 8 with parents wanting to know if they can do something to help with the process of complaint to the State about services for our Special Children. All parents believe that this is a very important issue that must be addressed as soon as possible. Discussion also followed on the testing and education of Special Children. President Bernardino stated that this is very frustrating. Principal Meyers explained that Special Ed teachers have been very helpful throughout this whole process. Trustee Luis Ras explained Charter Schools' funding and financial responsibility. Discussion followed on how parents can help. Trustee Jose Canosa indicated that this would probably require that parents hire their own attorneys. Confidentiality and many other issues are involved.

XI. Approval of Resolutions

Voting of the Resolutions

Evergreen Charter School Agenda Items for Resolutions For March 25, 2015

1. Resolved, The Board of Trustees approves the following field trips:

- A) Field Trip to New York Hall of Science, Thursday May 7, 2015, 4th grade.
- B) Field Trip for Second Grade on Circle Line Cruise around Manhattan Island on May 14, 2015, 2nd grade.
- C) Field Trip for Student Council and selected 5th grade students helping with Student Council to Adventure Park, June 2015.

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Gladys Rodriguez
Vote: Approved 8:0

2. Resolved, The Board of Trustees approves the keyboarding program Type to Learn for approximately \$1,000.

Motion by: Trustee Yvonne Mowatt
Seconded by: Trustee Ariel Sotelo
Vote: Approved 8:0

3. Resolved, The Board of Trustees approves the opening of a parent store. The initial inventory will be approximately \$1,800 and will include items with ECS's logo.

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Nancy Iglesias
Vote: Approved 8:0

4. **Resolved**, The Board of Trustees approves the following new staff appointments:

Name	Position	Effective Date
Jessica Zamora	Permanent Sub	3/30/2015

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Luis Ras
Vote: Approved 8:0

5. **Resolved**, The Board of Trustees approves the order of a membership book for the 5th graders in the amount of approximately \$605.

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

6. **Resolved**, The Board of Trustees approve enrichment activities supporting the mission and vision of the school. These activities will commence with the 3-5 grades for the 2014-2015 school year with additional grades to be added next year. Enrichment activities include: orchestra, theatre and choir.

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Gladys Rodriguez
Vote: Approved 8:0

7. **Resolved**, The Board of Trustees approves a conference for the music teacher Pedro Ricon.

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Luis Ras
Vote: Approved 8:0

8. **Resolved**, The Board of Trustees approves sending the complaint to the New York State Education Department regarding the failure to provide Special Education services.

Motion by: Trustee Yvonne Mowatt
Seconded by: Trustee Luis Ras
Vote: Approved 8:0

XII. Old/New Business/New business

Old/New Business

Trustee Sarah Brewster reminded parents of the importance of registering their children with the School District. She explained the process of registration and urged parents to follow up with the business office and make sure all the paperwork is done properly. President Bernardino explained the whole process of the “lottery” which will take place on April 16, 2015. We do not know as of yet how many positions will be available. He said it is very sad for parents whose children do not make it in. He explained the importance of proper documentation “not because we want to bother the parents but because we need to run the school properly”

XIII. Parent Association Report

PA Report

Parent Association report was given by Mrs. Cynthia Reyes who started off by thanking the board, the principal and all the staff for all the effort made to educate our children and for a great job. She stated that she is very happy and grateful for having her child at Evergreen.

1. The scholastic Book Fair was a great success
Net sales: \$2973.49 Gross Sales: \$3229.96 credit card sales: \$63.99
2. Bank account is pending approval at Bethpage Federal Credit Union-
All monies are held at ECS business office.
3. The PA requests permission to conduct the following fundraisers:
 - Family Zumba night—Friday, April 24, 2015, 7-9 pm
 - Chuck E. Cheese’s Fundraiser night (at Hempstead CC)-Friday
May 1, 2015, 3-9 pm see attached flier.
 - Simple Smiles photography picture day in the month of April or
May.

XIV. Questions and comments from the Board related to PA report.

**Questions and
comments from the
Board**

Discussion followed on the PA request for a fundraiser night at Chuck E. Cheese’s. President Bernardino asked that the PA adhere to the vision and mission of ECS including raising healthy children and the fundraisers should reflect this.

XV. Announcements

Announcements

Parent Teacher conferences were held on

Thursday, March 12, 2015 Grades K-5 4:30 p.m.-7:00 p.m.

Tuesday, March 10, 2015 Grades K-2 1:45 p.m.-4:20 p.m.

Friday, March 13, 2015 Grades 3-5 1:45 p.m.-4:20 p.m.

XVI. Adjournment to Executive Meeting at 9:43

**Adjournment
To Executive
Meeting**

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 adjourn (Executive Session)

made by: Trustee Yvonne Mowatt

Seconded by: Trustee Sarah Brewster

Approved: 8:0

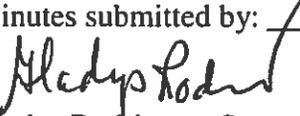
Motion to adjourn made by: Trustee Luis Ras

Seconded by: Trustee Sarah Brewster

Approved: 8:0

Meeting adjourned at: 9:54

Minutes submitted by: _____


Gladys Rodriguez, Secretary

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

**Minutes from
April 29, 2015**

Members:

Mr. Gil Bernardino	Present
Dr. Sarah Brewster	Present
Mr. Jose Canosa, Esq.	Absent
Ms. Nancy Iglesias	Present
Mr. Luis Ras, Esq.	Present
Ms. Yvonne Mowatt	Present
Ms. Gladys Rodriguez	Present
Mr. Ariel Sotelo	Present

Present:

**Ms. Maritza Meyers, Principal
Ms. Karen Leeper, Assistant Principal
Ms. Lily Sanabria-Hernandez,
Director of Student Services and Parent Outreach
Lisett Knox Director of Finance**

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

I. Call to Order

President Bernardino called the meeting to order at 8:03 pm. He welcomed everyone and thanked them for attending the meeting. He introduced Principal Maritza Meyers for her report.

Welcome and Call to order: President Gil Bernardino
--

II. Monthly Report by Principal Maritza Meyers.

Evergreen Charter School
Principal's Report to the Board
April 29, 2015

I. Enrollment:

Grade Level	Number of Students
Kindergarten	50
First Grade	49
Second Grade	52
Third Grade	49
Fourth Grade	50
Fifth Grade	48
Total:	298

II. Attendance:

- 1) See attached Attendance Count Report (includes absence/tardy reports from 9/3/2014-4/22/2015 and 3/18/2015-4/22/15).

III. Curriculum & Instruction:

- 1) First grade classrooms have begun their *Chick Incubation and Embryology* unit.
- 2) Third, Fourth and Fifth graders have been preparing for the NYS exams.

IV. Professional Development:

Wednesday, April 1, 2015

Literacy Professional Development, Presented by Pam Kinnon (literacy consultant).

Friday, April 17, 2015

Math Professional Development, Presented by Sue Morris (math consultant).

Tuesday, April 14, 2015

Ms. Hernandez provided training on *Spelling City* to kindergarten and first grade teachers.

Tuesday, April 14, 2015

Ms. Hernandez and Ms. Leeper participated in a webinar, *Type to Learn*.

Friday, April 17, 2015

Ms. Meyers, Ms. Rice, Ms. Curry, Ms. Gentleman, Ms. Soberanis and Ms. Perez attended a meeting for the CUNY-NYSIEB Leadership Initiative.

V. Parent Involvement/Activities:

- 1) Parent Workshop: *The Five Food Groups* has been scheduled for:
Tuesday, May 12, 2015- English
Wednesday, May 13, 2015- Spanish
- 2) Parent Workshop: *Early Learning- How Can I Help My Child Prepare for School?* has been scheduled for:
Tuesday, May 19, 2015- English
Wednesday, May 20, 2015- Spanish
- 3) The Parent Association will be holding a Zumba Night on Friday, April 24, 2015.
- 4) Evergreen Family BINGO Night has been scheduled for Friday, May 29, 2015.

VI. Personnel:

- 1) Positions that need to be filled:

Per Diem Substitute Teachers
Teaching Assistants
Secretary

VII. Student Assessment:

- 1) NYSESLAT testing for grades K-5 began the week of April 20, 2015.

VIII. Challenges:

- 1) A formal complaint has been filed against the Hempstead Unified School District on Monday, April 13, 2015.

IX. Successes:

- 1) Pep Rally for third, fourth and fifth graders.
- 2) Nature's Vision Fundraiser. (\$5365.00) profit for school \$2046.00
- 3) Reflex Grant initiated by Ms. King.

X. Proposals:

- 1) Ms. Greene is requesting approval for a fifth grade field trip to the Metropolitan Museum of Art in May (see attachment).
- 2) Purchase the InfoSnap registration software to streamline registration processes and ensure quality data collection (see attachment).
- 3) Utilize LATCareers.com educator recruitment services (see attachment).
- 4) Ms. Leeper is requesting approval to hold a Royal Brunch with her third grade math group and their parents.
- 5) Ms. Alvarado and Ms. Curry are requesting approval to attend the *Creative Reading and Writing Methodology through Literature for Bilingual Learners* conference on Friday, May 22, 2015 (see attachment).
- 6) The second grade teachers are requesting approval for a field trip, Best of NYC/Full Island Cruise on Thursday, May 14, 2015 (see attachment)
- 7) Ms. Linnehan is requesting approval for a fifth grade student council field trip to the Adventure Park in June, 2015 (see attachment)
- 8) Ms. Linnehan is requesting approval to create/order yearbooks for the fifth graders from the Memory Book Company (see attachment)
- 9) Approval of an after school club program for third, fourth and fifth grade students (see attachment).

XI. Educational Trips and School Wide Instructional Activities:

- 1) The Formal Lunch Experience Program continues to be attended by grade levels.
- 2) Ms. Plaza and Ms. Sanabria continue to conduct presentations for all classes for the character trait of the month.

Attachments:

1. Attendance Count Report
2. Field Trip Request Form
3. Info Snap Cost Proposal/Information Packet
4. LATCareers.com Cost Proposal/Information Packet

III. Questions and comments from the Board related to Principal's report.

There were none.

Questions and Comments from the Board
--

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 Ms. Lisett Knox

Mrs. Knox reported that all districts are up to date with billing. All bills were paid except two that were billed 2 weeks ago. Once bills go out, it takes at least 4 weeks to receive payment. She explained the process of billing for meals and indicated that it was all up to date. At orientation this year this will be explained to parents because it is a different process from last year and it is working out much better. Bills are being sent ahead of time and parents are making payments on time.

**Financial Report
presented by
Lisett Knox**

VI. Questions and Comments from the Board of Trustees

There were no questions. President Bernardino explained that in the past our billing was delayed but with the new system, all is up to date. Mr. Bernardino spoke about the importance of registering children in his/her respective school district each year. Parents were asked to make sure that they follow up to maintain registration in their school district of residence.

**Questions and
Comments from
the Board**

VII. Questions and Comments from the Public

There were none.

**Questions and
Comments from
the Public**

VIII. Approval of Minutes from past meeting

President Bernardino called for a motion to approve the minutes of the meeting held on March 24, 2015.

**Approval of
Minutes from
Past Meeting**

Motion by: Trustee Yvonne Mowatt
Seconded by: Trustee Sarah Brewster
Vote: Approved 6:0

IX. Reading of the Resolutions

Read by Trustee Sarah Brewster, translated by President Gil Bernardino.
The text of the resolutions and the vote on each appears below.

**Reading and
Consideration of
Resolutions**

X. Questions and comments from the public related to resolutions

There was none.

**Questions and
comments from
the public**

XI. Approval of Resolutions

**Voting of the
Resolutions**

**Evergreen Charter School
Agenda Items for Resolutions
For April 29, 2015**

- 1) **Resolved**, The Board of Trustees approves the fourth grade teacher request for a field trip to the New York Hall of Science on Thursday, May 7, 2015 (see attachment).

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Yvonne Mowatt
Vote: Approved 7:0

- 2) **Resolved**, The Board of Trustees approves the purchase of keyboarding program *Type to Learn* (see attachment).

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Gladys Rodriguez
Vote: Approved 7:0

- 3) **Resolved**, The Board of Trustees approves the opening of a Parent Store. (see attachment).

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Luis Ras
Vote: Approved 7:0

- 4) **Resolved**, The Board of Trustees approves a request by the second grade teacher for a field trip to NYC/Full Island Cruise on Thursday, May 14, 2015 (see attachment).

Motion by: Trustee Nancy Iglesias
Seconded by: Trustee Sarah Brewster
Vote: Approved 7:0

- 5) **Resolved**, The Board of Trustees approves Ms. Linnehan's request to hold a fifth grade student council field trip to the Adventure Park in June, 2015 (see attachment).

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Yvonne Mowatt
Vote: Approved 7:0

- 6) **Resolved**, The Board of Trustees approves Ms. Linnehan's request to create/order yearbooks for the fifth graders from the Memory Book Company (see attachment).

Motion by: Trustee Ariel Sotelo
Seconded by: Trustee Nancy Iglesias
Vote: Approved 7:0

- 7) **Resolved**, The Board of Trustees approves and after-school club program for third, fourth and fifth grade students. (see attachments).

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

- 8) **Resolved**, The Board of Trustees approves Ms. Alvarado and Ms. Curry's request to attend the *Creative Reading and Writing Methodology through Literature for Bilingual Learners* conference on Friday, May 22, 2015 (see attachment).

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Sarah Brewster
Vote: Approved 7:0

- 9) **Resolved**, the Board of Trustees approves a field trip for the first grade to the Hall of Science on May 11, 2015.

Motion by: Trustee Nancy Iglesias
Seconded by: Trustee Yvonne Mowatt
Vote: Approved 7:0

- 10) **Resolved**, the Board of Trustees approves Ms. Maldonado to attend a DASA training on June 15, 2015.

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Gladys Rodriguez
Vote: Approved 7:0

- 11) **Resolved**, the Board of trustees approves a change to the charter. See attached.

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Sarah Brewster
Vote: Approved 7:0

- 12) **Resolved**, the Board of Trustees approves parent teacher conferences for May 11, 12 and 14.

Motion by: Trustee Yvonne Mowatt
Seconded by: Trustee Luis Ras
Vote: Approved 7:0

- 13) **Resolved**, the Board of trustees approves a field trip for the 5th grade with Ms. Green, to the Metropolitan Museum of Art in May.

Motion by: Trustee Ariel Sotelo
Seconded by: Trustee Nancy Iglesias
Vote: Approved 7:0

- 14) **Resolved**, the Board of Trustees approves the purchase of LatCareers.com educator recruitment services.

Motion by: Trustee Luis Ras
Seconded by: Trustee Gladys Rodriguez
Vote: Approved 7:0

- 15) **Resolved**, the Board of Trustees approves a Royal Brunch for Ms. Leeper and students of the third grade Math group and their parents.

Motion by: Trustee Nancy Iglesias
Seconded by: Trustee Yvonne Mowatt
Vote: Approved 7:0

- 16) **Resolved**, the Board of Trustees approves the implementation of the Handwriting Without Tears Program for the 2015-2016 school year and professional development training for kindergarten and first grade teachers.

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Nancy Iglesias
Vote: Approved 7:0

- 17) **Resolved**, the Board of Trustees approves the Memorandum of Agreement between Evergreen Charter School and the Evergreen Charter Staff Association. See attached.

Motion by: Trustee Yvonne Mowatt
Seconded by: Trustee Ariel
Vote: Approved 7:0

- 18) **Resolved**, The Board of Trustees approves proposed activities by the Parent Association including a night of Zumba, movies and other activities. Dates will be confirmed.

Motion by: Trustee Yvonne Mowatt
Seconded by: Trustee Gladys Rodriguez
Vote: Approved 7:0

XII. Old/New Business/New business
There was none.

Old/New Business

XIII. Parent Association Report

Parent Association report was given by Mrs. Cynthia Reyes.

1. The PA held its first Family Zumba night. Parents and children had a great time. 58 adults attended and 63 children for a total of 121 people. After reimbursement for water, supplies the PA made a profit of \$206. The PA thanked Ms. Sanabria- Hernandez and Mr. Ramirez, Custodial Staff, for their support and assistance.
2. The PA is planning a picture day. This is scheduled for May 12, 2015.
3. A bank account has been opened at Bethpage Federal Credit Union by the PA president, Vice President and the treasurer. The balance is \$899.45. This includes profits from the Scholastic Book Fair, and Family Zumba Night.
4. The PA requests approves for some activities including family movie night, family fun night and a second Zumba night. The dates will be confirmed.
5. The PA also discussed challenges with the traffic and commented on the speed of traffic. They suggested installed a speed bump if possible.

XIV. Questions and comments from the Board related to PA report.

The Board of Trustees congratulated the PA on their efforts. President Bernardino explained the need for children’s health education and what message we are giving our children. He stated that we have to set an example of healthy habits for children to follow. Discussion followed on this subject. There was also discussion on children’s safety, including problems with traffic in the morning to drop off children. The PA is concerned about some of these issues and they discussed ways to resolve the problems. President Bernardino stated that he will follow up and that we will do anything that needs to be done to resolve these issues. One parent had concerns about the registration process. Trustee Brewster explained the process. She indicated she could follow up after the meeting as well.

XV. Announcements

There were none.

XVI. Adjournment:

Motion to adjourn made by: Trustee Yvonne Mowatt

Seconded by: Trustee Luis Ras

Approved: 7:0

Meeting adjourned at: 9 pm

Minutes submitted by: _____


Gladys Rodriguez, Secretary

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

**Minutes from
May 20, 2015**

Members:

Mr. Gil Bernardino	Present
Dr. Sarah Brewster	Present
Mr. Jose Canosa, Esq.	Present
Ms. Nancy Iglesias	Present
Mr. Luis Ras, Esq.	Present
Ms. Yvonne Mowatt	Present
Ms. Gladys Rodriguez	Present
Mr. Ariel Sotelo	Present

Also present:

**Ms. Maritza Meyers, Principal
Ms. Karen Leeper, Assistant Principal
Lisett Knox Director of Finance**

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. He welcomed everyone and thanked them for attending the meeting. He introduced Principal Maritza Meyers for her report:

Welcome and Call to order: President Gil Bernardino

II. Monthly Report by Principal Maritza Meyers.

Monthly Report by Principal Meyers

**Evergreen Charter School
Principal's Report to the Board
May 20, 2015**

I. Enrollment:

Grade Level	Number of Students
Kindergarten	50
First Grade	49
Second Grade	52
Third Grade	49
Fourth Grade	50
Fifth Grade	48
Total:	298

II. Attendance:

- 1) See attached Attendance Count Report (includes absence/tardy reports from 9/3/2014-5/13/2015 and 4/22/2015-5/13/15).

III. Curriculum & Instruction:

- 1) Fourth grade classrooms have been preparing for the NYS Science Exam.
- 2) Third, fourth and fifth grade classrooms have incorporated novel studies into the ELA block.
- 3) Ms. Weigand continues to update and improve the ELA curriculum maps for third, fourth and fifth grade.
- 4) Meetings have been held with parents regarding promotion and CSE meetings.
- 5) CSE meetings have been held the week of May 11, 2015 at the Hempstead School District. All relevant paperwork has been organized by Ms. Rice and Mr. Skariah.

IV. Professional Development:

Wednesday, May 13, 2015

Tuesday, May 19, 2015

Wednesday, May 20, 2015

Literacy Professional Development, Presented by Pam Kinnon (literacy consultant).

Friday, May 1, 2015

Friday, May 15, 2015

Math Professional Development, Presented by Sue Morris (math consultant).

Tuesday, April 28, 2015

Ms. Meyers, Ms. Rice, Ms. Curry, Ms. Gentleman, Ms. Soberanis and Ms. Perez attended a meeting for the CUNY-NYSIEB Leadership Initiative.

V. Parent Involvement/Activities:

- 1) Picture Day was held on Tuesday, May 12, 2015.
- 2) The Parent Association held Movie Night on Friday, May 15, 2015.
- 3) Evergreen Family BINGO Night has been scheduled for Friday, June 5, 2015.

VI. Personnel:

- 1) Positions that need to be filled:

Per Diem Substitute Teachers
Teaching Assistants

VII. Student Assessment:

- 1) Iowa Test of Basic Skills (IOWA) will begin for all K-5 students the week of June 8, 2015.
- 2) NYSESLAT scoring will begin the week of May 18, 2015.

VIII. Challenges:

- 1) Hiring qualified personnel.

IX. Successes:

- 1) The inventory of the ECS Library was completed by Ms. Weigand.
- 2) The ECS Club Program.

X. Proposals:

- 1) Ms. Castro is requesting approval for a third grade field trip to the Bronx Zoo on Wednesday, June 17, 2015 (see attachment).
- 2) Ms. Obryki is requesting approval for an ESL field trip for grades 3-5 to Green Meadows Farm on Friday, June 5, 2015 (see attachment).
- 3) Ms. Bonfiglio is requesting approval for a fourth grade field trip to the Statue of Liberty on Wednesday, June 17, 2015 (see attachment).
- 4) Ms. King is requesting approval for a fifth grade senior field trip to The Lunt Fontanne Theater on Wednesday, June 17, 2015 (see attachment).
- 5) Ms. Leeper is requesting approval to hold Carnival Day on Thursday, June 18, 2015 (see attachment).
- 6) 2015-16 Proposed Budget (see attachment).

XI. Educational Trips and School Wide Instructional Activities:

- 1) The Formal Lunch Experience Program continues to be attended by grade levels.
- 2) Ms. Plaza and Ms. Sanabria continued to conduct presentations for all classes for the character trait of the month.

Attachments:

1. Attendance Count Report
2. Field Trip Request Forms (4)
3. Carnival Proposal
4. Budget Proposal

III. Questions and comments from the Board related to Principal's report.

There were none.

**Questions and
Comments from
the Board**

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 Ms. Lisett Knox

Mrs. Knox reported that 8 districts out of 15 have already paid tuition for the whole year, the rest were billed and we are waiting for their response which should take between 3 to 4 weeks.

**Financial Report
presented by
Lisett Knox**

VI. Questions and Comments from the Board of Trustees

There were none

**Questions and
Comments from
the Board**

VII. Questions and Comments from the Public

There were none.

**Questions and
Comments from
the Public**

VIII. Approval of Minutes from past meeting

President Bernardino called for a motion to approve the minutes of the meeting held on April 29, 2015.

Motion by: Trustee Yvonne Mowatt
Seconded by: Trustee Sarah Brewster
Vote: Approved 8:0

**Approval of
Minutes from
Past Meeting**

IX. Reading of the Resolutions

Read by Trustee Sarah Brewster, translated by President Gil Bernardino.
The text of the resolutions and the vote on each appears below.

**Reading and
Consideration of
Resolutions**

X. Questions and comments from the public related to resolutions

President Bernardino gave a full explanation of resolutions #s 8 and 10

**Questions and
comments from
the public**

XI. Approval of Resolutions

Voting of the Resolutions

**Evergreen Charter School
Agenda Items for Resolutions:
For May 20, 2015**

1) **Resolved**, the Board of Trustees approves the following field trips and school activities :

- Ms. Castro is requesting approval for a third grade field trip to the Bronx Zoo on Wednesday, June 17, 2015 (see attachment).
- Ms. Obryki is requesting approval for an ESL field trip for grades 3-5 to Green Meadows Farm on Friday, June 5, 2015 (see attachment).
- Ms. Bonfiglio is requesting approval for a fourth grade field trip to the Statue of Liberty on Wednesday, June 17, 2015 (see attachment).
- Ms. King is requesting approval for a fifth grade senior field trip on the Circle Line on Wednesday, June 17, 2015 (see attachment).
- Ms. Leeper is requesting approval to hold Carnival Day on Thursday, June 18, 2015 (see attachment).
- Evergreen 5th grade graduation is scheduled for June 20th.

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Gladys Rodriguez
Vote: Approved 8:0

2) **Resolved**, the Board of Trustees approves a new position for the school entitled: Coordinator of ESL instruction.

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Yvonne Mowatt
Vote: Approved 8:0

- 3) **Resolved**, the Board of Trustees approves a new position for the school entitled: Coordinator of Special Education.

Motion by: Trustee Nancy Iglesias
Seconded by: Trustee Luis Ras
Vote: Approved 8:0

- 4) **Resolved**, the Board of Trustees approves a new position for the school entitled Coordinator of Special Services.

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Jose Canosa
Vote: Approved 8:0

- 5) **Resolved**, the Board of Trustees appoints Christine Weigand to serve as Director of Curriculum and Instruction at an annual salary of \$75,000, effective June 1, 2015.

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Yvonne Mowatt
Vote: Approved 8:0

- 6) **Resolved**, the Board of Trustees approves Leonor Gonzalez as the Supervisor of Lunch Aides and Food Services Data at a salary of \$32,000 effective June 1, 2015.

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Gladys Rodriguez
Vote: Approved 8:0

- 7) **Resolved**, the Board of Trustees approves 112 hours for summer help to support administration with planning and coordination for a total of approximately \$4,500.

Motion by: Trustee Ariel Sotelo
Seconded by: Trustee Yvonne Mowatt
Vote: Approved 8:0

- 8) **Resolved**, the Board of Trustees approves a summer program for the school for four weeks. The program will run from 9 to 12 pm and will provide educational enrichment to Evergreen Children in all grades.

Motion by: Trustee Luis Ras
Seconded by: Trustee Sarah Brewster
Vote: Approved 8:0

- 9) **Resolved**, the Board of Trustees approves an enrichment program to support children for the 2015-2016 school year. The Program will operate Monday through Thursday, four days a week for one hour each day after school. The program will be operated by staff as needed.

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Jose Canosa
Vote: Approved 8:0

- 10) **Resolved**, the Board of Trustees approves the following staff appointments:

<u>Name:</u>	<u>Position:</u>	<u>Effective:</u>
Ms. Cindia Alvarado	Teacher	June 1, 2015
Ms. Michelle Kates	Teacher	June 1, 2015
Ms. Raquel Gomez	Teacher	June 1, 2015
Mr. Edwin Martinez	Teacher	June 1, 2015
Ms. MaryBeth Roth	Teacher	June 1, 2015

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Gladys Rodriguez
Vote: Approved 8:0

- 11) **Resolved**, the Board of Trustees approves an increase in the mentor stipend so that mentors receive \$1,000 for each mentee. Effective for the 2014-2015 school year.

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Yvonne Mowatt
Vote: Approved 8:0

XII. Old/New Business/New business

There was none.

Old/New Business

XIII. Parent Association Report

PA Report

Parent Association report was given by Mr. Jose Marte

1. The ECS's 1st Family Movie Night was a total success! Over 100 adults and children attended the viewing of "Big Hero 6"! after reimbursements for water, the PA made a profit of \$402.05. Thanks for Ms. Lillie Sanabria for all her help and a special thanks to Rene and Mrs. Leeper for their help.
2. The PA available bank balance is \$1,251.79.
3. Picture Retake/5th grade cap and gown pictures is scheduled for Thursday, June 5th
4. The PA requests board approval for a 2nd ECS Family Zumba Night on Friday June 19, 2015
5. Next PA meeting: Thursday, May 28 @ 6:00pm

XIV. Questions and comments from the Board related to PA report.

Questions and comments from the Board

Discussion followed on Carnival day and Zumba approval. PA President Jose Marte announced that he will be moving out of state and the PA board will have to decide on a successor for President. Discussion followed on election process and the possibility of changing the by-laws to do elections every two years. President Bernardino agrees and thinks this is a good idea. President Bernardino congratulated Mr. Jose Marte for doing a great job as President of the PA. On behalf of the board he wished him the best of luck on future endeavors.

XV. Announcements

There were none.

Announcements

XVI. Adjournment:

Motion to adjourn made by: Trustee Yvonne Mowatt

Seconded by: Trustee Luis Ras

Approved: 8:0

Meeting adjourned at: 8:50 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
June 24, 2015**

Members:

Mr. Gil Bernardino	Present
Dr. Sarah Brewster	Present
Mr. Jose Canosa, Esq.	Present
Ms. Nancy Iglesias	Absent
Mr. Luis Ras, Esq.	Present
Ms. Yvonne Mowatt	Present
Ms. Gladys Rodriguez	Present
Mr. Ariel Sotelo	Present

Also present:

**Ms. Karen Leeper, Assistant Principal
Ms. Christine Weigand, Director of Curriculum and Instruction
Lisett Knox Director of Finance**

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

I. Call to Order

President Bernardino called the meeting to order at 8:22 pm. He welcomed everyone and thanked them for attending the meeting. He introduced Ms. Christine Weigand who was highly recommended by Mrs. Meyers to be part of Administration. Ms. Weigand was Coordinator of Academic Intervention Services previously at Evergreen. He welcomed her as part of the administration and stated "we know she will do a great job." She comes to ECS with great experience and shares our vision and mission. President Bernardino introduced Assistant Principal Karen Leeper to present the Principal's report in absence of Maritza Meyers.

Welcome and Call to order: President Gil Bernardino
--

II. Monthly Report by Assistant Principal Karen Leeper

Monthly Report by Assistant Principal Leeper

**Evergreen Charter School
Principal's Report to the Board
June 24, 2015**

1. Enrollment:

Grade Level	Number of Students
Kindergarten	50
First Grade	49
Second Grade	52
Third Grade	49
Fourth Grade	50
Fifth Grade	48
Total:	298

2. Attendance:

- 1) See attached Attendance Count Report (includes absence/tardy reports from 9/3/2014-6/22/2015 and 5/13/2015-6/22/2015).

3. Curriculum & Instruction:

- 1) A Summer School Program has been offered to all students and will focus on English Language Arts and Math.
- 2) Classroom teachers have created Summer Work Projects for students to complete.
- 3) IST meetings were held the week of June 23, 2015 to determine appropriate interventions for the 2015-16 school year.
- 4) Pacing calendars for English Language Arts and Math have been developed for the 2015-16 school year.
- 5) The schedule for August Professional Development is in the process of being finalized.

4. Professional Development:

Literacy Professional Development, Presented by Pam Kinnon (literacy consultant).
Tuesday, May 26, 2015
Wednesday, May 27, 2015
Thursday, May 28, 2015
Friday, May 29, 2015
Tuesday, June 2, 2015
Wednesday, June 3, 2015

Thursday, June 4, 2015
Wednesday, June 10, 2015

Math Professional Development, Presented by Sue Morris (math consultant).
Friday, June 12, 2015
Friday, June 19, 2015

Ms. Meyers, Ms. Gentleman and Ms. Perez attended a meeting for the CUNY-
NYSIEB Leadership Initiative.
Tuesday, June 16, 2015

5. Parent Involvement/Activities:

- 1) Family BINGO Night was held on Friday, June 5, 2015.
- 2) The Parent Association held Zumba Night on Friday, June 12, 2015.
- 3) Kindergarten Orientations were held on Monday, June 15, 2015 at 10:00 a.m. and 7:00 p.m.
- 4) Parent Orientations (for returning students) were held on Wednesday, June 10, 2015 at 7:00 p.m. and 8:00 p.m. and Tuesday, June 16, 2015 at 7:00 p.m. and 8:00 p.m.

6. Personnel:

- 1) Positions that need to be filled:

Per Diem Substitute Teachers
Classroom Teachers
Special Education Teacher
Reading/AIS Teacher
Math Teacher (Grades K-2)

7. Student Assessment:

- 1) DIAL testing for incoming kindergartners began Friday, June 19, 2015.

8. Challenges:

- 1) Hiring qualified personnel.

9. Successes:

- 1) Evergreen Family BINGO Night
- 2) Cinderella Play
- 3) 5th Grade Graduation, June 20th, 2015

10. Proposals:

- 1) To purchase the Writesteps K-5 Common Core Writing and Grammar Program (see attachment).
- 2) To purchase the i-Ready Diagnostic and Instruction Program (see attachment).
- 3) To purchase the Accelerated Reader Program (see attachment).

11. Educational Trips and School Wide Instructional Activities:

- 1) Ms. Plaza continued to conduct presentations for all classes for the character trait of the month.
- 2) All students attended a Magic Show on Thursday, June 18, 2015.
- 3) All students attended a Reptile Show on Thursday, June 18, 2015.

Attachments:

1. Attendance Count Report
2. Writesteps K-5 Common Core Writing and Grammar Program
3. i-Ready Diagnostic and Instruction Program
4. Accelerated Reader Program

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

President Bernardino thanked Assistant Principal Karen Leeper and all teachers for all the work they did to make Bingo night such a great success. He said that their hard work and dedication is to be commended. He also thanked Assistant Principal Leeper for organizing everything for the fifth grade graduation. He stated that this was a sad and a happy day. It was a very special day for the children and parents and the ceremony was very well organized.

**Questions and
Comments from
the Board**

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

A parent asked about positions to be filled. Discussion followed on positions available. Assistant Principal Leeper explained that some of these positions are new. President Bernardino mentioned that we need resumes and that we are doing our best to hire the most qualified personnel.

**Questions and
Comments from the
public.**

President Bernardino spoke again about the importance of parents actively participating in their children's education. He explained that this year parent orientation is mandatory, as per the resolution passed by the Board of Trustees in February. Every parent must attend this orientation and every parent will be informed about ECS rules and regulations. If a parent does not attend the orientation, their child will not be able to attend Evergreen. This orientation will include school policies including attendance, as well good nutrition, uniforms, parent involvement, and other topics.

A Parent asked about the color chart that is current used to track behavior. He suggests that it may not be working as expected and hopes that we go back to review it, amend it or just get rid of it.

V. Financial Report: Presented by Ms. Lisett Knox

**Financial Report
presented by
Lisett Knox**

Mrs. Knox reported that 10 districts out of 15 have already paid tuition for the whole year, the rest were billed and we are waiting for their response which should take between 3 to 4 weeks. Meals are paid up to date by Albany. There is an issue of payment with the East Meadow district, they are refusing to pay a certain amount being disputed. Evergreen will seek legal counsel if necessary and will follow up with NYSED to get some additional guidance as well.

VI. Questions and Comments from the Board of Trustees

**Questions and
Comments from
the Board**

Trustee Sarah Brewster reviewed budget 2015-2016 (with projections for year 2016) and indicated that this year the state legislation reduced tuition for charter schools by approximately 250-450 per child and this will have an impact on our budget because most of our children are from Hempstead. The budget was prepared taking into account school needs and recommendations from administration, staff and parents. The budget includes supportive curriculum materials to help students and staff as well as other items. These were discussed. Dr. Brewster also presented the school calendar for 2015-2016 and this was passed out to attendees. She also mentioned that we have a formal complaint with the state in reference to receiving help from the Hempstead School District for children with Special Needs. President Bernardino explained Title I and Title II Federal Funds. He also explained that budget estimates are conservative and we are reviewing Title I and Title II grant allotments to see if this funding can be increased based on our school population.

VII. Questions and Comments from the Public

**Questions and
Comments from
the Public**

There were none.

VIII. Approval of Minutes from past meeting

**Approval of
Minutes from
Past Meeting**

President Bernardino called for a motion to approve the minutes of the meeting held on May 20, 2015.

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

IX. Reading of the Resolutions

**Reading and
Consideration of
Resolutions**

Read by Trustee Sarah Brewster, translated by President Gil Bernardino.

The text of the resolutions and the vote on each appears below.

X. Questions and comments from the public related to resolutions

Discussion followed on School Calendar.

**Questions and
comments from
the public**

XI. Approval of Resolutions

**Voting of the
Resolutions**

**Evergreen Charter School
Agenda Items for Resolutions:
For June 24, 2015**

- 1) **Resolved**, the Board of Trustees approves the school calendar for the 2015-2016 year, with changes recommended. See attached.

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

- 2) **Resolved**, the Board of Trustees approves the school budget for the 2015-2016 year.

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

- 3) **Resolved**, the Board of Trustees appointment of Sarah Brewster as Vice President of the Board of Trustees for the term 2015-2018.

Motion by: Trustee Gladys Rodriguez
Seconded by: Trustee Yvonne Mowatt
Vote: Approved 7:0

- 4) **Resolved**, the Board of Trustees appointment of Jose Canosa as Treasurer of the Board of Trustees for the term 2015-2018.

Motion by: Trustec Ariel Sotelo
Seconded by: Trustee Sarah Brewster
Vote: Approved 7:0

- 5) **Resolved**, the Board of Trustees appointment of Yvonne Mowatt as Member at Large of the Board of Trustees for the term 2015-2018.

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Luis Ras
Vote: Approved 7:0

- 6) **Resolved**, the Board of Trustees appointment of Nancy Iglesias as Member at Large of the Board of Trustees for the term 2015-2018.

Motion by: Trustee Jose Canosa
Seconded by: Trustee Sarah Brewster
Vote: Approved 7:0

- 7) **Resolved**, the Board of Trustees approves Write Steps Writing and Grammar Program at an estimated cost of \$10,420.

Motion by: Luis Ras
Seconded by: Trustee Yvonne Mowatt
Vote: Approved 7:0

- 8) **Resolved**, the Board of Trustees approves I Ready for Math and Reading at an estimated cost of \$9,000 with an additional \$2,200 for professional development to train staff.

Motion by: Trustee Ariel Sotelo
Seconded by: Trustee Gladys Rodriguez
Vote: Approved 7:0

- 9) **Resolved**, the Board of Trustees approves Renaissance Learning, an accelerated reading program to support digital reading content. This has an estimated cost of \$7,152.

Motion by: Trustee Sarah Brewster
Seconded by: Trustee Jose Canosa
Vote: Approved 7:0

Old/New Business

XII. Old/New Business/New business

There was none.

PA Report

XIII. Parent Association Report

Parent Association report was given by Ms. Cynthia Reyes:

- 1) The PA's second Zumba night on Friday, June 12, was a success! After reimbursements for water, the PA made a profit of \$148. That evening, the PA held a book raffle, in which all children picked a brand new grade level book from Scholastic. The PA wishes to express thanks and gratitude to Assistant Principal Leeper for all her help and support on all of PA's projects.
- 2) PA's available bank balance is \$1,400.14 minus \$488.00 (expenses) = \$912.14
- 3) PA president José Marte and PA secretary Cynthia Reyes will be resigning from their positions in the PA. Mr. Marte will be moving to North Carolina. Mr. Marte stated, "It has truly been a pleasure and honor to serve the Evergreen Community." Ms. Reyes stated she felt the same. Mrs. Reyes will provide the next PA members with a flash drive of all PA documents, as well as hard copies.

XIV. Questions and comments from the Board related to PA report.

**Questions and
comments from the
Board**

President Bernardino thanked the PA Board for a "fantastic job" over the year. He congratulated them for their clear and transparent finances and all the successful projects that they are promoting for the children and the parents of ECS. He commended their contributions to the school on behalf of the Board and wished Cynthia Reyes and José Marte much luck and success.

XV. Announcements

Announcements

There were none.

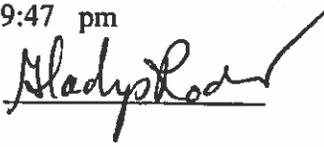
XVI. **Motion to go into Executive Session** for the purpose of discussing matters leading to the appointment or dismissal of a particular person or persons, matters concerning proposed, pending or current litigation, and matters involving Civil Service Law, Article 14.

Motion to adjourn to executive meeting made by: Trustee Yvonne Mowatt
Seconded by: Trustee Ariel Sotelo
Approved: 7:0
Meeting adjourned at 9:35

XVII. Adjournment:

Motion to adjourn made by: Trustee Yvonne Mowatt
Seconded by: Trustee Luis Ras
Approved: 7:0

Meeting adjourned at: 9:47 pm

Minutes submitted by: 

Gladys Rodriguez, Secretary



Evergreen Charter School
Appendix H: Enrollment and Retention Efforts
Annual Report
2014-2015

Evergreen Charter School recruits students in a number of ways. Letters are sent to community based institutions and organizations such as The Nassau County Department of Social Services, The Family Services Corporation, The Interfaith Nutrition Network, 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. In addition Evergreen places announcements in local community papers including Spanish newspapers. All correspondences are written in English and Spanish in an effort to accommodate the Hempstead community. These recruitment efforts have enabled Evergreen to outreach 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 had twenty-eight (28) students with disabilities. In addition, Evergreen also follows seventy-four (74) students who are involved in the school's Response to Intervention Process. This represents over thirty-four percent (34%) of the student population based upon Evergreen's BEDS enrollment of two hundred ninety-eight (298) students.

Evergreen Charter School experienced success in recruiting families with children that are English Language Learners. Evergreen has eighty-six (86) students that are English Language Learners, or twenty-nine (29%) of its student population. This is among the highest, or the highest, in New York State for a charter elementary school.

To retain and address the needs of students with disabilities, this process begins with a screening and struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. Students receive various support services by a variety of school personnel. Students' progress is monitored with duration of interventions and intensity dependent on such data. Due to these needs an additional special education teacher has been hired for the 2015-16 school year.

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.

Within the first month of school parents are made aware of such support services during our annual open house and parent teacher conferences. Parents of children receiving ESL instruction or Special Education services are made aware by written communication from their respective support teacher. In addition, parents of students receiving Special Education services are invited to meet with the Principal and staff members providing support to their child. All of these services are in an effort to retain and support this population of students. Evergreen has also provided bilingual workshops throughout the course of the year to inform and educate parents about how to address their student's needs including how to meet the needs of students with learning disabilities.



EVERGREEN CHARTER SCHOOL
605 Peninsula Boulevard
Hempstead, New York 11550
Phone (516) 292-2060 – Fax (516) 292-0575

2014

Re: Evergreen Charter School accepting applications for the 2014-2015 school year

The Interfaith Nutrition Network
211 Fulton Avenue
Hempstead, New York 11550

To Whom It May Concern:

We want to inform you that Evergreen Charter School is currently accepting applications through April 1, 2014 for the 2014-2015 school year. Evergreen Charter School is a free public elementary school. Applications are being accepted for grades k-5.

Enclosed please find a copy of our registration form. It must be submitted by April 1, 2014. We will be holding a lottery on April 17, 2014. For additional information please do not hesitate to contact Ms. Maria Ayala at 516-292-2060. We are also enclosing a copy of our brochure.

Please share this information with anyone that you think may be interested.

Thank you for your attention.

Sincerely,

Maritza Meyers,
Principal



EVERGREEN CHARTER SCHOOL
605 Peninsula Boulevard
Hempstead, New York 11550
Phone (516) 292-2060 – Fax (516) 292-0575

2014

Re: Evergreen Charter School accepting applications for the 2014-2015 school year

The Hagedorn Family Resource Center
120 Greenwich Street
Hempstead, New York 11550

To Whom It May Concern:

We want to inform you that Evergreen Charter School is currently accepting applications through April 1, 2014 for the 2014-2015 school year. Evergreen Charter School is a free public elementary school. Applications are being accepted for grades k-5.

Enclosed please find a copy of our registration form. It must be submitted by April 1, 2014. We will be holding a lottery on April 17, 2014. For additional information please do not hesitate to contact Ms. Maria Ayala at 516-292-2060. We are also enclosing a copy of our brochure.

Please share this information with anyone that you think may be interested.

Thank you for your attention.

Sincerely,

Maritza Meyers,
Principal



EVERGREEN CHARTER SCHOOL
605 Peninsula Boulevard
Hempstead, New York 11550
Phone (516) 292-2060 – Fax (516) 292-0575

2014

Re: Evergreen Charter School accepting applications for the 2014-2015 school year

Hispanic Counseling Center
344 Fulton Avenue
Hempstead, New York 11550

To Whom It May Concern:

We want to inform you that Evergreen Charter School is currently accepting applications through April 1, 2014 for the 201-2015 school year. Evergreen Charter School is a free public elementary school. Applications are being accepted for grades k-5.

Enclosed please find a copy of our registration form. It must be submitted by April 1, 2014. We will be holding a lottery on April 17, 2014. For additional information please do not hesitate to contact Ms. Maria Ayala at 516-292-2060. We are also enclosing a copy of our brochure.

Please share this information with anyone that you think may be interested.

Thank you for your attention.

Sincerely,

Maritza Meyers,
Principal



EVERGREEN CHARTER SCHOOL
605 Peninsula Boulevard
Hempstead, New York 11550
Phone (516) 292-2060 – Fax (516) 292-0575

2014

Re: Evergreen Charter School accepting applications for the 2014-2015 school year

EOC
134 Jackson Street
Hempstead, New York 11550

To Whom It May Concern:

We want to inform you that Evergreen Charter School is currently accepting applications through April 1, 2014 for the 2014-2015 school year. Evergreen Charter School is a free public elementary school. Applications are being accepted for grades k-5.

Enclosed please find a copy of our registration form. It must be submitted by April 1, 2014. We will be holding a lottery on April 17, 2014. For additional information please do not hesitate to contact Ms. Maria Ayala at 516-292-2060. We are also enclosing a copy of our brochure.

Please share this information with anyone that you think may be interested.

Thank you for your attention.

Sincerely,

Maritza Meyers,
Principal



EVERGREEN CHARTER SCHOOL
605 Peninsula Boulevard
Hempstead, New York 11550
Phone (516) 292-2060 – Fax (516) 292-0575

2014

Re: Evergreen Charter School accepting applications for the 2014-2015 school year

Nassau County Department
of Social Services
60 Charles Lindbergh Blvd.,
Uniondale, NY 11553-3656

To Whom It May Concern:

We want to inform you that Evergreen Charter School is currently accepting applications through April 1, 2014 for the 2014-2015 school year. Evergreen Charter School is a free public elementary school. Applications are being accepted for grades k-5.

Enclosed please find a copy of our registration form. It must be submitted by April 1, 2014. We will be holding a lottery on April 17, 2014. For additional information please do not hesitate to contact Ms. Maria Ayala at 516-292-2060. We are also enclosing a copy of our brochure.

Please share this information with anyone that you think may be interested.

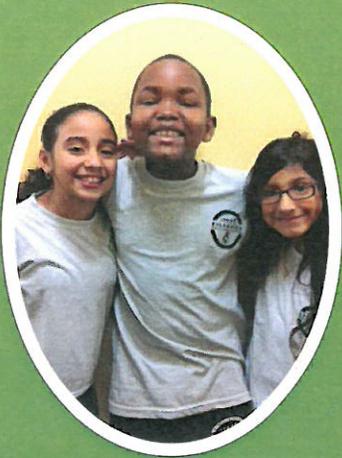
Thank you for your attention.

Sincerely,

Maritza Meyers,
Principal

Why Evergreen Charter School?

- Free public school of choice
- Longer school day~ 8 AM-4 PM daily
- Environmental education and conservation
- Nutritious meal program with chef on staff
- Spanish instruction daily
- School Uniforms
- Safe, nurturing environment that promotes academic and social development



Evergreen Promise
I promise to respect myself,
respect others, and respect our
earth's resources.



AIM OF ACADEMIC PROGRAM

- Provide families of Hempstead and neighboring communities a high-quality, public education alternative
- Foster a common understanding about the concept of stewardship of the environment and service to the community
- Provide a strong academic foundation for success
- Support proficiency in Spanish and appreciation for different cultures and traditions

Evergreen Charter School
605 Peninsula Boulevard
Hempstead, New York 11550
www.evergreencharterschool.org



**PLANTING
SEEDS OF
KNOWLEDGE**

Setting the Standard

Evergreen Charter School is held to very high academic standards. As a public school, we participate in the state testing programs, have only certified teachers, and submit annual reports to the New York State Education Department. Our curriculum is aligned to the Common Core Learning Standards for each grade level. Evergreen Charter School operates under a performance contract known as a charter that gives the school more independence than a traditional public school. In exchange for increased freedom, charter schools are held accountable for results.

Evergreen 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.



PLANTING SEEDS OF KNOWLEDGE

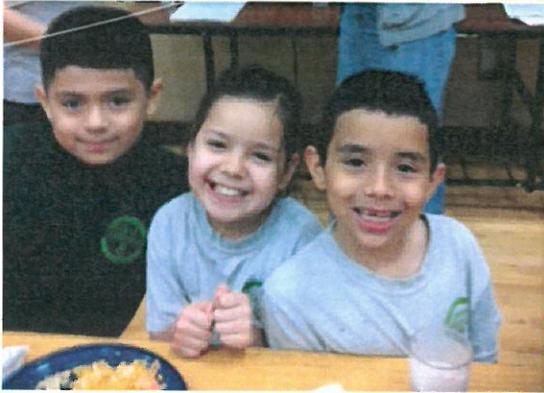
OUR MISSION

The mission of Evergreen Charter School (ECS) is to nurture the intellectual, physical, and social development of all students, many of whom are from educationally and economically disadvantaged backgrounds. ECS will ensure that students of varied cultural and social backgrounds and different ability levels achieve their academic potential while developing a positive sense of self-worth. ECS fosters individual growth and development through the implementation of a challenging and comprehensive educational program that emphasizes mastery of a quality K-5 curriculum that is aligned to the Common Core Learning Standards.

OUR VISION

ECS's vision is to foster individual student growth and development while connecting individuals to the community and each other and to create a school where students:

- ◆ Are challenged academically
- ◆ Take responsibility for their actions
- ◆ Are technologically and globally minded
- ◆ Communicate effectively and work cooperatively
- ◆ Think critically, solve problems and make informed choices
- ◆ Demonstrate rights and responsibilities of good citizenship
- ◆ Show respect for themselves and others regardless of differences
- ◆ Develop creative expression and individual talents
- ◆ Are physically and emotionally safe





Appendix I: Teacher and Administrator Attrition

Created: 07/06/2015

Last updated: 07/07/2015

Report changes in teacher and administrator staffing.

Page 1

Charter School Name:

Instructions for completing the Teacher and Administrator Attrition Tables

ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2014, the FTE for added staff from July 1, 2014 through June 30, 2015, and the FTE for any departed staff from July 1, 2014 through June 30, 2015 using the two tables provided.

2013-14 Teacher Attrition Table

	FTE Teachers on June 30, 2014	FTE Teachers Additions 7/1/14 – 6/30/15	FTE Teacher Departures 7/1/14 – 6/30/15
	24	11	9

2013-14 Administrator Position Attrition Table

	FTE Administrator Positions On 6/30/2014	FTE Administrator Additions 7/1/14 – 6/30/15	FTE Administrator Departures 7/1/14 – 6/30/15
	2	2	2

Thank you



Appendix J: Uncertified Teachers

Created: 07/06/2015

Last updated: 07/07/2015

"thirty per centum or 5 teachers, whichever is less"

To comply with NYS Education Law Section 2854(3)(a-1), please report the (FTE) count of uncertified and certified teaching staff as of the last day of school for the 2014-15 school year.

Page 1

Charter School Name:

Note Definition of FTE:

Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. The number of full-time equivalent employees in each industry is the product of the total number of employees and the ratio of average weekly hours per employee for all employees to average weekly hours per employee on full-time schedules. An industry's full-time equivalent employment will be less than the number of its employees on full- and part-time schedules, unless it has no part-time employees (U.S. Commerce--Bureau of Economic Analysis at: http://www.bea.gov/faq/index.cfm?faq_id=368#sthash.8Rbj89kq.dpuf)

How many **UNCERTIFIED** Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2014-15?

For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.

	FTE - (June 30, 2015)
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	2
(ii) individuals who are tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	0
FTE count of uncertified teachers who do not fit into any of the four statutory categories	0
Total	2.0

How many **CERTIFIED** Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2014-15?

23

Thank you.



Evergreen Charter School

Mission

The mission of the Evergreen Charter School (ECS) 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.

Promise

I promise to respect myself, respect others and respect our earth's resources.

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, justice and freedom for all.



Evergreen Charter School Educational Summary

ECS will ensure that students of varied cultural and social backgrounds and different ability levels achieve their academic potential while developing a positive sense of self-worth. ECS will foster individual growth and development through the implementation of a challenging and comprehensive educational program that emphasizes mastery of a quality K-5 core curriculum that is aligned to the New York State Learning Standards and based on New York State curricula guidelines. Additionally, instruction in Spanish and integration of content regarding different cultures and their history will be important parts of ECS' curriculum. The school will feature arts and physical education programs, and it will foster healthy life choices within a child-centered school environment that places a premium on environmental education and conservation of resources. ECS will use a balanced instructional approach and employ a workshop delivery model. The school promotes: respect for self, respect for others and respect for the resources.

Evergreen will

- ◆ Help youth develop a strong academic foundation to be successful as they progress through school and beyond
- ◆ Foster understanding among students and staff about stewardship and service as they relate to the environment and community at large.
- ◆ Support students in developing proficiency in Spanish language
- ◆ Provide families with high quality public education alternative

Philosophy and Vision

- ◆ Foster individual student growth and development while connecting individuals to the community and each other
- ◆ Create a school when students are
 - Challenged academically
 - Take responsibility for actions
 - Are technological and globally minded, communicate effectively and work cooperatively
 - Think critically, solve problems and make informed choices
 - Demonstrative rights and responsibilities of good citizenship
 - Show respect towards themselves and others regardless of differences
 - Develop creative expression and individual talents
 - Are physically and emotionally safe

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Sunday, October 18, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/01126dd48d6dcb5fcd>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Sarah	Brewster

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

EVERGREEN CS (REGENTS) 280201860947

8. Select all positions you have held on the Board:

(check all that apply)

-
- Vice Chair/Vice President
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

Yes

11a. 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 held or engaged in with the charter school 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 Question 2-4 above, you need not disclose again your employment status, salary, etc.

	Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1	ongoing	I work for the landlord of the school. My husband is also on the Board of Trustees	Recused myself when applicable.	Gil Bernardino, Husband. Ariel Sotelo, board member, also works for the landlord (my employer), of the school.
2				
3				
4				
5				

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

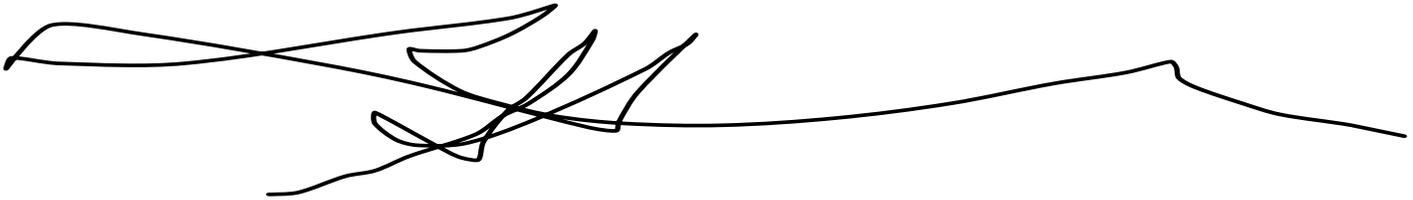
Yes

12a. 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 and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person 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 that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write **None**.

Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest

1	Circulo de la Hispanidad	Circulo is the landlord of the school	The rent is approximately 1,000,000 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. Ariel Sotelo, board member, also work for Circulo de la Hispanidad.	I recused myself when appropriate. All board members are aware of the relationships.
2					
3					
4					
5					

Signature of Trustee

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Sunday, October 18, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/232496f48f76ee0869>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Gil	Bernardino

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

EVERGREEN CS (REGENTS) 280201860947

8. Select all positions you have held on the Board:

(check all that apply)

-
- Chair/President
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

Yes

11a. 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 held or engaged in with the charter school 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 Question 2-4 above, you need not disclose again your employment status, salary, etc.

	Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1	ongoing	I work for the landlord of the school. My wife is also on the Board of Trustees.	I removed myself from discussion and voting when applicable.	Sarah Brewster, my wife is also on the board and she works for the landlord as well. Ariel Sotelo, a board member, also works at Circulo de la Hispanidad, the landlord.
2				
3				
4				
5				

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

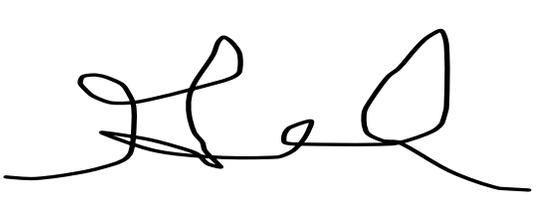
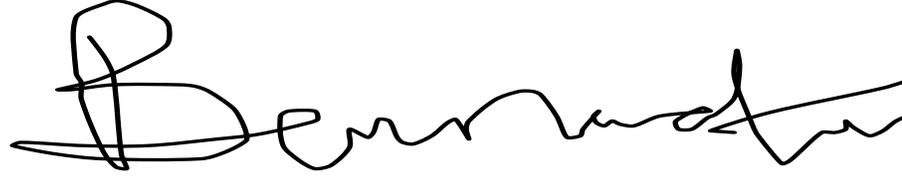
Yes

12a. 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 and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person 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 that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write **None**.

Organization Conducting	Nature of Business	Approximate Value of the	Name of Trustee and/or Immediate Family Member with	Steps Taken to Avoid Conflict of Interest
-------------------------	--------------------	--------------------------	---	---

	Business with the School	Conducted	Business Conducted	Interest	
1	Circulo de la Hispanidad	Circulo is the landlord of the school	Approximately 1,000,000	I work for the landlord of the school. My wife also works for the same agency and is also on the board. Ariel Sotelo, a board member also works for Circulo de la Hispanidad, the landlord.	I removed myself from discussion and voting when applicable. All board members are aware of the relationships.
2					
3					
4					
5					

Signature of Trustee

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Sunday, October 18, 2015

Updated Monday, October 19, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/e9b1d6fef5a8676062>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Nancy	Iglesias

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

EVERGREEN CS (REGENTS) 280201860947

8. Select all positions you have held on the Board:

(check all that apply)

-
- Other, please specify...: Member
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, reading "George Thomas Dillon". The signature is written in a cursive style with large, flowing letters.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Sunday, October 18, 2015

Updated Monday, October 19, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/076da6703053b45ac>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Gladys	Rodriguez

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

EVERGREEN CS (REGENTS) 280201860947

8. Select all positions you have held on the Board:

(check all that apply)

-
- Secretary
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

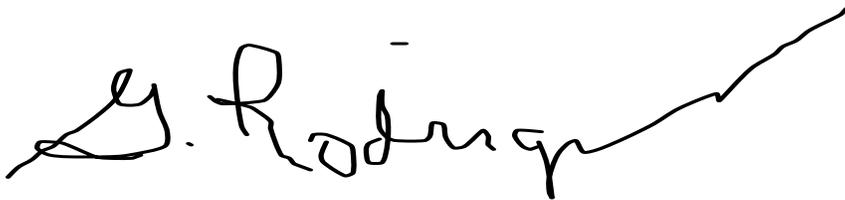
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "G. Rodriguez". The signature is written in a cursive style with a long, sweeping tail that extends to the right.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Sunday, October 18, 2015

Updated Wednesday, October 21, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/cffffaf168933a3c407>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Jose	Canosa

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

EVERGREEN CS (REGENTS) 280201860947

8. Select all positions you have held on the Board:

(check all that apply)

- Treasurer
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

(No response)

12a. 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 and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person 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 that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write **None**.

Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1				
2				
3				
4				
5				

Signature of Trustee

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Sunday, October 18, 2015

Updated Wednesday, October 28, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/1848993fd878596fa5>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Luis	Ras

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

EVERGREEN CS (REGENTS) 280201860947

8. Select all positions you have held on the Board:

(check all that apply)

-
- Other, please specify...: Member
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

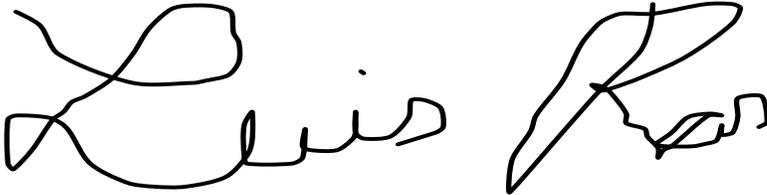
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Two handwritten signatures in black ink. The first signature is on the left and the second is on the right. Both are cursive and stylized.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Sunday, October 18, 2015

Updated Monday, October 19, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/998f3e6af80be5e096>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Yvonne	Mowatt

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

EVERGREEN CS (REGENTS) 280201860947

8. Select all positions you have held on the Board:

(check all that apply)

-
- Other, please specify...: Member
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

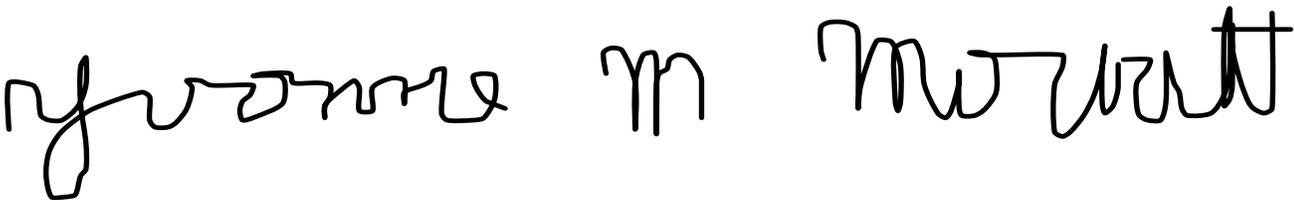
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, reading "Thomas M. Mowatt". The signature is written in a cursive style with a large initial 'T' and 'M'.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Thursday, November 05, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/0b5452711f754a2be7>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Ariel	Sotelo

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED] Y
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

EVERGREEN CS (REGENTS) 280201860947

8. Select all positions you have held on the Board:

(check all that apply)

-
- Other, please specify...: Member of the Board
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

Yes

11a. 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 held or engaged in with the charter school 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 Question 2-4 above, you need not disclose again your employment status, salary, etc.

	Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1	ongoing	I work for the Landlord of the school.	I recuse myself when applicable.	my employer, ?Circulo de la Hispanidad
2				
3				
4				
5				

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

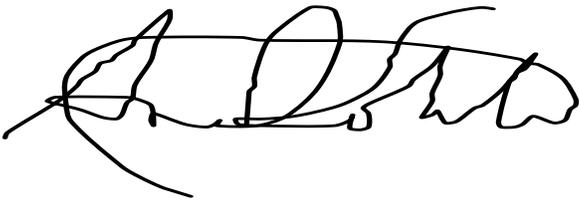
Yes

12a. 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 and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person 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 that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write **None**.

Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest

1	Circulo de la Hispanidad	Circulo is the landlord of the school	the rent is approximately \$1,100,000 a year.	I work for the landlord of the charter school, Circulo de la Hispanidad.	I recuse myself when applicable.
2					
3					
4					
5					

Signature of Trustee

A handwritten signature in black ink, appearing to be "A. D. S. H.", written in a cursive style.

Thank you.