

# Application: Dr. Richard Izquierdo Health and Science Charter School

Danielle Tschirhart - dtschirhart@drihscs.org  
Annual Reports

## Entry 1 School Info and Cover Page

**Completed** Jul 31 2020

### [Instructions](#)

#### **Required of ALL Charter Schools**

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

### **a. SCHOOL NAME**

(Select name from the drop down menu)

DR RICHARD IZQUIERDO HEALTH AND SCIENCE CHARTER SCHOOL 321200860965

**a1. Popular School Name**

Dr. Richard Izquierdo Health & Science Charter School

**b. CHARTER AUTHORIZER (As of June 30th, 2020)**

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

NEW YORK CITY CHANCELLOR OF EDUCATION

**c. DISTRICT / CSD OF LOCATION**

CSD #12 - BRONX

**d. DATE OF INITIAL CHARTER**

7/2019

**e. DATE FIRST OPENED FOR INSTRUCTION**

7/2019

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

MISSION STATEMENT

Dr. Richard Izquierdo Health & Science Charter School provides our Scholars with a nurturing and challenging educational experience to develop their abilities and address the health and economic disparities in our community. Upon graduation, our Scholars will be prepared for the highest levels of college achievement, gainful employment as certified health care professionals, and a commitment to serve others as they pursue rewarding lives and respected careers for themselves.

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

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success.

KDE 1	INFORMED TEACHERS/DATA-DRIVEN INSTRUCTION- Data Driven Instruction is central to our model with its student-centered co-teaching model. Professional Development is comparable to a graduate school of Education with seasoned consultants and staff providing elbow to elbow coaching. Opportunities for growth and leadership are prevalent as is outside PD.
KDE 2	COLLEGE ACCESS- 100% of scholars in our first 2 graduating classes were accepted to a college/university. Some DRIHSCS graduates received full scholarships to prestigious schools. All high school scholars are provided weekly lessons on college access/financial aid awareness. Junior/Senior scholars register & sit for the SAT & ACT college entrance exams. The College Transition team provides & supports registration to all external extracurricular & college extension programs, (many listed in partnerships below).

KDE 3	<p>RESTORATIVE DISCIPLINE- In the last school year, suspensions fell by nearly 30% and there was a 45% drop in the number of scholar removals from class. HSS recognizes a need to continue to improve school culture. To that end, HSS has recently agreed to collaborate with the International Institute of Restorative Practices (IIRP), the innovative creators of the SaferSanerSchools program. The entire school staff will engage in an extensive two-year training period to promote a healthy school culture for our scholars.</p>
KDE 4	<p>PARENTS AS PARTNERS- Our focus with families has been to reach out, engage, and support our families and their scholars. We do so by having meaningful and intentional interactions: through parent-teacher conferences (formal meetings as well as individual interventions), holiday dinners, ParentTeacher Association events, &amp; workshops designed to give families necessary skills. The goal is to empower parents/guardians to be strong advocates for their child so they are truly partners with the school and the community.</p>
KDE 5	<p>EXQUISITE PROGRAMMING POSSIBILITIES- Since the end of the last charter term, our students have taken classes in Arizona, Colorado and Washington DC, gone gold mining, witnessed a live brain surgery, made robots, melted and casted metal, studied art in prestigious programs such as The Art Students League, built an indoor hydroponic garden, acted in Shakespeare's plays, animated their teachers as cartoons, visited more than 30 colleges &amp; approx. 50% of the last 2 graduating classes have taken College courses or AP classes.</p>
KDE 6	<p>HEALTH &amp; SCIENCE FOCUS- Through our partnership with UHP, health, and science is integrated throughout the curriculum and life of the school. UHP provides health education support, health career planning, and internship opportunities for our scholars which includes all 11th and 12th graders. All 11th graders take the 1st Responder Course and are certified and in 12th</p>

	they take and pass the Emergency Medical Technician course and if 18 able to take the certification State exam.
KDE 7	STRONG PARTNERSHIPS- Urban Health Plan; Metropolitan Museum Of Art; Teach For America; CUNY School of Medicine Health Professionals Program at Sophie Davis Biomedical Education Program; The WEB DuBois Scholars Institute: Accelerated Learning Academy; The NYU Aspire Program; The Cooper Union Summer STEM Program; The Thurgood Marshall Summer Law Internship; YEAR UP; The Bigs Project; Hispanic Federation; QuestBridge; The Beat the Odds scholarship; (CUNY) - "College Now" School (Hostos Community College).
KDE 8	N/A
KDE 9	N/A
KDE 10	N/A

**Need additional space for variables**

No

**h. SCHOOL WEB ADDRESS (URL)**

<http://www.healthscienceschool.org/>

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)**

800

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)**

750

**k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)**

Check all that apply

Grades Served

6, 7, 8, 9, 10, 11, 12

**l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

## FACILITIES INFORMATION

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2020-2021?

No, just one site.

**School Site 1 (Primary)**

**m1. SCHOOL SITES**

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	800 Home Street Bronx, NY 10456	[REDACTED]	NYC CSD 12	6-12	No

**m1a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Francine Cruz	[REDACTED]		<a href="mailto:fcruz@drihscs.org">fcruz@drihscs.org</a>
Operational Leader	Charles Brown	[REDACTED]		<a href="mailto:cbrown@drihscs.org">cbrown@drihscs.org</a>
Compliance Contact	Aldys Arias	[REDACTED]		<a href="mailto:aarias@drihscs.org">aarias@drihscs.org</a>
Complaint Contact				
DASA Coordinator				
Phone Contact for After Hours Emergencies				

**m1b. Is site 1 in public (co-located) space or in private space?**

Co-located Space

**m1c. Please list the terms of your current co-location.**

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	N/A	No		No	N/A	No

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

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.**

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

**Site 1 Fire Inspection Report**

**CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR**

**n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).**

No

**PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.**

**o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?**

Yes

**ATTESTATION**

**p. Individual Primarily Responsible for Submitting the Annual Report.**

Name	Danielle Tshirhart
Position	Senior Director of Operations & Finance
Phone/Extension	
Email	<a href="mailto:dtshirhart@drihscs.org">dtshirhart@drihscs.org</a>

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

**Responses Selected:**

Yes

**Signature, Head of Charter School**

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

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**Date**

(No response)

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**Thank you.**



## **Entry 2 NYS School Report Card**

**Incomplete** Hidden from applicant

### **Instructions**

#### **SUNY-authorized charter schools only**

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

## **Entry 2 NYS School Report Card Link**

**DR RICHARD IZQUIERDO HEALTH AND SCIENCE CHARTER SCHOOL 321200860965**

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### **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.)**

(No response)

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## **Entry 3 Progress Toward Goals**

**Incomplete**

# Instructions

## Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

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### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

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**2019-20 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

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

(No response)

**2019-2020 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

**3. Do have more academic goals to add?**

(No response)

**2019-2020 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess

				goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				

#### 4. ORGANIZATION GOALS

**For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

#### 2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				

Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

**5. Do have more organizational goals to add?**

(No response)

**6. FINANCIAL GOALS**

**2019-2020 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

**7. Do have more financial goals to add?**

(No response)

## 2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
	Financial Goal 6			
	Financial Goal 7			
	Financial Goal 8			
	Financial Goal 9			
	Financial Goal 10			

Thank you.

### Entry 3 Accountability Plan Progress Reports

**Incomplete** Hidden from applicant

#### Instructions

#### **SUNY-Authorized Charter Schools ONLY**

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

### Entry 7 Disclosure of Financial Interest Form

**Completed** Aug 3 2020

#### Instructions - Multiple Uploads Permitted

#### **Required of ALL Charter Schools by August 3**

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)**

- **SUNY- Authorized Charter Schools:** [Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

## [Financial Disclosure 2020](#)

**Filename:** Financial Disclosure 2020.pdf **Size:** 104.8 kB

## [scan072920a](#)

**Filename:** scan072920a.pdf **Size:** 2.1 MB

## [Please DocuSign FinancialDisclosure2020 for \(1\) \(1\)](#)

**Filename:** Please DocuSign FinancialDisclosure202 2lpcVSc.pdf **Size:** 277.9 kB

## **Entry 8 BOT Membership Table**

**Completed** Aug 3 2020

## **Instructions**

### Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

## **Entry 8 BOT Table**

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

**DR RICHARD IZQUIERDO HEALTH AND SCIENCE CHARTER SCHOOL 321200860965**

**1. 2019-2020 Board Member Information (Enter info for each BOT member)**

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	Duarna Oller	Chair	Board Development Committee	Yes	10	12/15/2009	06/30/2021	10
2	Paloma Hernandez	Secretary	Board Development Committee	Yes	10	12/15/2009	06/30/2021	5 or less
3	Marshall Kesten	Treasurer	Chair Finance Committee	Yes	10	12/15/2009	06/30/2021	11
4	Epifanio Castillo	Trustee/Member	Chair Education and Accountably Committee	Yes	10	12/15/2009	06/30/2021	11
5	Rosa Agosto	Trustee/Member	Chair Human Capital Task Force/ Board Development Committee	Yes	10	12/15/2009	06/30/2021	11

6	Richard Izquierdo	Trustee/Member	Founder	Yes	1	12/15/2009	06/30/2021	6
7	Francisco Lugovina	Trustee/Member		Yes	4	08/14/2015	06/30/2021	9
8	Jill Roche Gomez	Trustee/Member		Yes	2	07/27/2017	06/30/2021	10
9	Melissa Cebollero	Trustee/Member		Yes	2	07/27/2017	06/30/2021	8

**1a. Are there more than 9 members of the Board of Trustees?**

Yes

**1b. Current Board Member Information**

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
10	Dr. Rosa Lee	Other		Yes	1	10/18/2019		7
11								
12								
13								
14								
15								

**1c. Are there more than 15 members of the Board of Trustees?**

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2020	11
b.Total Number of Members Added During 2019-2020	1
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	12

**3. Number of Board meetings held during 2019-2020**

11

**4. Number of Board meetings scheduled for 2020-2021**

12

Thank you.

**Entry 9 Board Meeting Minutes**

Completed Aug 3 2020

[Instructions](#)

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

### [\*\*BOT Mtg Minutes - 01\*\*](#)

**Filename:** BOT Mtg Minutes 01.16.2020 updated.pdf **Size:** 279.7 kB

### [\*\*BOT Mtg Minutes - 02\*\*](#)

**Filename:** BOT Mtg Minutes 02.27.2020.pdf **Size:** 277.4 kB

### [\*\*BOT Mtg Minutes - 06\*\*](#)

**Filename:** BOT Mtg Minutes 06.25.2020.pdf **Size:** 300.5 kB

### [\*\*BOT Mtg Minutes - 04\*\*](#)

**Filename:** BOT Mtg Minutes 04.16.2020.pdf **Size:** 676.8 kB

### [\*\*BOT Mtg Minutes - 12\*\*](#)

**Filename:** BOT Mtg Minutes 12.18.2019 updated.pdf **Size:** 277.5 kB

### [\*\*BOT-Mtg-Minutes-7\*\*](#)

**Filename:** BOT Mtg Minutes 7.29.2019.pdf **Size:** 613.8 kB

### [\*\*BOT-Mtg-Minutes-10\*\*](#)

**Filename:** BOT Mtg Minutes 10.17.2019 v2.pdf **Size:** 124.4 kB

### [\*\*BOT-Mtg-Minutes-11\*\*](#)

**Filename:** BOT Mtg Minutes 11.21.2019 v2.pdf **Size:** 125.1 kB

### [\*\*BOT Mtg Minutes - 9\*\*](#)

**Filename:** BOT Mtg Minutes 9.18.2019 .pdf **Size:** 568.2 kB

### [\*\*BOT Mtg Minutes - 05\*\*](#)

**Filename:** BOT Mtg Minutes 05.28.2020.pdf **Size:** 683.6 kB

### [\*\*BOT-Mtg-Minutes-8\*\*](#)

**Filename:** BOT Mtg Minutes 8.29.2019.pdf **Size:** 580.8 kB

## **Entry 10 Enrollment & Retention**

**Completed** Aug 3 2020

[Instructions for submitting Enrollment and Retention Efforts](#)

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

## **Entry 10 Enrollment and Retention of Special Populations**

### [Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

**DR RICHARD IZQUIERDO HEALTH AND SCIENCE CHARTER SCHOOL 321200860965**

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**Recruitment/Attraction Efforts Toward Meeting Targets**

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	Completed mailing to NYCHA addresses. Advertised in local businesses that serve individuals of all income levels.	Same as 19-20.
English Language Learners/Multilingual Learners	Translated all materials into Spanish. Held Spanish info sessions.	Same as 19-20.
Students with Disabilities	Provided additional information regarding our sped services on the website, open house, and provided interested families with access to our SPED services team to gain additional information on our programming.	Same as 19-20.

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	During the COVID pandemic, we provided additional resources to families including wifi and computer access, information about accessing unemployment benefits, and modest financial support to families in economic crisis (food, clothing donation, transportation, etc.)	Same as 19-20.
English Language Learners/Multilingual Learners	Held all events in English and Spanish and provided French and Arabic translators for major events. Hired bilingual staff to interface with multilingual families.	Same as 19-20, as well as implementing remote ENL classes for adult family members of students.
Students with Disabilities	Providing extra supports during remote learning, including 1:1 tutoring and office hours. Employed multiple special education administrators to support families with understanding their options and supports available.	Same as 19-20.

## Entry 12 Percent of Uncertified Teachers

**Completed** Aug 3 2020

### Instructions

### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

## Entry 12 Uncertified Teachers

## **Instructions for Reporting Percent of Uncertified Teachers**

### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools**

**The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.**

**If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.**

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**CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	10
<b>Total Category A: 5 or 30% whichever is less</b>	<b>10.0</b>

**CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	11
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
<b>Total Category B: not to exceed 5</b>	<b>11.0</b>

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category C: not to exceed 5	0

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	0

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	0



Thank you.

## Entry 13 Organization Chart

Completed Jul 31 2020

### [Instructions](#)

### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

### [Izquierdo Charter Org Chart](#)

Filename: Izquierdo Charter Org Chart.pdf Size: 156.5 kB

## Entry 14 School Calendar

Completed Sep 17 2020

### [Instructions for submitting School Calendar](#)

### **Required of ALL Charter Schools**

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

**Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.**

### [DRIHSCS 2020-2021 Calendar final](#)

Filename: DRIHSCS 2020 2021 Calendar final 4U74R77.pdf Size: 136.1 kB

# Entry 15 Links to Critical Documents on School Website

Completed Aug 3 2020

## Instructions

### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

## Form for Entry 15 Links to Critical Documents on School Website

School Name: **Dr. Richard Izquierdo Health and Science Charter School**

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**Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

**By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:**

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	<a href="http://www.healthscienceschool.org/wp-content/uploads/2019/11/dr-richard-izquierdo-health-and-science-charter-school.pdf">http://www.healthscienceschool.org/wp-content/uploads/2019/11/dr-richard-izquierdo-health-and-science-charter-school.pdf</a>
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	<a href="http://www.healthscienceschool.org/next-meeting/">http://www.healthscienceschool.org/next-meeting/</a> <a href="http://www.healthscienceschool.org/board-meeting-7-16/">http://www.healthscienceschool.org/board-meeting-7-16/</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="http://www.healthscienceschool.org/board-videos/">http://www.healthscienceschool.org/board-videos/</a>
3. Link to NYS School Report Card	<a href="https://data.nysed.gov/essa.php?year=2018&amp;instid=800000067013">https://data.nysed.gov/essa.php?year=2018&amp;instid=800000067013</a>
4. Most Recent Lottery Notice Announcing Lottery	<a href="http://www.healthscienceschool.org/admissions/">http://www.healthscienceschool.org/admissions/</a>
5. Authorizer-Approved DASA Policy	<a href="http://www.healthscienceschool.org/wp-content/uploads/2020/03/DIHS-Scholar-Family-Handbook-final-sept-5.pdf">http://www.healthscienceschool.org/wp-content/uploads/2020/03/DIHS-Scholar-Family-Handbook-final-sept-5.pdf</a>
6. District-wide Safety Plan	<a href="http://www.healthscienceschool.org/safety/">http://www.healthscienceschool.org/safety/</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="http://www.healthscienceschool.org/wp-content/uploads/2020/03/DIHS-Scholar-Family-Handbook-final-sept-5.pdf">http://www.healthscienceschool.org/wp-content/uploads/2020/03/DIHS-Scholar-Family-Handbook-final-sept-5.pdf</a>
7. Authorizer-Approved FOIL Policy	<a href="http://www.healthscienceschool.org/wp-content/uploads/2020/03/DIHS-Scholar-Family-Handbook-final-sept-5.pdf">http://www.healthscienceschool.org/wp-content/uploads/2020/03/DIHS-Scholar-Family-Handbook-final-sept-5.pdf</a>
8. Subject matter list of FOIL records	<a href="http://www.healthscienceschool.org/wp-content/uploads/2020/03/DIHS-Scholar-Family-Handbook-final-sept-5.pdf">http://www.healthscienceschool.org/wp-content/uploads/2020/03/DIHS-Scholar-Family-Handbook-final-sept-5.pdf</a>
9. Link to School Reopening Plan	<a href="http://www.healthscienceschool.org/remote-learning/">http://www.healthscienceschool.org/remote-learning/</a>

**Thank you.**



# Entry 16 COVID 19 Related Information

Completed Aug 3 2020

## Instructions

### Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

# Entry 16 COVID 19 Related Information

School Name: Dr. Richard Izquierdo Health and Science Charter School

## TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	750	539	655

## Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are





Disclosure of Financial Interest by a Current or Proposed Board of Trustees  
Member

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Name:

Marshall Kessen

---

Name of Charter School Education Corporation (the Charter School Name,  
if the charter school is the only school operated by the education  
corporation):

Dr. RICHARD IZQUIERDO Health & Science Charter School

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1. List all positions held on the education corporation Board of Trustees ("Board")  
(e.g. president, treasurer, parent representative).

Chair of Finance Committee  
Treasurer

2. Are you an employee of any school operated by the education corporation?  
 Yes  No

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

3. Are you related, by blood or marriage, to any person employed by the school?

No

If Yes, please describe the nature of your relationship and how this person  
could benefit from your participation.

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4. Are you related, by blood, marriage, or legal adoption/guardianship, to any  
student currently enrolled in the school? No

If Yes, please describe the nature of your relationship and how this person  
could benefit from your participation.

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5. Are you related, by blood or marriage, to any person that could otherwise  
benefit from your participation as a board member of this school? No

If Yes, please describe the nature of your relationship and how this person  
could benefit from your participation.

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6. Are you a past, current, or prospective employee of the charter school,

education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

*(Handwritten mark)*

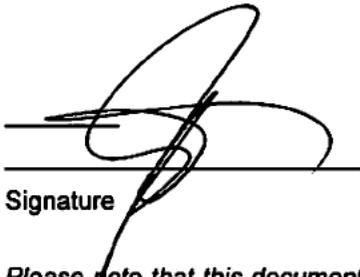
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write None. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

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

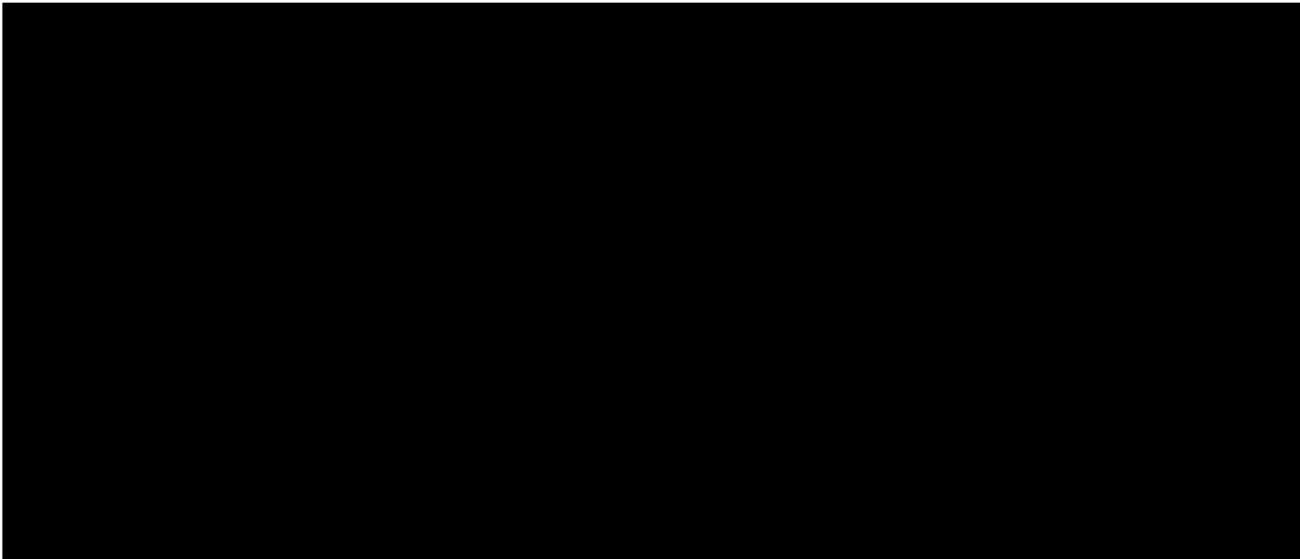
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>(Handwritten mark)</i>	<i>(Handwritten mark)</i>	<i>(Handwritten mark)</i>	<i>(Handwritten mark)</i>	<i>(Handwritten mark)</i>

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\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

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



**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name:**

**Epifanio Castillo Jr.**

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**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Dr. Richard Izquierdo Health and Science Charter School**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Chair, Human Capital Taskforce**

2. Are you an employee of any school operated by the education corporation?  
 **Yes**  **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?  
**No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

**Yes**  **No**

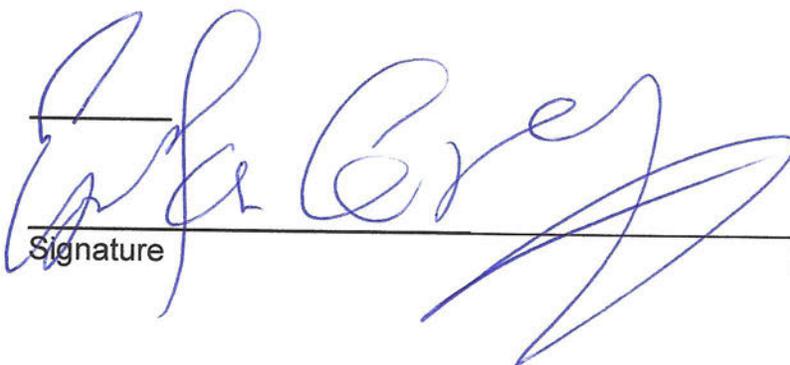
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p style="text-align: center;"><b>NONE</b></p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p style="text-align: center;"><b>NONE</b>  <i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

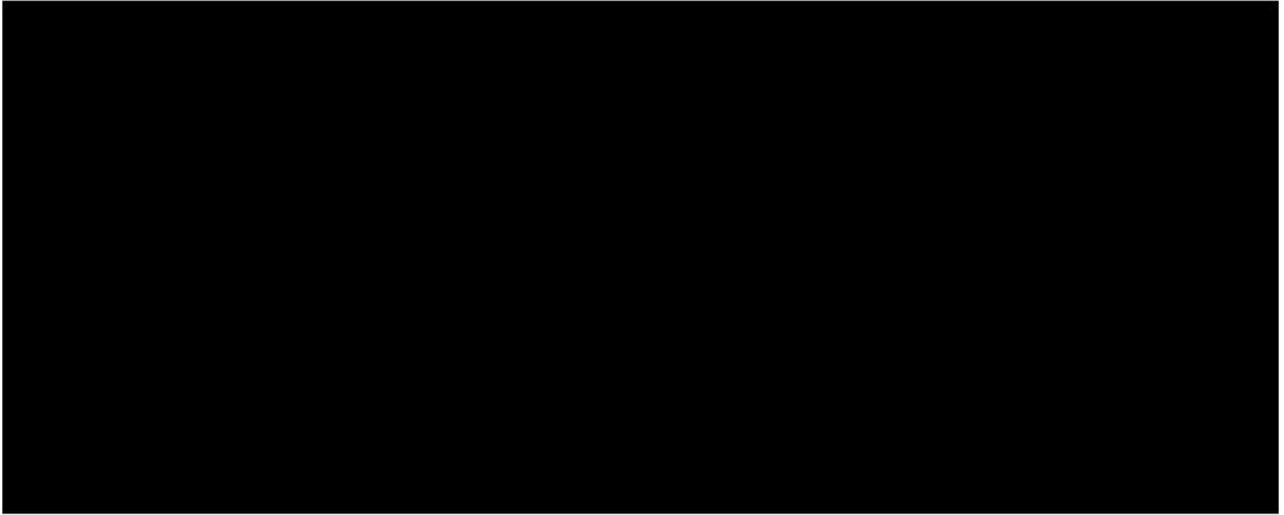


Signature

Date

07,29,2020

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



**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name:**

Rosa Agosto

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**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

Dr. Richard Izquierdo Health and Science Charter School

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Chair, Education and Accountability Committee

2. Are you an employee of any school operated by the education corporation?  
 **Yes**  **No**

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

NO

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

NO

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

NO

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Not applicable</i>	<i>None if applicable. Do not leave this space blank.</i>	<i>NA</i>	<i>NA</i>

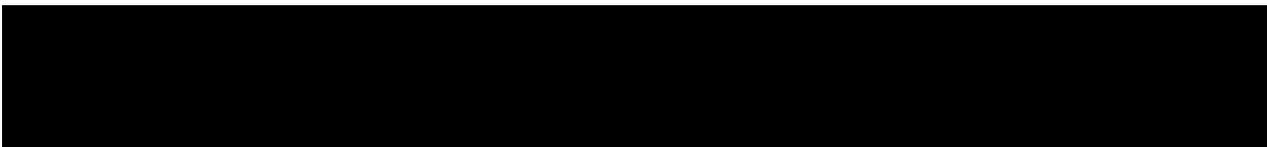
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

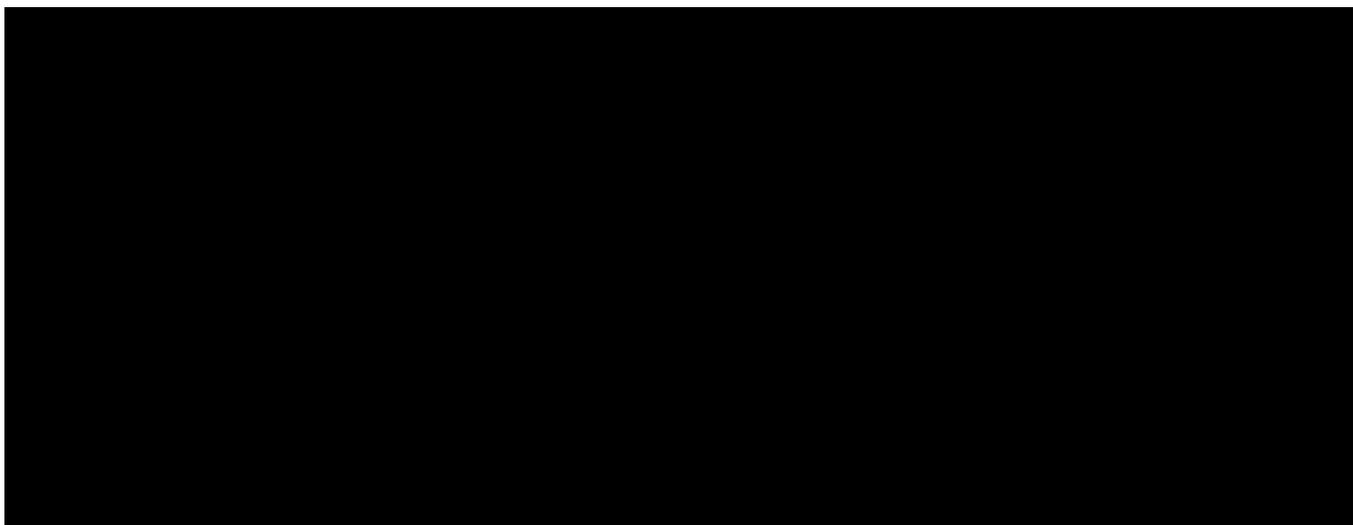
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Urban Health Plan	Founder and Ins	not applicable	self	will recuse myself from such

Please write "None" if applicable. Do not leave this space blank

DocuSigned by:  
  
 Signature \_\_\_\_\_ Date 7/29/2020

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







## DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL

### Board of Trustees Meeting Minutes January 16, 2020

#### Attendance

- **Present in Person** – Rosa Agosto [left at 6:51pm], Epifanio Castillo, Marshall Kesten, Rosa Lee, Duarna Oller, Jill Roche-Gomez, Melissa Cebollero
  - **Present via Video Conference** –
  - **Excused** – Paloma Hernandez, Dr. Richard Izquierdo, Francisco Lugovina
  - **Invited Guests** – Sandra Bynum, Shaqwaya Campbell, Sabree Muhammad, John Mulligan (CEI), Robert Popescu, Danielle Tschirhart, Stacy Winitt
- 

#### **I. Meeting called to order by Ms. Oller at 6:05pm**

#### **II. Special Education Compliance Review**

- Mr. Mulligan reviewed the compliance report that he compiled from a 3-day visit in January 2020
- Mr. Mulligan said next steps should be to continue to hire certified teachers and provide professional development
- Ms. Bynum provided responses to specific recommendations and steps that the school is taking to address concerns highlighted in the compliance review

#### **III. Public Comment [6:57pm]**

- A parent spoke about her 7<sup>th</sup> grade student and special education services for him

#### **IV. Education and Accountability Report**

- Mr. Popescu gave an update about mock ELA/Math exams January 21-24<sup>th</sup> and MS Saturday Academy starting on January 25<sup>th</sup>
- Ms. Muhammad gave an update about January Regents exams January 21<sup>st</sup>-24<sup>th</sup> and HS Saturday Academy starting on March 28<sup>th</sup>
- Ms. Campbell gave an overview of the counseling department services
- Ginny Connelly from CEI spoke via phone about the work she will be doing and the metrics/rubrics she will be using (DOE Quality Review & Multidimensional Principal Performance Rubric)

#### **V. Approve Minutes**

- Tabled; Executive Committee will review best practices for minutes and make a decision about formatting

#### **VI. School Leadership Report**

- Ms. Winitt reviewed HOS report and updates to HOS Action Plan
  - Ms. Winitt will send summary of early dismissal for seniors and Ms. Oller will coordinate Education Committee call to discuss
  - Duarna stated that board will have a decision about student uniforms next month
  - Danielle will send the Finance Committee an estimate of how much it would cost to pay out unused vacation for 12-month employees

#### **VII. Chairperson's Report**

- Ms. Oller stated that Parent Town Halls will be scheduled once both Family Coordinators are on board  
800 Home Street ♦ Bronx, NY 10456 ♦ 718-378-0490 ♦ [www.healthscienceschool.org](http://www.healthscienceschool.org)



**DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL**

- b. Ms. Tschirhart provided update on school voicemail message, website, and application process

**VIII. Treasurer's Report**

- a. Mr. Kesten provided an update on school's finances
- b. Ms. Tschirhart provided update on beginning steps of process to start FY2021 budget

**IX. Search Committee**

- a. Ms. Roche-Gomez provided an update on the permanent HOS search
  - i. Ms. Roche-Gomez will work with Ms. Tschirhart to schedule dates for finalist candidates to visit the school

**X. Executive Session**

- a. The board moved into Executive Session at 8:21pm to discuss personnel matters
- b. The board exited Executive Session at 8:26pm

**XI. Adjournment at 8:26pm**

**Submitted:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_



## DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL

### Board of Trustees Meeting Minutes January 16, 2020

#### Attendance

- **Present in Person** – Rosa Agosto, Epifanio Castillo, Paloma Hernandez, Marshall Kesten, Duarna Oller, Jill Roche-Gomez,
  - **Present via Video Conference** – Dr. Richard Izquierdo, Francisco Lugovina
  - **Excused** – Melissa Cebollero, Rosa Lee
  - **Invited Guests** – Ginny Connelly (CEI), Sabree Muhammad, Robert Popescu, Danielle Tschirhart, Stacy Winitt
- 

#### **I. Meeting called to order by Ms. Oller at 6:12pm**

#### **II. Public Comment**

- a. No comments

#### **III. CEI Comprehensive School Review**

- a. Ms. Connelly presented the Comprehensive School Review report that she drafted with her findings and next steps based on several days of school visits that she conducted in February

#### **IV. Treasurer's Report**

- a. Mr. Kesten provided an update on school's finances
- b. Mr. Kesten stated that the hard work of creating next year's budget should wait to begin until after the permanent head of school is chosen

#### **V. Education and Accountability Report**

- a. Ms. Agosto provided an update from Education Accountability Committee Meeting on February 5, 2010

#### **VI. Equity Team Report**

- a. Mr. Castillo provided an update on Equity Team meetings which have focused on ways to expose students and staff to more experiences within the community, and discussing the real mission of the school

#### **VII. Search Committee**

- a. Ms. Roche-Gomez provide an update on the permanent HOS search
  - i. 5 semi-finalists will be interviewed next week by the full board
  - ii. 2 finalists will be interviewed by multiple stakeholders in the school on-site

#### **VIII. School Leadership Report**

- a. Ms. Winitt provided an update on the head of school report
  - i. Ms. Oller reported that the board decided that students may wear the PE uniform in the winter months only
  - ii. Mr. Kesten motioned to approve the vacation payout as a one time exception to the policy; Ms. Hernandez seconded; **motion approved 8-0**

#### **IX. Approve Minutes**

- a. Approval of minutes were tabled



## DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL

- Ms. Oller stated that moving forward, the minutes for Public Comment should not include names and should include a summary of the issue discussed
- References to board and staff members should be formal

### **X. Executive Session**

- a. The board moved into Executive Session at 7:53pm to discuss personnel matters
- b. The board existed Executive Session at 8:30pm

### **XI. Adjournment at 8:30pm**

Submitted: \_\_\_\_\_ Date Submitted: \_\_\_\_\_



## DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL

### Board of Trustees Meeting Minutes June 25, 2020

#### Attendance

- **Present via Video Conference** – Rosa Agosto, Epifanio Castillo, Paloma Hernández, Marshall Kesten, Rosa Lee, Francisco Lugovina, Duarna Oller, Jill Roche-Gómez
- **Excused** – Melissa Cebollero, Dr. Richard Izquierdo
- **Invited Guests** – Michael DeNobile, Stacy Winit, Sabree Muhammad, Alvin Lee

**Due to the COVID-19 pandemic,  
this board of trustees meeting  
was held entirely via Zoom.**

- 
- I. **Meeting called to order by Ms. Oller at 6:20pm**
  - II. **Presentation of Community Project**
    - a. Michael DeNobile, ELA Department Chair, and 2 students presented artwork and written work that students created to thank Urban Health Plan workers
  - III. **Nomination of Slate of Directors for 3-Year Terms**
    - a. Ms. Hernandez moved to nominate these members for 3-year terms; Mr. Kesten seconded
      - i. Epifanio Castillo
        - **Approved 7-0** (Mr. Castillo abstained)
      - ii. Melissa Ceborello
        - **Approved 8-0**
      - iii. Rosa Lee
        - **Approved 7-0** (Dr. Lee abstained)
  - IV. **Nomination of Slate of Officers**
    - a. Ms. Agosto moved to nominate these officers for 1-year terms; Mr. Lugovina seconded
      - i. Duarna Oller as Chairperson
        - **Approved 7-0** (Ms. Oller abstained)
      - ii. Dr. Richard Izquierdo as Vice Chairman
        - **Approved 8-0**
      - iii. Paloma Hernandez as Secretary
        - **Approved 7-0** (Ms. Hernandez abstained)
      - iv. Marshall Kesten as Treasurer
        - **Approved 7-0** (Mr. Kesten abstained)
  - V. **Review of Calendar of Board Meetings for 2019-20**
    - a. Ms. Oller proposed holding Board of Trustees meetings for 2020-21 on the third Thursday of each month from 6:00-8:00pm: July 16, 2020, August 20, 2020, September 17, 2020, October 15, 2020, November 19, 2020, December 17, 2020, January 21, 2021, February 18, 2021, March 18, 2021, April 15, 2021, May 20, 2021, June 17, 2021
      - i. Ms. Hernandez moved to approve calendar as outlined by Ms. Oller; Ms. Roche- Gómez seconded
        - **Approved 8-0**



## DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL

### VI. Review of Board Committee Assignments

- a. Executive Committee –Dr. Izquierdo, Ms. Oller, Ms. Hernandez, Ms. Agosto, Mr. Castillo, Mr. Kesten
  - i. Mr. Lugovina motioned to approve Executive Committee assignments; Dr. Lee seconded
    - **Approved 8-0**
- b. Education and Accountability Committee – Ms. Agosto (chair), Ms. Oller, Mr. Lugovina, Mr. Castillo, Ms. Cebollero, Dr. Lee
  - i. Mr. Lugovina motioned to approve Education and Accountability Committee assignments; Ms. Roche- Gómez seconded
    - **Approved 8-0**
- c. Finance Committee – Mr. Kesten (chair), Ms. Hernandez, Ms. Roche- Gómez, Mr. Lugovina, Ms. Oller
  - i. Mr. Castillo motioned to approve the Finance Committee assignments; Dr. Lee seconded
    - **Approved 8-0**
- d. Board Development Committee – Ms. Hernandez (chair), Mr. Lugovina, Ms. Oller, Ms. Agosto
  - i. Mr. Castillo motioned to approve Board Development Committee assignments; Mr. Kesten seconded
    - **Approved 8-0**

### VII. Approve Minutes

- a. Ms. Roche- Gómez noted that the minutes from May 28, 2020 state “net income” but should state “surplus revenue”
  - i. Mr. Lugovina motioned to approve minutes with above noted change; Mr. Castillo seconded
    - **Approved 8-0**

### VIII. Treasurer’s Report

- a. Mr. Kesten provided an update on revenue (down due to lower than expected enrollment) and expenses (down due to remote learning); cash on hand 192 days; projected \$1,000,000 net income
- b. Education & Accountability Committee and Finance Committees with the leadership teams of the school met many times to create FY 2020-21 budget which was circulated to board members prior to board meeting
  - i. Mr. Castillo motioned to approve FY 2020-21 budget as presented; Ms. Agosto seconded
    - **Approved 8-0**

### IX. Education and Accountability Report

- a. Ms. Agosto provided an update from Education Accountability Committee Meetings on since the last board meeting
  - i. Discussions occurred about head of school transition and re-entry plans
- b. Stacy Winitt presented HOS report detailing current grade 6 enrollment, intent to return forms returned for rising grades 7-12, summer school plans, and current vacancies for next school year
- c. Ms. Agosto shared that meetings in July will focus on reentry plans for the fall
- d. Ms. Agosto thanked school leaders for their work in ensuring a smooth transition
- e. Sabree Muhammad, Alvin Lee (HS Social Studies Teacher), and Dr. Lee provided an update on the Sophie Davis program at the school



## DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL

### X. Public Comment

- a. A staff member requested that the board consider aligning the school's 2020-21 calendar with the NYC DOE calendar in terms of days off
- b. A staff member thanked the board for placing Ms. Winitt as the interim head of school for this year, expressed gratitude for the school leadership team, and welcomed Ms. Cruz

### XI. Executive Session

- a. Mr. Kesten motioned to move into Executive Session at 7:30pm to discuss personnel matters and invite Ms. Winitt and Ms. Cruz to attend; Mr. Castillo seconded
- b. Ms. Winitt and Ms. Cruz exited Executive Session at 8:30pm
- c. The board exited Executive Session at 9:18pm

### XII. Personal Time Off (PTO) Payout

- a. The current school policy caps the end of year payout for PTO time at 5 days
  - i. Mr. Kesten motioned to approve a one time exception to the policy so that staff will be paid out for all remaining PTO days as of June 30, 2020; Mr. Castillo seconded
    - **Approved 8-0**

### XIII. Adjournment at 9:20pm

Submitted: \_\_\_\_\_ Date Submitted: \_\_\_\_\_



## DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL

### Board of Trustees Meeting Minutes April 16, 2020

#### Attendance

- **Present in Person** – n/a
- **Present via Video Conference** –Rosa Agosto, Epifanio Castillo, Melissa Cebollero, Marshall Kesten, Rosa Lee, Francisco Lugovina, Duarna Oller, Jill Roche-Gómez
- **Excused** – Paloma Hernández, Dr. Richard Izquierdo
- **Invited Guests** – Ginny Connelly (CEI), Sabree Muhammad, Robert Popescu, Danielle Tschirhart, Stacy Winitt

Due to the COVID-19 pandemic, this board of trustees meeting was held entirely via Zoom. The meeting was recorded and transcribed in accordance with NYS policy.

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#### **I. Meeting called to order by Ms. Oller at 6:07pm**

#### **II. Approve Minutes**

- a. Ms. Cebollero motioned to approve minutes for September; Mr. Kesten seconded
  - i. Approved 6-0 (Dr. Lee and Ms. Roche-Gomez abstained)
- b. Dr. Lee motioned to approve minutes for November; Mr. Kesten seconded
  - i. Approved 5-1 (Mr. Lugovina and Ms. Oller abstained; Ms. Agosto voted no)
- c. Mr. Kesten motioned to approve minutes for December; Dr. Lee seconded
  - i. Approved 8-0
- d. Mr. Kesten motioned to approve minutes for January; Dr. Lee seconded
  - i. Approved 6-0 (Ms. Agosto and Mr. Lugovina abstained)
- e. Mr. Kesten motioned to approve minutes for February; Ms. Roche-Gomez seconded
  - i. Approved 6-0 (Ms. Cebollero and Dr. Lee abstained)

#### **III. Education and Accountability Report**

- a. Ms. Agosto provided an update from Education Accountability Committee Meetings on April 1, 2020 and April 15, 2020
  - i. Temporary remote learning plan put in place for March 23-April 8
  - ii. Long term learning plan rolled out on April 13<sup>th</sup>
  - iii. Special focus moving forward on attendance and motivating staff & students
  - iv. At next meeting, discuss Class of 2020 needs and ways to celebrate

#### **IV. Treasurer's Report**

- a. Mr. Kesten motioned to approve the amended 990 form; Ms. Agosto seconded
  - i. Approved 8-0
- b. Mr. Kesten motioned to approve the school submitting a PPP application; Mr. Lugovina seconded
  - i. Approved 8-0

*Whereas, the Dr. Richard Izquierdo Health and Science Charter School (the School) has been severely impacted and forced to cease normal operations due to the COVID-19 health crisis (COVID-19); and*

*Whereas, because of COVID-19 the School was not able to drive its enrollment efforts in the month leading up to its admissions deadline, which could hamper enrollment and therefore funding, and faces*



## DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL

*the prospect of reduced public funding going forward due to likely citywide and statewide cuts driven by COVID-19; and*

*Whereas, the School is aware of the Payroll Protection Program that is part of the federal Coronavirus Aid, Relief, and Economic Security Act, recently established by Congress to help employers with fewer than 500 employees endure the financial challenges posed by COVID-19; and*

*Whereas, it appears that the School meets the criteria for applying for such funds, which could greatly benefit the School's ability to serve students, retain staff, and operate effectively; therefore it is*

*Resolved that the School will submit an application for the Payroll Protection Program funds and all future similar funding programs available as related to COVID-19 as determined by the board treasurer.*

- c. Mr. Kesten provided an update on income (down due to lower than expected enrollment) and expenses (down due to remote learning); cash on hand 124 days; projected \$1,000,000 surplus

### V. Family Coordinator Update

- a. Ms. Tschirhart provided an update on the work the family coordinators are doing now that the school has moved to remote learning
  - i. Focus right now is to connect with families that other staff members have been unable to reach
  - ii. Weekly family newsletter overseen by family coordinators
  - iii. Working on having families sign up for Remind platform
  - iv. Family Webinars scheduled

### VI. School Leadership Report

- a. Ms. Winitt provided an update on the head of school report
  - i. Reviewed overall attendance information, noting increase in attendance for days since live instruction program was rolled out
  - ii. Proposal for lost spring break days sent to Finance Committee for review

### VII. Public Comment

- a. Parents (5) shared concerns about students knowing how to use online platforms and supporting students who are struggling, concerns about specific technology issues, suggestions about providing internships to students once school resumes in person, and concerns about how will grades be calculated for quarter 3
- b. Staff (4) shared concerns about remote learning program and teacher input, concerns about not making up 4 missed vacation days from Spring Break, praise for leadership and teaching staff for flexibility, and concerns about hire letters for next year

### VIII. Executive Session

- a. Mr. Castillo motioned to move into Executive Session at 7:22pm to discuss personnel matters; Mr. Kesten seconded
- b. The board existed Executive Session at 8:02pm

### IX. Adjournment at 8:02pm

Submitted: \_\_\_\_\_ Date Submitted: \_\_\_\_\_



## DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL

### Board of Trustees Meeting Minutes December 18, 2019

#### Attendance

- **Present in Person** – Rosa Agosto, Epifanio Castillo, Marshall Kesten, Rosa Lee, Duarna Oller, Jill Roche-Gomez, Melissa Cebollero (arrived 10:28am)
  - **Present via Video Conference** – Dr. Richard Izquierdo, Francisco Lugovina
  - **Excused** – Paloma Hernandez
  - **Invited Guests** – Miah Groom, Sabree Muhammad, Robert Popescu, Danielle Tschirhart, Stacy Winitt
- 

#### **I. Public Comment [9:10am-9:24am]**

- a. The Student Government President proposed allowing students to wear PE uniform every day
- b. The Student Government Vice President; proposed allowing students to wear PE uniform every day
- c. The principal at Bronx Latin wants to be a thought partner for the school
- d. A HS teacher expressed concerns on behalf of class of 2021 that they are regarded poorly by the staff and that Ms. Winitt did not attend their December awards ceremony [10:33am]
- e. A MS teacher reported progress in communication with staff and creation of Teacher Council; shared that academic competitions within MS have helped increase achievement [10:36am]

#### **II. Meeting called to order by Ms. Oller at 9:24am**

#### **III. Approve Minutes**

- a. Tabled until the board examines best practices for minutes

#### **IV. Chairperson's Report**

- a. Based on concerns shared at last board meeting, board decided to base Ms. Agosto at the school

#### **V. Education and Accountability Report**

- a. Mr. Popescu presented on results of MS Interim Assessments
- b. Ms. Muhammad presented on results of HS Interim Assessments
- c. Ms. Groom presented an update on School Culture & Swipe system
- d. Ms. Agosto provided an update on the last Education Accountability Committee meeting
- e. Ms. Tschirhart provided an update on the breach of student information and the actions/reporting that the school did in response
- f. Allen Hecht, School Partnerships Coordinator, was introduced to the board

#### **VI. School Leadership Report**

- a. Ms. Winitt reviewed Head of School Action Plan
- b. Ms. Oller will provide dates in January for parent meetings

#### **VII. Treasurer's Report**

- a. Mr. Kesten provided an update on school's finances
- b. Mr. Kesten motioned to accept the findings of the audit and management letter; Mr. Castillo seconded -  
**Approved 7-0**



**DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL**

**VIII. Search Committee**

- a. Ms. Roche-Gomez provided an update the Search Committee process and timeline

**IX. Executive Session**

- a. Board moved into Executive Session to discuss personnel matters at 10:57am
- b. Board exited Executive Session at 11:29am

**X. Adjournment at 11:30am**

**Submitted:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_



## DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL

### Board of Trustees Meeting Minutes July 29, 2019

#### Attendance

- **Present in Person** - Epifanio Castillo, Paloma Hernández, Marshall Kesten, Francisco Lugovina, Duarna Oller
  - **Present via Video Conference** – Rosa Agosto, Dr. Richard Izquierdo, Jill Roche
  - **Absent** – Melissa Cebollero, Rosy Tavaréz
  - **Invited Guests** – Danielle Tschirhart, Stacy Winitt
- 
- 

#### **I. Meeting called to order at 9:13am**

#### **II. Review minutes from June 12, 2019**

- a. Correction – Budget was approved with provision that it would be subject to change because of a new/interim Head of School
- b. Approval of June minutes deferred until August

#### **III. Treasurer's Report**

- a. Marshall gave overview of current financial situation
- b. School is currently in process of reviewing budget based on shifts in staffing

#### **IV. Committee Report**

- a) Education and Accountability
  - Rosa reported that schedule of meetings will be established soon
- b) Board Development
  - Paloma reported that the slate of Board meetings will be presented in August along with resumes for new board members
- c) Human Capital
  - Epifanio reported that there are some developments that will require executive session
  - Duarna reported that the process for hiring permanent HOS will be developed with task force

#### **V. School Leadership Report**

- a. Stacy reported on Interim HOS Vision, presented revised school calendar, and highlighted proposed Employee Handbook changes (will be discussed in committees and approved at later board meeting)
- b. Board voted to approve amended school calendar**
  - i. Motion passed 5-0**



## DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL

### VI. Parent Association Update

- a. Natalia reported that several parents have expressed concerns about lack of communication from school since transition started and noted that the parents in attendance today do not speak English and no translations were provided during the board meeting
- b. Francisco suggested that we have translation technology available for future meetings
- c. The PTA President expressed concern about keeping the united culture of staff, parents, and students that has existed previously in the school and asked for parents' voices to be taken into account in the decision-making process
- d. Paloma suggested a monthly town hall that could be aligned with monthly PTA meetings
- e. Stacy reported that she and Natalia had previously discussed Parent Council, officers from the PTA meeting with HOS monthly

### VII. Public Comment

- a. Eddie Castro asked if the Tae Kwon Do program was going to continue and Duarna replied that she was not ready to respond at this time

### VIII. Executive Session

- a. Epifanio moved that the Board enter executive session at 10:19am
  - i. Motion approved 5-0
  - ii. Executive session ended at 11:05am

### IX. Adjournment at 11:05am

NCE CHARTER SCHOOL

**Board of Trustees Meeting Minutes**

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– Cebollero, Marshall Kesten, Rosa Lee, Francisco

– Sabree Muhammad, Robert Popescu, Danielle Tschirhart, Stacy Winitt

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Minutes from September 18, 2019 tabled to November meeting

Rosa will look at her notes for those areas that were discussed in the September meeting and requested that the Key Design Elements chart be attached to September minutes

Marshall presented overview of school's finances – both revenue and expenses are significantly lower  
Finance/Education Committee Meeting scheduled for Wednesday, October 23<sup>rd</sup> at 9:30am  
Current surplus of about \$1,000,000, but Danielle thinks revised budget will be closer to break-even with reduction in special education revenue and added positions (middle school intervention teachers and

Stacy reviewed Head of School Report, Dashboard, External Partnerships Updates, Alumni Updates

Robert Popescu (MS Assistant Principal) presented information about Middle School Skills Class Technology Programs; Rob will update chart to include rollout and Professional Development dates to present at Education and Accountability Committee meeting on November 6<sup>th</sup>

Sabree Muhammad (HS Assistant Principal) provided updates on the PSAT (11<sup>th</sup> graders sat for exam on \_\_\_\_\_), QuestBridge Scholarships, and graduation location (at 800 Home Street or College of Mount St. Vincent); school will put deposit on College of Mount St. Vincent to

Rob and Sabree will provide professional development plan updates on November 6<sup>th</sup> at Education and

Duarna shared updates from staff Town Halls that she and Rosa hosted with school staff on October 7<sup>th</sup>

Next Town Halls will be with scholars and parents (separate)



## DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL

### VI. Education and Accountability Report

- a. Rosa stated that Rob and Sabree will attend monthly committee meetings during the day at the school
- b. The committee will work with the school leaders to ensure graduation data reported in previous years is corrected on future versions of the dashboard
- c. Ruth Santana will be spending 1 day a week at the school to continue strengthening the partnership with Urban Health Plan, including planning for student internship opportunities
- d. Melissa offered to connect the school with a program at Montefiore that provides books and readings with authors during the holiday season; Stacy and Duarna enthusiastically agreed

### VII. Parent Association Update

- a. No parents present

### VIII. Public Comment

- a. No public comment

### IX. Executive Session

- a. Marshall motioned to go into Executive Session to discuss a personnel matter, Melissa seconded
- b. Board moved into Executive Session at 7:50pm
- c. Board exited Executive Session at 8:20pm
- d. Marshall moved to authorize Epifanio to initiate the process stop payments on Richard Burke's separation agreement; Rosa A. seconded
  - i. **Approved 8-0**

### X. Update on Permanent Head of School Search

- a. Search Committee is comprised of Jill (chair), Francisco, Rosa A., and Rosa L.
- b. Committee will relaunch search with a commitment to include staff, students, and parents in the process with finalist candidates

### XI. Adjournment at 8:25pm

**Submitted:**

**Date Submitted:**

NCE CHARTER SCHOOL

**Board of Trustees Meeting Minutes**

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– Cebollero, Paloma Hernandez, Marshall Kesten

– Dr. Richard Izquierdo, Rosa Lee

– Sabree Muhammad, Robert Popescu, Danielle Tschirhart, Stacy Winitt

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Rosa moved to approve minutes from October 17, 2019 and Epifanio seconded

Rosa moved to approve Executive Committee minutes from October 17, 2019 and Epifanio seconded

Rosa provided an update on the last Education Accountability Committee meeting

Stacy reviewed updated graduation rates, determined by cohort of when students enrolled in 9<sup>th</sup> grade

**Date Submitted:**



## DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL

### Board of Trustees Meeting Minutes September 18, 2019

#### Attendance

- **Present in Person** – Rosa Agosto, Epifanio Castillo (arrived at 9:38am), Melissa Cebollero, Marshall Kesten, Francisco Lugovina (left at 10:15am), and Duarna Oller
  - **Present via Video Conference** – N/A
  - **Absent** – Paloma Hernandez, Dr. Richard Izquierdo, Dr. Rosa Lee, Jill Roche-Gomez
  - **Invited Guests** – Danielle Tschirhart, Stacy Winitt
- 

#### **I. Meeting called to order at 9:14am**

#### **II. School Leadership Report**

- a. Stacy reviewed Updates on Key Design Elements in Educational Program (Charter Application)
  - i. Additions to future iterations of chart – Institutional Partnership Agreement (Medical Clinic)

#### **III. Finance Committee Report**

- a. Marshall provided update on finances, including that the finance and education committees are still working on a proposed amended budget
- b. Marshall motioned to, in accordance with the approved FY19 budget and commitments regarding employee retirement contributions for the 18-19 school year, authorize the release of the contribution of 3% of annualized salary for any employee enrolled in the 403b or Roth programs last school year and who was still employed on June 30, 2019 as per the terms of the DRIHSCS 403B plan; Paco seconded
  - i. **Approved 6-0**

#### **IV. Review minutes from August 29, 2019 and June 12, 2019**

- a. Epi moved to approve June 2019 board minutes, Marshall seconded
  - i. **Approved 6-0**
- b. Melissa moved to approve August 2019 board minutes, Paco seconded
  - i. **Approved 6-0**

#### **V. Board Chair Update**

- a. Duarna and Stacy will work together to ensure board meeting materials are sent out 1-week in advance
- b. Discussion of daytime board meetings and intention to have families and staff attend

#### **VI. Parent Association Update**

- a. Stacy provided Family Coordinator search update
- b. Once Family Coordinators are hired, the first priority will be to work to hold PTA elections

#### **VII. Review of Board Committee Meeting Schedule**

- a. Education Committee – first Wednesday of month
- b. Finance Committee – third Wednesday of month
- c. Board Development – last Monday of month
- d. Human Capital Task Force – meets as needed

#### **VIII. Adjournment at 10:38am**



## DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL

### Board of Trustees Meeting Minutes May 28, 2020

#### Attendance

- **Present in Person** – n/a
- **Present via Video Conference** – Rosa Agosto, Epifanio Castillo, Melissa Cebollero, Paloma Hernández, Marshall Kesten, Rosa Lee, Francisco Lugovina, Duarna Oller, Jill Roche-Gómez
- **Excused** – Dr. Richard Izquierdo
- **Invited Guests** – Ginny Connelly (CEI), Danielle Tschirhart, Stacy Winitt

Due to the COVID-19 pandemic, this board of trustees meeting was held entirely via Zoom. The meeting was recorded and transcribed in accordance with NYS policy.

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#### I. Meeting called to order by Ms. Oller at 6:07pm

#### II. Approve Minutes

- a. Mr. Kesten motioned to approve minutes for April; Mr. Castillo seconded
  - i. Approved 8-0 (Ms. Hernandez abstained)

#### III. Treasurer's Report

- a. Mr. Kesten provided an update on revenue (down due to lower than expected enrollment) and expenses (down due to remote learning); cash on hand 156 days; projected \$1,000,000 net income
- b. Education & Accountability Committee and Finance Committees met jointly to discuss and build budget for FY2021 that includes contingencies for both in person and remote learning

#### IV. Education and Accountability Report

- a. Ms. Agosto provided an update from Education Accountability Committee Meetings on since the last board meeting
  - i. Discussions occurred about learning management systems, summer school, and re-entry plans
  - ii. Committee has met frequently and consistently reviewed attendance and assignment completion during remote learning, discussed social emotional well-being of students; graduation plans are also in the planning stages
  - iii. The School has an opportunity to participate in a grant application with CEI
    - Summary: *CEI is applying to the Teacher and School Leader (TSL) incentive fund program for a grant to support independent charter schools across New York State to implement performance-based compensation systems that integrate measures of growth in social emotional learning for students and diversity, equity and inclusion goals for schools.*
    - Mr. Lugovina motioned to approve signing of MOU for grant application; Mr. Kesten seconded
      - a. Approved 9-0
  - iv. Ms. Tschirhart provided a summary of the action steps taken in response to public comments from April 2020 board meeting



## DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL

### V. Search Committee Update

- a. Ms. Roche-Gomez provided an update on the permanent Head of School search
  - i. 4<sup>th</sup> Head of School candidate participated in forums on May 28, 2020 attended separately by the staff, students, and families
  - ii. The board has all the information it needs to make a final decision

### VI. School Leadership Report

- a. Ms. Winitt reviewed the head of school report, including updates on the lottery, teacher recruitment, learning management systems, summer school, technology support, and student attendance
- b. Shaqwaya Campbell provided an update on the class of 2020 status: 2 students will need to return for the next school year and 7 will need to attend summer school
- c. Sabree Muhammad provided an update on college acceptance: 82% of students have reported acceptance to college
  - i. Ms. Oller requested Ms. Muhamad provide an update for the next Education and Accountability Committee meeting regarding college acceptances and ways that the school is providing support to the seniors
- d. Robert Popescu provided an update about the 8<sup>th</sup> grade stepping up ceremony
- e. Ms. Tschirhart provided an update that the operations team is spearheading the process of families completing the intent to return form

### VII. Family Coordinators Update

- a. Carmen Mojica shared that not all families are technology savvy, requiring strategizing best ways to deliver information to parents remotely
- b. Ms. Tschirhart shared that the school is planning for what might be needed in terms of personal protective equipment for families to feel comfortable sending students back to school once that is an option
- c. Roxane Zouzou shared how they are using various methods and activities to engage families
- d. Ms. Oller requested that the school coordinate Town Hall meetings with the parents and Ms. Oller

### VIII. Public Comment

- a. An administrator from Bronx Latin shared concerns about a new HOS being able to effectively collaborate with the other schools in terms of the shared building while in the middle of the pandemic
- b. Ms. Zouzou shared a question from a student wondering about the logistics of summer school

### IX. Executive Session

- a. Ms. Roche-Gomez motioned to move into Executive Session at 7:11pm to discuss personnel matters; Mr. Kesten seconded
- b. The board exited Executive Session at 8:04pm

### X. Adjournment at 8:04pm

Submitted: \_\_\_\_\_ Date Submitted: \_\_\_\_\_



## DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL

### Board of Trustees Meeting Minutes August 29, 2019

#### Attendance

- **Present in Person** - Epifanio Castillo, Marshall Kesten, Francisco Lugovina (left at 5:04pm), Duarna Oller, Rosa Agosto, Jill Roche-Gomez, Melissa Cebollero
  - **Present via Video Conference** – Dr. Richard Izquierdo
  - **Absent** – Paloma Hernandez
  - **Invited Guests** – Danielle Tschirhart, Stacy Winitt
- 

#### I. Meeting called to order at 3:20pm

#### II. Presentation of New Board Candidate

- a. Dr. Rosa Lee – Board Certified Internal Medicine, Associate Dean for Curriculum and Assessment at CUNY School of Medicine, practices at St. Barnabas Hospital
- b. **Duarna moved to nominate Dr. Rosa Lee for 1-year term appointment to the Board, pending approval by NYCDOE; Francisco Lugovina seconded**
  - **Approved 8-0**

#### III. Nomination of Slate of Directors for 3-Year Terms

- a. **Epifanio moved to nominate these members for 3-year terms, Jill seconded:**
  - i. Richard Izquierdo, MD
    - **Approved 7-0**
  - ii. Duarna Oller
    - **Approved 7-0**
  - iii. Paloma Hernandez
    - **Approved 7-0**
  - iv. Marshall Kesten
    - **Approved 7-0**

#### IV. Nomination of Slate of Officers

- a. **Epifanio moved to nominate these officers for 1-year terms, Rosa seconded:**
  - i. Duarna Oller as Chairperson
    - **Approved 7-0**
  - ii. Dr. Richard Izquierdo as Vice Chairman
    - **Approved 7-0**



## DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL

iii. Paloma Hernandez as Secretary

- **Approved 7-0**

iv. Marshall Kesten as Treasurer

- **Approved 7-0**

### V. **Review of Calendar of Board Meetings for 2019-20**

- August 29, 2019 at 3pm
- September 18, 2019 at 9am
- October 17, 2019 at 6pm
- November 21, 2019 at 6pm
- December 19, 2019 at 9am
- January 16, 2020 at 6pm
- February 20, 2020 at 6pm (alternate site)
- March 19, 2020 at 9am
- April 16, 2020 at 6pm (alternate site)
- May 21, 2020 at 6pm
- June 18, 2020 at 9am

### VI. **Review of Board Committee Assignments**

- Duarna requested that all committee chairs schedule meetings for school year and report that schedule at the September 18, 2019 board meeting

### VII. **Parent Association Update**

- Giselle Fradera, PTA President, reported that she is very grateful and appreciates the direction that the school is heading, stated that Stacy has been very welcoming, and that she is very excited for the new year

### VIII. **Review of BOT Code of Ethics, Conflict of Interest, and Whistleblower policies**

### IX. **Education and Accountability Committee Report**

- Committee met on August 29, 2019
  - School leaders attended meeting
  - Reviewed and discussed ELA and Math test scores from Spring 2019
  - Conducted Consultation Meeting for Title funds

### X. **Review minutes from July 29, 2019**

- Correction – Year changed from 2029 to June 12, 2019 in section II
- Duarna moved to approve July 2019 board minutes as amended, Jill seconded
  - Approved 8-0**



## DR. RICHARD IZQUIERDO HEALTH & SCIENCE CHARTER SCHOOL

- c. June 12, 2019 board minutes approval deferred to September

### XI. Finance Committee Report

- a. 2018-19 will show ~ \$500,000 loss – severance, salaries not paid as of June 30, 2019
- b. Student enrollment is close to or above target at each grade
- c. Budget revised based on changes suggested by Stacy; current iteration shows about \$300,000 surplus due to reduction in staffing but blunted by more conservative estimates for Special Education funding and student enrollment
- d. Currently have 123 days cash on hand
- e. Finance and Education Committees will meet on September 11, 2019 to finalize changes to budget so that amended version can be approved by the board

### XII. School Leadership Report

- a. Stacy gave update on Professional Development Institute (August 19-30) for staff, current vacancies and new hires, and general preparation for new school year
- b. Epifanio motioned to approve Employee Handbook, Francisco seconded
  - i. **Approved 7-0; 1 abstention**
- c. Epifanio motioned to approve Scholar & Family Handbook, Marshall seconded
  - i. **Approved 8-0**
- d. Epifanio motioned to approve Organization Chart with titles only, Marshall seconded
  - i. **Approved 6-0; 1 abstention, 1 member left prior to vote**

### XIII. Adjournment at 5:08pm



# Dr. Richard Izquierdo Health & Science Charter School Calendar 2020-2021

<b>Calendar Legend</b>	No School for Scholars and Staff	No School for Scholars
	Early Dismissal	Parent Teacher Conferences/Event
	Testing Days	Summer School

August 2020						
Su	M	Tu	W	Th	F	Sa
	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August	
18 and 19	New Student Orientation

1 - 4	Professional Development Institute
7	Labor Day (School Closed)
8	First Day of School for scholars
11	No School for Scholars
24	Back to School Night (5:00-7:00pm)

12	Columbus Day (No Scholars/Staff PD Day)
14	PSAT Day

November (17 days)	
3	Election Day (No Scholars/Staff PD Day)
11	Veteran's Day (School Closed)
12	Quarter 1 Ends (45 days)
18 and 19	Parent Teacher Conferences
26-27	Thanksgiving Recess (School closed)

December (15 days)	
24-31	Winter/Holiday Break (School Closed)

January (19 days)	
1	Winter/Holiday Break (School Closed)
18	MLK Day (School Closed)
	Regents Exams (TBD)
29	Quarter 2 Ends (46 days)

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

February (15 days)	
10 and 11	Parent Teacher Conferences
22-24	Midwinter Recess (School Closed)

March (23 days)	
3	SAT Day NYS ELA Exams (TBD)

2-9th	Spring Recess (School Closed)
19	Quarter 3 Ends (45 days) NYS Math Exam (TBD)
23	Parent Teacher Conferences

May (20 days)	
3-6 <sup>th</sup>	AP Exams
14	AP Exam
31	Memorial Day (School Closed) NYSESLAT (ENLScholars) TBD

June (19 days)	
	NYS Science Written Test (Grade 8 only) TBD
24	Quarter 4 Ends (47 days)/ Regents Exams (TBD)
24	Last Day of School for Scholars
24	Last Day for Staff

<b>Summer School</b>	
June 28 – August 6 <sup>th</sup> 2021	
<b>Professional Development Institute</b>	
August 23- September 3, 2021	
<b>First Day of School (tentative)</b>	
Wednesday, September 7, 2021	