

EVERGREEN COMMUNITY CS

Charter School Annual Report | 2023 - 2024

School Profile

LEA Name

Evergreen Community CS

AUN

120450003

Address 1

PO Box 523

Address 2**City**

Mountainhome

State

PA

Zip Code

18342

Chief Administrator Name

Ms Jill Shoesmith

Chief Administrator Email

evergrn@ptd.net

Chief Administrator Phone

(570) 595-6355

Extension

Charter School Principal

Principal Name

Steven Richard

Principal Email

srichard@evergreencommunityschool.org

Principal Phone

5705956355

Extension

Authorizing District(s)

Primary Authorizing District's AUN

120455403

LEAD District (LEA) Name

Pocono Mountain SD

Charter Authorized Year Range:

Start Year

2024

End Year

2029

Superintendent Name

Dr Elizabeth M Robison

Superintendent Email

erobison@pmsd.org

Superintendent Phone

(570) 839-7121 - 10111

Extension

Upload Current Charter (PDF only)

Evergreen Community Charter School Agreement Approved May 1, 2024.pdf

Governance and Staff

Board of Trustees Members

Name	Office	Check if New Member
Joseph Spinelli	President	
Mary Ann Lewis	Vice President	
Eric Noone	Secretary/Treasurer	
Sherline Eugene	Board Member	
Sandi Denniston	Board Member	

There were no Board of Trustee Changes. (CHECKED)

Board of Trustees Meeting Schedule

Location	Date	Time
Evergreen Community Charter School 905 East Grace Ave, Cresco, PA 18326	2023-08-24	7:00 pm
Evergreen Community Charter School 905 East Grace Ave, Cresco, PA 18326	2023-09-28	7:00 pm
Evergreen Community Charter School 905 East Grace Ave, Cresco, PA 18326	2023-10-26	7:00 pm

Evergreen Community Charter School 905 East Grace Ave, Cresco, PA 18326	2023-12-14	7:00 pm
Evergreen Community Charter School 905 East Grace Ave, Cresco, PA 18326	2024-01-25	7:00 pm
Evergreen Community Charter School 905 East Grace Ave, Cresco, PA 18326	2024-02-22	7:00 pm
Evergreen Community Charter School 905 East Grace Ave, Cresco, PA 18326	2024-03-28	7:00 pm
Evergreen Community Charter School 905 East Grace Ave, Cresco, PA 18326	2024-04-25	7:00 pm
Evergreen Community Charter School 905 East Grace Ave, Cresco, PA 18326	2024-05-30	7:00 pm
Evergreen Community Charter School 905 East Grace Ave, Cresco, PA 18326	2024-06-27	7:00 pm

Upload Board Minutes

August23Minutes.docx

September23Minutes.docx

October23Minutes.docx

December23Minutes.docx

January24Minutes.docx

Feb24Minutes.docx

March24Minutes.docx

April24Minutes.docx

May24Minutes.docx

Leadership Team

Name	Title/Position	Check if New Member
Jill Shoesmith	Chief Executive Officer	
Steven Richard	Principal	
Steven Richard	Director of Special Education	
Nancy Lewis	Business Manager	
Kathryn Yerkes	Other	

--	--	--

There were no Leadership Changes **(CHECKED)**

Upload of Professional Staff Member Roster (PDE-414 Form)

PDE 414 202324.xls

Quality of Teaching and Other Staff

	# of Staff per Category	# of Staff Appropriately Certified	# of Staff Promoted	# of Staff Transferred	# of Staff Terminated	# of Staff Contracted for Following Year
Chief Executive Officer	1	1	0	0	0	1
Chief Administrative Officer	0	0	0	0	0	0
Principal	1	1	0	0	0	1
Assistant Principal	0	0	0	0	0	0
Classroom Teacher (including Master Teachers)	10	8	0	0	0	10
Specialty Teacher	0	0	0	0	0	0

(including Master Teachers)						
Special Education Teacher (including Master Teachers)	2	2	0	0	0	2
Special Education Coordinator	1	1	0	0	0	1
Counselor	0	0	0	0	0	0
Psychologist	1	1	0	0	0	1
School Nurse	1	1	0	0	0	1
IT Director	0	0	0	0	0	0
Business Administrator	0	0	0	0	0	0
ISD, Curriculum Developers, Tech Support	0	0	0	0	0	0
HR Manager	0	0	0	0	0	0
Student Support Manager, Facilities	0	0	0	0	0	0

Manager						
Business Office, Administrative Support Staff, Teaching Assistants	0	0	0	0	0	0
Other	0	0	0	0	0	0
Totals	17	15	0	0	0	17

There were no substantial differences. (CHECKED)

Fiscal Matters

Major Fundraising Activities

Evergreen Community Charter School did not engage in any fund raising activities during the 2023-2024 school year and has no plans for such activities during 2024-2025. Events such as the prom and field trips are optional and funded by interested students and their families. Evergreen does produce an annual yearbook, but does not solicit ads.

Fiscal Solvency Policies

Policies Attached

Accounting System

Under the modified accrual basis, Evergreen budgets and records income in the period income is earned and budgets and records expenses in the period expenses are incurred. Evergreen capitalizes fixed assets, when appropriate, in compliance with GAAP. Reporting systems follow the same GAAP methods. Evergreen completes payroll and associated State and Federal payroll tax reporting. Accounting practices integrate with the PA State Chart of Accounts. Quickbooks, the accounting software, allows Evergreen to create and change the account structure as PDE modifies the Chart of Accounts.

Preliminary Statements of Revenues, Expenditures & Fund Balances

See Attached

Upload Statements of Revenues, Expenditures & Fund Balances

AuditPublic.pdf

BudgetAmendment.pdf

BudgetMonitoring.pdf

BudgetPlanning.pdf

BudgetPreparation.pdf

CommonTrusts.pdf

CreditCard.pdf

DisqualificationofBidders.pdf

Finances.pdf

FinancialReporting.pdf

GiftsGrantsDonations.pdf

InternalControls.pdf

Investments.pdf

Payment ofClaims.pdf

PayrollAuthorization.pdf

PerPupilAllotment.pdf

PettyCash.pdf

PurchasesBudgeted.pdf

PurchasesSubjecttoBid.pdf

SpecialPurposeFunds.pdf

AFR2023.pdf

AuditCert2023.pdf

Financial Audit Basics

Audit Firm

Riley and Company, Inc., 1290 North 9th St, Stroudsburg, PA 18360

Date of Last Audit

2023-12-14

Fiscal Year Last Audited

2022-2023

Explanation of the Report

Please see attached Financial Statements including MD&A

Upload Financial Audit Document(s)

2023-06-30 FS-Evergreen Comm Charter School[17655].pdf

Financial Audit Citations

Financial Audit Citations Description	Response
N/A	N/A

Federal Programs Consolidated Review

Federal Programs Consolidated Review Document(s)

No

Special Education

Special Education Support Services

Position Title	Building(s) Name and Location for Charter Schools	Caseload	Low Age	High Age
Special Education Coordinator	Evergreen Community CS	10-15	11	18
Special Education Teacher	Evergreen Community CS	10-15	11	18

Special Education Contracted Services

Title	Amt. of Time per Week in Days or Hours	Operator	# of Students
School Psychologist	5 min.	Outside Contractor	10 or fewer
Physical Therapist	30 min.	I.U. 20	2
Occupational Therapist	30 min.	Therapy Source	3
Speech and Language	15 min	I.U.20	1

Special Education Cyclical Monitoring

Date of Last Special Education Cyclical Monitoring

2022-01-31

Upload Link to Report (Optional)

Special Education Cyclical Monitoring Report

120450003_202112282021081724_FSA (2).pdf

Administrative Procedures for Internal Controls of IEP Development

Individualized-Education-Program-IEP-Superintendents-Administrative-Procedure (1).pdf

Special Education Personnel Development

Autism

Training not offered.

BehaviorSupport

Description of Training			
Building Community and Acceptance at School			
Lead Person/Position		Year of Training	
Jill Shoesmith/Director		2024	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	1	Evergreen Community CS	Administration, Staff, Parents, Students

Training Date Complete

2024-06-30

Meet & Greet Sign in.pdf

Meet and Greet Agenda.pdf

Training Date Complete

2024-06-30

Welcome 2023-24 Agenda.pdf

Welcome Meeting Sign In.pdf

Paraprofessional

Training not offered.

Transition

Description of Training			
Test Accommodations and College Disability Services			
Lead Person/Position		Year of Training	
Kathryn Yerkes/Special Education Representative		2024	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	1	Evergreen Community CS	Seniors, Juniors, Parents, Special Education Staff

Training Date Complete

2024-06-30

Accommodations & Modifications Agenda_efce8e86.pdf

Accommodations & Modifications Sign In_8779d593.pdf

ScienceofLiteracy

Description of Training	
Quarterly Meetings to Address Updates, Provide Information and Support, Collaborative Discussions, and Training	
Lead Person/Position	Year of Training

Kathryn Yerkes		2024	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	4	Evergreen Community CS	Administration and Staff

Training Date Complete

2024-05-01

Quarterly Meetings Agenda.pdf

Quarterly Meetings Sign in_c004bc2e.pdf

ParentTraining

Description of Training			
Schoolwide Program Description and Overview			
Lead Person/Position		Year of Training	
Kathryn Yerkes		2024	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	1	Evergreen Community CS	Administration, Staff, Parents and Students

Training Date Complete

2024-06-30

Meet & Greet Agenda_d7318b6b.pdf

Meet & Greet Sign in_804d6aba.pdf

IEPDevelopment

Description of Training
Developing IEPs

Lead Person/Position		Year of Training	
Kathryn Yerkes/Special Education Representative		2024	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	4	Evergreen Community CS	Adminstration and Staff

Training Date Complete

2024-06-30

Quarterly Meetings Agenda_08a4992c.pdf

Quarterly Meetings Sign in_8bc44748.pdf

Special Education Program Profile

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
FTE ID1	Multiple	Full-time (1.0)	07/18/2024 11:08 AM

Building Name
Evergreen Community CS
Support Type
Learning Support
Support Sub-Type
Learning Support

Level of Support		Case Load
Itinerant (20% or Less)		2
Identify Classroom	Classroom Location	Age Range
School District	Elementary	11 to 13
Age Range Justification		FTE %
6th Grade		0.04

Building Name		
Evergreen Community CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		2
Identify Classroom	Classroom Location	Age Range
School District	Elementary	11 to 14
Age Range Justification		FTE %
8th Grade		0.04

Building Name		
Evergreen Community CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		5
Identify Classroom	Classroom Location	Age Range
School District	Secondary	14 to 18
Age Range Justification		FTE %
9th Grade		0.1

Building Name		
Evergreen Community CS		
Support Type		
Learning Support		
Support Sub-Type		
Learning Support		
Level of Support		Case Load
Itinerant (20% or Less)		1
Identify Classroom	Classroom Location	Age Range
School District	Secondary	14 to 18
Age Range Justification		FTE %
10th Grade		0.02

Facilities and Agreements

Fixed assets acquired by the Charter School during the past fiscal year

Fixed Asset Description	Location	Capital Expenditure
computers and tech support equipment	Evergreen Community Charter School	\$20,000

Facility Plans and Other Capital Needs

The Charter School's plan for future facility development and the rationale for the various components of the plan

Evergreen Community Charter School is in a long term lease and continues to be well served in the current building. The Board has no intention of moving from this location. Classroom renovations continue during the summer months to insure safety and the best possible environment for learning.

Memorandum of Understanding

Organization	Purpose
Pocono Mountain Regional Police	The purpose of the MOU is to establish procedures to follow when an incident occurs on school sponsored activities or any public conveyance providing transportation to or from a school or scholl sponsored activity.

Upload of Memorandum of Understanding Document(s)

2024POLICEMOU.pdf

Articulation Agreements

Partnering Institution

Penn State University

Agreement Type

Program/Course Area

Undergraduate

Upload Articulation Agreement

PSUMOU.pdf

Partnering Institution

East Stroudsburg University

Agreement Type

Program/Course Area

Undergraduate

Upload Articulation Agreement

ESU Agreement[20945].pdf

Partnering Institution

Northhampton Community College

Agreement Type**Program/Course Area**

Undergraduate

Upload Articulation Agreement

NCCMOU.pdf

Partnering Institution

Brigham Young University

Agreement Type**Program/Course Area**

Undergraduate

Upload Articulation Agreement

EvergreenBYU MOU Signed.pdf

Management Survey

Charter School Management Survey

Charter School Name

Evergreen Community CS

Point of Contact Name

Jill Shoesmith

Point of Contact Telephone Number

5705956355

Extension**Point of Contact Email**

evergrn@ptd.net

Management Organization Information

As of the start of the 2021/2022 school year, has the Charter School had a Management Organization (i.e., a separate legal entity that contracts with one or more charter schools to manage, operate, and oversee the schools OR that holds charters to operate two or more charter schools)?

No

Signatures and Affirmations

Upload Board Affirmation Statement

Board Affirmation24.pdf

Date of Approval

2024-07-11

Charter School Annual Report Affirmation

Board President

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

Chief Executive Officer

Jill Shoesmith

Charter School Law Affirmation

Board President

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

Chief Executive Officer

Jill Shoesmith

Ethics Act Affirmation

Board President

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

Chief Executive Officer

Jill Shoesmith

Charter School Annual Background Check Affirmation

Board President

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

Chief Executive Officer

Jill Shoesmith

Charter Annual Administrative Certification Affirmation

Board President

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

Chief Executive Officer

Jill Shoesmith

Charter School Identification of Students with Specific Learning Disabilities using Response to Intervention Assurance/Affirmation

Board President

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

Chief Executive Officer

Jill Shoesmith

