

BOARD OF TRUSTEES
BOARD MEETING MINUTES – September 27th, 2022

On September 27th, 2022 the Roosevelt Children’s Academy Charter School Board of Trustees held a teleconferencing Board Meeting pursuant to notice; at the Roosevelt Children’s Academy Charter School, 201 Debevoise Avenue, Roosevelt, N.Y. with Chair Rev Reginald Tuggle presiding.

ROOSEVELT CHILDREN’S ACADEMY CHARTER SCHOOL

MOTION TO OPEN MEETING: Chair Rev Reginald Tuggle officially called the meeting to order at 6:03 P.M. A motion was made by Dr King-Cheek, to open the Board Meeting. The motion seconded by DWashington.

INTRODUCTORY COMMENTS: Chair opened the meeting with a welcome to everyone, on behalf of the entire board. The Chair noted the first meeting of the school year stating the board had high hopes for a productive school year. The Chair thanked the school leadership team, faculty/staff for their participation in the Academic Night Program held at Hofstra University on September 8th. The Chair further thanked Trustee John Chien and Toni Burden for addressing the families, faculty and staff during Academic Night and thanking everyone for their involvement and hard-work. The annual program increases transparency and makes information about the school easier for parents and staff to understand. The agenda included, the Charter Renewal Process, Title 1, Safety Plan, instruction practices and other school policies/procedures.

ESTABLISHMENT OF A QUORUM: Chair Tuggle acknowledged the Trustees names to be called to establish a quorum. Present: Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr King-Cheek) ADDITIONAL ATTENDEES-Steven Martir, (Counsel to the Board); Simone Roberts, Middle School Principal; Reshma Persad, Elementary Principal; Philip Leconte, COO&CFO; Laron Walker, CSBM; Ella Portero, Secretary to the Board. Tyra Washington, Consultant to Board (Excused Absence)

Adopted: September 27th, 2022

A motion was made by Trustee Dr King-Cheek that the Minutes from the August 23rd, 2022 Board Meeting be approved as written. The motion was seconded by Garner and unanimously approved.

Ratifying & Confirming Resolution

Adopted: September 27th, 2022

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the September 27th 2022 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the August 23rd 2022 Board Meeting Minutes as written. The motion carried. After which the school reports were presented.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr King-Cheek)

Noes: 0 Absent: 0 Abstentions: 0

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SCHOOL OPERATION Budget Update: – Chief Operation's/Financial Officer (COO&CFO) presented the Updated Enrollment presentation for 2022-23. Enrollment update presented reflected a student count of 731 as of September 27th. Ahead of last year's pace. Of that total 556 students re-registered. Incoming students registered 175. Of that total 87 were incoming Kindergarten. The budget is based on student count of 700.

The Approved Budget for fiscal 2022-23 presented as of September 27th reflected total budgeted full year (FY) revenue is \$14.2 million. YTD recognized \$1.4 million. Total budgeted (FY) direct expenses \$10.1 million. Spending YTD \$2.2 million. Total budgeted (FY) indirect expense is \$4.1 million. Spending YTD \$.9 million. On pace to spending 100% of budget.

The Approved Budget for fiscal 2022-23 presented as of September 27th. Enrollment budget presented 700. Budgeted full year (FY) revenue is \$14.2 million. Budgeted direct expenses \$10.1 million. Budgeted indirect expense \$4.1 million.

Other Financial Reports: **UNAUDITED FINANCIAL STATEMENT as of September 27, 2022**

1. Statement of Financial Position Summary Report as of September 27, 2022
2. Statement of Cash Flows For The Period Ending September 27, 2022
3. Financial Performance Analysis For The Period Ending September 27, 2022
4. Statement of Activities Summary Report For The Period Ending September 27, 2022

SCHOOL OPERATION: Facilities/Construction:

1. **Phase 2 of Drywell remediation completed. Building permit #22-20247 was approved for demolition of existing building at 170-174 Babylon Turnpike.**
2. **We would like to distribute a total of 1669 Covid-19 Antigen test kits to RCA students and staff.**

Other: 1. August - Professional Development held for faculty & staff (Nassau County Homeland Security-Situational Awareness)

2. Operations team in attendance at Nassau County School District Safety Meeting held in August

SCHOOL ACADEMIC REPORT

Principals presented Academic report outlining Academics, Climate & Culture, Meetings with staff, Home /School connections, Communications with CSE, Meetings with operations and CSI.

Elementary Report:

School Climate & Culture:

- COVID Cases
 - For the month of September (decrease from previous month)
 - 0 confirmed cases (students)
 - 0 confirmed case (staff)
 - From the start of the school year
 - 0 confirmed cases (students)
 - 2 confirmed cases (staff)
 - 0 classes placed on quarantine
- Average Student Attendance
- Events Overview
 - Academic Night (Thursday September 8th)
 - 19 parents attended
 - Open House (Monday September 12th)
 - 151 parents attended

Academics

- i-Ready Assessments (data enclosed in report)
 - ELA
 - Administered on Wednesday September 14th
 - Math
 - Administered on Thursday September 15th
- Fountas & Pinnell
- Professional Development
 - Thursday September 29th (noon dismissal)

- **Focus: i-Ready training; guided reading; restorative practice**

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- **CSI Recommendations**

Vacancies

- **1 (4th grade classroom teacher)**

Middle School Report:

ACADEMICS:

- ❖ We administered our first round of the IReady ELA and Math assessments. Currently 17% of our students are performing at grade level in math and 22% in ELA. Thirty-six percent of our students in math and twenty-two percent in ELA are one year below the proficiency level. This amounts to 93 and 58 students respectively. It is our plans to target these group of students for the next three months to bring them up to proficiency level by the time of the second benchmark in January. A written benchmark for each subject was administered. We are in the process of norming and grading the written benchmark.
- ❖ All students completed their quarterly reflection form. The reflection forms were shared with their parents via mail.
- ❖ I have completed goal setting meetings with all staff members. We will be revisiting their goals in December to determine progress and obstacles.
- ❖ Coaches and I will be conducting weekly walk throughs in math and ELA starting Monday, September 19. Coaches will then meet with teachers individually to provide feedback on our observations.
- ❖ Our first half professional day will be on Thursday, September 29. The focus will be on be on IReady (interpreting the data and formulizing effective instructional strategies that target students' need)
- ❖ Our new Math Support Teacher started on Monday, September 12. She is an asset to the math team already. Her assignment is to provide support in 5th and 6th grade. We are still in the process of hiring a second math support teacher for 7th and 8th grade.
- ❖ Mr. Cesar will be planning and hosting our first two family events for the quarter: Art in the Parking Lot, October 8 and Paint and Sip, November 4.
- ❖ We had 11 parents in attendance on Academic Night. 79 parents were in attendance for Open House.

In ELA, 5th Graders are starting Module 1 which focuses on the essential question “What are human rights and how can they be threatened?” They will read the novel “Esperanza Rising.” They will also be introduced to the “UDHR” which is the Universal Declaration of Human Rights. 6th Grade begins their first module which focuses on the Essential Question: What is mythology and what is the value of studying mythology from other cultures? The accompanying novel is “Percy Jackson” and they will also discuss The Hero’s

Journey as relates to the main character. 7th Grade begins their first module with "A Long Walk to Water" novel which focuses on The Lost children of Sudan and their story. 8th Grade begins a completely new module this year that focuses on the Essential Question: Why do we see evidence of myths and traditional stories in modern narratives. They will read "Summer of the Mariposas." This week the ELA Team and coach will begin to formulate small groups based on the IReady Data.

- ❖ In Math, 5th Grade is currently working on Unit 1: Numbers and Operations in Base Ten. Textbook Chapter 1: Lesson 3: Hands-On: Model Fractions and Decimals. 6th Grade is currently working on Unit 1: Ratios and Proportional Relationships. Textbook Chapter 1: Lesson 3: Rates and Ratio Tables. 7th Grade is currently working on Unit 1: Ratios and Proportional Relationships. Textbook Chapter 1: Lesson 2: Complex Fractions and Unit Rates. 8th Grade is currently working on Unit 1: The Number Systems (Real Numbers): Lessons Laws of Exponents. Algebra 1 is currently working on Unit 1: Algebra Basics: Lesson: Modeling with Linear Functions.

Special Education:

- ❖ Students with IEPs have begun receiving Academic and related services. All Teachers have been provided with IEPs & 504s and have received training regarding their roles & responsibilities in providing modifications and accommodations to their students. Teachers will also collaborate with service providers on an on-going basis to ensure that student's annual goals are met.
- ❖ There are currently 22 IEP students in Grades K-4 and 1 504. There are 24 IEP students in grades 5-8 and 5 504s for a combined total of 52 student's school wide. This is 7% of our school population.

RTI

RTI Teachers used end of year data from the 2021-22 school year to determine which students qualify for intervention services for the current school year. Students were then assessed using the F&P assessment for Reading and the Number World's Placement test for Math. Students in grades 1-8 began receiving intervention services on September 19th. Students are pulled to the RTI room in small groups of no more than 5 students. We are still

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- ❖ using the LLI intervention program for reading and the Number World's (McGraw Hill) program for Math. We have also added the Achieve 3000 program this year, which is an online based program that assigns students articles at their Lexile. The articles are High-interest and have questions embedded in the program. We will be able to track students' growth over time and assign new articles as they grow.
- ❖ We will begin looking at IReady data to determine if new students qualify for RTI the week of September 19th.

Cycle 1 will end on December 2nd, students will be re-assessed at that time to determine the need for continued intervention services.

ENL Report:

- ❖ The ENL department is pleased to report that eleven students at the middle school level have tested out of the program. The breakdown is as follows. In grade 5, four students tested out (commanding) and three increased in proficiency level (transitioning→ expanding). In grade 6, two students achieved a level 3 on the ELA state test and an expanding level on the NYSESLAT, thus allowing them to test out of ENL. In grade 7, one student achieved a commanding level on the NYSESLAT. In grade 8, three students achieved a commanding level on the NYSESLAT. Dominic Pichardo was a student in 8th grade for the 2021-2022 school year and achieved a commanding level on the NYSESLAT. The ENL department had more students test out in 2022 than in 2021. In 2021, we had one student in the middle school test out whereas in 2022 eleven students tested out. In terms of proficiency level, the ENL did not have any students in 2021 move up, while in 2022 the department had five students move up.
- ❖ During the month of September, the ENL department will be administering the NYSITELL which identifies potential ENL students whose home language is a language other than English as specified on the home language survey. In addition, we will be contacting new students' previous school districts to obtain pertinent ENL information for placement at RCA.

***Please note that grade levels referred to above are for the 2022-2023 school year.**

Discipline Report:

- ❖ Dean attended two Professional Development weeks of Restorative Circles Training over the summer which focused on implementing restorative questioning and values into daily routines in every classroom. Modeling will be emulated in teachers' classrooms.
- ❖ Teachers are responsible for creating, discussing, and posting core values in classrooms that can be added to as the school academic year progress.
- ❖ Restorative questioning must be reflective on all lesson plans including specials.

Moments of Mindfulness meditation are scheduled every morning and afternoon to create a calm and community environment.

Meditation Room has been established as an extra support room for those students who need to reflect on behaviors that are Tier 1 behaviors. Multiple meditation room students will then move to Lunch Detention or other consequences.

- ❖ Deans' professional goals are to become additionally coached in Restorative Practices.
- ❖ Book utilized for Restorative Circles: *Circle Forward: Building a Restorative School Community* by Carolyn Boyes-Watson
- ❖ Additional Intervention Resource: *Pre-Referral Intervention Manual* (4th edition) by Stephen McCarney. The book is a manual that is comprised of learning and behavioral problems in the educational environment with solutions for today's students. Staff can borrow the books as needed.
- ❖ Restorative Justice Practices remains reflected in Lesson Plans as a connective tool for academic and social emotional learning.
- ❖ Ms. DiTucci, Elementary School Dean of Students, and I meet via Zoom/in person every Wednesday morning to discuss various set agenda items such as parent communications, food drives, restorative justices visualized within the classrooms etc. Our latest discussion has been how to prepare the staff with PDs throughout the school year on SEL, Restorative Circles, and Deans List.
- ❖ A second professional goal of the Dean is to coach teachers within the classroom setting regarding discipline structure. This task has already started with the seventh-grade team. Several visits have been made with input that will be discussed with the teachers, Ms. Roberts, and team coaches. All information will be documented for resourcing purposes.
- ❖ Teachers/TA's utilize Deans' List to record Parent Communication via phone, email, or text message. Administration strongly encourages phone communication. instead of text or email. An August PD was given on the usage of Deans List.
- ❖ The Uniform Policy is being enforced daily with several checks throughout the morning. Calls are made when an infraction is found.
- ❖ The Community Service Program will begin with the 8th grade class. Many students will work with teachers in school and parents have reached out to me regarding outside projects There will be a celebration ceremony for those who have completed the 20 hours at the June 2023 Graduation Ceremony.
- ❖ Communication with administration is paramount. Dean communicates with Principal several times a day to discuss/review and creates strategies to make the middle school a safe and academically successful environment.

Principal Goals:

- **To maintain high expectations for both students and staff.**
 - ✓ **Holding staff accountable for delivering rigorous and engaging instruction.**
 - ✓ **Holding staff accountable for adhering to school policies and expectations.**
 - ✓ **Implementing programs that foster student academic achievement such as, the**

<u>Summer School</u>	Math				ELA			
Grade Level								
5th (3)								
6th (15)								
7th (24)								
8th (20)								

incentive points, awards day, Student Government, etc.

- ✓ **Holding students accountable for following school policies and procedures.**
 - ✓ **Meeting with Staff quarterly to establish and discuss their personal and professional goals**
- **To development a better home/school community.**
 - ✓ **Hosting quarterly parental events**
 - ✓ **Continuing open communication with families**
 - ✓ **Creating a welcoming environment for parents, students, and staff**
- ❖ **Academic Goals:**
 - ✓ **In the area of mathematics, it is our goal to have a 20% growth of students performing at levels 3 and 4 among all grade levels by April 2023 in comparison to that of June 2022. We ended the 2021-2022 academic school year at 54% of our students performing at a level 3 or 4. This was based upon the End of the Chapter assessments. In terms of the IReady Diagnostic assessment, 39% of our students were performing at a level 3 or 4 at the time of the third Diagnostic assessment.**
 - ✓ **In the area of ELA, it is our goal is to have at least 45% of students performing at levels 3 and 4 in writing by the mid-year Benchmark assessment.**

Vacancies:

- ❖ **1 math teacher**
- ❖ **1 RTI Leave Replacement Math Teacher**

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COVID:

- ❖ Since the last Board meeting, we had no known positive COVID case.

HONORS:

- ❖ Earth Science will begin on Saturday, October 15 and will run through Saturday, June 10.
The Regents will take place on Friday, June 16.
- ❖ We are beginning plans to start our 8th year of our RCA High Honor Society Program.
Invitation letters will be going home in October and the program is scheduled to begin
Monday, November 7th.
- ❖ Semester 1 Awards Day will take place in February.
 - ✓ High Honor Roll: Accumulative Average 95% and above
 - ✓ Honor Roll: Accumulative Average 90% - 94.9%
 - ✓ Merit Award: Accumulative Average 87% - 89.9%
 - ✓ Rising Stars Award: Accumulative Average 80% - 86.9%

SPECIAL EVENTS:

- ❖ Art in the Parking Lot Saturday, October 8
- ❖ Paint & Sip (Parents Only) Friday, November 4

FIELD TRIPS:

- ❖ Pending. The goal is to have two trips per grade level

Ratifying & Confirming Resolution

Adopted: September 27th, 2022

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the September 27th, 2022. Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School unanimously authorized a Ratifying & Confirming Resolution adopting the COO/CFO report. Being that there were no further discussions, a motion was made by Trustee Dr King-Cheek for the acceptance of the COO/CFO report. The motion was seconded Trustee Chien. The motion carried.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr King-Cheek)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: September 27th, 2022

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the September 27th, 2022 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School unanimously authorized a Ratifying & Confirming Resolution adopting the acceptance of the principal report. A motion was made by Trustee Arroyo for the acceptance of the Principals reports. Being that there were no further discussions the motion was seconded by Trustee Burden. The motion carried.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr King-Cheek)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: September 27th, 2022

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the September 27th 2022 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School unanimously authorized a Ratifying & Confirming Resolution approving the acceptance of the adoption of Roosevelt Children’s Academy Rapid Covid-19 Antigen Test Kits September 2022 distribution (October 1669 Kits] to students and staff. A motion was made by Trustee Dr King-Cheek for the acceptance of the Rapid Covid-19 Antigen Test Kits October 2022 distribution. The motion was seconded by Trustee Garner. The motion carried.

Ayes: 7 Trustee: (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr King-Cheek)

Noes: 0 Absent: 0 Abstentions: 0

Ratifying & Confirming Resolution

Adopted: September 27th, 2022

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the September 27th, 2022 Board of Trustees Teleconference Board Meeting on behalf of the Roosevelt Children's Academy Charter School unanimously authorized a Ratifying & Confirming Resolution to accepting the approval of personnel actions identified for staffing in the Position Control Form. Being that there was no further discussion, a motion was made by Burden approving the adoption of the resolution approving the personnel action items. The motion was seconded by Trustee Dr King-Cheek and unanimously approved. The motion carried.

New Hire:

Linsey Coelo _Teacher __ Elementary School_ Start Date _08-23-2022

Chondel Johnson-Sheldon _Teacher Assistant __ Middle School_ Start Date _08-24-2022

Bendianeve Alizie _Teacher Assistant __ Elementary School_ Start Date _09-12-2022

Annyla Wai _Teacher _ RTI _ Start Date _8-25-2022

Lisa Reichelt _~~Permanent Sub Teacher~~ __ Middle School_ Start Date _08-25-2022

Micheal Capitelli _Teacher __ Middle School_ Start Date _08-30-2022

Marie Schussler _Teacher _ Middle School _ Start Date _9-12-2-2022

Maykasia Alton _Teacher Assistant _Middle School _ Start Date _09-21-2022

Grace Scura _Teacher _ Elementary School _ Start Date _10-11-2022

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr King-Cheek)

Noes: 0 Absent: 0 Abstentions: 0

PARENT REPORT: PG commented that the group parent commented that family participation increased year over year at Academic Night and parent communication continues to improve with the various tools utilized. In addition, along with the many upcoming parent engagement activities, a workshop is being planned on Social Emotional Intelligence. Also, a piano donation is being secured for music department. Lastly, in celebration of the upcoming National Hispanic Heritage month, Ballet Hispanico tickets were donated for families. .

PUBLIC COMMENTS: Members of the community were acknowledged.

EXECUTIVE SESSION: NONE

ADJOURN. The Board meeting ended at approximately 6:37 P.M. with a motion to adjourn made by Trustee Burden. The motion was seconded by Trustee Garner. The motion was passed unanimously without debate.

Respectfully Submitted by,

Ella Portero

Ella Portero, Secretary to the Board