

BOARD OF TRUSTEES
BOARD MEETING MINUTES – October 25th, 2022

On October 25th, 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 6:07 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 and thanked the faculty and staff for all their hard work. The Chair commented on the announcement regarding RCA students audition submission to sing at the Rockefeller Tree Lighting. The Chair stated experiences like these are good for students because they provide an understanding of how much they can achieve. The Chair thanked everyone involved in the National Hispanic Heritage celebrations throughout the school and noted Trustee Wanda Arroyo who participated as a guest presenter at the Middle School Assembly celebrating the histories, cultures and contributions of our RCA families whose ancestors came from Spain, the Caribbean, Central and South America and Mexico. Trustee Arroyo interacted with students, responding to questions. Trustee identified her country of origin as well as the countries of origin of the Hispanic community on campus. Students shared career aspirations and Trustee shared her own journey, including, her hardworking immigrant family from South America, her positive experiences in school, the importance of school, how school helped to prepare her for college, careers and opportunities when they were presented.

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); Tyra Washington, Consultant to Board, Simone Roberts, Middle School Principal; Reshma Persad, Elementary Principal; Philip Leconte, COO&CFO; Laron Walker, CSBM; Ella Portero, Secretary to the Board.

Adopted: October 25th, 2022

A motion was made by Trustee Burden that the Minutes from the September 27th, 2022 Board Meeting be approved as written. The motion was seconded by Arroyo and unanimously approved.

Ratifying & Confirming Resolution

Adopted: October 25th, 2022

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the October 25th 2022 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the September 27th 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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Roosevelt Children's Academy Charter School

Board of Trustees Board Meeting Minutes – Tuesday, October 25th, 2022

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 717 as of October 25th. Ahead of last year's pace. Of that total 543 students re-registered. Incoming students registered 174. 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 October 31st reflected total budgeted full year (FY) revenue is \$14.2 million. YTD recognized \$3.0 million. Total budgeted (FY) direct expenses \$10.1 million. Spending YTD \$2.9 million. Total budgeted (FY) indirect expense is \$4.1 million. Spending YTD \$1.2 million. On pace to spending 100% of budget.

The Approved Budget for fiscal 2022-23 presented as of October 31st. 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 October 25, 2022**

1. Statement of Financial Position Summary Report as of October 25, 2022
2. Statement of Cash Flows For The Period Ending October 25, 2022
3. Financial Performance Analysis For The Period Ending October 25, 2022
4. Statement of Activities Summary Report For The Period Ending October 25, 2022

SCHOOL OPERATION: Facilities/Construction:

1. **The building at 170-174 Babylon Turnpike. Demolition 80% complete.**

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 October (decrease from previous month)
 - 0 confirmed cases (students)
 - 0 confirmed case (staff)
 - From the start of the school year
 - 0 confirmed cases (students)
 - 3 confirmed cases (staff)
 - 0 classes placed on quarantine

- Average Student Attendance

SEP	OCT
91%	91%

- Discipline

	SEPT.	OCT.
In School Suspensions	0	0
Out of School Suspensions	0	0
TOTAL	0	0

- Events Overview

- Hispanic Heritage Parade (Friday October 14th)
- Restorative Practice Parent Workshop (Wednesday October 26th)

Academics

- Fountas & Pinnell Benchmark (data enclosed in report)
 - Overall Reading Proficiency:

- **Kindergarten: 9% of students are above grade level; 7% of students are on grade level**
- **1st Grade: 13% of students are above grade level; 6% of students are on grade level**
- **2nd Grade: 39% of students are above grade level; 5% of students are on grade level**
- **3rd Grade: 45% of students are above grade level; 6% of students are on grade level**
- **4th Grade: 32% of students are above grade level; 6% of students are on grade level**
- **Professional Development**
 - **Thursday September 27th (noon dismissal)**
 - **Focus: PowerSchool; Mindfulness**

Vacancies

- **1 (Teacher Assistant)**

Middle School Report:

ACADEMICS:

- ❖ We hosted our first half day professional development on September 29, 2022. The focus was on reading and interpreting the IReady data to formulate targeted math and ELA groups. Our students participated in their classes via a hybrid model. We had 83% of students in attendance. TAs were asked to contact the parents of the students who were absent to inform and remind that on noon dismissal days their students can still attend classes virtually if they are unable to attend physically.
- ❖ We have begun our first round of formal observations. We hope to complete observations by the first week of November.
- ❖ I have hosted three staff meetings to inform staff of the CSI recommendations. The coaches and I continue to conduct our walk throughs to coach teachers in developing the areas that we need to work on as per the CSI report.
- ❖ Elementary and Middle School have joined forces to develop a stronger home and school connection. We have four events coming up for the months of October and November: Chalk Art Festival, Restorative Practice, Creative Tile Art, and Harvest Cultural Festival. We are also planning some staff events for this year that will build upon our community and working as a team.
- ❖ Student Government elections will take place on November 9. Planning will begin soon to publish our first issue of the RCA Eagles.
- ❖ The Scholastic Book Fair is back. Students and parents will have the opportunity to purchase books to read from October 31 through November 8.
- ❖ Teachers and coaches have been conference with students about their IReady results, discussing the class averages, and we have showcased the school average, so our growth is made public within the school community.
- ❖ 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-day professional day will be on Thursday, September 29. The focus will be on IReady (interpreting the data and formulizing effective instructional strategies that target students' need)**
- ❖ In ELA, 5th Graders are continuing Module 1 which focuses on the essential question “What are human rights and how can they be threatened?” They have begun to read the novel “Esperanza Rising,” and they have been introduced to the “UDHR” which is the Universal Declaration of Human Rights. They continue to delve deeper into specific articles of the UDHR, summarizing and applying their knowledge of them to the experiences of the characters and themselves. 6th Grade also continues with the first module that 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 discuss The Hero's Journey as it relates to the main character. 7th Grade continues with their first module with “A Long Walk to Water” a novel that focuses on The Lost Children of Sudan and their story. Citing textual evidence to support claims as well as identifying and connecting themes are major components of the current unit. 8th Grade began their first module, which is new this year. The Essential Question is: Why do we see evidence of myths and traditional stories in modern narratives? They are continuing to read “Summer of the Mariposas.” Citing textual evidence to support an analysis of the text and analyzing different perspectives of characters are important elements of the current unit.
- ❖ Small groups have been formulated according to the IReady data. Fifth and sixth grades have already implemented small-group instruction. 7th and 8th grade will begin the week of 10/17/22. The ELA coach has started to conference with students that scored just below grade level on the Iready Assessment to discuss their performance and ways to improve.
- ❖ **In Math, 5th Grade is currently working on exploring multiplication by using area models. 6th Grade is currently working on writing decimals as fractions and mixed numbers and writing fractions and mixed numbers as decimals. 7th Grade is currently working on completing their Unit 1: Assessment: Rates and Proportional Relationships.**

- ❖ **8th Grade is currently working on rules of exponents and scientific notation. Algebra 1 is currently working on features of graphs of function intercepts, symmetry, positive and negative, increasing and decreasing behavior, extrema, and end behavior.**

RTI

- ❖ **RTI Sessions started on September 19th. The following are the number of students receiving intervention at each grade level:**
- ❖ **Students are actively engaged in our Number World's Intervention program as well as The LLI Intervention program.**
 - **1st-31**
 - **2nd-25**
 - **3rd-20**
 - **4th Reading-13**
 - **4th Math-17**
 - **5th Reading-9**
 - **5th Math-11**
 - **6th Reading-8**
 - **6th Math-7**
 - **7th Reading-9**
 - **7th Math-9**
 - **8th Reading-3**
 - **8th Math-4**
- ❖ **Our first cycle will conclude shortly before Christmas break at which time we will reassess students to determine growth levels. Generally, most students continue intervention services after cycle 1 but begin to make substantial growth after at least 2 cycles in RTI. RTI Teachers have begun attending grade level meeting and are collaborating with teachers to ensure the best possible outcomes for our struggling learners. Achieve 3000 level set testing has been completed and students are almost ready to begin using the program. F&P Testing has determined that many new students at the elementary level qualify for RTI services, these students have been added to RTI groups and will begin intervention on Monday 10/17.**

Special Education:

- ❖ IEP students: K-4 IEPs=24 504s=1, 5-8 IEPs=25 504s=6. (8% of the school population either have an IEP or 504)
- ❖ All IEP students are receiving their Academic and Related services currently. We are developing a more streamlined system for clear communication and collaboration between our teachers and students service providers. We are facing a challenge with districts making recommendations for our students to return to district schools for ICT classrooms. Last month a 3rd grade student left RCA due to this reason. Re-evaluation meetings, amendment meetings, transfer meeting as well as 504 meetings have all taken place in the last month.

ENL Report:

- ❖ The ENL department has been working with their groups for over a month. Students have acclimated well to their groups and are enjoying productive sessions. We have introduced more challenging activities for the students which include discussions among the students as it relates to the topic being covered, higher order thinking questions when appropriate, and interactive activities for the students with little or no English. We met with teachers from the middle school team along with Mrs. Johnson where we discussed strategies to help the newcomer population. We feel that the best course of action is to have subject area materials available in Spanish for those students in order to enhance their progress.

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. ***This practice will continue and be observed daily. The Restorative Training Center has sent workshops for the Deans to review for further educational trainings and workshops. Dean Cralidis has shared workshops with Dean Ditucci.

- ❖ Teachers are responsible for creating, discussing, and posting core values in classrooms that can be added to as the school academic year progress. These must be reviewed daily with students. *** This practice continues.
- ❖ 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. ***This practice continues and is going well.
- ❖ 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 such as ISS.
- ❖ Deans' professional goals are to become additionally coached in Restorative Practices. Dean is currently looking into workshops about Restorative Circles for personal goals.
- ❖ Harm Circles will begin with two students who have received ISS. Several staff members will participate in the circle.
- ❖ Working with several staff members to ensure that students who have disciplinary issues and IEP's/ 504 Plans are receiving district mandates. Ms. Johnson and Ms. Ms. McGrath are assisting in this process.
- ❖ Ms. Di Tucci, 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. ** On October 26th, 2022, there will be a Promoting Positive Restorative Relationships at Home Parent Workshop at 106 Gymnasium. At 6pm. This event will be hosted by both Deans.
- ❖ 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. Dean is currently assisting staff with Deans List usage if need be.
- ❖ 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 has begun with the 8th grade class. Many students are 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. Students are preparing to work on the annual Thanksgiving Food Drive beginning October 25th and ending November 18th, 2022. Additionally, 8th Grade students will work with Ms. Longo on the Holiday Concert as part of Community Service.
- ❖ Dean and Guidance Counselor have been hosting parent meetings as part of Restorative Parent Communication. These meetings are facilitated to assist parents with their students when discipline issues arise. Goal and Behavior Contracts can be created from meetings if needed.
- ❖ 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.

	S	C	N			N	A	N
ISS								
OSS								
TOTAL								

Below is an accounting of how the students are doing academically based upon the four academic levels. The results are reflective of the last assessment administered in each subject. **Results are pending assessment results. Data is in the process of being updated.**

- ✓ Level 4: performing at 90% and above
- ✓ Level 3: performing at 70% - 89%
- ✓ Level 2: performing at 51% - 69%
- ✓ Level 1: performing at 50% and below

<i>Subject</i>	<i>Level</i>	<i>Level</i>	<i>Level</i>	<i>Level</i>	<i>% 3</i>	<i>% 1</i>
Mathematics	5 th : 13	5 th : 36	5 th : 13	5 th : 4	Increase	Decrease
	6 th : 13	6 th : 27	6 th : 2	6 th : 40		
	7 th : 14	7 th : 29	7 th : 9	7 th : 25		
	8 th : 20	8 th : 16	8 th : 16	8 th : 13		
Total	40	103	66	58	54%	46%
ELA	5 th : 15	5 th : 10	5 th : 7	5 th : 21	Increase	Decrease
	6 th : 36	6 th : 17	6 th : 5	6 th : 25		
	7 th : 44	7 th : 20	7 th : 3	7 th : 8		
	8 th : 40	8 th : 23	8 th : 0	8 th : 5		
Total	135	70	15	59	73%	27%
Social Studies	5 th : 21	5 th : 28	5 th : 12	5 th : 3	Increase	Decrease
	6 th : 32	6 th : 43	6 th : 4	6 th : 3		
	7 th : 2	7 th : 30	7 th : 21	7 th : 24		
	8 th : 17	8 th : 34	8 th : 14	8 th : 3		
Total	72	135	51	33	71%	29%
Science	5 th : 17	5 th : 34	5 th : 9	5 th : 4	Increase	Decrease
	6 th : 27	6 th : 53	6 th : 2	6 th : 0		
	7 th : 9	7 th : 40	7 th : 21	7 th : 7		
	8 th : 18	8 th : 40	8 th : 5	8 th : 5		
Total	71	167	37	16	82%	18%

Below is the data broken down in terms of new students, Cohort, and summer school. Results are pending assessment results. Data is in the process of being updated.

<u>New Student</u>	Math				ELA			
Grade Level								
5 th								
6 th								
7 th								
8 th								

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<u>Cohort Student</u>	Math				ELA			
Grade Level								
5 th								
6 th								
7 th								
8 th								

<u>Summer School</u>	Math				ELA			
Grade Level								
5 th (18)								
6 th (28)								
7 th (23)								

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 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 Permanent Substitute Teacher**

COVID:

- ❖ **Since the last Board meeting, we had 1 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:

- ❖ **October 15 Chalk Art Fest**
- ❖ **November 4 Parent Art Social**

FIELD TRIPS:

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

Ratifying & Confirming Resolution

Adopted: October 25th, 2022

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the October 25th, 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 Chien for the acceptance of the COO/CFO report. The motion was seconded Trustee Dr King-Cheek. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: October 25th, 2022

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the October 25th, 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: October 25th, 2022

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the October 25th, 2022 Board of Trustees Teleconference Board Meeting on behalf of the Roosevelt Children's Academy Charter School unanimously authorized a Ratifying & Confirming Resolution approving the acceptance of the Proposal For Vendor Tyra Washington, for SY 2022-2023. Vendor is approved to provide consulting service during the **SY** 2022-2023. School Year to end June 2023. Trustee Burden made a motion that the consultant Tyra Washington be approved to provide consulting services. 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: October 25th, 2022

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the October 25th, 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:

Alexa Aliprantis _ Teacher __ Elementary School_ Start Date _10-17-2022

Jovanna Shaw-Silvera _ Teacher __ Elementary School_ Start Date _10-17-2022

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

Noes: 0 Absent: 0 Abstentions: 0

PARENT REPORT: PG commented on the parent engagement activities which included calls and talks to families to gather more feedback with a focus on the English Language Learner families. Parents also celebrated Black Culture Day with individual readings from African American poets. Community partnership also resulted in donated complimentary tickets for family night out to traditional Zimbabwe group Nobuntu event and in another instance "Thanksgiving Shopping List Items" provided by families, would be donated to a limited number of families along with gift cards. PG commented on the various family events including Chalk Talk with families doing artwork together and upcoming Restorative Practice family workshop about teaching family connections, learning, practicing and sharing techniques and ideas.

PUBLIC COMMENTS: Members of the community were acknowledged.

EXECUTIVE SESSION: NONE

ADJOURN. The Board meeting ended at approximately 6:40 P.M. with a motion to adjourn made by Trustee Burden. The motion was seconded by Trustee Chien. The motion was passed unanimously without debate.

Respectfully Submitted by,

Ella Portero

Ella Portero, Secretary to the Board