

BOARD OF TRUSTEES  
**BOARD MEETING MINUTES – December 15<sup>th</sup>, 2020**

On December 15<sup>th</sup>, 2020 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 6:10 P.M. A motion was made by DWashington to open the Board Meeting. The motion seconded by Burden.

**INTRODUCTORY COMMENTS** Chair opened the meeting with a welcome to everyone, on behalf of the entire board. The Chair commented on the unprecedented year due to Covid-19 impact on our society and the world. Chair further commented that there are many families who are dealing with the absence of loved ones and others who have contracted the virus. Noting, we must continue to practice the safe guidance and we are all grateful to be here. The coronavirus pandemic has raised havoc on our society and in particular our education systems. Public school districts, private schools and public charter schools are all struggling to figure out how to get through this. The Chair thanked everyone for their assistance, presence, attendance and wished everyone a safe winter holiday recess.

**ESTABLISHMENT OF A QUORUM:** Chair Tuggle acknowledged the Trustees names to be called to establish a quorum. Present: Trustee (Tuggle, DWashington, KingCheek, Burden, Garner, TWashington, Chien, Arroyo)

**ADDITIONAL ATTENDEES**-Steven Martir, (Counsel to the Board); Catherine Jackvony-Chief Academic Officer (CAO), Reshma Persad –Elementary Principal, Aaron Howell –Middle School Principal; Philip Leconte- COO&CFO; Leslie Roper-Thomas-CSBM; Ella Portero, Secretary to the Board.

**Ratifying & Confirming Resolution**

**Adopted: December 15<sup>th</sup>, 2020**

A motion was made by Trustee DWashington that the Minutes from the November 24<sup>th</sup>, 2020 Board Meeting be approved as written. The motion was seconded by Garner and unanimously approved.

**Adopted: December 15<sup>th</sup>, 2020**

**BE IT RESOLVED**, that the Roosevelt Children’s Academy Charter School Board of Trustees in the December 15<sup>th</sup> 2020 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the November 24<sup>th</sup>, 2020 Board Meeting Minutes as written. The motion carried. After which the school reports were presented.

Ayes: 8 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek, TWashington)  
Noes: 0 Absent: 0 Abstentions: 0

**SCHOOL OPERATION Update:** – Chief Operation's/Financial Officer (COO&CFO) presented the Updated Enrollment and Approved Budget presentation for 2020-21. Enrollment update presented reflected a student count of 711 as of December 11<sup>th</sup>. Of that total 551 students re-registered. Incoming students registered 160. The budget is based on student count of 630.

The Approved Budget for fiscal 2020-21 presented as of December 31<sup>st</sup> reflected total budgeted full year (FY) revenue is \$12.5 million. YTD recognized \$5.0 million. Total budgeted (FY) direct expenses \$9.7 million. Spending YTD \$5.1 million. Total budgeted (FY) indirect expense is \$2.8 million. Spending YTD \$1.3 million. On target for spending budgeted expenses.

The Approved Budget for fiscal 2020-21 presented: Enrollment budget presented 630. Budgeted full year (FY) revenue is \$12.5 million. Budgeted direct expenses \$9.7 million. Budgeted indirect expense \$2.8 million.

**SCHOOL OPERATION: Facilities/Construction:**

- 1) Architect is now working on Phase two regarding construction of new building at 111-115 Pleasant Ave: construction documents consist of mechanical and structural documents are on the way.
- 2) KG MECH INC.: Closing of Utilities (Water, Electric, Gas). Obtaining Asbestos Inspection Report and secure all local permits

**SCHOOL ACADEMIC REPORT**

**Chief Academic Officer (CAO) presented Academic report outlining Academic, Communications with CSE, meetings with staff, operations and CSI and Home/School Connections.**

*Roosevelt Children's Academy  
Chief Academic Officer Board Report  
Tuesday, December 15, 2020*

***Principals***

- Regularly scheduled meetings held each Friday at 1:00 p.m. to build the cohesiveness between grades K-4 and 5<sup>th</sup>-8<sup>th</sup>. Discussions included the following:
  - Technology Updates/Requests
    - Rescheduling the Viewpath introduction workshop that was held on Friday, December 11<sup>th</sup>
    - Reviewing Classroom Management strategies, especially in remote classrooms
    - Supporting Social Emotional Learning initiatives

- RTI/Special Education Program
  - Meeting was held with Ms. Johnson and the principals to provide an update on both the RTI and Special Education programs at RCA.
    - CST meetings are scheduled for grades 6<sup>th</sup>-8<sup>th</sup> during the week of December 7<sup>th</sup>. CST meetings for K-4<sup>th</sup> will be scheduled for the week of Jan. 4<sup>th</sup>.
- Organization of the Holiday Literacy Event—choosing one book and integrating into the curriculum with an assortment of academic and engaging activities.
- COVID-19 Updates and Remote Learning
- **ELA/Math Coaches**
  - Regularly scheduled meetings held during the week with the ELA and Math Coaches to address the following items:
    - ELA 5<sup>th</sup>-8<sup>th</sup>
      - *Literably* Assessment in the process of being completed for all grades
        - *Literably* Information--*Literably* is a reading assessment for K-8 students that identifies A-Z reading levels, diagnoses skill gaps, screens students for reading difficulties, and monitors progress. The web and iOS apps record a running record of students reading out loud into a device, along with several comprehension questions and a short retell.
        - *Literably* supports grade levels and guided reading levels. Each student reads aloud to *Literably*. For each reading, *Literably* generates an audio recording, a running record, words correct per minute, percentage accuracy, and a Common Core comprehension score. From this data, it recommends a guided reading level.
      - Grades 5<sup>th</sup>-8<sup>th</sup> instruction moving along well—all ELA teachers are incorporating the ENGAGE NY standards and objectives in their daily lessons—supporting our initiative to raise the academic expectations of our students especially surrounding critical thinking skills

- Math 5<sup>th</sup> -8<sup>th</sup>
  - All grades are moving forward with implementation of the ENGAGE NY standards and are open to Ms. Roberts's suggestions to support the daily instruction.
- ELA K-4<sup>th</sup>
  - Review of the ELA program during this switch to remote learning to provide the best instruction program for our younger students
- Math K-4<sup>th</sup>
  - Review of the most recent Go Math Chapter Assessments
- **Technology**
  - A meeting was held on November 30<sup>th</sup> with the IT Team and the principals to discuss various items that are needed to support the remote learning process, especially in grades K-2 -- where we moved from in-person learning to remote learning.
  - The IT team worked collaboratively with the academic team to be able to prepare for any additional requirement/requests—building a strong connection to both teams and a belief that it is important to prepare in advance rather than work from behind.
    - Viewpath introduction and implementation
    - Material needs—Hovercams. Student Laptops
  - A meeting was held on December 1<sup>st</sup> with Mr. D. Thomas and Mr. Harriott, together with the principals and 5<sup>th</sup>-8<sup>th</sup> Dean of Students to review the current system wide Zoom settings for the school and determine if any setting needed to be added or deleted.
- **Social-Emotional Learning**
  - Attended a workshop by Dr. Kacey Broadhurst on the implementation of a SEL Program
  - Collaboration with SEL team, to organize a definitive SEL program that highlights our three groups—staff, students and parents (families)
  - Creating a “Giving Tree” for our struggling families during this holiday season, especially in light of the virus

**Ratifying & Confirming Resolution**

**Adopted: December 15<sup>th</sup>, 2020**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the November 24<sup>th</sup> 2020 Teleconference Board Meeting on behalf of the Roosevelt Children's Academy Charter School unanimously authorized a Ratifying & Confirming Resolution adopting the COO/CFO report. A motion was made by Trustee Chien for the acceptance of the COO/CFO. The motion was seconded Trustee DWashington. The motion carried.

Ayes: 8 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek, TWashington)

Noes: 0 Absent: 0 Abstentions: 0

**Adopted: December 15<sup>th</sup>, 2020**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the December 15<sup>th</sup> 2020 Teleconference Board Meeting on behalf of the Roosevelt Children's Academy Charter School unanimously authorized a Ratifying & Confirming Resolution adopting the acceptance of the CAO report. A motion was made by Trustee DWashington for the acceptance of the CAO reports. The motion was seconded by Trustee Burden. The motion carried.

Ayes: 8 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek, TWashington)

Noes: 0 Absent: 0 Abstentions: 0

**Ratifying & Confirming Resolution**

**Adopted: December 15<sup>th</sup>, 2020**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the December 15<sup>th</sup>, 2020 Board of Trustees Board Meeting on behalf of the Roosevelt Children's Academy Charter School authorized unanimously a Ratifying & Confirming Resolution approving the acceptance of the authorization of the adoption of Roosevelt Children's Academy for the implementation of PowerSchool suite system implementation. The system is approved to provide parent portal and registration. Trustee DWashington made a motion that the PowerSchool suite system implementation be approved. The motion was seconded by Trustee Garner and unanimously approved. The motion carried.

Ayes: 8 Trustee: (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek, TWashington)

Noes: 0 Absent: 0 Abstentions: 0

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Roosevelt Children's Academy Charter School

Board of Trustees Board Meeting Minutes – Tuesday, December 15<sup>th</sup>, 2020

**PARENT REPORT:**

CAO commented on creating a "Giving Tree" for our struggling families during the holiday season and also a collaboration with the social emotional learning team, to organize a definitive SEL program that highlights our three groups- staff, students and parents (families). Parent Group (PG) commented on the success of virtual program agenda. Including a review of a short documentary, Motown and Civil Rights and also feedback regarding engaging the black community in the covid vaccine discussion concluding that while, an individual choice, based on the science to take the vaccination may ultimately stop the disease.

**PUBLIC COMMENTS:** Members of the community were acknowledged. Charter School Business Management (CSBM), RCA's independent fiscal monitor, quarterly update report was presented to the board and CSI regarding Fiscal Monitoring Status Progress for the quarter ending September 30<sup>th</sup>, 2020.

**EXECUTIVE SESSION: NONE**

**OPEN SESSION CONTINUED. NONE.**

**ADJOURN.** The Board meeting ended at approximately 7:10 P.M. with a motion to adjourn made by Trustee Garner. The motion was seconded by Trustee Washington. The motion was passed unanimously without debate.

Respectfully Submitted by,

*Ella Portero*

Ella Portero, Secretary to the Board