

BOARD OF TRUSTEES
BOARD MEETING MINUTES – October 27th, 2020

On October 27th, 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 thanked the faculty, families and community partners for their hard work during this challenging times. The Chair commented on the acknowledgement letter from Charter School Institute (CSI) for the reopening plan submission and thanked CSI. The reopening plan offered In-person for K-2, Hybrid for grades 3-5 and Remote learning for grades 6-8. The chair also commented on the preparedness of the operations department on the availability/readiness of student laptops and deployment for RCA opening. The board further commented that in conjunction with the operations tech team support. the school relies with confidence. on the services performed by Hub Support and thanked Mr. Douglas Thomas. Noting there was a quorum the Chair requested Chief Financial Officer/COO to present the operations report.

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; Chris Daniels-CSBM; Ella Portero, Secretary to the Board.

Ratifying & Confirming Resolution

Adopted: October 27th, 2020

A motion was made by Trustee Washington that the Minutes from the September 22nd, 2020 Board Meeting be approved as written. The motion was seconded by Burden and unanimously approved.

Adopted: October 27th, 2020

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the October 27th 2020 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the September 22nd, 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 709 as of October 27. Of that total 551 students re-registered. Incoming students registered 158. Of that total incoming K students registered is 88. The budget is based on student count of 630.

The Approved Budget for fiscal 2020-21 presented: Enrollment budgeted 630. Budgeted full year (FY) revenue is 12.5 million. Budgeted direct expenses \$9.4 million. Budgeted indirect expense 3.1 million. The Approved Budget for fiscal 2020-21 presented as of September 30th: Enrollment budgeted 630. Budgeted full year (FY) revenue is 12.5 million. Budgeted direct expenses \$9.4 million. Total budgeted (FY) direct (FY) expense 9.4 million. Spending YTD 3.5 million. Total budgeted (FY) indirect expense is 3.1 million. Spending YTD .9 million Budgeted. On pace for spending expenses.

SCHOOL OPERATION: Facilities/Construction:

- 1) Architect is now working on Phase two: Site plans, Nassau County and New York variance approval regarding construction of our new building at 111-115 Pleasant Ave.
- 2) RFP/Demolish Services for a one-story building awarded to KG Mechanical, Inc

3) Health, Safety and Other Improvements:

Health: Uni-body Temperature Measurement Thermo Camera was installed campus-wide. The Thermo Camera provides a safer environment (social distancing) for temperature screening. The Thermo Camera, used for daily temperature checks, are installed at the 105 Pleasant Campus, 200 W Centennial Ave Campus and 201 Debevoise Avenue. Protective shade panels installed on the front doors to protect the thermal readers. Daily Covid-19 screening questionnaire is also completed by staff.

Safety Committee updated plan procedures to comply with Covid-19 protocols for lockdown drills and reported the required safety drills conducted and planned. Including Fire drills, bus evacuation drills, lockdown drills and evacuation drills.

COVID–19 National Child Nutrition School Lunch/Breakfast program: Grab N Go Meals
All students must have access to school meals each day. In accordance with RCA’s Reopening Plan, this includes students in attendance at school and students learning remotely. Consistent with RCA reopening plan, Grab N Go student meals pickup schedule implemented for Remote and Hybrid learners. Schedule distributions on Monday and Thursdays only from 10 am-11:30am at 106 Pleasant Ave Gym. All safety protocols apply.

Safety Improvements:

- Town of Hempstead (TOH) installed safety sign “no parking to corner” at 105 Pleasant Campus. This completes the installation of 2018 safety signage project with the TOH to install safety signage on all the streets surrounding the 105 Pleasant Campus (including, hypervisible LED stop signs, reduce speed limits, disability ram etc.).
- 106 Pleasant Av Gymnasium (corner Powell Av & Pleasant Av). TOH resurfaced the Roadway on Powell Av.

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, October 27, 2020***

Academics

➤ **Staff Interactions**

❖ ***Principals***

- Regularly scheduled meetings held each Friday at 11:00 a.m. to build the cohesiveness between grades K-4 and 5th-8th. Discussions included the following parent/family engagements:
 - Virtual Open Houses for all RCA Families
 - Wednesday, September 23rd – Grades 5-8
 - Thursday, September 24th – Grades K-4
 - Parent Technical Support
 - Wednesday, September 16th – Grades 5-8
 - Tuesday, September 22nd – Grades K-4

• ***ELA/Math Coaches***

- Regularly scheduled meetings held during the week with the ELA and Math Coaches to address the following items:
 - **ELA/Math**
 - Fountas and Pinnell workshops held by Ms. Duggan for teachers K-4 – both as a refresher and as an introduction
 - Organization of the distribution of educational materials for remote learning students.
 - Troubleshooting technical issues associated with the remote learning classrooms.
 - All four Coaches meet with each grade level on a weekly basis to review lesson plans and the RCA Pacing Guide, support newly created Curriculum Maps and provide academic assistance to new RCA teachers
 - All Coaches also meet on an individual basis with teachers who require or request additional individual support
 - Benchmark Assessments 5th-8th

- Grades 5-8 Assessments were administered in early September. Results are as follows:

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- **SCHOOL ACADEMIC REPORT**

- Math – the 2019 NYS Assessment was used for the Math Benchmark
 - 0% - 3% of the students in grades 5 through 8 scored at 70% or higher.
 - 26% of the students in the Algebra 1 class scored at 70% and above.
 - ELA results included multiple choice questions

| <i>Grade Level</i> | <i>On or Above Grade Level</i> | <i>Approaching or Below Grade Level</i> |
|--------------------|--------------------------------|---|
| 5th | 0% | 100% |
| 6th | 15% | 85% |
| 7th | 35% | 65% |
| 8th | 6% | 94% |

- Benchmark Assessment K-4
 - Fountas and Pinnell ELA Assessment in the process of completion for grades K-4
 - Math Benchmark --- End of Year Assessment in Go Math
 - K 64%/63%
 - 1st 49%/43%
 - 2nd 54%/50%
 - 3rd 41%/39%
 - 4th 34%/33%

- **Special Education Coordinator**

- Meetings were held to address the various aspects of the Special Education Program with the Special Education Coordinator and the Principals
 - Special Education procedures in relationship to the Districts
 - Presenting IEP information to the teachers
 - Child Study Team process implementation
 - RTI implementation within grade levels
 - Special Education Coordinator will meet with grade levels on a bi-weekly basis to help support teachers as they work with struggling learners on a daily basis

- **Operational Staff**
 - Technology Updates
 - Meetings were held to provide a connection between the technology department and the academic department, especially important in this new world of “remote” education
 - Safety Committee
 - Meeting was held to address and update the Safety Plan in regards to Fire Drills, etc. during COVID-19
- **Human Resource Interactions**
 - Various meetings held to address the medical/personal requests associated with working in-person with students relating to our Reopening Plan.
 - Participated in multiple teacher/TA interviews to fill vacant positions
- **Charter School Institute**
 - Attended Reopening Webinar held on September 23rd for all CSI schools
 - Discussed “Theory of Action” – the actual plan that your school is implementing
 - Should be seamless and integrated
 - Have a plan to expect the unexpected
 - Discussed “Theory of Change” – the plan for having clear expectations for academic achievement
 - Enrollment and Attendance
 - Ensure detailed records and documentation – all information should be specifically detailed and documented in writing
 - Continue to engage in touchpoints with families to ensure enrollment
 - Attendance policies should include work-based attendance and attendance taken multiple times per day.
 - Curriculum and Instruction
 - Provide consistent and specific feedback to students and families highlighting parents as partners in education
 - Teacher/student interactions should include specific, actionable feedback
 - Special Education
 - Schools must try to meet IEP goals whether in-person or on-line
 - Must continue to engage in Child Find identification process

- Incorporate Behavioral Plans, even if the school is remote
- Document well
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- English Language Learners
 - All schools should provide some type of entrance assessment preferably the NYSITELL
 - Schools must continue to provide services/programs for ELL students
 - Schools must ensure that program activities are accessible to ELL families
- Assessments
 - Schools should set expectations for all students and administer some type of benchmark assessments to attain baseline data.
 - Assessment should guide curriculum and instruction
 - Used to measure growth throughout the year whether in-person or remote
- Home/School Connection
 - Schools must provide an open, 2-way form of communication to all families
 - Parents should be well-informed of any changes
- RCA received an Acknowledgment Letter not a letter Requiring Amendments to the Reopening Plan.
- ***Social-Emotional Learning***
 - Collaboration with SEL team, to organize and implement the newly introduced SEL program into the classrooms and school wide.
 - *RCA SEL Committee year-long program and schedule is attached.*
- ***RCA Powerschool Grading Procedures***
 - After a conference with the RCA Academic Committee the school's current report card policy was amended to ensure the most accurate snapshot of a student's mastery of content, thus changing the recent #55 as the lowest grade.
 - Current percentages in Powerschool for grades 5-8.
 - Test 30%
 - Quizzes 20%
 - Classwork 25%
 - Projects 15%
 - Homework 10%

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Roosevelt Children's Academy Charter School

Board of Trustees Board Meeting Minutes – Tuesday, October 27th, 2020

Ratifying & Confirming Resolution

Adopted: October 27th, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the October 27th 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 Garner for the acceptance of the COO/CFO. The motion was seconded Trustee Chien. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: October 27th, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the October 27th 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 Burden for the acceptance of the CAO reports. The motion was seconded by Trustee Garner. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: October 27th, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the September 22nd, 2020 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 Chien approving the adoption of the resolution approving the personnel action items. The motion was seconded by Trustee Garner unanimously approved. The motion carried.

New Hire:

Jacquelyn Lanciotti_ Teacher _Elementary School _Start Date 10-9-2020

Nadine Franklyn_ Teacher Assistant _Elementary School _Start Date 10-13-2020

Brenda Marmolejos Joseph_ Teacher Assistant_ Middle School _Start Date 10-14-2020

Jolie Quezada_ Teacher _Elementary School _Start Date 10-26-2020

Chris L. Bacchus_ Teacher Assistant _Elementary School _Start Date 11-02-2020

Starsha Simmons_ Teacher Assistant _Elementary School _Start Date 11-02-2020

Victoria Olukogbon_ Teacher Assistant _Elementary School _Start Date 11-02-2020

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

Noes: 0 Absent: 0 Abstentions: 0

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Board of Trustees Board Meeting Minutes – Tuesday, October 27th, 2020

Ratifying & Confirming Resolution

Adopted: October 27th, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the October 27th, 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 Charter Revised 2020-21 School Year Calendar. Being that there was no further discussion, a motion was made by Arroyo that the Revised 2020-21 School Year Calendar be approved. The motion was seconded by Trustee TWashington and unanimously approved. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: October 27th, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the October 27th, 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 Charter Student Teaching Virtual Collaboration Agreement with Hofstra University. Being that there was no further discussion, a motion was made by TWashington that the Hofstra University Student Teaching Virtual Collaboration Agreement be approved. The motion was seconded by Trustee KingCheek and unanimously approved. The motion carried

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: October 27th, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the October 27th, 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 Charter School Long Island University/Post PHD Psychologist Program Virtual Collaboration Agreement for Mental health talks. Being that there was no further discussion, a motion was made by KingCheek that the Long Island University/Post PHD Psychologists Program Virtual Collaboration Agreement for Mental Health talks be approved. The motion was seconded by Trustee DWashington 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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Board of Trustees Board Meeting Minutes – Tuesday, October 27th, 2020

Adopted: October 27th, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the October 27th, 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 RFP for demolish services for 111-115 Pleasant Ave for vendor KG Mechanical, Inc. Vendor is approved to provide demolition services for a one-story building. Trustee Chien made a motion that the vendor KG Demolition, Inc be approved to provide demolition services for a one-story building. The motion was seconded by Trustee DWashington and unanimously approved. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

PARENT REPORT:

CAO commented that social emotional learning was introduced schoolwide along with several other events during the month. The PG commented on the Cancer Awareness month activities with families and the ongoing rollout of the of the PG digital agenda virtual workshop.

PUBLIC COMMENTS: Members of the community were acknowledged.

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 Burden. The motion was seconded by Trustee Cheek. The motion was passed unanimously without debate.

Respectfully Submitted by,

Ella Portero

Ella Portero, Secretary to the Board