

BOARD OF TRUSTEES  
**BOARD MEETING MINUTES – February 23<sup>rd</sup>, 2021**

On February 23<sup>rd</sup>, 2021 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 6:09 P.M. A motion was made by DWashington to open the Board Meeting. The motion seconded by KingCheek.

**INTRODUCTORY COMMENTS** Chair opened the meeting with a welcome to everyone, on behalf of the entire board and thanked everyone for their continued hard work. Chair commented that we are still living through difficult times as we look forward and work together. Schools across the country are struggling to overcome the challenges we continue to face. Chair further stated, the school is looking forward to the finalization of the planning and implementation of the schoolwide Diversity, Equity and Inclusion training program.

**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; Laron Walker-CSBM; Ella Portero, Secretary to the Board.

**Ratifying & Confirming Resolution**

**Adopted: February 23<sup>rd</sup>, 2021**

A motion was made by Trustee DWashington that the Minutes from the January 26<sup>th</sup>, 2021 Board Meeting be approved as written. The motion was seconded by Arroyo and unanimously approved.

**Adopted: February 23<sup>rd</sup>, 2021**

**BE IT RESOLVED**, that the Roosevelt Children’s Academy Charter School Board of Trustees in the February 23<sup>rd</sup> 2021 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the January 26<sup>th</sup>, 2021 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 712 as of February 23<sup>rd</sup>. Of that total 551 students re-registered. Incoming students registered 161. The budget is based on student count of 630.

The Approved Budget for fiscal 2020-21 presented as of February 28<sup>th</sup> reflected total budgeted full year (FY) revenue is \$12.5 million. YTD recognized \$7.4 million. Total budgeted (FY) direct expenses \$9.7 million. Spending YTD \$6.5 million. Total budgeted (FY) indirect expense is \$2.8 million. Spending YTD \$1.7 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: construction documents consist of Mechanical and Structural Drawings. Finalizing Nassau County Site Plans. NYS variance is not required for connecting both buildings.
- 2) KG MECH INC.: Asbestos removal: Performed wet removal on 9x9 floor tile and associated mastic roof perimeter flashing (3) sides and (12) stack penetrations as per Enviroscience ACM.
- 3) DEMOLITION SPECIALIST, Inc: Demolition of existing factory building at 111-115 Pleasant Ave.

**Other:**

- 1) Safety Committee February Report: To date completed 8 fire drills which are required by the beginning of December. Remaining drills will be scheduled and completed, weather permitting. Evacuation drill is scheduled for the Spring. To help expedite the evacuation drill process, Speed Bags (a bag on wheels containing the binder of emergency contact information for all students in the given building along with a First Aide kit) will be created. HR will have a Speed Binder for the staff members. A form will be created to disseminate to staff for completion and returned to HR.
- 2) Community Opportunity Grant: City National Bank

**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, February 23, 2021*

- **Principals**

- **Regularly scheduled meetings held each week to continue to strengthen the K-8 school culture. Discussions included the following:**
  - **Current enrollment in each classroom/grade level**
  - **Interviews for new ENL and RTI position**
    - **ENL teacher has been hired to work with K and 1<sup>st</sup> grade**
      - **Individual meetings were held with ENL, K and 1<sup>st</sup> grade team to provide introductions and support.**
    - **RTI position is still in the interview process.**
  - **Attendance at Powerschool Training meeting to provide understanding and overview of the new Registration system**
  - **Promotion in Doubt Update/Results**

<b>Grade Level</b>	<b>Gen Ed</b>	<b>Spec Ed</b>	<b>Total</b>
<b>Kindergarten</b>	<b>13</b>	<b>1</b>	<b>14</b>
<b>1<sup>st</sup> Grade</b>	<b>37</b>	<b>2</b>	<b>39</b>
<b>2<sup>nd</sup> Grade</b>	<b>25</b>	<b>0</b>	<b>25</b>
<b>3<sup>rd</sup> Grade</b>	<b>15</b>	<b>4</b>	<b>19</b>
<b>4<sup>th</sup> Grade</b>	<b>20</b>	<b>1</b>	<b>21</b>
<b>5<sup>th</sup> Grade</b>	<b>27</b>	<b>4</b>	<b>31</b>
<b>6<sup>th</sup> Grade</b>	<b>28</b>	<b>4</b>	<b>32</b>
<b>7<sup>th</sup> Grade</b>	<b>16</b>	<b>1</b>	<b>17</b>
<b>8<sup>th</sup> Grade</b>	<b>22</b>	<b>6</b>	<b>28</b>
<b>Total Number</b>	<b>203</b>	<b>23</b>	<b>226</b>

- **Data Teams introductions**
  - **Met with 4<sup>th</sup> and 2<sup>nd</sup> grade to introduce the process that will be implemented—*Data Team Template* included with report.**
- **Teacher/TA observations update**
  - **All observations that have been completed thus far have been submitted to CAO for review to ensure consistency with the use**
  - **of the document and process—*Teacher observation template* included with report.**
- **Meeting was held with Ms. Johnson and the principals to provide an update on both the RTI and Special Education programs at RCA, especially in light of Ms. Johnson's upcoming maternity leave.**
- **RCA (K-8) organized a Black History Celebration for the month of February to highlight the struggles and accomplishments relating to important elements of history on the following topics: Voting Rights, Education and Entertainment. Each Friday, the teachers will work collaboratively to organize lessons and activities that support the previous topics.**
- **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/Math 5<sup>th</sup>-8<sup>th</sup>**
      - **Academic concerns regarding the 5<sup>th</sup> grade students were raised and a meeting was held with the 5<sup>th</sup> grade team to discuss the situation.**
        - **Meeting held with 5<sup>th</sup> grade to discuss implementation of small group instruction, incorporating Engage NY, planning for individualized student support and interventions.**
    - **ELA/Math K-4<sup>th</sup>**
      - **Review of RCA Data Tracker**
        - **Revision to be made to create a consistent tool that will support and drive instruction.**
        - **Planning for ELA Guided Reading program**
          - **Lesson plans**

- **Schedule for Coach support**
    - **Resources to be implemented into the program.**
  - **K-4 ELA Fountas and Pinnell, 2<sup>nd</sup> round is in the process of being scored and data to be compiled for review.**
- *Technology*
  - **Continuous phone conferences are held to provide support for our remote program and the move from in-person to remote.**
- *Social-Emotional Learning*
  - **Weekly Meetings with the SEL Team to organize the RCA SEL Program. During the month of February we will be incorporating the Emotional Learning Competencies of Social Awareness and Relationship Skills by recognizing and celebrating "Friendship and Kindness."**
  - **During the week of Feb. 8<sup>th</sup>, RCA celebrated "A Week of Kindness" that highlighted the story, "Enemy Pie" by Derek Munson. Teachers were given resources to use within the classroom, with the culminating activity to be presented on the class bulletin board, both in-person and virtual. In addition, teachers were also presented with small token of kindness and even a "self-care planner" to support both students and staff.**
  - **A parent workshop was presented on Feb. 10<sup>th</sup> covering the following: "Juggling the Three Works: Self-Care During COVID-19, presented by Rachel E. Priest, MA, MS, Community Health Educator Mental Health Association of Nassau County, Inc.**

### **Ratifying & Confirming Resolution**

**Adopted: February 23<sup>rd</sup>, 2021**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the January 26<sup>th</sup> 2021 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 Garner. The motion carried.

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

**Adopted: February 23<sup>rd</sup>, 2021**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the January 26<sup>th</sup> 2021 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 Arroyo for the acceptance of the CAO reports. The motion was seconded by Trustee TWashington. The motion carried.

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

**Adopted: February 23<sup>ed</sup>, 2021**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the January 26<sup>th</sup>, 2021 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 proposal for Demolition Specialist, Inc for factory building demolition services for 111-115 factory building structure. Vendor is approved for demolition services for 111-115 Pleasant Ave factory building demolition. Trustee Washington made a motion that vendor Demolition Specialist, Inc be approved for demolition order to provide demolition services for 111-115 factory building structure. 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

**Ratifying & Confirming Resolution**

**Adopted: February 23<sup>rd</sup>, 2021**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the February 23<sup>rd</sup>, 2021 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 Arroyo and unanimously approved. The motion carried.

**New Hire:**

Jennifer Jean-Francois\_ TESOL Teacher \_Elementary School \_Start Date\_02-08-2021

Jasmyne Garrett\_RTI Teacher \_Elementary School \_Start Date\_ 02-22-2021

Dale Nathaniel\_ Teacher Assistant\_ Middle School\_ Start Date\_03-08-2021

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

Noes: 0 Absent: 0 Abstentions: 0

**Adopted: February 23<sup>rd</sup>, 2021**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the January 26<sup>th</sup>, 2021 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 proposal for City National Bank Community Opportunity Grant. Vendor is approved to provide community opportunity grant services Trustee TWashington made a motion that the City National Bank, Inc be approved to provide community opportunity grant services. The motion was seconded by Trustee Burden 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, February 23<sup>rd</sup>, 2021

**PARENT REPORT:**

CAO commented on the SEL program highlighting social awareness activities February including a Parent workshop covering "Juggling the Three Works: Self-Care During COVID-19" presented by Mental Health Association of Nassau County. Parent Group (PG) commented on the continuing virtual program agenda including. Digital engagements celebrating black families and honoring black history and culture.

**PUBLIC COMMENTS:** Members of the community were acknowledged.

**EXECUTIVE SESSION: NONE**

**OPEN SESSION CONTINUED. NONE.**

**ADJOURN.** The Board meeting ended at approximately 7:00 P.M. with a motion to adjourn made by Trustee TWashington. 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