

BOARD OF TRUSTEES
BOARD MEETING MINUTES – September 28th, 2021

On September 28th, 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 6:05 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 to the board meeting. The Chair commented on the challenging year with Covid 19 Pandemic and the Delta variant now on the rise bringing a lot of potential health and safety challenges for the new school year. In which the principals will continue to address with Districtwide Safety Plan (including Pandemic response policies). Chair further commented on plans for rescheduled Academic Night to inform parents about academic support for students, academic programs and other school policies/procedures. The program now scheduled in November. All teaching staff are required to be present. Charter School Business Management (CSBM) presented to the board that the firm provides an independent financial oversight role to ensure funds are properly allocated and transactions over \$25,000 are approved in line with the Financial Policies and Procedures (FPP). Fiscal status monitoring status reports are presented quarterly to the board and the Charter School Institute (CSI).

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, KingCheek) 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.

Adopted: September 28th, 2021

A motion was made by Trustee Burden that the Minutes from the August 24th, 2021 Board Meeting be approved as written. The motion was seconded by Garner and unanimously approved.

Ratifying & Confirming Resolution

Adopted: September 28th, 2021

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the September 28th 2021 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the August 24th, 2021 Board Meeting Minutes as written. The motion carried. After which the school reports were presented.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek)
Noes: 0 Absent: 0 Abstentions: 0

SCHOOL OPERATION Budget Update: – Chief Operation's/Financial Officer (COO&CFO) presented the Updated Enrollment and Approved Budget presentation for 2021-22. Enrollment update presented reflected a student count of 752 as of September 28th. Of that total 559 students re-registered. Incoming students registered 193. Of that total 100 were incoming Kindergarten. The budget is based on student count of 665.

The Approved Budget for fiscal 2021-22 presented as of September 30th reflected total budgeted full year (FY) revenue is \$13.0 million. YTD recognized \$1.3 million. Total budgeted (FY) direct expenses \$10.0 million. Spending YTD \$2.7 million. Total budgeted (FY) indirect expense is \$3.0 million. Spending YTD \$.9 million. On target for FY Spending.

The Approved Budget for fiscal 2021-22 presented: Enrollment budget presented 665. Budgeted full year (FY) revenue is \$13.0 million. Budgeted direct expenses \$10.0 million. Budgeted indirect expense \$3.0 million.

Other Financial Reports:

1. Statement of Financial Position Summary Report as of September 28, 2021*
2. Statement of Cash Flows For The Period Ending September 28, 2021*
3. Financial Performance Analysis For The Period Ending September 28, 2021*

*Unaudited Financial Statements as of September 28, 2021

SCHOOL OPERATION: Facilities/Construction:

- 1) **111-115 Pleasant Avenue construction status update was provided.**

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, September 28, 2021

- ***Academics***
 - August Professional Development
 - Welcome Home Presentation—
 - Introduction of RCA Staff Handbook – attached
 - Restorative Practices Presentation
 - Building and sustaining relationships to help manage student behavior. Strategies implemented K-8
 - Meet and greet each day
 - Treatment Agreements
 - Creation of a Connection Plan in each classroom to highlight one “connection” each day—60 sec. relation break, 2-minute connection, 90 second spark
 - Guided Reading
 - Full day workshop that included:
 - An overview of the process
 - Student Centered, High Engagement, Reading, Writing, Speaking, Meaning Driven, Informal Dialogue
 - A Presentation of the Process
 - How many times per week, how long, number of students in the group
 - Materials that should be used, follow-up work and independent work
 - Teacher questions and discussions

- Engage NY
 - 2 Full Day Workshops
 - Introduction to the program, EL Learning within small group with the teaching staff
 - Review of the various components
 - Grade level work on an individual basis to begin to understand how the program can be implemented into the daily classroom structure
- Fountas and Pinnell
 - Differentiated workshops for beginners and teachers who have already administered the assessment
 - Ms. Troise, our K-4 ELA Coach, presented the workshop that included the following:
 - Basic review of F and P/ Introduction of F and P
 - Review of scoring procedures/ Introduction of scoring procedures and practice
 - Introduction of scoring using the M, S and V criteria
 - M – meaning
 - S – syntax
 - V – visual
 - Introduction of the writing component of the program
- Guided Math
 - Differentiated workshops for K-2, 3-4 and 5-8 to introduce and support the Guided Math program given by Ms. Esteves and Ms. Roberts, our 2 Math Coaches
 - Review of the concept of Guided Math
 - Presentation of ideas, suggestions and activities that could be incorporated into the classrooms
- ReadyGen Phonics
 - Presentation to the K-2 teachers who will be incorporating the phonics program into their daily schedules
- SmartBoard and Google Classroom Training
 - Differentiated Google Classroom workshops were presented—novice and advanced in half-day events

- - SmartBoard training for “Notebook” included the use of the board for more than just a whiteboard or screen for presentations
 - Science Workshop
 - Presented by Houghton Mifflin Harcourt (HMH) for grades 6-8
 - Review of the program, materials, and activities
 - New Math Program
 - Glencoe Math 2018
 - 2 Hour introductory workshop scheduled for Monday, September 27th at 1:30 p.m.
 - Staffing Placements for K-8
 - Interviews scheduled throughout the week to attend to the resignations/open positions
 - Meetings held to review the K-8 Daily Schedule and make revisions for grades 5-8
 - Meeting with Ms. Johnson to discuss the RTI program and how it relates to the daily schedule.
 - Meeting with K-8 Deans and Counselors, Principals and Special Ed Coordinator to organize and the support the SEL Committee
 - September Activities—Social Awareness and Relationship Skills—“We are all connected.”
 - Begin the “Breakfast Club” for parents—virtually starting Thursday, September 30th at 9:00 a.m.
 - Support of the Restorative Practices set forth during the August PD—treatment agreement etc.
 - Hispanic Heritage Committee Meeting
 - Created a Hispanic Heritage Committee to address and plan for Hispanic Heritage Month, celebrated throughout the latter half of September and the first half of October. We would like to support the goal of promoting the history, culture, and contributions of Hispanic-Americans — specifically, those whose ancestors came from Spain, Mexico, the Caribbean, and Central and South America.
 - First meeting was held on September 15th and we are in the planning stages of celebrating our Hispanic culture at RCA.
 - Virtual Open Houses were held as follows:
 - Monday, September 13th – grades K-4
 - Tuesday, September 14th – grades 5-8

- **Operations-Business-Technology**
 - Meeting with Mr. Leconte and team to work collaboratively as one operating team
 - Health and safety
 - Issues with clear face shields for the tables in the Kindergarten classrooms
 - COVID cases
 - Kindergarten
 - 5th grade
 - 7th grade
 - Discussions were held to address 4th grade dismissal procedures at the trailers

Ratifying & Confirming Resolution

Adopted: September 28th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the September 28th 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 DWashington. The motion carried.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: September 28th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the September 28th 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 DWashington for the acceptance of the CAO reports. The motion was seconded by Trustee Burden. The motion carried.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

Ratifying & Confirming Resolution

Adopted: September 28th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the September 28th, 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 DWashington approving the adoption of the resolution approving the personnel action items. The motion was seconded by Trustee Burden and unanimously approved. The motion carried.

New Hire:

Eran Regan_ Math Teacher_ Middle School_ Start Date_08-25-2021

Valarie Nagy_ Librarian/Teacher_ Elementary School_ Start Date_08-30-2021

Dina Marrazzo_ Teacher_ Elementary School_ Start Date_08-31-2021

Jennie Buonocore_ Teacher_ Elementary School_ Start Date_08-31-2021

June Charles_ Teacher Assistant_ Elementary School_ Start Date_09-03-2021

Johnelle Alexis_ Teacher Assistant_ Middle School_ Start Date_09-03-2021

Rafiun Islam_ Teacher Assistant_ Elementary School_ Start Date_09-09-2021

Ventia Morrison_ Teacher Assistant_ Middle School_ Start Date_09-13-2021

Kayla Holiprosad_ Teacher Assistant_ Middle School_ Start Date_09-13-2021

Whitney Mallory_ Teacher Assistant_ Middle School_ Start Date_09-20-2021

Samantha Schnell_ Teacher_ Elementary School_ Start Date_09-20-2021

Dina Marie Ianne_ Teacher_ Elementary School_ Start Date_09-20-2021

Carol Reyes_ Teacher_ Elementary School_ Start Date_09-20-2021

Thomas R. Ponchione_ Teacher_ Middle School_ Start Date_09-27-2021

Joshua Barrett_ Teacher_ Elementary School_ Start Date_10-12-2021

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

PARENT REPORT: PG commented on raffles and baseball game activities completed to welcome back families> PG also commented on community Partnership with MSSN Vaxmobile in conjunction with the Town of Hempstead. A number of families with eligible students and community members participated. **Senior Councilwoman Dorothy L. Goosby was invited to visit the campus and provided a citation to RCA which read. "The Town of Hempstead is pleased to have the support of Roosevelt Children's Academy Charter School as we join together to keep our community healthy and safe. The Town Board commends your many contributions to the well- being of this community and we wish you continued success."**

PUBLIC COMMENTS: Members of the community were acknowledged.

EXECUTIVE SESSION: A motion was made by motion was made by Trustee Burden to adjourn to Executive Session to discuss proposed employee dismissals/recommended for termination. The motion was seconded by Trustee Garner. The motion was passed unanimously without debate. No Board action was taken during Executive Session. Discussion involving proposed employees recommended for termination was voted on during public session based on information presented to the board.

OPEN SESSION CONTINUED. Vice Chair Washington officially re-opened the meeting at approximately 6:40 pm

ADJOURN. The Board meeting ended at approximately 7:05 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