

BOARD OF TRUSTEES
BOARD MEETING MINUTES – July 19th, 2022

On July 19th, 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 6:09 P.M. A motion was made by DWashington, to open the Board Meeting. The motion seconded by Dr King-Cheek.

INTRODUCTORY COMMENTS: Chair opened the meeting with a welcome to everyone, on behalf of the entire board. The Chair noting ongoing summer school activities and thanked the administration for providing summer notice to the teaching staff for required attendance at Academic Night at Hofstra University September 8th. Wishing everyone a safe summer. The Chair further noted the Emergency Response Plan (ERP) revisions reviewed and the upcoming Active Shooter safety training with Homeland Security in August for faculty/staff. Commenting that this specific training, although a practice at RCA, is becoming a necessity due to recent events. The Chair stated, the board, operations team and administration wanted the faculty and staff to know that their safety on campus is the highest priority. The Chair further stated, it is important that the entire school work together and address any safety concerns as soon as individuals become aware of a need. Pro-active actions, in that regard, will keep everyone safe while on the campus.

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

Adopted: July 19th, 2022

A motion was made by Trustee Burden that the Minutes from the June 21st, 2022 Board Meeting be approved as written. The motion was seconded by Garner and unanimously approved.

Ratifying & Confirming Resolution

Adopted: July 19th, 2022

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the July 19th 2022 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the June 21st, 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, July 19th, 2022

SCHOOL OPERATION Budget Update: – Chief Operation's/Financial Officer (COO&CFO) presented the Updated Enrollment presentation for 2021-22. Enrollment update presented reflected a student count of 692 as of July 19th. Ahead of the pace of last year with expectations for growth. Of that total 571 students re-registered. Incoming students registered 121. Of that total 89 were incoming Kindergarten. Ahead of the pace last year. The budget is based on student count of 665.

The Approved Budget for fiscal 2021-22 presented as of July 19th: 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.

The Approved Budget for fiscal 2022-23 presented as of July 19th: 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 July 19, 2022**

1. Statement of Financial Position Summary Report as of July 19, 2022
2. Statement of Cash Flows For The Period Ending July 19, 2022
3. Financial Performance Analysis For The Period Ending July 19, 2022

SCHOOL OPERATION: Facilities/Construction:

1. **Phase 1 Drywell removal 170-174 Babylon Turnpike, completed. Waiting for paperwork to verify that electric and gas are disconnected. Next, will start demolition of 170-174 Babylon Turnpike**
2. **2022-2023 fiscal year RCA would like to increase our student enrollment to 900**

OTHER:

3. **Daily disinfecting of rooms and high touch areas**

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 July (decrease from previous month)**
 - **0 confirmed cases (students)**
 - **0 confirmed case (staff)**
 - **From the start of the school year**
 - **57 confirmed cases (students)**
 - **20 confirmed cases (staff)**
 - **22 classes placed on quarantine**

Academics

- **Summer School**
 - **Tuesday July 5th – Thursday August 4th (19 instructional days)**
 - **8 a.m. – 12 p.m. (staff), 9 a.m. – 12 p.m. (students)**
 - **Focus areas: ELA & Math**
 - **Total students: 42**
 - **Kindergarten: 8 students**
 - **1st grade: 13 students**
 - **2nd grade: 12 students**
 - **3rd grade: 1 student**
 - **4th grade: 8 students**
 - **These are our students who are very far behind academically**

- **Instead of going the route of retention, summer school is designed to really hone in on these academic struggles, in the hope of getting students ready for the following grade**
- **Our Instructional Coaches met with classroom teachers a few weeks ago to see where students were struggling the most**
- **The Instructional Coaches then took those focus areas and created the curriculum to fulfill the 19 instructional days for summer school**
- **In addition to summer school, summer packets were sent home with all students on Tuesday June 21st in both ELA & Math**
- **Students will be rewarded for completion of packet, once they return in September**
- **Professional Development**
 - **Wednesday August 24th – Friday September 2nd**
 - **Schedule currently being finalized, in which the focus will be on staff needs, in order to improve instruction**
 - **Professional Development will focus on the following topics:**
 - **Situational Awareness Training (Homeland Security)**
 - **i-Ready Training (ELA & Math)**
 - **Foundations (phonics program for K-1)**
 - **Teach Like a Champion & Cultivating Genius (ELA Instructional Coaches)**
 - **Refresher workshops:**
 - **Guided Reading/Math (Instructional Coaches)**
 - **Restorative Practice (Dean of Students)**
 - **Special Education/RTI Process (Special Education Director)**

Middle School Report:

ACADEMICS:

- ❖ About 91% of the 8th grade Algebra 1 students successfully took and pass the June 2022 Algebra 1 regents with a 65% or above. This is 21 out of 23 students. The two students who did not pass received a score of 64%. Since these two students passed the class and earned a Regents score between 50% and 65%, we can appeal the score to grant them credit for the Algebra 1 Regents. The school is the entity that grants the appeal, therefore we have earned a 100% passing rate.
- ❖ We are in the process of finalizing PD and ordering text and materials for the 2022-2023 academic year.
- ❖ Summer school officially started on Tuesday, July 5. We have 79 students enrolled in the program. Currently, we have about an 81% attendance rate.
- ❖ Attendance Rates: Week of July 5th

5th Grade

7/6/2022	7/7/2022	No shows
17/23 Present	17/23 Present	5

6th Grade

7/6/2022	7/7/2022	No shows
26/30	26/30	4

7th Grade

7/6/2022	7/7/2022	No shows
21/26	19/26	5

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- ❖ **Students are assessed every one to two weeks depending on the pacing of the lessons. The data from the assessments are used to provide intervention in the areas where students struggled on the most. The intervention lessons are taught on Thursdays. The results of the assessments will be shared later.**
- ❖ **ELA and Math coaches are revising next year's pacing calendars, creating the open-ended benchmarks, revising the academic trackers, and creating ELA and Math competition. As a team, we will be meeting to finalize staffing, PD, scheduling, and Data teams.**
- ❖ **Earth Science: It is our plans to have a select group of students take the Earth Science Regents in June. To make this a reality it would require having a Saturday Class for 3 hours per class for 25 sessions. To host the class, we will need the following staffing: 1 teacher, 1 TA, and a security personnel. Estimated cost is \$6,000**

RTI

- ❖ **Mrs. Johnson is participating in Annual Reviews of our students on behalf of their teachers. These Reviews were not able to take place during the prior academic school year.**

Vacancies:

- ❖ **We have 3 TA position to fill.**
- ❖ **1 7th Grade math teacher**
- ❖ **1 Permanent Substitute**
- ❖ **1 RTI Math Teacher**

Ratifying & Confirming Resolution

Adopted: July 19th, 2022

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the July 19th, 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 Burden. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 19th, 2022

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the June 21st, 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 Burden for the acceptance of the Principals reports. Being that there were no further discussions 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

Adopted: July 19th, 2022

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the July 19th, 2022 Board of Trustees Teleconference 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 2022-2023 Long Island University/Post Ph.d Clinical Psychology Department Partnership for Mental Health & Wellness interactive talks/workshops. A motion was made by Trustee Arroyo that the 2022-2023 Long Island University/Post Ph.d Clinical Psychology Department Partnership for Mental Health & Wellness interactive talks/workshops be approved. The motion was seconded by Trustee Burden and unanimously approved. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 19th, 2022

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the July 19th, 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 system Vendor Eye See You Security Camera, LLC **for SY 2022-2023**. Vendor is approved to provide security camera surveillance systems during the **SY 2022-2023**. School Year to end June 2023. Trustee Chien made a motion that Eye See You Security Camera, LLC Vendor be approved to provide surveillance systems services. The motion was seconded by Trustee DWashington. 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: July 19th, 2022

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 19th, 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 Food Vendor Red Rabbit **for SY 2022-2023**. Vendor is approved to provide food service during the **SY 2022-2023**. School Year to end June 2023. Trustee Garner made a motion that the Red Rabbit vendor be approved to provide food services. 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: July 19th, 2022

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 19th, 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 **Technology Vendor HUB Business Support Services, LLC SY 2022-2023**. HUB Business Support Services, LLC be approved to provide Information Technology Services during the 2022-2023 School Year and to end June 2023. Trustee DWashington made a motion that HUB Business Support Services be approved to provide Information Technology Services. The motion was seconded by Trustee King-Cheek. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 19th, 2022

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 19th, 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 **Bee Ready Fishbein Hatter and Donovan LLP**, for SY 2022-2023. Vendor is approved to provide consulting service during the **SY 2022-2023**. School Year to end June 2023. Trustee Chien made a motion that the Vendor Bee Ready Fishbein Hatter and Donovan, LLP Vendor be approved to provide consulting services. 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

Ratifying & Confirming Resolution

Adopted: July 19th, 2022

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the July 19th, 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 **GR Reid and Associates, LLP for SY 2022-2023**. Vendor is approved to provide audit & accounting service during the **SY 2021-2025**. School Year to end June 2025. Trustee Washington made a motion that GR Reid Associates, LLP Vendor be approved to provide audit & accounting services. The motion was seconded by Trustee Chien. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 19th, 2022

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the July 19th, 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 **Charter School Business Management, Inc for SY 2022-2023**. Vendor is approved to provide independent fiscal monitoring service during the **SY 2022-2023**. School Year to end June 2023. Trustee Chien made a motion that Charter School Business Management, Inc be approved to provide independent fiscal monitoring services. The motion was seconded by Trustee DWashington. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 19th 2022

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the July 19th, 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 **Pasek Consulting, LLC for SY 2022-2023**. Vendor is approved to provide grant funding accounting service during the **SY 2022-2023**. School Year to end June 2023. A motion was made by Trustee Chien approving the adoption of the contract. The motion was seconded by Trustee DWashington. 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: July 19th,2022

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the July 19th, 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 **Gerber Technology, LLC** for SY 2022-2023. Vendor is approved to provide E Rate Internet Service during the SY 2022-2023. School Year to end June 2023. A motion was made by Trustee Chien approving the adoption of the contract. 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

Adopted: July 19th,2022

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the July 19th, 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 JW Securities, LLC** to serve as security services for SY 2022-23 commencing September 6, 2022 and to end June 22, 2023. A motion was made by Trustee Garner approving the adoption of the contract. 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: July 19th,2022

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the July 19th, 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 The Queen of the Most Holy Roseary Church** to serve as facility service for SY 2020-2025. To end June 2025. A motion was made by Trustee DWashington approving the adoption of the contract. The motion was seconded by Trustee Chien. 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: July 19th, 2022

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the June 21st, 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 Garner and unanimously approved. The motion carried.

New Hire:

Christian Sandoval _Teacher __ Middle School_ Start Date _07-16-2022

Kimberly Franklyn _Teacher _ Middle School _ Start Date_8-22-2022

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

Noes: 0 Absent: 0 Abstentions: 0

PARENT REPORT: PG commented that the group remain connected digitally informing parents of Summer friendly events and activities in the library to help prevent learning loss which generally occurs during summer and informed parents about planning for summer parent meeting in August (Author visit and backpack giveaways). Parents positive feedback from the Summer Tennis Camp was noted.

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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 Chien. 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