

BOARD OF TRUSTEES
BOARD MEETING MINUTES – March 23rd, 2021

On March 23rd, 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 6:15 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. Thanking everyone for their continued hardwork. Chair commented continued recruitment efforts of Ella Portero, Derrick Dingle and others. The Chair acknowledged Charter School Business Management (CSBM) and thanked CSBM for the quarterly fiscal monitoring report which acknowledged RCA is following the financial policy and procedures. CSBM is RCA’s fiscal monitor that oversees financial transactions for adherence to financial policies and procedures. The CSBM reports are forwarded to RCA’s authorizer, Charter School Institute (CSI) and the Board. The Chair commented that the board has the full confidence of having the benefit of CSBM fiscal monitoring reporting. The Chair commented on the financial report and targeted spending. The spending included cost to offset COVID expenditures and included a forecast that meets the full year budgeted guidelines. The Chair further stated that RCA has a Class A financial team and the board trust the benefits of financial reports produced with the added benefit of having CSBM has a fiscal monitor. The Chair noted, the board is comfortable with the way the board manages the school financially when it comes to bond considerations. The Chair thanked CFO/CEO Philip Leconte and RCA’s Class A Financial team for stellar financial reporting and preparing the schools for additional bond support. With notice to CSI the financial team will look to application for bond funding for 115 Pleasant Ave.

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.

Adopted: March 23rd, 2021

A motion was made by Trustee TWashington that the Minutes from the February 23rd, 2021 Board Meeting be approved as written. The motion was seconded by Garner and unanimously approved.

Ratifying & Confirming Resolution

Adopted: March 23rd, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the March 23rd 2021 Teleconference Board Meeting on behalf of the Roosevelt Children's Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the February 26rd, 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 709 as of March 19th. Of that total 551 students re-registered. Incoming students registered 158. The budget is based on student count of 630.

The Approved Budget for fiscal 2020-21 presented as of March 31st reflected total budgeted full year (FY) revenue is \$12.5 million. YTD recognized \$8.7 million. On target for current revenue collections. Total budgeted (FY) direct expenses \$9.7 million. Spending YTD \$7.4 million. Total budgeted (FY) indirect expense is \$2.8 million. Spending YTD \$1.9 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) DEMOLITION SPECIALIST, Inc: Demolition of factory building at 115 Pleasant Ave.
- 3) Bond Financing Hearing Nassau County Local Economic Assistance Corporation (NCLEAC)

Other: Safety Committee March Report:

- 1) Fire Drills: To date completed 8 fire drills which are required by the beginning of December. Will proceed to complete the last 4 fire drills weather permitting.
- 2) Lock Down Drills: There will be 2 more drills performed in the next month following the Covid-19 guidelines
- 3) Evacuation Drill is scheduled for the May 27th. 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). There will be a point-person assigned to handle the transport of this bag during the drill. 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.
- 4) Skirt of Trailer 3 at 200 W. Centennial. Damaged. Repaired as reported.

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, March 23, 2021*

- **Implementation of 6th-8th Grade**
 - Current Placement of Classrooms
 - Current Levels of Academic Performance for ELA and Math
 - Updated Attendance Information
 - Health and Safety Materials
 - Space Limitations Possible proposals

Current Placement for K-5

- **At 105 Pleasant Avenue**
 - K—7 in-person classrooms (80), 1 remote classroom (13)
 - 1st grade—5 in-person classrooms (62), 2 remote classrooms (32)
- **At 200 Centennial Avenue**
 - **In the trailers**
 - 2nd grade—5 in-person classrooms (54), 2 remote classrooms (28)
 - 3rd grade—3 in-person classrooms (56) 1 remote classroom (14)
 - 4th grade—2 in-person classrooms (52) , 1 remote classroom (22)
 - 5th grade—2 in-person classrooms (46) , 2 remote classrooms (39)

Additional Classroom Information

- **At 105 Pleasant Avenue**
 - Five classrooms currently are set up for teaching remotely
 - 3 classrooms have the Viewpath system implemented for live-stream teaching (2 PE, 1 Music)
 - 2 classrooms for K remote teacher and 1st grade remote teacher
- **At 200 Centennial Avenue**
 - Five classrooms are currently set up for teaching remotely
 - 3 classrooms have the Viewpath system implemented for live-stream teaching (1 PE, 1 Art, 1 Music)
 - 2 classrooms for 5th grade remote teachers

Even though we offer in-person instruction for K-2 and a hybrid in-person for 3rd -5th we still have a good number of students whose parents opt for their child to remain at home and in remote learning.

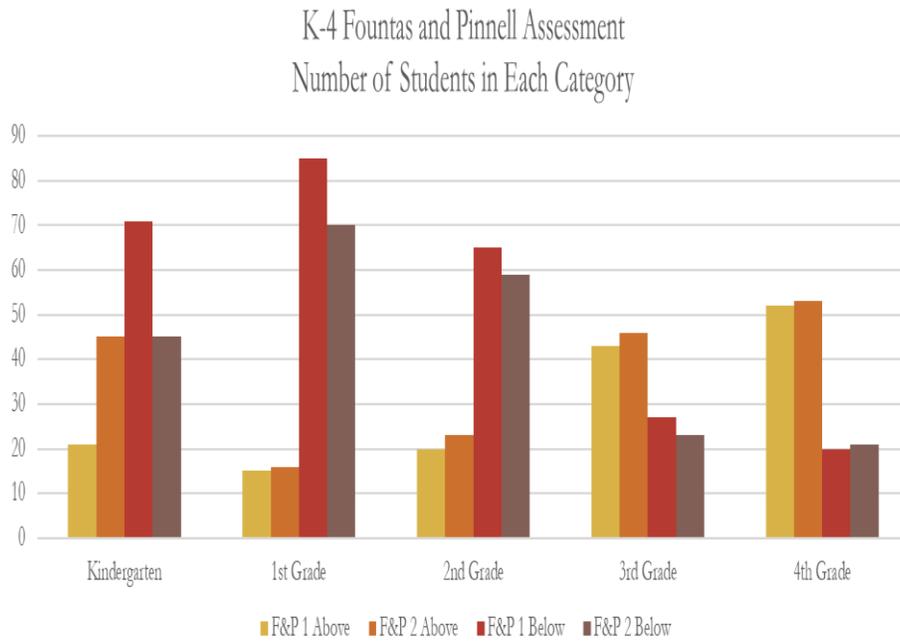
K-5 Number of students for in-person learning 350

K-5 Number of students for remote learning 148

4-8 Remote Students 210

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How are the students performing? Are they making academic progress in ELA and Math?

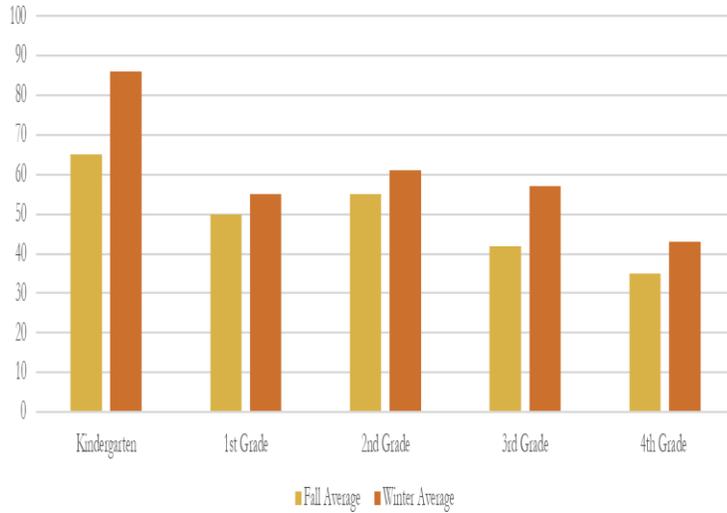


Math Benchmark

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K-4 Grade

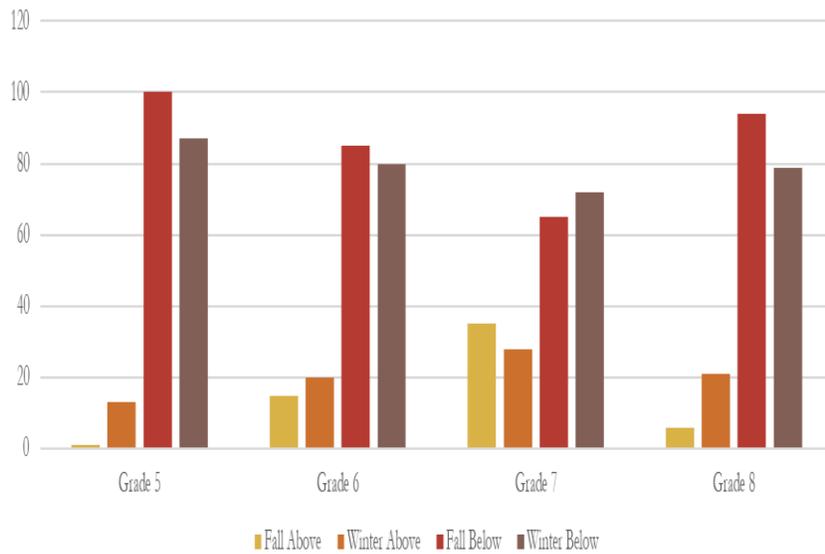
Grade Percentages of Proficient Students



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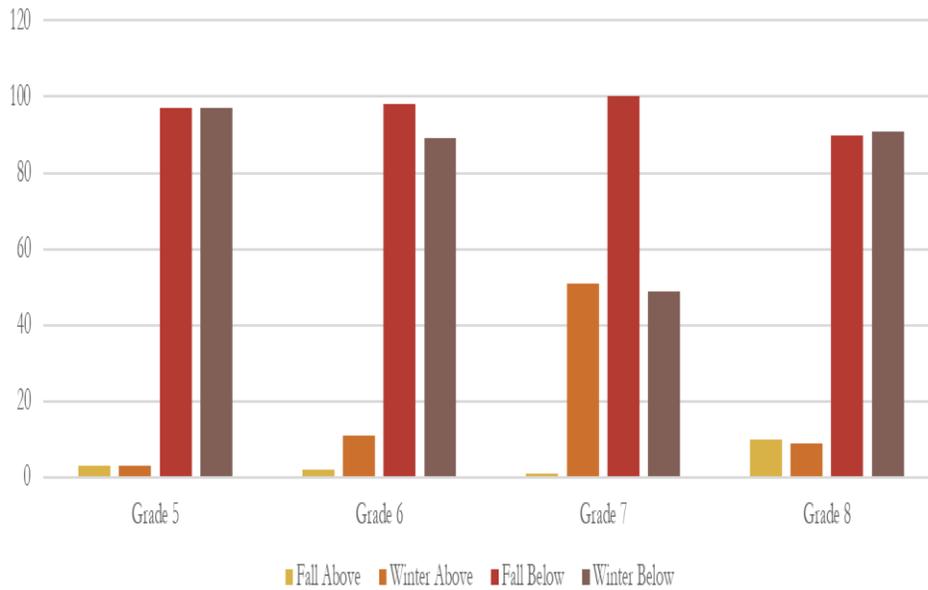
ELA Benchmark 5 -8 Grade

Multiple Choice Fall/Winter Percentages Above and Below Grade Level

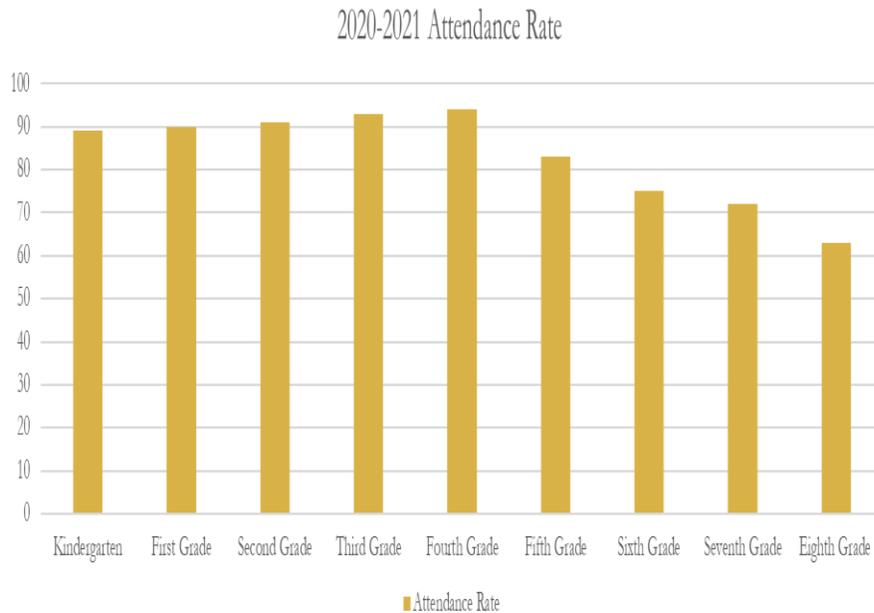


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Math Benchmark 5 -8 Grade

Fall and Winter Percentages On/Above and Below Grade Level



Average Attendance Rates per Grade



General Attendance Information

- There are generally more “habitual” issues with remote classrooms than with in-person classrooms that are being monitored by the principals, deans and counselors.
- In the 6th -8th grade, attendance issues also involve a type of “selective class choice” where attendance may depend on whether the student likes the class or the teacher rather than attending all classes throughout the day.
- In remote learning, some behavior issues include inconsistent attendance for the class or day, logging in and out, coming on late, or without the video screen on.
- In addition, in some remote cases, students are attending the class but not completing their work, even when the teacher is interacting with them in real time.

Health and Safety

- We will need to purchase additional PPE such as masks and polycarbonate shields.
- Provide for additional cleaning during the school day.
- In order to remain in “cohorts,” students will need to refrain from changing classrooms.
- Continue to monitor any outbreaks, follow through with contact tracing and provide for coverage in all classrooms.
- Bus attendance will increase, and we will need to contact the bus companies as soon as possible to ensure that option is available to our parents?

Recent COVID Cases

- Thursday November 12th - informed about a few cases at both campuses, as a result, school switched to remote instruction until Monday January 11th
- Thursday January 14th - informed about a couple of cases at 105 Pleasant Avenue, as a result, just K-1 switched to remote instruction until Monday February 1st
- Sunday February 6th - informed about a case, which impacted both campuses, as a result, school switched to remote learning until Monday February 22nd
- One staff member cited almost 20 individuals in her contact tracing statement causing a disruption into trying to find coverage for all classrooms.
- The previous instances are the major outbreaks that impacted the school, however smaller cases were addressed throughout the school year, causing issues for coverage of staff lunches and prep periods.
- In response to any COVID positive cases, comprehensive manpower hours are extended to provide communications to the DOH, staff, and parents in order to contact trace and follow all health guidelines.

Space Limitations

- The use of the gym, in both cases 200 and 106 would not be an appropriate and conducive place in which to learn due to acoustics.
- We already are limited due to the use of the Viewpath system for our hybrid classes.



Although the CDC has changed their suggestions to a social distance of 3 feet, the adults still need to be 6 feet away. Also, this is a new designation, and it remains to be seen what the outcome may be.

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6 -8 Proposal

- All remote teachers currently working on campus will be asked to continue their remote teaching at home, thus providing both buildings with additional classroom space.
- Move the 2nd grade back to 105, to the vacated classrooms and move the 7th and 8th grade into the trailers and perhaps one classroom in 201, if necessary.
- Add the 6th grade to the second floor, in the vacated rooms at 200 to be together with 3rd, 4th and 5th grade.
- All 3rd-8th grade classes would follow the same hybrid schedule – Group A would come in on Monday through Wednesday and Group B would attend on Thursday and Friday.

Teachers would move from classroom to classroom in order to limit the movement of children in the building—keeping the cohorts together. Students would eat their lunch in

Food for Thought...

- **We will also need to provide instruction for any parent that continues to request remote learning for their child in grades 6th-8th.**
- **Current remote teachers may present a medical request to remain at home and we will attend to any request.**
- **Students who are in school will need to take the NYS Assessments, as designated in the recent directives from the state, as opposed to students who are remote.**
- **We will need to take into consideration the time needed for teachers to move in and move back to 105 Pleasant and plan accordingly.**

Ratifying & Confirming Resolution

Adopted: March 23rd, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the March 23rd 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 Arroyo 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: March 23rd, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the March 23rd 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 KingCheek for the acceptance of the CAO reports. The motion was seconded by Trustee Arroyo. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Ratifying & Confirming Resolution

Adopted: March 23^{ed}, 2021

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the March 23^{ed}, 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 115 Pleasant Ave Bond Financing issuer Nassau County Economic Assistance Corporation (**NCLEAC**). Vendor is approved as issuer for bond financing services for 115 Pleasant Ave. Trustee Chien made a motion that vendor Nassau County Local Economic Assistance Corporation be approved for bond financing services for 115 Pleasant Ave. 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

Ratifying & Confirming Resolution

Adopted: March 23rd, 2021

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the March 23rd, 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 TWashington 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:

Katelin Benini_ Teacher_ Elementary School_ Start Date_ 03-29-2021

Jasmyne Garrett_ RTI Teacher_ Elementary School_ Start Date_ 03-29-2021

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

PARENT REPORT:

CAO commented on the requirements for returning gr. 6-8 to Hybrid in the Spring. 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. 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 December 31st, 2020. RCA is adhering to fiscal policies and in compliance with procedures as stipulated.

EXECUTIVE SESSION: NONE

OPEN SESSION CONTINUED. NONE.

ADJOURN. The Board meeting ended at approximately 7:40 P.M. with a motion to adjourn made by Trustee Washington. The motion was seconded by Trustee Burden. The motion was passed unanimously without debate.

Respectfully Submitted by,

Ella Portero

Ella Portero, Secretary to the Board