

BOARD OF TRUSTEES
BOARD MEETING MINUTES – August 24th, 2021

On August 24th, 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 KingCheek.

INTRODUCTORY COMMENTS: Chair opened the meeting with a welcome to everyone, on behalf of the entire board. The Chair commented on the scheduled Academic Night (An annual program to increase transparency and make information about the school policies, performance, and other school level data easier for parents and staff to understand and kept informed). The Chair further stated, with notice for mandatory attendance by all teaching staff. The event to be held at Hofstra University in the Fall.

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: August 24th, 2021

A motion was made by Trustee KingCheek that the Minutes from the July 27th, 2021 Board Meeting be approved as written. The motion was seconded by Garner and unanimously approved.

Ratifying & Confirming Resolution

Adopted: August 24th, 2021

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the August 24th 2021 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the July 27th, 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 762 as of August 24th. Of that total 573 students re-registered. Incoming students registered 189. Of that total 96 were incoming Kindergarten. The budget is based on student count of 665.

The Approved Budget for fiscal 2021-22 presented as of August 30th reflected total budgeted full year (FY) revenue is \$13.0 million. YTD recognized \$0.0 million. Revenue collections not yet started. Total budgeted (FY) direct expenses \$10.0 million. Spending YTD \$1.7 million. On target for FY spending. Total budgeted (FY) indirect expense is \$3.0 million. Spending YTD \$.4 million.

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 August 24, 2021
2. Statement of Cash Flows For The Period Ending August 24, 2021
3. Financial Performance Analysis For The Period Ending August 24, 2021

SCHOOL OPERATION: Facilities/Construction:

- 1) **170-174** Babylon Turnpike. Phase 1 Environmental Site Assessment completed. Phase 11 Environmental Site Assessment completed,

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, August 24, 2021

- *Principals*
 - **Consistent communication between Ms. Persad, Mr. Howell and Ms. Jackvony to address the following items:**
 - **2021-2022 School Year Planning**
 - **Staffing Placements for 2021-2022**
 - **Organization of August Professional Development (see attached schedule)**
 - **Guided Reading**
 - **BER Presentation—Guided Reading Workshop (see attached)**
 - **Maximize the Power of Guided Reading to Help All Students Attain Dramatic Achievement Gains**
 - **Open-Up Resources/BetterLesson—Engage NY Workshop (see attached)**
 - **Engage NY Launch Workshop**
 - **Introduction to Modules**
 - **Ongoing Virtual Support for teachers (3x in the year)**
 - **Coaching for 2 Instructional Leaders (ELA Coaches)**
 - **Learning Walks for Instructional Leaders**
 - **ReadyGen Phonics Training Workshop (see attached)**
 - **Grades K-2**
 - **Restorative Practices Workshops**
 - **Morning Session—Administration/Guidance/Dean**
 - **Afternoon Session—All staff**
 - **6 Trait Writing Workshop**

- - **Presented by C. Jackvony/R. Persad**
 - **Fountas and Pinnell Workshop**
 - **Presented by K-4 ELA Coach, Maria Troise**
 - **Guided Math/Small Group Instruction**
 - **Presented by A. Esteves and S. Roberts**
 - **Social Studies and Science Workshops**
 - **Presented by the publishing company for teachers in grades 5-8**
 - **SmartBoard and Google Classroom Training**
 - **Presented by TEQ**
 - **Develop a newly revised RCA Staff Handbook to be discussed and shared with the staff on the first day of August PD.**
 - **Continue to monitor and support the vaccination requirement for all staff in order to be ready for the first day of school**
 - **Create a school daily schedule that highlights our special teacher's qualities/contributions to our academic goals while maximizing all time**
 - **Meeting with K-4 Math and ELA Coaches, Ms. Duggan and Ms. Esteves**
 - **Compile the assessment data needed to be submitted to the state by this Friday, August 20, 2021.**
 - **Preparation for the 2021-2022 Kindergarten Screening, to be held on Thursday, August 19, 2021**
- *Operations-Business-Technology*
 - **Meeting with Mr. Leconte and team to coordinate the organization of the opening of the school year 2021-2022.**
 - **Health and safety**
 - **Review of classroom space**
 - **Discussions with Ms. Jackie to discuss enrollment numbers**
 - **Classrooms per grade**
 - **Number of students in each classroom**
 - **New students who have an IEP that needs to be reviewed for correct placement**

Ratifying & Confirming Resolution

Adopted: August 24th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the August 24th 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 DWashington for the acceptance of the COO/CFO. The motion was seconded Trustee Garner. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: August 24th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the August 27th 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

Adopted: August 24th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the August 24th 2021 Board Meeting on behalf of the Roosevelt Children's Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the proposal for the 2021-22 Staff Handbook. A motion was made by Trustee Burden for the acceptance of the 2021-22 schoolwide safety plan. The motion was seconded by Trustee KingCheek and unanimously approved. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: August 24th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the August 24th 2021 Board Meeting on behalf of the Roosevelt Children's Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the proposal for the 2021-22 schoolwide safety plan and emergency team. A motion was made by Trustee DWashington for the acceptance of the 2021-22 schoolwide safety plan. The motion was seconded by Trustee KingCheek and unanimously approved. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: August 24th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the August 24th, 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:

Natasha Parris_ Perm Sub Teacher_ Middle School_ Start Date_08-25-2021

Felicia Owens_ Teacher_ Elementary School_ Start Date_08-25-2021

Maria Troise_ ELA Coach_ Elementary School_ Start Date_08-25-2021

Albert Hodge_ Teacher_ Middle School_ Start Date_08-25-2021

Shavon Watson_ Teacher Assistant_ Middle School_ Start Date_08-25-2021

DiaoMairy Polonia_ Teacher Assistant_ Middle School_ Start Date_08-25-2021

Ummul Baneen Mohammedal_ Teacher_ Middle School_ Start Date_08-25-2021

Aujannae Gates_ Teacher Assistant_ Middle School_ Start Date_08-25-2021

Randale Parker_ Teacher Assistant_ Elementary School_ Start Date_08-25-2021

Mandy Boyle_ Teacher Assistant_ Middle School_ Start Date_08-25-2021

Sandus Zaman_ Teacher Assistant_ Middle School_ Start Date_08-25-2021

Taurean Kennedy_ Teacher_ Elementary School_ Start Date_08-25-2021

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

Noes: 0 Absent: 0 Abstentions: 0

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Roosevelt Children's Academy Charter School

Board of Trustees Board Meeting Minutes – Tuesday, August 24th, 2021

PARENT REPORT: PG commented on preparations underway to welcome back families. Working with the CAO/Principals and community partners.

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

EXECUTIVE SESSION: NONE

OPEN SESSION. NONE.

ADJOURN. The Board meeting ended at approximately 7:05 P.M. with a motion to adjourn made by Trustee DWashington. 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