

BOARD OF TRUSTEES
BOARD MEETING MINUTES – July 27th, 2021

On July 27th, 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 6:23 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 Schoolwide Emergency Safety Plan/summary of emergency preparedness overview and summary of revisions including the pandemic response and other pertinent policies. Chair further commented on the bond underwriter bidding proposal presentation, cost analysis and recommendation by the CEO/CFO.

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

Adopted: July 27th, 2021

A motion was made by Trustee DWashington that the Minutes from the June 22nd, 2021 Board Meeting be approved as written. The motion was seconded by Burden and unanimously approved.

Ratifying & Confirming Resolution

Adopted: July 27th, 2021

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the July 27th 2021 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the June 22nd, 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 769 as of July 27th. Of that total 600 students re-registered. Incoming students registered 169. Of that total 99 were incoming Kindergarten. The budget is based on student count of 665.

The Approved Budget for fiscal 2021-22 presented as of July 31st 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 \$.8 million. On target to spend. Total budgeted (FY) indirect expense is \$3.0 million. Spending YTD \$.2 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 July 31, 2021
2. Statement of Cash Flows For The Period Ending July 31, 2021
3. Financial Performance Analysis For The Period Ending July 31, 2021

SCHOOL OPERATION: Facilities/Construction:

- 1) Architect Phase two: Mechanical, Electrical and Plumbing 100% completed; Architect is 100% completed; Structural is 100% completed.
- 2) **111-115 Pleasant Ave; Time schedule for RCA construction of New Building.**
- 3) **170-174** Babylon Turnpike. Phase 1 Environmental Site Assessment completed. Phase 11 Environmental Site Assessment will start Thursday, July 29th, 2021. To be completed on or before August 12th, 2021
- 4) RCA bond underwriters proposed estimated costs

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, July 27, 2021

• ***Principals***

- *Consistent communication between Ms. Persad, Mr. Howell and Ms. Jackvony to address the following items:*
 - End of year planning meeting
 - Graduation organization for kindergarten, 5th grade and 8th grade
 - Check-out forms reviewed and revised to be distributed to staff in anticipation of the check-out process for the last day of school
 - Summer School planning
 - *2021-2022 School Year Planning*
 - Staffing Placements for 2021-2022
 - Interview for the following open positions:
 - 4th grade teacher
 - K-4 TA (2)
 - K-4 Dean of Students
 - K-4 Music teacher
 - 7th/8th grade Social Studies teacher
 - 5-8 TA (2)
 - 5-8 Perm Sub
 - 6 GAP teachers
 - Special Education proposal for 2021-2022
 - 2 Resource Room special education teachers
 - 2 Inclusion Room teachers (special education teachers)
 - Presentation by I-Ready representative, Jennifer Paul given to CAO, both principals and the 5-8 ELA and Math coaches to review the program for possible integration at RCA.
 - *Meeting with K-4 Math and ELA Coaches, Ms. Duggan and Ms. Esteves*
 - 2021-2022 initiatives/professional development
 - Continue with reading celebrations—having students create their own individual goals
 - African American Read In—family in-school event

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- Continue to highlight and support Restorative Practices
- Supporting Guided Reading/Guided Math
- Move from “worksheets’ to authentic student work
- Support small group instruction
- Providing ongoing professional development on a weekly basis from the ELA and Math Coaches
- Review and review ELA and Math RCA Pacing Guides that support the Engage NY curriculum and critical thinking.
- *Professional Development Planning for August 2021*
 - BER Guided Reading "Maximizing the Impact of Guided Reading to Dramatically Increase Students' Success in Reading"
 - On-Site Training--all-inclusive price for 80 participants for 1 day \$6,301
 - Restorative Practices with Kevin Curtis
 - 1 full day of remote Restorative Practices Coaching and Consulting for staff and administration \$4,000
- **Operations-Business-Technology**
 - Meeting with Mr. Harriot and team to review the School Food program for students
 - Issue with food presentation
 - Discussion about criteria for food choices that are associated with authority audits, production labels etc.
 - Policy concerning outside food from parents will continue post COVID
 - Meeting with Ms. Jackie to discuss enrollment procedures and numbers
 - Classrooms per grade
 - Number of students in each classroom
- **Professional Development**
 - Meeting with Ms. Washington to continue to support the Equity/Diversity initiative
 - Lack of engagement with parents
 - RCA Breakfast Club
 - Parent Workshops
 - Fun Academic Family Nights
 - Cohesiveness between K-4 and 5-8 to support the “one school mission”
 -
 - Summer School staffing

- Consistency between all administrative changes that may need to be put into policy by the board in order to maintain stability between leadership shifts. Some suggestions included:
 - Restorative Practices
 - Parent Engagement
 - Staffing and hiring procedures
- Re-introducing the process of teachers completing a personal Professional Learning Plan so that as an educator you are trying to constantly grow as a learner
- Suggestion to introduce reflective report cards for students in order for them to be a partner in the learning process rather than just looking for a “grade.”

Ratifying & Confirming Resolution

Adopted: July 27th, 2021

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the July 27th 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: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 27th, 2021

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the July 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 KingCheek for the acceptance of the CAO reports. The motion was seconded by Trustee Garner. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 27th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 27th 2021 Board Meeting on behalf of the Roosevelt Children's Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the proposal for 2021-22 revised fiscal budget as presented. A motion was made by Trustee Chien for the acceptance of the 2021-22 revised fiscal budget. The motion was seconded by Trustee DWashington and unanimously approved. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 27th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the January 26th, 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 Dinosaur Financial Group 115 Pleasant Ave underwriter. Vendor is approved as underwriter services for bond financing for 115 Pleasant Ave. Trustee Garner made a motion that vendor Dinosaur Group be approved for bond financing services for 115 Pleasant Ave. The motion was seconded by Trustee Chien and unanimously approved. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 27th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the January 26th, 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 Soil Mechanics Phase 1 & Phase II Environmental Site Assessment 170-174 Babylon Turnpike. Trustee KingCheek made a motion that vendor Soil Mechanic be approved for Phase 1 & Phase II Environmental Site Assessment 170-174 Babylon Turnpike. The motion was seconded by Trustee DWashington and unanimously approved. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 27th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the January 26th, 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 Bond Underwriters proposed costs. Trustee Garner made a motion that the proposed costs for bond services be approved 115 Pleasant Ave. The motion was seconded by Trustee Chien and unanimously approved. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 27th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 27th, 2021 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 2021-2022**. HUB Business Support Services, LLC be approved to provide Information Technology Services during the 2021-2022 School Year and to end June 2022. Trustee Garner made a motion that HUB Business Support Services be approved to provide Information Technology Services. The motion was seconded by Trustee Chien. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 27th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 27th, 2021 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 2021-2022. Vendor is approved to provide consulting service during the SY 2021-2022. School Year to end June 2022. Trustee Chien made a motion that the Attorney Bee Ready Fishbein Hatter and Donovan, LLP Vendor be approved to provide consulting services. The motion was seconded by Trustee King Cheek. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 27th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 27th, 2021 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 2021-2022**. Vendor is approved to provide audit & accounting service during the **SY 2021-2022**. School Year to end June 2022. Trustee Chien made a motion that GR Reid Associates, LLP Vendor be approved to provide audit & accounting services. 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: July 27th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 27th, 2021 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 Garber Solutions, Inc**, for SY 2021-2022. Vendor is approved to provide erate service during the **SY 2021-2022**. School Year to end June 2022. Trustee Arroyo made a motion that Garber Solutions, Inc, be approved to provide erate service. The motion was seconded by Trustee KingCheek. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 27th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 27th, 2021 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 **Straight Ahead Consulting Services, SY 2021-2022**. Straight Ahead Consulting Services to be approved to provide consulting Services during the 2021-2022 School Year and to end June 2022. Trustee Burden made a motion that Straight Ahead Consulting Services be approved to provide consulting services. The motion was seconded by Trustee Garner. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 27th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 27th, 2021 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 2021-2022. Vendor **is** approved to provide independent fiscal monitoring service during the **SY 2021-2022**. School Year to end June 2022. Trustee Washington made a motion that Charter School Business Management, Inc be approved to provide independent fiscal monitoring services. The motion was seconded by Trustee KingCheek. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 27th 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 27th, 2021 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 2021-2022. Vendor **is** approved to provide grant funding accounting service during the **SY 2021-2022**. School Year to end June 2022. **A** motion was made by Trustee DWashington approving the adoption of the contract. The motion was seconded by Trustee Arroyo. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 27th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 27th, 2021 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 2021-22 commencing September 9, 2021 and to end June 23, 2022. A motion was made by Trustee Arroyo 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, KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 27th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 27th, 2021 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 2021-2025. To end June 2025. A motion was made by Trustee Chien approving the adoption of the contract. The motion was seconded by Trustee Arroyo. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 27th, 2021

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

Philippe Mirville_ Teacher Assistant_ Middle School_ Start Date_07-06-2021

Halle E. Johnson_ Social Studies Teacher_ Middle School_ Start Date_08-25-2021

Tia Evelyn_ Teacher Assistant_ Elementary School_ Start Date_08-25-2021

Andrew Murray_ Music Teacher_ Elementary School_ Start Date_08-25-2021

Shanique Richards_ Teacher Assistant_ Elementary School_ Start Date_08-25-2021

Melissa Harms_ Teacher Assistant_ 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, July 27th, 2021

PG commented on preparations underway for welcome back activities for new and returning families. Leading with the knowledge that communication is a significant key to overall student achievement throughout the school year. The PG has maintained weekly communication to parents through email and social forums. PG finalized annual meeting schedule and are in the process of finalizing the 1st and 2nd quarter community presenters and workshop topics.

PG - Welcome Meet and Greet new families is scheduled for August 19th. In years past, this event has been well received and attended by incoming parents and proved instrumental in helping provide a platform for parents and some students to make introductions amongst one another and enable us the opportunity to share key information, community resources and offer a brief overview of what new parents should expect at the start of the upcoming school year in a relaxed, stress-free and welcoming environment. Lastly, PG plans to host a backpack/school supply kit giveaway for our families on Friday August 20th. Backpacks will be available for pick up on a first come first served basis.

PUBLIC COMMENTS: Members of the community were acknowledged. 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 March 31st, 2021. RCA is adhering to fiscal policies & in compliance with procedures as stipulated. In addition, CSI quarterly reporting requirements are also submitted

EXECUTIVE SESSION: NONE

OPEN SESSION. NONE.

ADJOURN. The Board meeting ended at approximately 7:50 P.M. with a motion to adjourn made by Trustee Arroyo. 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

