

BOARD OF TRUSTEES
BOARD MEETING MINUTES – July 28th, 2020

On July 28th, 2020 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 6:30 P.M. A motion was made by Burden to open the Board Meeting. The motion seconded by DWashington.

INTRODUCTORY COMMENTS Chair opened the meeting with a welcome to everyone, on behalf of the entire Board and commented on the difficult time we are going through. Chair thanked the entire faculty and staff for doing an outstanding job during this unprecedented period. The Chair further thanked the COO/CFO and the entire marketing/recruiting team for the increased level of recruiting/registration during this challenging time. Noting there was a quorum the Chair requested Chief Financial Officer/COO to present the operations report.

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; Leslie Roper-Thomas-CSBM; Ella Portero, Secretary to the Board.

Ratifying & Confirming Resolution

Adopted: July 28th, 2020

A motion was made by Trustee Burden that the Minutes from the June 16th, 2020 Board Meeting be approved as written. The motion was seconded by Chien and unanimously approved.

Adopted: July 28th, 2020

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the July 28th 2020 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the June 16th, 2020 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 578 as of July 28th. Of that total 552 students re-registered. Enrollment contacted families and 121 students will not be returning. Parents contacted and re-registration continues, with safety protocols, until school reopens. Incoming K students registered 88 total incoming registered 155. Total registration for 2020-21 enrollment 707. The budget is based on student count of 630.

The Approved Budget for fiscal 2020-21 presented: Enrollment budgeted 630. Budgeted full year (FY) revenue is 12.5 million. Budgeted direct expenses \$9.4 million. Budgeted indirect expense 3.1 million. The Approved Budget for fiscal 2020-21 presented as of July 31st: Enrollment budgeted 630. Budgeted full year (FY) revenue is 12.5 million. Budgeted direct expenses \$9.4 million. Total budgeted (FY) direct (FY) expense 9.4 million. Spending YTD .6 million. Total budgeted (FY) indirect expense is 3.1 million. Spending YTD .2 million Budgeted.

SCHOOL OPERATION: Facilities/Construction:

- 1) A decision will be made on TOH calendar on August 5th regarding Construction of our new building at 111-115 Pleasant Ave.

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 28, 2020*

Academics

➤ **Teacher/Staff Interactions**

- Individual grade level meetings were held with each grade level/academic group to discuss the following items:
 - **RCA Summer School**
 - Remote Learning Plan K-8
 - Discussions with Summer School Coordinators to receive updates on the Summer School program.
 - Summer School Reports submitted by Mr. Halversen (K-4th Grade Coordinator) and Ms. Underwood (5th-8th Grade Coordinator) is attached.

▪ **Interview Process**

- Video Zoom interviews and demo lessons were held in collaboration with the principals to fill the RCA open positions:

- Middle School Dean of Students
- 5th-8th grade ELA Teacher
- 5th-8th grade Music Teacher
- Elementary Teacher Assistant
- Middle School Teacher Assistant

▪ **Summer Reading Program**

- Grades K-7th are meeting each week with a teacher to share in the love of reading. Each grade level has a different book, or on the younger grades—an assortment of read-alouds that students discuss, write about and/or interact with the text as well as their peers.

○ **Operations Meeting**

Numerous Zoom meetings are being held together with the Academic Team to build the RCA Reopening Plan for the 2020-2021 school year.

- The following areas have been discussed considering the NYSED and DOH guidelines:

- HEALTH AND SAFETY
- FACILITIES
- NUTRITION
- TRANSPORTATION
- SOCIAL-EMOTIONAL WELL-BEING
- SCHOOL SCHEDULES
- BUDGET AND FISCAL
- ATTENDANCE AND CHRONIC ABSEENTEEISM
- TECHNOLOGY AND CONNECTIVITY
- TEACHING AND LEARNING
- SPECIAL EDUCATION
- BILINGUAL EDUCATION
- STAFFING AND HUMAN RESOURCE

- **RCA Marketing Team**
 - Zoom video meeting was held to coordinate the academic information and the social media outreach goals
 - Collaborate to create a parent survey on reopening options
- **Special Education Coordinator**
 - Zoom meeting held with Special Education/RTI Coordinator to discuss the outcomes of our promotion in doubt meetings and various special education evaluations.
- **Principals**
 - Multiple video and audio conferences held throughout the month with both principals to address the following items:
 - Discuss and organize the RCA Reopening plan
 - Current plan is attached
 - RCA Curriculum Maps in ELA and Math
 - Academic Resources for the 2020-2021 school year
 - Planning of Engage NY ELA materials and information
 - Professional Development for the 2020-2021 school year
- **Specialists**
 - Zoom meeting held with ELA/Math Specialists to discuss the organization of RCA Curriculum Maps for both ELA and Math and how to best begin the process. In addition, how to connect the RCA Curriculum Maps to our current ELA/Math Programs as well as the important information provided by Engage NY.
 - A copy of a template for RCA Curriculum Map is attached
- **Communication with SUNY/CSI**
 - Attendance at weekly NYSED webinars to understand any and all new information relating to the implementation of our Reopening Plan, as well as to stay informed about recent governmental declarations.
 - Current items include:
 - Completion and submission of Reopening Plan
 - Department of Health guidelines
 - Special Education guidance
 - Gov. Cuomo's metrics for reopening schools

➤ **Guidance (Social/Emotional) Interactions**

- Zoom video conference held with school counselors and deans to discuss and plan for the Social-Emotional component of our reopening plans and schedule professional development workshops for September.

➤ **Home/School Connection**

- Reopening RCA Parent Survey was created and sent home to parents, electronically, in order to gain an understanding of various aspects of their feelings regarding a reopening of schools for the 2020-2021 school year.

Board Report – Summer School 2020 Grades 5-8

I. Total students enrolled = 53 (20 - 5th graders, 14 - 6th graders, 19 - 7th graders)

II. Average Daily Attendance:

	5th Grade	6th Grade	7th Grade
Math	70%	86%	89%
Social Studies	75%	71%	89%
English	90%	86%	89%
Science	75%	64%	95%

*Combined average for any given day is 82%.

III. Students are engaging in fun educational activities such as science experiments using household materials, reader’s theater, interactive games, and small group instruction through the use of breakout rooms. The content that the staff is covering is based upon the recommendations of classroom teachers. They are reinforcing prerequisite skills needed for the grade level students will be moving on to in September.

IV. The staff is remaining in contact with families with phone calls, mail, email, Remind, and Google Classroom. Weekly progress reports have been mailed out three times so far without any returns for incorrect/unknown address. There will also be a Parent Meeting Tuesday, July 28th at 9am, 12pm, and 6pm to continue to promote the expectations of summer school, explain how to navigate Google Classroom and Zoom, and allow parents to share any comments or concerns.

V. Average Pretest Assessment Results

	5th Grade	6th Grade	7th Grade
Math	50%	46%	63%
Social Studies	68%	49%	62%
English	68%	76%	82%
Science	47%	34%	46%

*The posttests will be administered the week of August 3rd.

Ratifying & Confirming Resolution

Adopted: July 28^h, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 28th 2020 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 Burden for the acceptance of the COO/CFO. The motion was seconded by Trustee Chien. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 28^h, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 28th 2020 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 Burden for the acceptance of the CAO reports. The motion was seconded by Trustee Chien. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 28th, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 28th, 2020 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 Arroyo 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:

Lauren Longo_ Music Teacher _Middle School _Start Date 8-20-2020

Robert James_ Perm Sub Teacher _Middle School _Start Date 8-20-2020

Destiny Hurt _ Teacher Assistant _ Middle School _Start Date 8-20-2020

Srisibly Vahie_ Teacher Assistant _Elementary School _Start Date 8-20-2020

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 28th, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 28th, 2020 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 **Preferred Meals System, Inc for SY 2020-2021**. Vendor is approved to provide food service during the **SY 2020-2021**. School Year to end June 2021. Trustee Burden made a motion that the Preferred Meals System, Inc Vendor be approved to provide food services. The motion was seconded by Trustee Garner. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 28th, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 28th, 2020 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 2020-2021**. HUB Business Support Services, LLC be approved to provide Information Technology Services during the 2020-2021 School Year and to end June 2021. Trustee Chien 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: 8 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek, TWashington)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 28th, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 28th, 2020 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 2020-2021**. Vendor is approved to provide consulting service during the **SY 2020-2021**. School Year to end June 2021. Trustee TWashington 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: 8 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek, TWashington)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 28th, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 28th, 2020 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 2020-2021**. Vendor is approved to provide audit & accounting service during the SY 2020-2025. 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 Garner. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 28th, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 28th, 2020 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 Ultimate Communications, Inc**, for SY 2020-2021. Vendor is approved to provide telephone communication service during the SY 2020-2021. School Year to end June 2021. Trustee TWashington made a motion that Ultimate Communications, Inc, be approved to provide telephone communications services. 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

Adopted: July 28th, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 28th, 2020 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 **IT Technology Systems Back up Vendor Crawford & Associates, LLC SY 2020-2021**. Crawford & Associates Systems Services, LLC be approved to provide Information Technology Services during the 2020-2021 School Year and to end June 2021. Trustee Chien made a motion that Crawford & Associates IT Support Services be approved to provide Information Technology Back up Services. The motion was seconded by Trustee Garner. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 28th, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 28th, 2020 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 2020-2021. Vendor is approved to provide independent fiscal monitoring service during the SY 2020-2021. School Year to end June 2021. 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: 8 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek, TWashington)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 28th 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 28th, 2020 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 2020-2021. Vendor is approved to provide grant funding accounting service during the SY **2020-2021**. School Year to end June 2021. A motion was made by Trustee Washington approving the adoption of the contract. The motion was seconded by Trustee Burden. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 28th,2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 28th, 2020 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 2020-2021. Vendor is approved to provide E Rate Internet Service during the SY 2020-2021. School Year to end June 2021. A motion was made by Trustee Garner approving the adoption of the contract. The motion was seconded by Trustee TWashington. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: July 28th,2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 28th, 2020 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 2020-21 commencing September 10, 2020 and to end June 28, 2020. A motion was made by Trustee Burden approving the adoption of the contract. 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

Adopted: July 28th,2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the July 28th, 2020 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 Burden approving the adoption of the contract. 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

PARENT REPORT: Home/School Connections: Reopening Parent Survey sent home to parents electronically to gain understanding of various aspects of their feelings regarding a reopening of schools for the 2020-21 school year. Preliminary results indicate a large increase in response across the grades in identifying preference for in-person vs hybrid vs fully remote instruction. Continuing to compile information with support of administration and operations team. Parent Group thanked the CAO for the virtual outreach to parents during this challenging times. The Parent group is preparing for virtual webinar to increase participation. Also participates with the CAO in monthly meetings with the media team to coordinate the academic information and the social media outreach goals.

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 March 31st, 2020. RCA is adhering to fiscal policies & in compliance with procedures as stipulated. In addition CSI quarterly reporting requirements are also submitted

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Roosevelt Children's Academy Charter School

Board of Trustees Board Meeting Minutes – Tuesday, July 28th, 2020

EXECUTIVE SESSION: NONE

OPEN SESSION CONTINUED. NONE.

ADJOURN. The Board meeting ended at approximately 7:15 P.M. with a motion to adjourn made by Trustee Burden. The motion was seconded by Trustee Chien. The motion was passed unanimously without debate.

Respectfully Submitted by,

Ella Portero

Ella Portero, Secretary to the Board