

BOARD OF TRUSTEES
BOARD MEETING MINUTES – October 26th, 2021

On October 26th, 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 6:09 P.M. A motion was made by DWashington to open the Board Meeting. The motion seconded by Dr KingCheek.

INTRODUCTORY COMMENTS: Chair opened the meeting with a welcome to everyone, on behalf of the entire board to the board meeting. The Chair commented on School safely re-opening In-Person, faculty & staff vaccinated, (masking when in-doors) safety policies & procedures. The Chair, welcomed Simone Roberts in her new role as Middle School Principal with full support from the Board, Elementary Principal and faculty/staff. The board welcomed Internal Consultant, Tyra Washington, in her role to provide assistance to both Principal’s. Ms Washington highlighted the new structure of the monthly academic reporting submitted to the board. The structure representing one-school. The report is divided into Culture & Climate and Academics; each Principal focusing on items planned and changed to address the various challenges under the collective umbrella of creating a uniform cohesive culture. Chair further commented on the student assessments and results (existing students vs new students) and inquired as to how each group were progressing and how student progress are communicated to parents prior to Parent Conferences. Chair commented on the upcoming Listening Session with faculty & board members scheduled by the Principal’s on November 2nd at 2 p.m. The objective of the session is to have an open dialogue with teaching staff to address concerns to initiate positive change.

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 KingCheek) ADDITIONAL ATTENDEES-Steven Martir, (Counsel to the Board); Reshma Persad, Elementary Principal; Simone Roberts, Middle School Principal; Philip Leconte, COO&CFO; Tyra Washington, Consultant; Laron Walker, CSBM; Ella Portero, Secretary to the Board.

Adopted: October 26th, 2021

A motion was made by Trustee Dr KingCheek that the Minutes from the September 28th, 2021 Board Meeting be approved as written. The motion was seconded by Burden and unanimously approved.

Ratifying & Confirming Resolution

Adopted: October 26th, 2021

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the October 26th 2021 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the September 28th, 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, Dr 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 745 as of October 26th. Of that total 553 students re-registered. Incoming students registered 192. 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 October 31st reflected total budgeted full year (FY) revenue is \$13.0 million. YTD recognized \$2.7 million. Total budgeted (FY) direct expenses \$10.0 million. Spending YTD \$3.4 million. Total budgeted (FY) indirect expense is \$3.0 million. Spending YTD \$1.2 million. On target for FY Spending.

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 October 26, 2021
2. Statement of Cash Flows For The Period Ending October 26, 2021
3. Financial Performance Analysis For The Period Ending October 26, 2021

SCHOOL OPERATION: Facilities/Construction:

- 1) **111-115 Pleasant Avenue construction status update was provided. Advertisements for Bids placed. Deadline 12/9/21**
- 2) **170 Babylon Turnpike, Demolition. KG Mechanical**
- 3) **170 Babylon Turnpike, Clean up, Roux, inc**

Facilities/Other:

Bus Drills
NY State law requires 2-Bus Drills for the school year.

First Bus Drill was completed on September 17, 2021. The next bus drill is scheduled for Friday, November 5, 2021.

Fire Drills
NY State law requires 12 Fire Drills

Fire Drill - NYS requires all schools to perform 12 fire drills yearly. Eight of those drills must be completed by December. To date each site has performed a minimum of 6 fire drills.

Lock Down Drill (Hold in Place)

Lock Down Drill – Will work on making sure classes have their keys in preparation for upcoming drills.

Evacuation Drill.

Evacuation Drill- Will be scheduled for May. Date is TBD

SCHOOL ACADEMIC REPORT

Principals presented Academic report outlining Academic, Communications with CSE, meetings with staff, Culture & Climate, Home /School connections, meetings with operations and CSI.

Elementary Report:

Meetings with ELA/Math Instructional Coaches

- **Weekly meetings to discuss data and plan moving forward, with the focus being on guided reading/math**
 - **Data:**
 - **ELA: Fountas & Pinnell (enclosed in report)**
 - **Math: Beginning of Year Benchmark & Chapter 1 Assessment (enclosed in report)**
- **Providing extra support for new/struggling teachers**

RTI & ENL (enclosed in report)

After School Program

- **Projected Start Date: Monday November 15, 2021**
- **Projected End Date: Thursday June 2, 2022**

Parent Teacher Conferences

- **November 1, 2021 (1 p.m. – 4 p.m. & 5 p.m. – 8 p.m.)**
 - **Noon dismissal for students**
- **November 2, 2021 (8 a.m. – 1 p.m.)**
 - **No students in attendance**

RCA Breakfast Club

- **Meet with parents virtually the last Thursday of each month between 9 a.m. – 10 a.m., in an attempt to bridge the gap between home & school**
- **Different focus each month**
 - **September – Restorative Practice**

Vacancies

- **2 teacher assistant positions**
- **1 classroom teacher position**

Formal Observations

Special Events:

- **Hispanic Heritage Month (09/15/21 – 10/15/21)**
- **Red Ribbon Week (10/25/21 – 10/29/21)**
- **Pumpkin Patch (10/28/21)**
- **Character Day (10/29/21)**

Middle School Report:

School Climate & Culture

- **Red Ribbon Week**
- **RCA Breakfast Club**
- **Parent Teacher Conferences**
- **Academic Night**
- **Special Events**
- **RCA High Honor Society**
- **Sixth Grade Restructuring**
- **Transitioning**
- **Discipline (Bullying)**
- **Cell Phone Policy**
- **Staff meeting**

Academics

- **ELA & Math Update**
- **RTI & ENL Update**
- **After School**
- **Gap Program**

Vacancies

- **Elementary**
- **Middle school**

Ratifying & Confirming Resolution

Adopted: October 26th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the October 26th 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, Dr KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: October 26th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the October 26th 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 Principal report. A motion was made by Trustee Burden for the acceptance of the Principal reports. The motion was seconded by Trustee Garner. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: October 26th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the October 26th 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 adoption of Roosevelt Children's Academy proposal for appointment of internal consultant Tyra Washington. A motion was made by Trustee Dr KingCheek for the acceptance of the appointment of internal consultant Tyra Washington. The motion was seconded by Trustee Garner. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Ratifying & Confirming Resolution

Adopted: October 26th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the October 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 KG Mechanical, site demolition 170 Babylon Turnpike. Trustee DWashington made a motion that vendor KG Mechancial Inc be approved for Site demolition 170 Babylon Turnpike. The motion was seconded by Trustee Chien and unanimously approved. The motion carried.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr KingCheek)
Noes: 0 Absent: 0 Abstentions: 0

Adopted: October 26th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the October 26th 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 authorization of the adoption of Roosevelt Children's Academy proposal for Roux, site clean-up 170 Babylon Turnpike. Trustee DWashington made a motion that vendor Roux Inc be approved for site clean-up 170 Babylon Turnpike. The motion was seconded by Trustee Dr KingCheek and unanimously approved. The motion carried.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr KingCheek)
Noes: 0 Absent: 0 Abstentions: 0

Adopted: October 26th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the October 26th 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 adoption of Roosevelt Children's Academy proposal **for** Cellphone Policy. A motion was made by Trustee DWashington for the acceptance of the Cellphone policy. The motion was seconded by Trustee Dr KingCheek. The motion carried.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr KingCheek)
Noes: 0 Absent: 0 Abstentions: 0

Ratifying & Confirming Resolution

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the October 26th, 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 Garner approving the adoption of the resolution approving the personnel action items. The motion was seconded by Trustee DWashington and unanimously approved. The motion carried.

New Hire:

Karla Gonzalez_ _ Teacher Assistant_ Start Date_10-04-2021

Shauna Brown-Shields _ Math Coach_ Elementary School_ Start Date_11-01-2021

Jocelyn Spencer_ Math Teacher_ Middle School_ Start Date_11-01-2021

Federick Johnson_ Teacher Assistant_ Middle School_ Start Date_10-13-2021

Amitha Widanagama_ Teacher Assistant_ Elementary School_ Start Date_10-25-2021

Simone Omeally_ Teacher Assistant_ Elementary School_ Start Date_10-8-2021

Donna Felton _ Teacher_ Elementary School_ Start Date_11-12-21

Samantha Gayle_ Teacher _ Elementary School_ Start Date_11-03-2021

Lorna Desroches_ ELA Coach_ Elementary School_ Start Date_11-15-2021

Tara Matthews_ RTI Math Teacher_ Middle School_ Start Date_11-13-2021

Michelle Boykin_ Teacher_ Elementary_ Start Date_11-08-2021

Gloria Panky_ Teacher Assistant_ Elementary School_ Start Date_11-08-2021

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

Noes: 0 Absent: 0 Abstentions: 0

PARENT REPORT: PG commented on the school's monthly Breakfast Club parent meetings facilitated by the principals. In which a forum is provided to share topics that **attempt to bridge the gap between home and school**. There is a different focus each month, such as **Restorative Practices**. In which it is highlighted that a suspension (a consequence) is not usually the answer to negative behavior. Rather getting to know the students is a more positive approach. This starts with the teacher setting the tone for the day (morning greetings, use of positive reinforcement to eliminate the negative behavior and getting to know the student etc) and to build support and relationships with the families. Restorative Practices reinforces that faculty/staff is made more accountable by implementing the change in practice and to continue initiating contact with families when support is needed (calls/meetings with parents/guardians etc) to reinforce the support for student. This will allow for positive change for the students. PG commented on high honors program Gradpoint (aka Excela) and upcoming induction ceremony and on community service activities planned including Food Drive, Basketball game/mentoring and other activities.

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Roosevelt Children's Academy Charter School

Board of Trustees Board Meeting Minutes – Tuesday, October 26th, 2021

PUBLIC COMMENTS: Members of the community were acknowledged.

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 Garner. The motion was passed unanimously without debate.

Respectfully Submitted by,

Ella Portero

Ella Portero, Secretary to the Board