

BOARD OF TRUSTEES
BOARD MEETING MINUTES – October 24th, 2023

On October 24th 2023 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 6:00 P.M. A motion was made by DWashington, to open the Board Meeting. The motion seconded by Burden.

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

INTRODUCTORY COMMENTS: Chair opened the meeting with a welcome to everyone, on behalf of the entire board. The Chair commented on Parent Group role as a Parent Liaison for the school and thanked Toni Burden for the reports which outline critical role that this function plays for the school. It was also noted, the Bullying Assembly held on Electronic Communication (Internet Safety/ Anti-Bullying etc.) was held in October. The interactive session is facilitated annually through RCACS community engagement partnership with the Hempstead Police Department

Adopted: October 24th, 2023

A motion was made by Trustee Burden that the Minutes from the September 26th, 2023 Board Meeting be approved as written. The motion was seconded by Garner and unanimously approved.

Ratifying & Confirming Resolution

Adopted: October 24th, 2023

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the October 24th 2023 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the September 26th, 2023 Board Meeting Minutes as written. The motion carried. After which the school reports were presented.

Ayes: 8 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Vanderburg, Williams)

Noes: 0 Absent: 0 Abstentions: 0

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SCHOOL OPERATION Budget Update: – Chief Operation's/Financial Officer (COO&CFO) presented the Updated Enrollment presentation for 2023. Enrollment update presented reflected a student count of 743 as of October 24th. Ahead of last year's pace. Of that total 548 students re-registered. Incoming students registered 195. Of that total 71 were incoming Kindergarten. The budget is based on student count of 790.

The APPROVED Budget for fiscal 2023-24 presented as of October 31st reflected 2023 Enrollment Budget 790. Total budgeted full year (FY) revenue is \$13.6 million. YTD recognized \$2.7 million. Total budgeted (FY) direct expenses \$9.3 million. Spending YTD \$2.3 million. Total budgeted (FY) indirect expense is \$2.9 million. Spending YTD \$.9 million. On pace to spending 100% of budget

The **APPROVED** Budget for fiscal 2022-23 presented as of October 31st. 2023. Enrollment budget presented 790. Budgeted full year (FY) revenue is \$13.6 million. Budgeted direct expenses \$9.3 million. Budgeted indirect expense \$2.9 million.

Other Financial Reports: **UNAUDITED FINANCIAL STATEMENT as October 24, 2023**

1. Statement of Financial Position Summary Report as of October 24, 2023
2. Statement of Cash Flows For The Period Ending October 24, 2023
3. Financial Performance Analysis For The Period Ending October 24, 2023
4. Statement of Activities Summary Report For The Period Ending October 24, 2023

SCHOOL OPERATION: Facilities/Construction:

1. **Progress update on construction at 111 Pleasant Ave. Steel is erected and up to third floor**
2. **Signed Memorandum of Agreement for Unit 1 and Unit 2.**

SCHOOL ACADEMIC REPORT

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

Elementary Report: School Climate & Culture

- COVID Cases
 - For the month of October (same as previous month)
 - 0 confirmed case (students)
 - 1 confirmed case (staff)
 - From the start of the school year
 - 1 confirmed case (student)
 - 1 confirmed case (staff)

- Average Student Attendance

SEPT.	OCT.
81%	91%

- Discipline

	SEPT.	OCT.
In School Suspensions	1	0
Out of School Suspensions	0	2
TOTAL	1	2

- Events Overview

- Preparation Meeting for Reading Incentive with LI Nets (Thursday October 12th)
- Hispanic Heritage Parade (Friday October 13th)
- Character Day (Tuesday October 31st)

Academics

- DIBELS Benchmark

- Testing occurred between Monday September 18th – Friday October 6th

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- Guided Reading Groups
 - Slated to begin on Monday October 16th
- RTI
 - RTI sessions began for students in Reading & Math
 - 98 students are currently receiving services
 - 1st Grade – 31 students
 - 2nd Grade – 29 students
 - 3rd Grade – 24 students
 - 4th Grade - 14 students
- Special Education
 - 20 students are currently receiving services
 - Students are receiving resource room services as well as speech, counseling, physical therapy, occupational therapy
- ENL
 - 104 students are currently receiving services
 - Kindergarten – 9 students
 - 1st Grade – 17 students
 - 2nd Grade – 29 students
 - 3rd Grade – 25 students
 - 4th Grade – 24 students
- Professional Development
 - Thursday October 26th (noon dismissal)
- CSI Recommendations

Vacancies (3)

- 3 Teacher Assistants

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Middle School Report:

ACADEMICS:

- ❖ We hosted our first half day professional development on September 26, 2023. The focus was on reading and interpreting the iReady data to formulate targeted math and ELA groups. This data is based upon NYS standards.
- ❖ Both ELA and math had a 2% increase on the Fall 2023 iReady diagnostic assessment in comparison to last school year’s results.
- ❖ Average daily attendance is about 95%.
- ❖ I have begun our first round of informal observations. I hope to complete observations by the end of October.
- ❖ The coaches and I started our walk throughs to strongly develop teachers in the areas that we need to work on as per the CSI report. We are utilizing TLAC Online to practice and implement effective teaching strategies with teachers.
- ❖ Elementary and Middle School joined forces to celebrate Hispanic Heritage Month on Friday, October 13.
- ❖ Student Government elections will take place on November 3rd.
- ❖ The Scholastic Book Fair is back. Students and parents will have the opportunity to purchase books to read from October 31st through November 3rd.
- ❖ Teachers and coaches will begin conferencing with students about their September iReady results in November. Teachers and Coaches will host discussions about class averages and how students can improve their individual scale score in January. We have showcased the school’s average, so our growth is made public within the school community. Parent reports will be mailed home by the end of October.
- ❖ Our first half-day professional day will be on Thursday, October 26th. The focus will be on breaking down the standards for current and upcoming units. Teachers/TAs will plan mini lessons, practice the lesson in front of their peers, and receive feedback to improve where needed.

In ELA, 5th Graders are continuing Module 1 which focuses on the essential question “What are human rights and how can they be threatened?” They have begun to read the novel “Esperanza Rising,” and they

have been introduced to the “UDHR” which is the Universal Declaration of Human Rights. They continue to delve deeper into specific

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- ❖ articles of the UDHR, summarizing and applying their knowledge of them to the experiences of the characters and themselves.
- ❖ 6th Grade also continues with the first module that focuses on the Essential Question: What is mythology and what is the value of studying mythology from other cultures? The accompanying novel is “Percy Jackson” and they will discuss The Hero’s Journey as it relates to the main character.
- ❖ 7th Grade continues with their first module with “A Long Walk to Water” a novel that focuses on The Lost Children of Sudan and their story. Citing textual evidence to support claims as well as identifying and connecting themes are major components of the current unit.
- ❖ 8th Grade began their first module with the Essential Question: Why do we see evidence of myths and traditional stories in modern narratives? They are continuing to read “Summer of the Mariposas.” Citing textual evidence to support an analysis of the text and analyzing different perspectives of characters are important elements of the current unit.
- ❖ 6th and 7th grade have already begun to implement small-group instruction based on aggressive monitoring. 5th and 8th grade will begin the week of 10/16/23. The ELA team and coach will begin conferencing with students concerning their Iready performance in November.
- ❖ In Math, 5th Grade is currently working on strategies that can be used to multiply whole numbers and explore patterns in prime factorization. 6th Grade is currently working on writing percentages as fractions and vice versa. 7th Grade is currently working on a textbook chapter 2: Lesson 1: Find the percent of a number. 8th Grade is currently working on performing operations with numbers expressed in scientific notation.

RTI

- ❖ RTI sessions have begun for students in Reading & Math
- ❖ In Math we are using the Number Worlds curriculum for grade 4-8

- ❖ In Reading we are using both LLI & Achieve 3000
- ❖ The intervention curriculums we are using are researched based and have yielded great

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- ❖ results over the past few years, with many students graduating from the RTI program altogether. Students who remained in RTI showed wonderful improvement.
- ❖ The Goal of RTI has and will continue to be to close the achievement gap, when little to no success has been achieved, we will refer students to the CST Team and if student still shows minimal progress, a special education evaluation will be the next step, with the consent of the child's parent.
- ❖ RTI Teachers meet with Grade level teachers monthly to discuss progress and share notes on students' performance.
- ❖ We are reviewing state exam scores now that they are in to determine level 1 students and ensure they are receiving RTI services.
- ❖ A 4th/5th grade RTI Math teacher was just hired and will begin servicing student next week.
- ❖ Our 1st cycle will end right before Christmas break, students will then be re-assessed to determine progress.

Special Education:

- ❖ Special Education services have begun as of 9/11/23.
- ❖ Students are receiving resource room services as well as speech, counseling, physical therapy & occupational therapy.
- ❖ We are working more closely with our providers to ensure the academic and social-emotional success of our students.
- ❖ All teachers have received and reviewed their students IEP and are aware of how the IEPs are to be implemented.
- ❖ We currently have 20 Elementary students with IEPs and 26 middle school students that have IEPs.
- ❖ A few students are currently not receiving services to date due to outside agency shortages and scheduling conflicts. Mrs. Johnson is working with the local district and agencies to get services started as soon as possible.

- ❖ Resource room and related service providers collaborate with Teachers on an on-going basis.

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- ❖ Roosevelt district is currently holding initial IEP meetings for students who were referred last spring, we are anticipating adding more IEPs to our current SWD list.

ENL Report:

- ❖ The ENL department has been working with their groups for over a month. Students have acclimated well to their groups and are enjoying productive sessions. We have introduced more challenging activities for the students which include discussions among the students as it relates to the topic being covered and higher order thinking questions when appropriate. For our newcomer students with little or no English we strive to provide them with a welcoming environment that is conducive to learning. We also ensure that they receive instruction that is relevant and applicable to real life situations. Finally, we met with our respective grade level teams where we provided strategies to help our ENL students as well as discuss any concerns we had about particular students.

SEL & Guidance Counsellor Report:

- ❖ High School Night will be planned for Thursday, November 30th from 6-7 p.m. All Long Island Catholic High Schools will be invited as well as some private Long Island high schools.
- ❖ Upcoming School Wide School Guidance Activities –
 - The week of October 23 is Red Ribbon Week (Drug Prevention).
 - Red Ribbon Week Activities –
 - School Guidance and Art: Mrs. McGrath and Mr. Cesar will be collaborating throughout the weeks of 10/16 and 10/23 to implement a lesson on Activity related to Red Ribbon Theme for 2023 – “Be Kind to your Mind, Be Drug Free”.
 - Music: Ms. Budzynski will be working with the middle school students to compose drug free jingles to promote the

Red Ribbon Campaign.

- Students and staff will participate in a Wear Red Day on Friday 10/27

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❖ Recognizing Breast Cancer Awareness Month –

- Teachers have received breast cancer awareness stickers to give out to students.
- Teachers have received pink paper and inspirational visuals for students to create their own breast cancer awareness poster to be displayed in the hallways.
- Students and staff will participate in a Wear Pink Day on Friday 10/20

Upcoming -

We will recognize Bully Prevention Week throughout the week of November 13.

8th Grade Community Service Work Study Program will begin for quarter 2.

Discipline Report:

- ❖ Teachers are responsible for creating, discussing, posting, and implementing the 7 Restorative Core Values that will assist in creating and maintaining climate and culture in daily routines with students. The Core Values are Respect-Empathy-Judgement Free-Trust- Authenticity-Being Present- and Personal Victory. These Core Values will drive student social and emotional issues daily to ensure that instruction is enforced, and discipline is structured.
- ❖ Restorative questioning must be reflective on all lesson plans including specials.
- ❖ Moments of Mindfulness meditation is scheduled every morning and afternoon to create a calm and community environment.
- ❖ There are 10 Character Traits for the 2023-24 Academic Year- October-Responsibility
- ❖ Deans of Elementary and Middle School will meet phone/in person to discuss issues of both schools.
- ❖ Dean held 8 Restorative Circles- 4 (8th Grade), 2 (7th Grade), and 2(5th Grade).
- ❖ Teachers/TA's utilize Deans' List to record Parent Communication via phone, email,

or text message. Administration strongly encourages phone calls. Five phone calls per day to communicate with parents/guardians. Dean is currently assisting staff with Dean's List usage if need be.

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- ❖ The Uniform Policy is being enforced daily with several checks throughout the morning. Calls are made when an infraction is found. RCA is going with logos!!
- ❖ The Community Service Program is underway with the 8th grade class. Many students are with teachers in school and parents have reached out to me regarding outside projects There will be a celebration ceremony for those who have completed the 20 hours at the June 2024 Graduation Ceremony. Students are preparing to work on the annual Thanksgiving Food Drive. **Drive is tentative to begin on October 20th, 2023, and end prior to Thanksgiving. Top three homerooms that bring in the largest amounts of food will receive Academic Points as prizes.
- ❖ Diwali Team is being formed for the holiday in November for Community Service.
- ❖ 6 Parent Meetings were held.
- ❖ Communication with administration is paramount. Dean communicates with Principal several times a day to discuss/review and creates strategies to make the middle school a safe and academically successful environment.

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ISS	0	3								
OSS	0	1								
TOTAL	0	4								

Below is an accounting of how the students are doing academically based upon the four academic levels. The results are reflective of the last assessment administered in each subject.

Results are pending assessment results. Data is in the process of being updated.

- ✓ Level 4: performing at 90% and above
- ✓ Level 3: performing at 70% - 89%
- ✓ Level 2: performing at 51% - 69%
- ✓ Level 1: performing at 50% and below

4: 90% - 100% 3: 70% - 89% 2: 51% - 69% 1: 0% - 50%

<i>Subject</i>	<i>Level 4</i>	<i>Level 3</i>	<i>Level 2</i>	<i>Level 1</i>	<i>% 3 & 4</i>	<i>% 1 & 2</i>
Mathematics	5 th : 24	5 th : 37	5 th : 3	5 th : 2	Increase Decrease	
	6 th : 12	6 th : 15	6 th : 16	6 th : 16		
	7 th : 15	7 th : 25	7 th : 14	7 th : 20		
	8 th :	8 th :	8 th :	8 th :		
	Algebra 1:	Algebra 1:	Algebra 1:	Algebra 1:		
Total	51	77	33	38	64%	36%
ELA	5 th : 16	5 th : 25	5 th : 13	5 th : 18	Increase Decrease	
	6 th : 12	6 th : 35	6 th : 8	6 th : 8		
	7 th : 23	7 th : 31	7 th : 13	7 th : 5		
	8 th : 26	8 th : 33	8 th : 12	8 th : 4		
	Total	47	124	46		
Social Studies	5 th : 38	5 th : 25	5 th : 10	5 th : 1	Increase Decrease	
	6 th : 20	6 th : 35	6 th : 8	6 th : 2		
	7 th : 41	7 th : 35	7 th : 0	7 th : 0		
	8 th : 24	8 th : 39	8 th : 10	8 th : 2		
	Total	123	134	28		
Science	5 th : 40	5 th : 26	5 th : 8	5 th : 0	Increase Decrease	
	6 th : 15	6 th : 33	6 th : 15	6 th : 2		
	7 th : 34	7 th : 32	7 th : 11	7 th : 0		
	8 th : 14	8 th : 46	8 th : 16	8 th : 0		
	Total	103	137	50		

Below is the data broken down in terms of new students, Cohort, and summer school.

<u>New Students</u>	Math				ELA			
	Grade Level	4	3	2	1	4	3	2
5 th	2	5	0	4	2	2	3	4
6 th	3	3	3	3	0	9	2	2
7 th	2	12	2	5	5	9	6	1
8 th					1	4	2	1

<u>Summer School</u>	Math				ELA			
	Grade Level	4	3	2	1	4	3	2
5 th ()								
6 th (12)	0	3	3	6	1	5	2	4
7 th (5)	0	2	0	3	0	2	1	2
8 th (18)					4	8	4	2

<u>Cohort Students</u>	Math				ELA			
	Grade Level	4	3	2	1	4	3	2
5 th	22	32	3	2	14	23	10	14
6 th	9	12	13	12	12	26	6	6
7 th	2	8	12	15	18	22	7	4
8 th					22	27	11	4

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Ratifying & Confirming Resolution

Adopted: October 24th, 2023

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the October 24th, 2023. Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School unanimously authorized a Ratifying & Confirming Resolution adopting the COO/CFO report. Being that there were no further discussions, a motion was made by Trustee Chien for the acceptance of the COO/CFO report. The motion was seconded Trustee Williams. The motion carried. Ayes: 8 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Vanderburg, Williams)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: October 24th, 2023

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the October 24th, 2023 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. Being that there were no further discussions the motion was seconded by Trustee Garner. The motion carried.

Ayes: 8 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Vanderburg, Williams)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: October 24th, 2023

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the September 26th, 2023 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 Washington 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:

Sierra Hannays _ Teacher Assistant _Start Date_10-02-2023

Tonia Reid _ Teacher Assistant _Start Date_10-02-2023

Annemarie Uellendahl _ Teacher Assistant _Start Date_10-10-2023

Nataliya Khomik_ Elementary Teacher _Start Date_10-16-2023

Branavi Nadarajah _ RTI Teacher _Start Date_10-16-2023

Alyssa Gibaldi_ Elementary Teacher _Start Date_10-23-2023

Makayla Dominique- Willocks _ Music Teacher _Start Date_10-23-2023

Devika Sanichara _ Teacher Assistant _Start Date_10-30-2023

Ayes: 8 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Vanderburg, Williams)

Noes: 0 Absent: 0 Abstentions: 0

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PARENT REPORT:

We distributed complimentary tickets to interested families to The Cradle of Aviation Museum in Garden City. In celebration of Hispanic Heritage Month, each weekend through October 15th, families were invited to participate in a Family Craft Make and Take activity. Participants had their choice to craft maracas, castanets and tambourines – Latinx sound instruments. Families were welcome to enjoy the museum exhibits as well.

On Saturday October 14th Ms. Carroll, director of our High Honors Society program and Principal Ms. Roberts hosted a luncheon and ceremony for families and 2023 HHS student inductees. Twenty-eight students were welcomed into this year’s program and received pins to wear proudly throughout the school year.

We remain in the process of coordinating parent workshops with a number of community partners who have expressed a willingness to conduct them on a volunteer basis to our families.

We have begun collecting supply lists for our Thanksgiving Family Wellness initiative. Our goal is to help support a small number of local families by supplying their requested food items from their holiday shopping list for their Thanksgiving meal. Included will be a gift card to give families the ability to purchase their selected Turkey, Ham or Roast.

Our Uniform roll out continues. Thank you again to our students serving as RCA Uniform Ambassadors. Students showing up to extra curricular activities in full uniform and out in the community running errands with their parents are fully noticed and appreciated!

PUBLIC COMMENTS: Members of the community were acknowledged.

EXECUTIVE SESSION: A motion was made by Trustee Burden to adjourn to discuss collective negotiations pursuant to article 13 of the NY Civil Service Law. The motion was seconded by Trustee Arroyo and passed unanimously without debate. No Board actions were taken during Executive session discussions involving proposed collective negotiations pursuant to article 13 of the NY Civil Service Law.

ADJOURN. The Board meeting ended at approximately 7:00 P.M. with a motion to adjourn made by Trustee Chien. The motion was seconded by Trustee Vanderburg. The motion was passed unanimously without debate.

ADJOURN. The Board meeting ended at approximately 7:15 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