

BOARD OF TRUSTEES
BOARD MEETING MINUTES – December 19th, 2023

On December 19th 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); Simone Roberts, Middle School Principal; Reshma Persad, Elementary Principal; Philip Leconte, COO&CFO; Laron Walker, CSBM; Ella Portero, Secretary to the Board.

INTRODUCTORY COMMENTS: The Chair opened the meeting with a welcome to everyone, on behalf of the entire board. The Chair commented on the last meeting of the year.

The Chair commended the Administration, teaching staff, and teacher assistants for all their hard work in educating the students throughout the year. . The Chair further thanked everyone in our RCA families who supported our students throughout the year. The Chair acknowledged his gratefulness as the board chair over the years. Further thanking and acknowledged the board members for their selflessness in serving the school with a lot more to do in preparation for the building expansion and Renewal.

The Chair, wishing everyone in our RCA family, as they celebrate the season, a happy, safe and prosperous holiday season and a blessed new year!

Adopted: December 19th, 2023

A motion was made by Trustee Williams that the Minutes from the November 28th, 2023, Board Meeting be approved as written. The motion was seconded by Garner and unanimously approved.

Ratifying & Confirming Resolution

Adopted: December 19th, 2023

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the December 19th 2023 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the November 28th, 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

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 725 as of December 19th. Ahead of last year’s pace. Of that total 550 students re-registered. Incoming students registered 191. Of that total 69 were incoming Kindergarten. The budget is based on a student count of 790.

The APPROVED Budget for fiscal 2023-24 presented as of December 31st reflected 2023 Enrollment Budget 790. Total budgeted full year (FY) revenue is \$13.6 million. YTD recognized \$5.4 million. Total budgeted (FY) direct expenses \$9.2 million. Spending YTD \$3.9 million. Total budgeted (FY) indirect expense is \$3.0 million. Spending YTD \$1.5 million. On pace to spending 100% of budget

The **APPROVED** Budget for fiscal 2022-23 presented as of December 31st. 2023. Enrollment budget presented 790. Budgeted full year (FY) revenue is \$13.6 million. Budgeted direct expenses \$9.2 million. Budgeted indirect expense \$3.0 million.

Other Financial Reports: **UNAUDITED FINANCIAL STATEMENT as December 19, 2023**

1. Statement of Financial Position Summary Report as of December 19, 2023
2. Statement of Cash Flows For The Period Ending December 19, 2023
3. Financial Performance Analysis For The Period Ending December 19, 2023
4. Statement of Activities Summary Report For The Period Ending December 19, 2023

SCHOOL OPERATION: Facilities/Construction:

1. Progress update on construction at 111 Pleasant Ave. Total completed and stored to date=\$8,574368 or 37%.

OTHER:

Safety Drills. Both campuses have completed the required eight drills by the December deadline. The remaining drills will be completed in the Spring.

SCHOOL ACADEMIC REPORT

Principals presented an 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 December (same as previous month)
 - 0 confirmed case (students)
 - 1 confirmed case (staff)
 - From the start of the school year
 - 1 confirmed case (student)
 - 3 confirmed cases (staff)

• Average Student Attendance

SEPT.	OCT.	NOV.	DEC.
81%	91%	89%	92%

• Discipline

	SEPT.	OCT.	NOV.	DEC.
In School Suspensions	0	1	1	0
Out of School Suspensions	3	2	0	3
TOTAL	3	3	1	3

• Events Overview

- Scholastic Book Fair (Week of December 4th)
- Ned Show (Tuesday December 5th)
- LI Net Reading Incentive Assembly (Friday December 15th)
- Coat/Toy Drive (Wednesday December 20th)
- Polar Express Pajama Day (Thursday December 21st)

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Academics

- At this time, there are no summative assessments to report on so just an overall ELA & Math update will be provided
- ELA & Math
 - Action plan for increasing proficiency
 - Guided Reading/Math
 - Implementation of phonics program for K-3 (Foundations)
 - Student Engagement
 - Higher Order Questions
 - Techniques to check for understanding
 - i-Ready (sessions are completed both in school and at home)
- RTI
 - Child Study Team meetings began after Thanksgiving Break in which 27 students were discussed at the elementary level
 - 86 students are currently receiving RTI services at the elementary level
 - Students will continue to be referred to the Child Study Team and if students still show minimal progress, a special education evaluation will be the next step, with the consent of the child's parent
- Special Education
 - Students are receiving resource room services as well as speech, counseling, physical therapy, occupational therapy
 - Currently there are 19 students with IEPs and 3 students with 504 plans at the elementary level
 - A few students are currently not receiving services to date due to outside agency shortages and scheduling conflicts, in which 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 classroom teachers on an on-going basis
- ENL
 - 104 students are currently receiving services
- Professional Development
 - Thursday December 14th (noon dismissal)
 - DIBELS scoring provided by our ELA Instructional Coaches
 - Restorative Practice provided by our Dean of Students
- Formal Observations (completed)
- Vacancies (0)

Middle School Report:

ACADEMICS:

- ❖ Started conferencing with students and showing them how to log onto their Student Parent Portal
- ❖ Average daily student attendance is above 91%.
- ❖ Saturday School Applications have been distributed and are beginning to come in.
- ❖ The coaches and I are looking at the NYS assessment data to assist us in formulating a plan of action for Saturday school and test prep sessions. These sessions are scheduled to begin upon our return from holiday break.
- ❖ We have had 7 suspensions since the last Board report. This is 4 less than last school year around this time.
- ❖ Mentors and Mentor Coordinators received their certificates of completion on November 28. Ms. Foster will be meeting with the Mentor Coordinators and the Mentees on December 11 to discuss the program and the expectations.
- ❖ One of our newly hired TAs is proficient in sign language, Ms. Sheppard-Brooks. Ms. Sheppard-Brooks started teaching our fifth-grade students sign language. Students received sign language lessons once per week.
- ❖ Ms. Balunas has started their Girl Talk groups on Fridays.

ELA:

- ❖ 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 completed their character reaction paragraphs. They are utilizing the reaction paragraphs to write a compare and contrast essay.
- ❖ 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? Students compared and contrasted excerpts from the Percy Jackson novel with scenes from “The Lightning Thief” movie. Currently, students are creating a new character and rewriting a scene from The Lightning Thief that includes that new character and that is told from that character’s point of view.

7th Grade concludes their first module with “A Long Walk to Water” a novel that

- ❖ focuses on The Lost Children of Sudan and their story. Students used graphic organizers to prepare for the end of unit assessment which is a comparative essay that compares and contrasts the novel “A Long Walk to Water” and “The Lost Girls of Sudan,” which is an informational article.
- ❖ 8th Grade concludes their first module. The Essential Question is: Why do we see evidence of myths and traditional stories in modern narratives? As they continued to read “Summer of the Mariposas,” students wrote a new scene for the book that is based on a modernized monster from Latin American folklore. For the end of unit assessment they are writing an essay that compares and contrasts the depiction of a monster in folklore from Latin America and in their modernized narrative.
- ❖ All grades have already begun to implement small-group instruction based on aggressive monitoring. The ELA team and coach have begun conferencing with students concerning their Iready Benchmark performance.

Math:

- ❖ In Math, 5th Grade is currently working on using strategies to divide by a two-digit divisor. 6th Grade is currently working on finding the quotients of problems involving multi-digit numbers. 7th Grade is currently working on turning fractions and mixed numbers into decimals and comparison of rational numbers to arrange them in order. 8th Grade is currently working on understanding the concept of slope and formula involved in its calculation given in a variety of ways.
- ❖ Currently the math teachers and I are conducting I-Ready math conferencing with the students based on their performance. I am currently monitoring my GradPoint students' performance and having conferencing when necessary. The coaches are preparing resources for Saturday School based on students' needs.

RTI

- ❖ CST meetings began after Thanksgiving Break, 27 Elementary school students were referred, and 11 middle school students were referred (38 SW)

86 students receive RTI services at the elementary school & 65 students receive RTI services at the middle school (151 SW)

- ❖ Cycle 1 will end on 12/8 for grades 4-8 and cycle 1 ends on 1/12 for grades K-3
- ❖ 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 research based and have yielded great results over the past few years, with many students graduating from the RTI program altogether. Students who remained in RTI showed wonderful improvement-we will have results for grades 4-8 before Christmas break.
- ❖ 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.

Special Education:

- ❖ 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 19 Elementary students with IEPs and 26 middle school students that have IEPs. 3 Elementary school students have 504 plans, and 6 middle school students have 504 plans (54 SW)
- ❖ 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.

ENL Report:

- ❖ The ENL students have been working diligently during sessions. They continue to strengthen their listening, reading, writing, and speaking skills through varied activities provided by the ENL teachers. We will be exploring traditions and holidays that the students observe during this holiday season to expand cultural diversity among our ELL students.

SEL & Guidance Counsellor Report:

- ❖ High School Night- High School Night on November 30th was a success! Twenty-three families attended and enjoyed receiving information from the 6 high schools that attended.

8th Grade Work Study Program – We have now confirmed 16 students eligible for the 8th Grade Work Study Program. These 16 students have grades of 90 or higher in all core subjects and display exemplary behavior on a regular basis. Parents have received the information and are signing consent forms. Students are rotating through the following roles/responsibilities –

- ✓ Food Pantry
 - ✓ Teaching Assistant
 - ✓ Tutoring
 - ✓ Receptionist
- ❖ Peer Mediation Team – Members of our Peer Mediation Team will meet with Mrs. McGrath individually on Tuesday, December 12th. Our first meeting will include review of QTR 1 grades and behavior for each student. Students who have passed all classes for QTR 1 and practice positive behavior and good character on a regular basis will be able to remain as team members. After our initial meeting and establishing our team, students will begin mediating, promote the team by creating signs to be hung in the hallway and talking with all students about what we do and give conflict resolution tips.

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. This practice continues.
- ❖ Restorative questioning must be reflected on all lesson plans including specials.
- ❖ Moments of Mindfulness meditation is scheduled every morning and afternoon to create a calm and community environment. We are working with some homerooms on implementing Restorative Practice techniques effectively. Mentors have been going into their Mentees classrooms to model in addition to the Dean and Guidance Counsellor. Working closely with eighth grade to restructure restorative practice and culture/climate restoration. Teachers are asked to be diligent in carrying out morning routines, being present in the hallways during transitions, and continuing phone calls home to parents. Additional focus is being put on gum chewing, foul language, and students staying in their own rooms and not wandering.

- ❖ Deans of Elementary and Middle School communicate via phone/in person to discuss issues of both schools.
- ❖ Dean held 9 Restorative Circles- 1 (8th Grade), 3 (7th Grade), 4(6th Grade), and 1(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. The Dean is currently assisting staff with Dean’s List usage if need be.
- ❖ 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!!
- ❖ Dean’s List Blasts have been sent to parents and guardians for uniforms. This month it has been observed that students are wearing UGGs and tights instead of pants/slacks. Consequences follow for repeat offenders.
- ❖ The Community Service Program continues.
- ❖ 2 Parent Meetings were held.
- ❖ Dean’s List Celebration for Quarter 1 for 85% and above in their core classes with exemplary behavior was held on Friday, November 17th in the gym. Dress Down for those students on Monday, November 20th, 2023, followed.
- ❖ 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	2	3						
OSS	0	2	4	4						
TOTAL	0	5	6	7						

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.

- ✓ 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	5th: 16	5th: 34	5th: 11	5th: 12	Increase Decrease 2%	
	6th: 16	6th: 19	6th: 16	6th: 13		
	7th: 21	7th: 22	7th: 18	7th: 16		
	8th: 6	8th: 30	8th: 21	8th: 15		
Total	59	105	66	56	57%	43%
ELA	5th: 21	5th: 21	5th: 11	5th: 21	Increase Decrease	
	6th: 20	6th: 26	6th: 12	6th: 7		
	7th: 24	7th: 37	7th: 9	7th: 8		
	8th: 39	8th: 22	8th: 0	8th: 11		
Total	104	106	32	47	73%	27%
Social Studies	5th: 50	5th: 19	5th: 2	5th: 2	Increase Decrease 2%	
	6th: 7	6th: 37	6th: 17	6th: 4		
	7th: 34	7th: 32	7th: 8	7th: 1		
	8th: 23	8th: 37	8th: 10	8th: 2		
Total	114	125	37	9	84%	16%
Science	5th: 28	5th: 28	5th: 10	5th: 7	Increase Decrease	
	6th: 52	6th: 8	6th: 3	6th: 2		
	7th: 24	7th: 40	7th: 11	7th: 1		
	8th: 9	8th: 53	8th: 10	8th: 2		
Total	113	129	34	12	84%	16%

Roosevelt Children’s Academy Charter School

New Students	Math				ELA			
Grade Level	4	3	2	1	4	3	2	1
5th	3	3	3	4	3	3	1	4
6th	3	9	3	0	2	5	5	2
7th	0	12	7	2	3	15	5	0
8th	0	3	2	3	1	3	2	2

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Below is the data broken down in terms of new

students, Cohort, and summer school.

Cohort Students	Math				ELA			
Grade Level	4	3	2	1	4	3	2	1
5th	11	41	7	2	14	21	17	11
6th	10	16	16	10	15	18	20	11
7th	14	16	14	10	15	27	7	4
8th	4	20	29	13	18	24	15	8

Summer School

Grade Level	Math				ELA			
	4	3	2	1	4	3	2	1
5th (4)	0	3	1	0	0	0	3	1
6th (12)	0	2	5	5	0	5	6	1
7th (5)	1	0	2	2	0	2	2	1
8th (16)	0	1	11	4	1	7	6	2

Principal Goals:

- To maintain high expectations for both students and staff.
 - ✓ Holding staff accountable for delivering rigorous and engaging instruction.
 - ✓ Holding staff accountable for adhering to school policies and expectations.
 - ✓ Implementing programs that foster student academic achievement such as incentive points, awards day, Student Government, etc.
 - ✓ Holding students accountable for following school policies and procedures.
 - ✓ Meeting with Staff quarterly to establish and discuss their personal and professional goals.
- To develop a better home/school community.
 - ✓ Hosting quarterly parental events
 - ✓ Continuing open communication with families
 - ✓ Creating a welcoming environment for parents, students, and staff

❖ **Academic Goals:**

- ✓ In the area of mathematics, it is our goal to have a 20% growth of students performing at levels 3 and 4 among all grade levels by April 2024 in comparison to that of June 2023. We ended the 2022-2023 academic school year at 50% of our students performing at a level 3 or 4. This was based upon the End of the Chapter assessments. In terms of the IReady Diagnostic assessment, 35% of our students were performing at a level 3 or 4 at the time of the third Diagnostic assessment. We did have a 14% increase on the 2023 NYS Math assessment.

In the area of ELA, it is our goal is to have at least 45% of students performing at levels 3 and 4 in writing by the mid-year Benchmark assessment.

Vacancies:

- ❖ 1 English Teacher
- ❖ 1 Music Teacher

COVID:

- ❖ Since the last Board meeting, we have had 2 known students tested positive for COVID.

HONORS:

- ❖ Our 8th year of our RCA High Honor Society Program has begun. We currently have 30 inductees. Additional students were recommended into the program at the start of quarter 2.
- ❖ Semester 1 Awards Day will take place in February. 78% of the students earned a cumulative GPA of 80% and above at the end of Q1
 - ✓ High Honor Roll: Accumulative Average 95% and above
 - ✓ Honor Roll: Accumulative Average 90% - 94.9%
 - ✓ Merit Award: Accumulative Average 87% - 89.9%
 - ✓ Rising Stars Award: Accumulative Average 80% - 86.9%

SPECIAL EVENTS:

- ❖ None Scheduled at this time.

FIELD TRIPS:

None being planned at this current time.

Ratifying & Confirming Resolution

Adopted: December 19th, 2023

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the December 19th, 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 Burden for the acceptance of the COO/CFO report. The motion was seconded Garner. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: December 19th, 2023

BE IT RESOLVED that the Roosevelt Children’s Academy Charter School Board of Trustees in the November 28th, 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 Vanderburg for the acceptance of the principal reports. Being that there were no further discussions the motion was seconded by Trustee Williams. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Ratifying & Confirming Resolution

Adopted: December 19th, 2023

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the December 19th, 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 Williams approving the adoption of the resolution approving the personnel action items. The motion was seconded by Trustee Washington and unanimously approved. The motion carried.

New Hire:

Alma Howard _ Teacher Assistant _Start Date_12-11-2023

Tiahna Guerrero_ Teacher Assistant _Start Date_12-11-2023

Carlyssa Matthews_ Teacher _Start Date_12-11-2023

Angelina Pena_ Teacher Assistant _Start Date_1-02-2024

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

Noes: 0 Absent: 0 Abstentions: 0

PARENT REPORT:

PG commented on RCACS Community Engagement/Public Relations Partnerships:

1. Hofstra University Education Major Fall Placements:

Participant- observers and student teaching placements were successfully completed for the Fall of 2023 semester. RCA serves as a rich source of field placement for Hofstra’s teacher education and certification candidates (est. 2009). In exchange for these placements, Hofstra issues tuition credit vouchers to both cooperating teachers for use to take graduate courses and attend professional development programs and conferences. In addition, with tuition vouchers that are issued to the school, RCA actively and regularly engages professors and members of the School of Education faculty as consultants to develop programs, monitor and assess program effectiveness. With the tuition vouchers that are issued directly to the school, the RCA uses their value to offset the cost of using School of Education faculty as consultants on these projects.

2. Long Island University/Post: Ph.D. Clinical Psychologist: Fall Placements

Second Year Clinical Psychologist from LIU/Post facilitate interactive talks on mental health/mindfulness activities to educate elementary students, and in turn, learn from the unique experiences offered by the students. This symbiotic relationship has not only fulfilled academic requirements for LIU Post student. but has also contributed positively to the social and emotional learning for our Elementary students (including interactive talks on thoughts, feelings, behaviors, and mindfulness activities).

3. Elected Official Community Engagement Recognition:

Certificate of Recognition presented to Roosevelt Children’s Academy Charter School (RCACS: Nassau County Legislator Kevan M. Abrahams certificate of recognition presented to RCACS. The certificate read, “Today we give thanks to you! and may you keep sharing your beautiful spirit with the community and making a difference in so many lives; and therefore, be it resolved during this holiday season of giving and gratitude, I Nassau County Legislator of District 1 , do hereby acknowledge, recognize, and thank you for your service.

PUBLIC COMMENTS: Members of the community were acknowledged.

EXECUTIVE SESSION: NONE

ADJOURN. The Board meeting ended at approximately 6:35 P.M. with a motion to adjourn made by Trustee DWashington. The motion was seconded by Trustee Williams. The motion was passed unanimously without debate.

Respectfully Submitted by,

Ella Portero

Ella Portero, Secretary to the Board