

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

On January 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 6:05 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 and thanked everyone as we move into 2020-21. Chair commented we were looking forward to 2021 except that the events of December 6 and days subsequent to that, among other things, may caution for challenges ahead. Chair further stated, “looking forward, the board is so glad and privileged to be a part of this team, which serves the students at RCA. Chair thanked the board members for their service, RCA’s incredible academic and other staff who contribute to the ongoing operations at RCA in spite of the ongoing crisis of the Pandemic.” It was noted the teacher evaluations were in progress. The board was informed NYSED has requested a waiver for 2021 state assessments. *“NYSED is requesting this waiver because we have determined the spring 2021 State assessments cannot be safely, equitably and fairly administered to all students across the State given how severely the pandemic has impacted the delivery of instruction to students and adversely affected their social and emotional well-being.”*

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: January 26th, 2021

A motion was made by Trustee Burden that the Minutes from the December 15th, 2020 Board Meeting be approved as written. The motion was seconded by KingCheek and unanimously approved.

Adopted: January 26th, 2021

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the January 26th 2021 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the December 15th, 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 713 as of January 25th. Of that total 551 students re-registered. Incoming students registered 162. The budget is based on student count of 630.

The Approved Budget for fiscal 2020-21 presented as of January 31st reflected total budgeted full year (FY) revenue is \$12.5 million. YTD recognized \$6.0 million. Total budgeted (FY) direct expenses \$9.7 million. Spending YTD \$5.8 million. Total budgeted (FY) indirect expense is \$2.8 million. Spending YTD \$1.5 million. On target for spending budgeted expenses.

The Approved Budget for fiscal 2020-21 presented: Enrollment budget presented 630. Budgeted full year (FY) revenue is \$12.5 million. Budgeted direct expenses \$9.7 million. Budgeted indirect expense \$2.8 million.

SCHOOL OPERATION: Facilities/Construction:

- 1) Architect is now working on Phase two: construction documents consist of Mechanical and Structural Drawings. Finalizing Nassau County Site Plans. NYS variance is not required to connect both buildings.
- 2) KG MECH INC.: Disconnection of utilities completed (Water, Electric, Gas). Asbestos Inspection Report completed. Scheduled abatement with NYS
- 3) Sterling National Bank approved line of credit increased from 1.5 million to 4.5 million. Line of credit is currently not being used.

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, January 26, 2021*

- **Principals**
 - Regularly scheduled meetings held each week to continue to strengthen the K-8 school culture. Discussions included the following:
 - Current enrollment in each classroom/grade level
 - Technology issues to be presented at the next Technology meeting
 - Return of K-2 laptops for in-person learning
 - Promotion in Doubt procedures/parent information
 - Viewpath integration and Parent Portal release
 - Data Teams introductions
 - ELA and Math Coach update
 - Their roles and responsibilities as change the way teachers interact with “Coaches” rather than “Specialists.”

- Teacher/TA observations update
- RTI/Special Education Program
- Meeting was held with Ms. Johnson and the principals to provide an update on both the RTI and Special Education programs at RCA.
- RCA (K-8) completed the Holiday Literacy Event—highlighting the book, “Celebrate! The Holidays” by Sophia Day. This book highlighted many other holidays that many different cultures celebrate throughout the year. The culminating activity mirrored the story, “Flat Stanley” and students created their own “Flat Stanley or Jan-Lee” that would share in their celebrations. The students and staff were asked to return to school in January with a picture of him/her with their friend depicting their home celebration/activity.
- COVID-19 Updates and Remote Learning
- **ELA/Math Coaches**
 - Regularly scheduled meetings held during the week with the ELA and Math Coaches to address the following items:
 - ELA 5th-8th
 - *Literably* Assessment has been completed and the results are attached for review.
 - Math 5th -8th
 - Ms. Roberts is in the process of organizing activities to support a school-wide Math day to promote critical thinking skills for the month of April.
 - ELA/Math K-4th
 - K-4 Math Benchmark to be administered on Wednesday, January 20th
 - K-4 ELA Fountas and Pinnell, 2nd round are in the process of being administered and due to the administrative team by Feb. 11th
- **Technology**
 - A meeting was held on December 18th with Ms. Manuel and the principals to plan for the opening of the Parent Portal for academic assessments for grades 5th-8th. It was determined that a Parent Workshop would be presented on Wednesday, January 7th at 12 noon and at 6:00 p.m. to provide an introduction for parents on how to interact with the Portal.
 - The IT team worked collaboratively with the academic team to provide a support for the Viewpath training that was presented to teachers, virtually, on Friday, December 11th in 2 sessions—10:00-12:00 and 1:00-3:00 p.m.

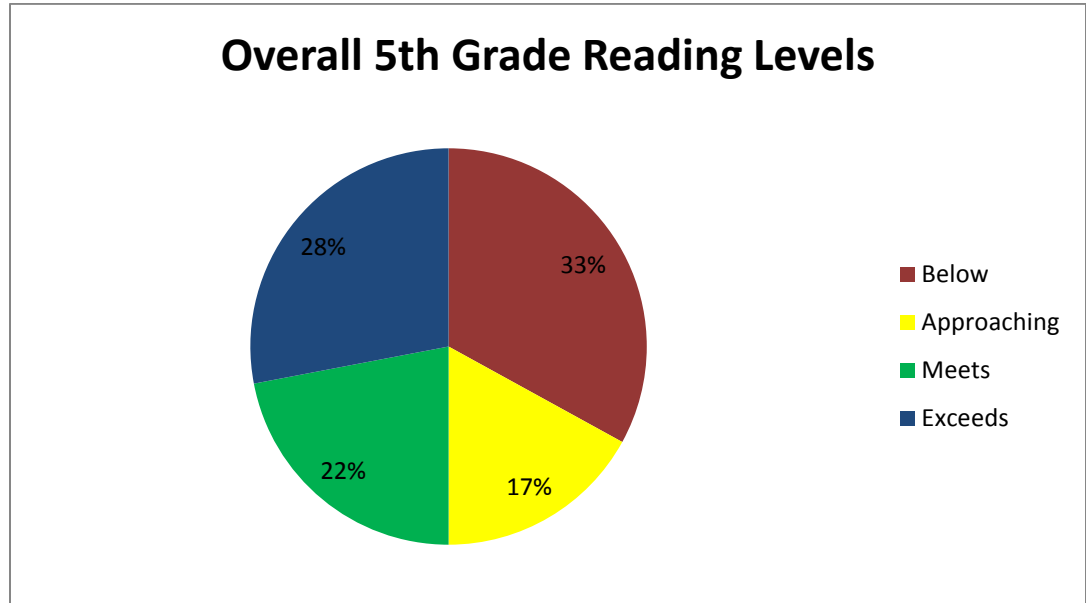
- ***Social-Emotional Learning***
 - Collaboration with SEL team, to organize a definitive SEL program that highlights our three groups—staff, students, and parents (families). January and February will highlight social awareness.
 - As a result of the generosity of our RCA staff, we provided 20 families with gifts for their children during this holiday season after the “Giving Tree” was organized.
 - Together with the SEL team, RCA is planning to participate in the annual “School Choice Week” that is held each year at the end of January.
- ***ELL/RTI Personnel Update***
 - An analysis is included with this report to provide an update about school needs.

● **LITERABLY: Independent Reading Levels** **Fall 2020**

● **Assessment Data Analysis Report**

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- **The Literably Assessment tool was utilized at RCA during the fall of 2020 to assess the scholars reading levels in Grades 5-8. The assessment is online based and scholars logged into their Literably accounts with their Email and Password to complete assessment. The assessment included a reading passage, comprehension questions and a retell portion. Literably measures Scholars reading rate, accuracy, fluency and comprehension skills.**
- **This report focuses on the scholars Instructional Reading Levels. According to Literably Standards, Instructional Reading Levels are determined based upon a reading accuracy rate of 90-94% and comprehension score of at least 60% at the highest level of the scholar’s ability. Another way of understanding a student's instructional level is to think of it as the level where they can still read successfully but may need some assistance from a teacher and may, at times, feel “stretched” or challenged in their thinking.**
- **The expectancy for 5th Grade Scholars during the Fall is at Level “T.” Therefore, scholars that assess at a Level “U,” or above are categorized as Exceeding. Scholars assessing at Level “T” are categorized as Meeting the expectancy. Scholars that assess at Level “S” are categorized as approaching; and scholar assessing at “R” or below are categorized as not yet meeting expectation or below expectation.**
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- **The 5th Grade data is organized by whole grade first, followed by individual data for each 5th grade class.**

• **5th Grade Independent Reading Levels- Totals**

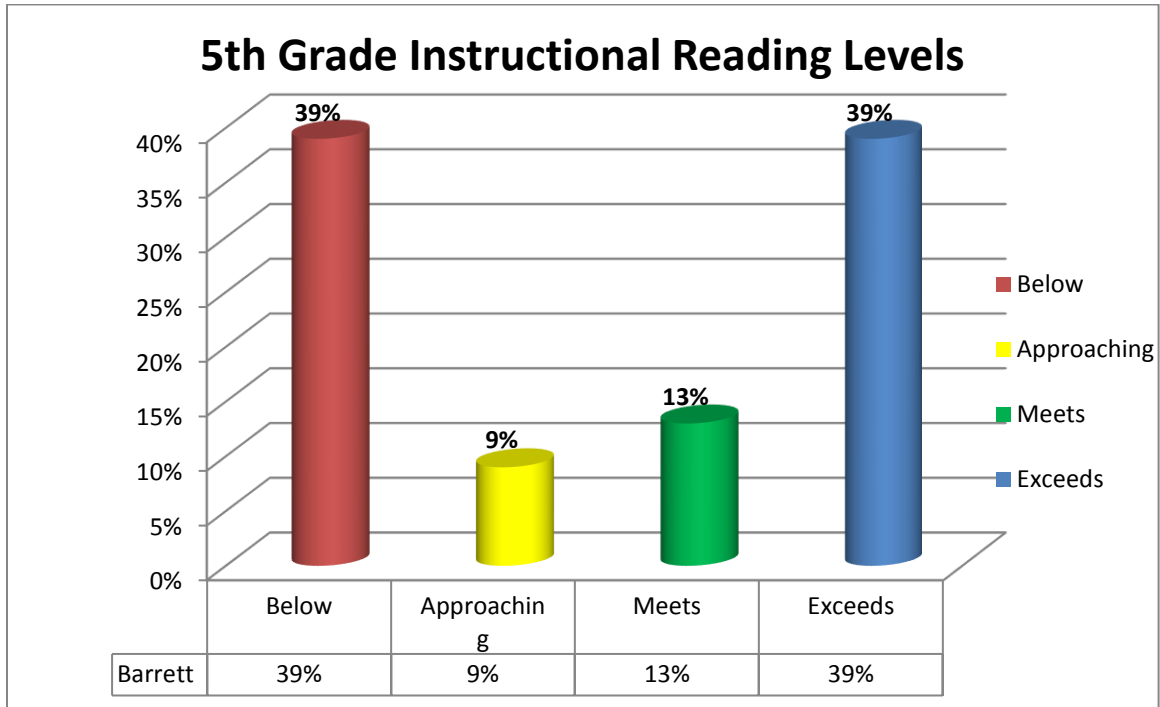


• **Chart: 1**

| 5 th Grade | Below | Approaching | Meets | Exceeds |
|-----------------------|------------|-------------|------------|------------|
| Ms. Barrett | 39% | 9% | 13% | 39% |
| Ms. Hussain | 42% | 16% | 16% | 26% |
| Mr. James | 9% | 35% | 14% | 23% |
| Ms. Ferrante | 47% | 6% | 12% | 35% |
| Totals | 33% | 17% | 22% | 28% |

• **Table: 1 (References individual data from each fifth grade class as well as the 5th Grade totals.)**

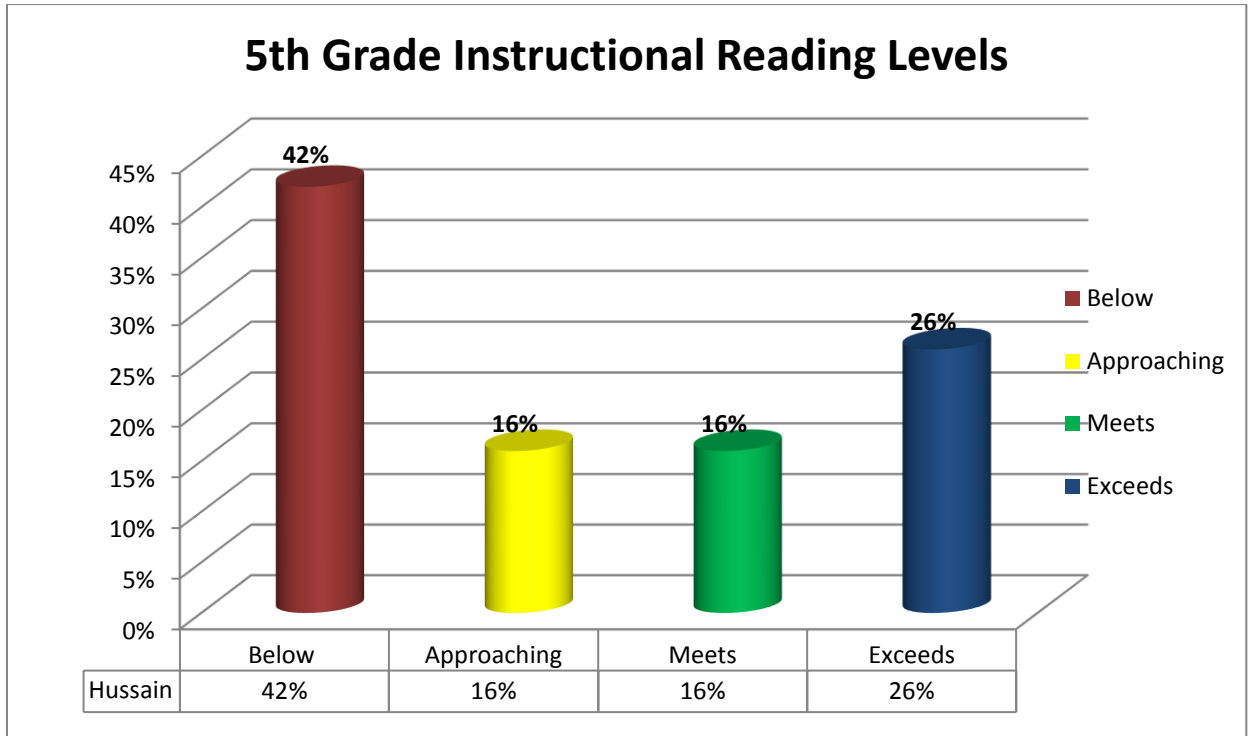
- According to the Literably Reading Assessment Data: 33% (27) of the scholars assessed are below the Instructional Reading Level (T); 17% (14) are approaching grade level expectation; 22% (18) meet the grade level expectation and 28% (23) exceed the 5th Grade Level Expectancy. A total of 50% (41) of scholars assessed are at or above grade level for instructional reading level. (Chart: 1)



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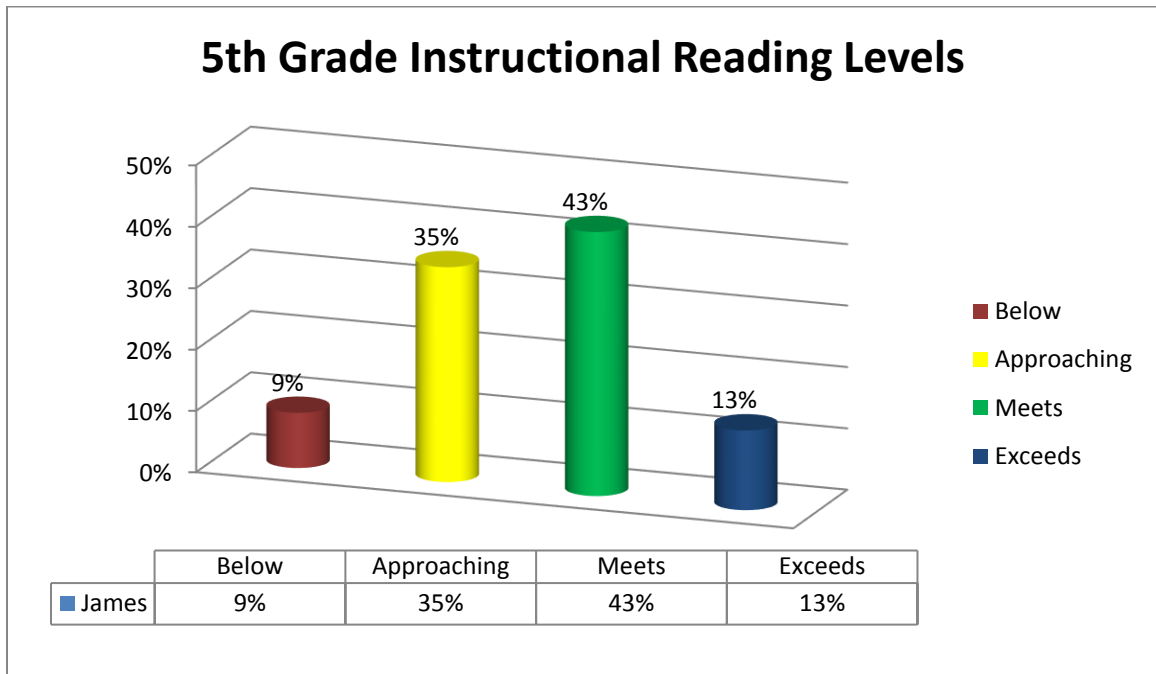
• **Chart: 1A**

- **(5th Grade): Ms. Barrett**
- **According to the Literably Reading Assessment Data: 39% (9) of the scholars assessed are below the Instructional Reading Level (T); 9% (2) are approaching grade level expectation; 13% (3) met the grade level expectation and 39% (9) exceed the 5th Grade Level Expectancy . A total of 52% (12) of scholars assessed are at or above grade level for instructional reading level. (See Chart: 1A)**
- **23/23 Scholars were assessed.**



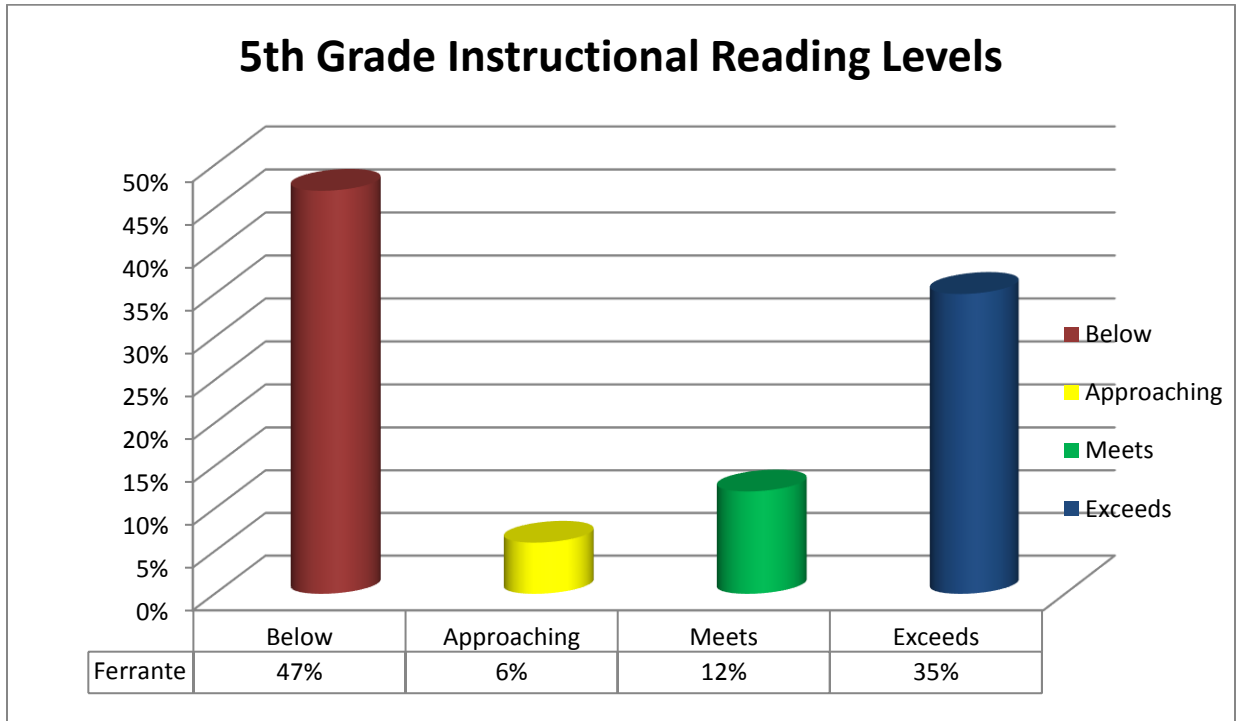
• **Chart: 1B**

- **(5th Grade): Ms. Hussain**
- **According to the Literably Reading Assessment Data: 42% (8) of the scholars assessed are below the Instructional Reading Level (T); 16% (3) are approaching grade level expectations; 16% (3) meet the expectation; and 26% (5) exceed expectations for Instructional grade level for 5th Grade. A total of (8) 42% of scholars assessed are at or above grade level for instructional reading level. (See Chart: 1B)**
- **19/ 19 Scholars were assessed.**



• **Chart: 1C**

- **(5th Grade): Mr. James**
- **According to the Literably Reading Assessment Data: 9% (2) of the scholars assessed are below the Instructional Reading Level (T); 35% (8) are approaching grade level expectations; 43% (10) meet the expectation; and 13% (3) exceed expectations for Instructional grade level for 5th Grade. A total of (13) 56% of scholars assessed are at or above grade level for instructional reading level. (See Chart: 1C)**
- **23/24 Scholars were assessed.**



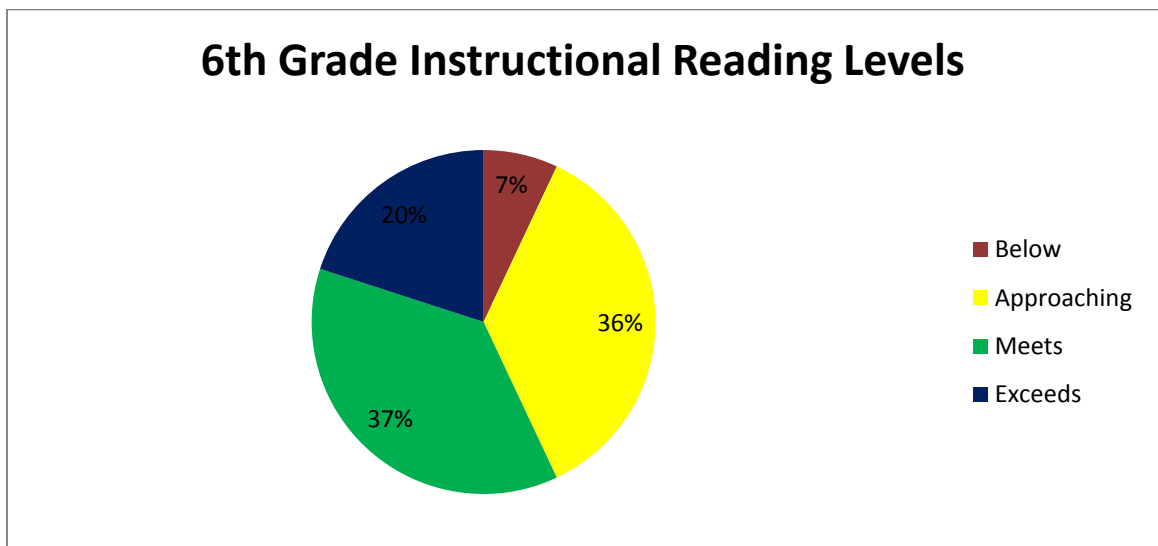
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• **Chart: 1D**

- **(5th Grade): Ms. Ferrante**
- **According to the Literably Reading Assessment Data: 47% (8) of the scholars assessed are below the Instructional Reading Level (T); 35% (1) is approaching grade level expectations; 12% (2) meet the expectation; and 35% (6) exceed expectations for Instructional grade level for 5th Grade. A total of (8) 47% of scholars assessed are at or above grade level for instructional reading level. (See Chart: 1D)**
- **17/20 Scholars were assessed.**

● 6th Grade Instructional Reading Levels

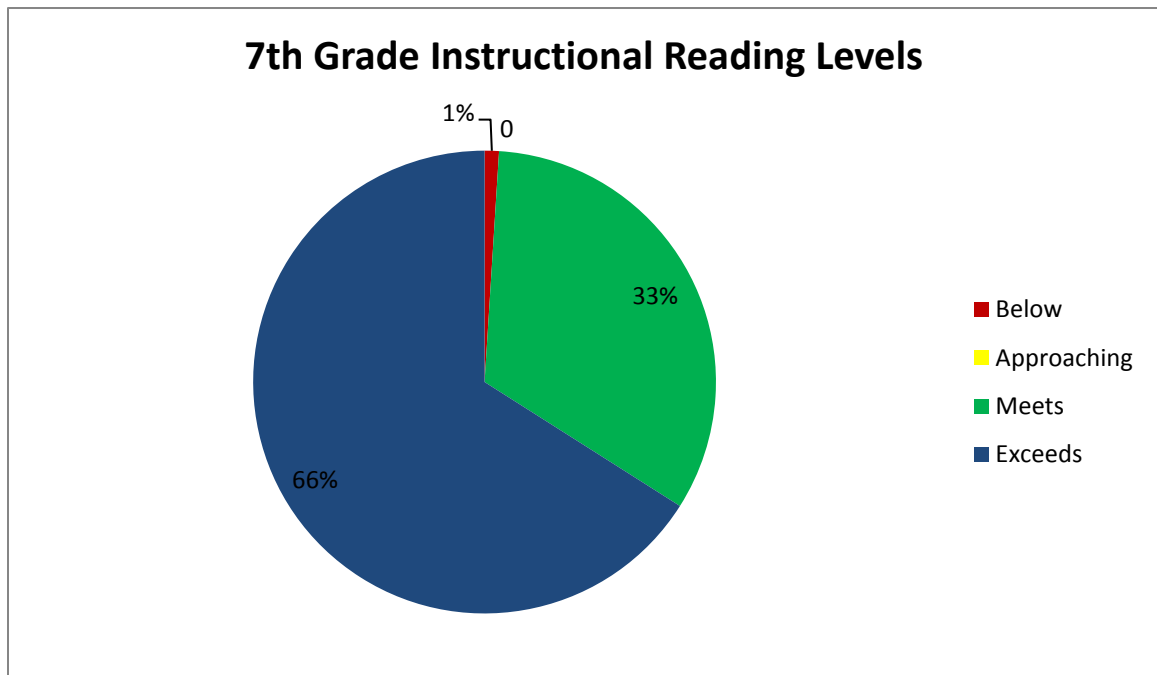
- The expectancy for 6th Grade Scholars during the Fall is Level “W.” Therefore, scholars that assess at a Level “X,” or above are categorized as Exceeding. Scholars assessing at Level “W” are categorized as Meeting the expectancy. Scholars that assess at Level “V” are categorized as approaching; and scholar assessing at “U” or below are categorized as not yet meeting or below expectation.
- According to the Literably Reading Assessment Data: *7% (5) of the scholars assessed are below the Instructional Reading Level (W); 36% (27) are approaching grade level expectation; 37% (28) meet the grade level expectation and 20% (15) exceed the 6th Grade Level Expectancy. A total of 57% (43) of scholars assessed are at or above grade level for instructional reading level. (See Chart: 2)*



● **Chart: 2**

● 7th Grade Instructional Reading Levels

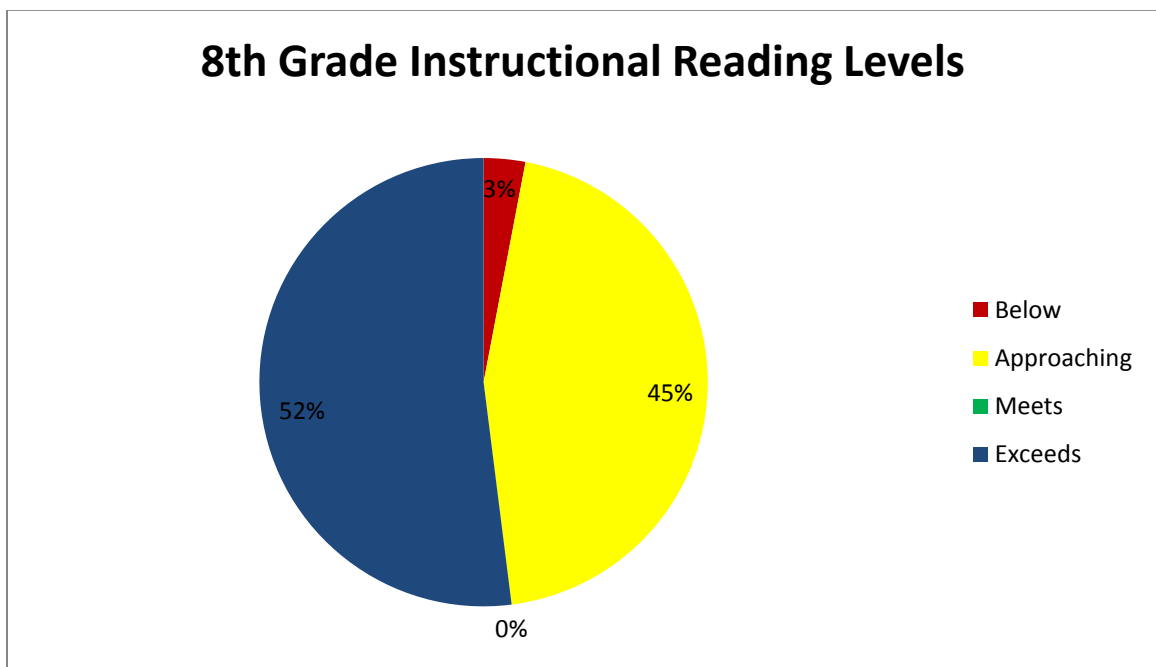
- The expectancy for 7th Grade Scholars during the Fall is Level “Y.” Therefore, scholars that assess at a Level “Z,” are categorized as Exceeding. Scholars assessing at Level “Y” are categorized as Meeting the expectancy. Scholars that assess at Level “X” are categorized as approaching; and scholar assessing at “W” or below are categorized as not yet meeting or below expectation.
- According to the Literably Reading Assessment Data: *1% (1) scholar assessed below the Instructional Reading Level (Y); 0% (0) are approaching grade level expectation; 33% (22) of scholars meet the grade level expectation and 66% (44) exceed the 7th Grade Level Expectancy. A total of 99% (66) of scholars assessed are at or above grade level for instructional reading level. (See Chart: 3)*



● Chart: 3

● 8th Grade Instructional Reading Levels

- The expectancy for 8th Grade Scholars during the Fall is at Level “Z.” Therefore, scholars that assess at a Level “Z+,” or above are categorized as Exceeding. Scholars assessing at Level “Z” are categorized as Meeting the expectancy. Scholars that assess at Level “Y” are categorized as approaching; and scholar assessing at “X” or below are categorized as not yet meeting or below expectation.
- According to the Literably Reading Assessment Data: *3% (2) of the scholars assessed are below the Instructional Reading Level (Z); 45% (28) of scholars are approaching grade level expectation; 0% (0) met the grade level expectation and 52% (32) exceed the 8th Grade Level Expectancy. A total of 52% (32) of scholars assessed are at or above grade level for instructional reading level. (See Chart: 4)*



● Chart: 4

ELL Teachers

2019-2020 4 Teachers -- Ms. Kilstein, Ms. Levy, Ms. Lupu, Ms. Baldassare

2020-2021 4 Teachers – Ms. Kilstein, Ms. Levy, Ms. Lupu, Ms. Perez

However, Ms. Lupu and Ms. Perez have been placed in the role of ELL classroom teacher with 12 students in each classroom (24 students)—leaving Ms. Kilstein and Ms. Levy to attend to the remaining 75 students. They are currently teaching 53 students between them, leaving 22 students left without services.

Therefore, we are requesting an additional ELL teacher until the end of this school year to cover the remaining 22 students.

RTI Teachers

2019-2020 7 Teachers— K-2 Ms. Thomas, Ms. McCoy, Ms. Ditucci

4-8 Mr. Kurz, Ms. Smith, Ms. Malkovy, Ms. Underwood

2020-2021 6 Teachers –

Ms. Thomas became a K classroom teacher, working with RTI students.

Ms. McCoy became a 1st grade classroom teacher working with RTI students.

Ms. Ditucci became a 2nd grade classroom teacher working with RTI students.

Mr. Kurz – no longer is employed by RCA.

Ms Smith has become a 2nd grade remote classroom teacher due to medical issues, not working with RTI students.

Ms. Malkovy and Ms. Underwood are the only 2 teachers working in the upper grades (6-8).

We currently do not have any RTI teacher working with grades 3-5. Therefore, we are requesting to be able to fill Mr. Kurz's original position in order to support grades 3-5.

Remote Classrooms K-2nd grade

Remote Classrooms on Kindergarten through 2nd grade are currently working without a Teacher Assistant and the student enrollment is increasing—

Ms. Basile, our Kindergarten remote teacher currently has 13 students.

Ms. Morris, one of our 1st grade remote teachers currently has 15 students.

Ms. Sableski, one of our 1st grade remote teachers currently has 17 students.

Ms. Smith, one of our 2nd grade remote teachers currently has 13 students.

Ms. Dzieciol, one of our 2nd grade remote teachers currently has 14 students.

We understand the financial burden this year has placed on RCA, however, the teachers have been trying to do their best to educate our students as the numbers continue to grow. We are respectfully asking if a TA could be hired for the remainder of this year for the previously named teachers?

Ratifying & Confirming Resolution

Adopted: January 26th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the January 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 Burden. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: January 26th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the January 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 CAO report. A motion was made by Trustee Garner for the acceptance of the CAO reports. 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: January 26th, 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 for the implementation of Mathews and Mathews Consulting Diversity, Equity and Inclusion Training Program. The vendor is approved to provide Diversity, Equity and inclusion training. Trustee Garner made a motion that the vendor Mathews and Mathews Consulting be approved. The motion was seconded by Trustee Chien and unanimously approved. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Ratifying & Confirming Resolution

Adopted: January 26th, 2021

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

New Hire:

Sophia Panagos_ Teacher _Middle School _Start Date 02-01-2021

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: January 26th, 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 KG Mechanical, Inc for Asbestos removal Service. NYS approved Asbestos removal vendor. Vendor is approved for change order to provide Asbestos removal services for 111-115 Pleasant Ave building construction. Trustee Washington made a motion that vendor KG Mechanical, Inc be approved for change order to provide Asbestos removal services for 111-115 building construction. The motion was seconded by Trustee KingCheek and unanimously approved. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: January 26th, 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 EnviroScience Consultants, Inc Asbestos Inspection Services. Vendor is approved to provide Asbestos Inspection services for 111-115 Pleasant Ave new construction building. Trustee Chien made a motion that the vendor EnviroScience, Inc be approved to provide Asbestos Inspection services for 111-115 building construction. The motion was seconded by Trustee DWashington and unanimously approved. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

PARENT REPORT:

CAO commented on the SEL program highlighting social awareness activities in January and February. Parent Group (PG) commented on the continuing virtual program agenda including. Digital celebration of black families, honoring black history and culture, planned for Black History month celebration.

PUBLIC COMMENTS: Members of the community were acknowledged.

EXECUTIVE SESSION: NONE

OPEN SESSION CONTINUED. NONE.

ADJOURN. The Board meeting ended at approximately 7:10 P.M. with a motion to adjourn made by Trustee Washington. 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