

BOARD OF TRUSTEES  
**BOARD MEETING MINUTES – November 24<sup>th</sup>, 2020**

On November 24<sup>th</sup>, 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 6:15 P.M. A motion was made by DWashington to open the Board Meeting. The motion seconded by Burden.

**INTRODUCTORY COMMENTS** Chair opened the meeting with a welcome to everyone, on behalf of the entire board. The Chair commented that above budgeted hires will be adjusted after the Covid period. The Chair further thanked all maintenance staff, personnel and teachers for doing an outstanding job supporting RCA during this challenging time and wished everyone a healthy, happy and safe thanksgiving recess.

**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; Chris Daniels-CSBM; Ella Portero, Secretary to the Board.

**Ratifying & Confirming Resolution**

**Adopted: November 24<sup>th</sup>, 2020**

A motion was made by Trustee Chien that the Minutes from the November 24<sup>th</sup>, 2020 Board Meeting be approved as written. The motion was seconded by Garner and unanimously approved.

**Adopted: November 24<sup>th</sup>, 2020**

**BE IT RESOLVED**, that the Roosevelt Children’s Academy Charter School Board of Trustees in the November 24<sup>th</sup> 2020 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the October 24<sup>th</sup>, 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 710 as of November 20. Of that total 551 students re-registered. Incoming students registered 159. 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 \$9.6 million. Budgeted indirect expense 2.9 million. The Approved Budget for fiscal 2020-21 presented as of November 30<sup>th</sup>: Enrollment budgeted 630. Budgeted full year (FY) revenue is 12.5 million. Budgeted direct expenses \$9.6 million. Budgeted indirect expense 2.9 million. Total budgeted (FY) direct expense 9.6 million. Spending YTD 4.4 million. Total budgeted (FY) indirect expense is 2.9 million. Spending YTD 1.1 million. On target for spending expenses.

**SCHOOL OPERATION: Facilities/Construction:**

- 1) Architect is now working on Phase two regarding construction of new building at 111-115 Pleasant Ave: construction documents consist of mechanical and structural documents are on the way.
- 2) KG MECH INC.: Closing of Utilities (Water, Electric, Gas). Obtaining Asbestos Inspection Report and secure all local permits

**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, November 24, 2020*

***Principals***

- Regularly scheduled meetings held each Friday at 1:00 p.m. to build the cohesiveness between grades K-4 and 5<sup>th</sup>-8<sup>th</sup>. Discussions included the following parent/family engagements:
  - Parent-Teacher Conferences
    - Monday, November 2<sup>nd</sup> – 1:00-8:00 p.m.
    - Tuesday, November 3<sup>rd</sup> – 8:00 a.m. – 1:00 p.m.
  - Storybook Character Day
    - Wednesday, October 28<sup>th</sup> and Friday, October 30<sup>th</sup>
  - Virtual Family Art Day
    - Saturday, November 14<sup>th</sup>
- Review of current report cards K-8 and a revision for grades K-4 in order for the document to provide a clear and consistent method of communication for parents reflecting student achievement or progress.
  - *The revised Report Cards are attached to this report.*

- ELL Program
  - Completion of NYSITELL Assessment
  - Organization of teacher/student schedules
- RTI/Special Education Program
  - Discussions with Ms. Johnson to organize the Child Study Team (CST) process and provide updates on RCA Special Education Program
    - CST meetings scheduled consistently throughout the school year, at least 2 a month
    - Ms. Johnson held grade level meetings to review the process and procedures associated with Child Study Team meetings
  - Planning and implementation of the RTI program in this new educational world of COVID
    - RTI within the classrooms
      - specific RTI teacher led classrooms
      - RTI small group instruction within the other classrooms
      - Interventions with the 2 RTI teachers in grades 6<sup>th</sup> -8<sup>th</sup>
      - ELA position to be filled for grades 3<sup>rd</sup>-5<sup>th</sup>
  - 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/Math
      - Coaches continue to meet with each grade level on a weekly basis to review lesson plans and the RCA Pacing Guide, support newly created Curriculum Maps and provide academic assistance to new RCA teachers
      - ELA 5<sup>th</sup>-8<sup>th</sup>
        - 5<sup>th</sup> grade support for the hybrid learning and ELA Curriculum Map
      - Math 5<sup>th</sup> -8<sup>th</sup>
        - Creation and support of chapter/unit assessments while review of all Math standards associated with each question
      - ELA K-4<sup>th</sup>
        - Completion of Fountas and Pinnell ELA Benchmark
          - *Fountas and Pinnell K-4 ELA Data is attached to this report*

- Math K-4<sup>th</sup>
    - Support a grading consistency that does not “simplify the program” by removing the more difficult word problems
    - Introduction of the 5 Boxes Math Strategy and Problem of the Week
    - Support of the remote learning classrooms by creating slides to support lesson plans
- **Human Resource Interactions**
  - Various meetings were held to address the hiring needs associated with filling any open positions for all grades K-8.
- **Technology**
  - Meetings were held with Technology team to determine the next steps in preparing for a possible return to remote learning due to any change in the COVID cases in NY.
  - Discussion and review of the required and requested elements surrounding the COVID daily check-in for staff and students
- **Social-Emotional Learning**
  - Collaboration with SEL team, to organize, revise and implement a student support system for behavior and attendance
  - Re-introduction of Red Ribbon Week – Mon. Nov. 23<sup>rd</sup> and Tues. Nov. 24<sup>th</sup>
  - October Amazing Qualities activities updated—provided a positive learning environment

**Ratifying & Confirming Resolution**

**Adopted: November 24<sup>th</sup>, 2020**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the November 24<sup>th</sup> 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 Garner for the acceptance of the COO/CFO. The motion was seconded Trustee Chien. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

**Adopted: November 24<sup>th</sup>, 2020**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the November 24<sup>th</sup> 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: November 24<sup>th</sup>, 2020**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the November 24<sup>th</sup>, 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 Garner and unanimously approved. The motion carried.

**New Hire:**

Luca Grazziu\_ Teacher Assistant \_Middle School \_Start Date 11-09-2020

Nhajee Morris\_ Teacher Assistant\_ Middle School \_Start Date 11-09-2020

Cathy Austin\_ RTI Teacher \_Middle School \_Start Date 11-23-2020

Samantha Pellot\_ TA Leave Repl \_Elementary School \_Start Date 11-30-2020

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

Noes: 0 Absent: 0 Abstentions: 0

**Ratifying & Confirming Resolution**

**Adopted: November 24<sup>th</sup>, 2020**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the November 24<sup>th</sup>, 2020 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 Phase 2 Architect Services for vendor Robert Ferraro P.C., Inc, Architect Services. Vendor is approved to provide phase 2 architect services for 111-115 Pleasant Ave new construction building. Trustee Washington made a motion that the vendor Robert Ferraro P.C., Inc be approved to provide Phase 2 architect 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: November 24<sup>th</sup>, 2020**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the November 24<sup>th</sup>, 2020 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 change in school year calendar for extended out of school learning until after Thanksgiving Recess. Being that there was no further discussion, Trustee DWashington made a motion to approve extended out of school learning until after Thanksgiving Recess. Motion was seconded by Chien and unnamously 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 that social emotional learning was introduced schoolwide. Along with several other events during the month family, staff and community participated in The Annual Virtual Family Art Day held Saturday, November 14. The event was well participated in by RCA families who created artwork on the theme "What are you thankful for this year". PR Director coordinated with the "Thanksgiving Day Creative Celebration" sponsored by NY State Senate for schools to enter Thanksgiving Art. Several art pieces from the family art day event were submitted by RCA Art Teacher, Mr Cesar on behalf of RCA. Parent Group (PG) commented on the success of the Virtual Family Art Day that students/families, teachers participated together and had great fun.

Page 7 of 7

Roosevelt Children's Academy Charter School

Board of Trustees Board Meeting Minutes – Tuesday, November 24<sup>th</sup>, 2020

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 Cheek. The motion was passed unanimously without debate.

Respectfully Submitted by,

*Ella Portero*

Ella Portero, Secretary to the Board