

BOARD OF TRUSTEES
BOARD MEETING MINUTES – September 22nd, 2020

On September 22nd, 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 6:17 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 **and thanked everyone for the hard work during the first 3 weeks since reopening. The Chair commented on Charter School Business Management (CSBM) final report for fiscal year. The report reflected RCA compliance with fiscal policies and procedures. CSBM further stated this was the final report for the fiscal year and commented that CFO and team help in ensuring timely completion and were one of the best financial management team in the business. The board noted that it relies, with extreme confidence, on the financial reporting submitted by the CFO/COO and thanked CFO/COO Mr. Philip Leconte.**

Noting there was a quorum the Chair requested Chief Financial Officer/COO to present the operations report.

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: September 22nd, 2020

A motion was made by Trustee Burden that the Minutes from the August 25th, 2020 Board Meeting be approved as written. The motion was seconded by Chien and unanimously approved.

Adopted: September 22nd, 2020

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the September 22nd 2020 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the August 25th, 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 704 as of September 21. Of that total 550 students re-registered. Incoming students registered 154. 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 \$9.4 million. Budgeted indirect expense 3.1 million. The Approved Budget for fiscal 2020-21 presented as of September 30th: Enrollment budgeted 630. Budgeted full year (FY) revenue is 12.5 million. Budgeted direct expenses \$9.4 million. Total budgeted (FY) direct (FY) expense 9.4 million. Spending YTD 1.3 million. Total budgeted (FY) indirect expense is 3.1 million. Spending YTD .7 million Budgeted. On pace for spending expenses.

SCHOOL OPERATION: Facilities/Construction:

- 1) A decision will be made on September 30th regarding the construction of our new building at 111-115 Pleasant Ave. Note: Awaiting decision.

Other:

Safety Committee: Safety Bus Drills completed at each campus

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, September 22, 2020***

Academics

➤ *Teacher/Staff Interactions*

- **Returned to New York for RCA Reopening of School for 2020-2021 on Friday, August 28, 2020**
 - 2019-2020 Kindergarten Graduation activities
 - **Sunday, August 30, 2020**
 - **RCA Memorable Moment 9:00-4:00**
 - 2020-2021 Kindergarten Screening Process
 - **Tuesday, August 25, 2020**
 - **New Kindergarten students were screened on various ELA and Math Pre-K skills as modeled by the DIAL Assessment**

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▪ RCA August/September Professional Development

- **Restorative Practices**
 - Initial Program presented by Mr. Gregg Scheiner from the E.A.C (Empower. Assist. Care.) Network.
 - August 26th K-4 staff and August 27th 5th-8th staff
- **Restorative Practices in Action—Building Relationships**
 - Presented by Kevin Curtis from Bureau of Education & Research (BER).
 - *The PD materials are attached to this report.*
 - Monday, August 31st
 - 60 second Relate Break
 - 90 second Spark
 - 2-minute Connection
 - Pulse Meter
 - Treatment Agreement
- **ELA and Math Curriculum Maps created together with the RCA Specialists in order to incorporate the Engage NY resources and materials into both curriculums.**
- **Science and Social Studies Curriculum Review from Houghton Mifflin Harcourt representatives**
 - Science Fusion
 - Into Social Studies
- **Team Building Activity to promote cohesiveness and collaboration with all RCA staff K-8.**
 - Tuesday, September 1, 2020
 - Theme—RCA’s New Adventure
 - *The Powerpoint presentation is attached to this report*
- **General grade level meetings to discuss the following**
 - Classroom Expectations
 - Grading Policies
 - Powerschool procedures
 - Health and Safety precautions
 - Special Education and PPC procedures
 - Staff expectations

- First Day of School – September 11, 2020
 - **Organized, supervised, and revised arrival Procedures at the 2nd grade trailers at Centennial**
 - **Two other arrival procedures**
 - **200 Centennial**
 - **105 Pleasant Avenue**
 - **Attendance for the first week of school – September 14th-September 18th**
 - **K-4th grade 86%**
 - **5th-8th grade 94%**
 - **Discussions surrounding breakfast/lunch procedures with Mr. Setta and the maintenance team**
 - **Meetings were held to organize all school re-opening procedures relating to teacher movement, bathroom schedules, classroom set-up and other operation items.**
 - **Reviewed health and safety procedures with staff as well as students to ensure compliance**
- Operations Meeting
 - **Various meetings were held to discuss the distribution of the laptops for students who will be learning remotely. Laptops were distributed on Wednesday, September 9th and Thursday, September 10th at 200 Centennial Avenue.**
- Principals
 - **Participated in multiple teacher and teacher assistant interviews for staff vacancies in K-4th grade.**
 - **Walk-through of all buildings in order to provide last minute “opening items” that needed to be addressed**
 - **Meetings held to finalize all teacher/student schedules and address any remote learning parent requests.**
- Communication with SUNY/CSI
 - **Completion of the SUNY CSI required documents that provided additional detail regarding our Remote Learning Plan.**
 - ***The Executive Summary is attached.***
 - **Completion of the SUNY CSI Annual Report – September 15, 2020**
 - **Assessment Documentation for the report**

Grade/ELA	Pre Above/On Grade Level Approaching/Below	Post Above/On Grade Level Approaching/Below	Percentage
K-4th grade	57% / 43%	51% / 49%	-6%
5th-8th grade	55% / 45%	46% / 54%	-9%
Grade/Math	Pre	Post	Percentage
K-4th grade	62% / 38%	58% / 42%	-4%
5th – 8th grade	61% / 39%	48% / 52%	-13%

➤ Guidance (Social/Emotional) Interactions

- **Meeting with school counselors and deans to work collaboratively to create and organize a social-emotional learning plan for RCA as well as support the Restorative Practices presented in the Professional Development.**

➤ Home/School Connection

- **Wednesday, September 9, 2020 -- Presented a Webinar for families, at 1:00 and 6:00 p.m., to provide additional information relating to our Reopening Plan as well as the procedures that would occur on the first day of school, September 11th.**
 - ***The PowerPoint presentation is included with this report.***
- **Wednesday, September 16, 2020 -- A Parent Support Evening event was organized for our 5th – 8th grade families to provide technical assistance with any family or parent that had problems with their child’s access to technology.**

Ratifying & Confirming Resolution

Adopted: September 22nd, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the August 25th 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 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: September 22nd, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the September 22nd 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 TWashington for the acceptance of the CAO reports. The motion was seconded by Trustee Burden. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: September 22nd, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the September 22nd, 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 Burden 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:

Majorie Stackman_ Teacher _Elementary School _Start Date 8-28-2020

Crystal Miller_ Teacher _Elementary School _Start Date 9-11-2020

Florentina Celis_ Teacher _Elementary School _Start Date 9-11-2020

James Fitzpatrick_ Teacher _Elementary School _Start Date 9-21-2020

Nicole Dziecol_ Teacher _Middle School _Start Date 9-23-2020

Ratifying & Confirming Resolution

Adopted: September 22nd, 2020

Stacey Persaud_ Teacher Assistant _Elementary School _Start Date 9-11-2020

Tasnova Harun_ Teacher Assistant _Elementary School _Start Date 9-11-2020

Sherry Floyd_ Teacher Assistant _Elementary School _Start Date 9-11-2020

Anarn Z. Malik_ Teacher Assistant _Elementary School _Start Date 9-28-2020

Elijah Lewis_ Teacher Assistant _Elementary School _Start Date 9-28-2020

Jada Ward_ Teacher Assistant _Elementary School _Start Date 9-11-2020

Hurt Destiny_ Teacher Assistant _Elementary School _Start Date 9-11-2020

Codi Mason_ Teacher Assistant _Middle School _Start Date 10-12-2020

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: September 22nd, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the September 22nd, 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 Charter District Safety Plan, the appointment of the school safety team members and professional development plan. Being that there was no further discussion, a motion was made by Garner that the District Safety Plan and Professional Development plan 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

Adopted: September 22nd, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the September 22nd, 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 Uni-body Temperature Measurement Thermo Camera. Being that there was no further discussion, a motion was made by TWashington that the Uni-Body Temperature Measurement Thermo Camera be approved. 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

PARENT REPORT:

CAO Webinar presented to families on September 9th to provide additional information relating to Reopening plan as well as procedures that would occur on the first day of school. In addition, a parent support evening was organized for families on September 16th to provide technical assistance with access to technology. All parent concerns were addressed.

Parent Group (PG) thanked the CAO for the virtual outreach to parents. The PG roll out of the digital agenda included a recent workshop on the habits of using technology to keep informed and engaged during the pandemic. A video was featured. The PG worked with families and Alumni on a number of civic awareness activities (Census, registering to vote etc).

PUBLIC COMMENTS: Members of the community were acknowledged. Charter School Business Management (CSBM), RCA's independent fiscal monitor, quarterly update report was presented to the board and CSI regarding Fiscal Monitoring Status Progress for the quarter ending June 30th, 2020. RCA is adhering to fiscal policies and in compliance with procedures as stipulated. CSBM commented on the CFO and operations team help in completing the report and cited the team has one of the best financial management team in the business.

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