

BOARD OF TRUSTEES
BOARD MEETING MINUTES – June 22nd, 2021

On June 22nd, 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. Thanking everyone for their handwork during this extraordinary year and for the upcoming Summer School session. The Chair further wished everyone a safe and enjoyable summer. In addition, the annual Juneteenth celebration featured guest author Rev. Reginald Tuggle and others. Rev Tuggle gave a talk to students, on the importance of knowing family history and relevant historical events; listening to parental advice; gaining experiences, learning from your experiences and helping others. Various readings from the memoir (A Journey Through Grace) was read aloud during the interactive session with students which reinforced some of the valuable lessons that Rev Tuggle still practices today. Further the Chair commented, that while humbled and honored that the country is celebrating Juneteenth has a national holiday, we must also note with remembrance the sacrifice and lives lost by enslaved people and their mild contributions to the building of this country by acknowledging the liberation of those who were enslaved. Chair noted the walk-through completed with the CFO/Trustee Burden of the building, in Roosevelt, that the school will be purchasing. The building will be a wonderful improvement for the families/community in the area and especially for our students and staff.

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, KingCheek) 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; Laron Walker, CSBM; Ella Portero, Secretary to the Board.

Adopted: June 22nd, 2021

A motion was made by Trustee Garner that the Minutes from the May 25th, 2021 Board Meeting be approved as written. The motion was seconded by Burden and unanimously approved.

Ratifying & Confirming Resolution

Adopted: June 22nd, 2021

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the June 22nd 2021 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the May 25th, 2021 Board Meeting Minutes as written. The motion carried. After which the school reports were presented.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

SCHOOL OPERATION Budget 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 706 as of June 21st. Of that total 551 students re-registered. Incoming students registered 155. The budget is based on student count of 630.

The Approved Budget for fiscal 2020-21 presented as of June 30th reflected total budgeted full year (FY) revenue is \$12.5 million. YTD recognized \$13.8 million. On target for current revenue collections. Total budgeted (FY) direct expenses \$9.4 million. Spending YTD \$10.2 million. Total budgeted (FY) indirect expense is \$2.8 million. Spending YTD \$3.1 million. On pace 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 \$9.8 million. Budgeted indirect expense \$2.8 million.

The Proposed Budget for fiscal 2021-22 presented: Enrollment budget presented 720. Budgeted full year (FY) revenue is \$13.0 million. Budgeted direct expenses \$10.0 million. Budgeted indirect expense \$3.0 million.

Other Financial Reports:

1. Statement of Financial Position Summary Report as of June 30, 2021
2. Statement of Cash Flows For The Period Ending June 30, 2021
3. Financial Performance Analysis For The Period Ending June 30, 2021

SCHOOL OPERATION: Facilities/Construction:

- 1) Architect is now working on Phase two: Mechanical, Electrical and Plumbing 99.9% completed; Architect is 85% completed; Structural is 85% completed. Town of Hempstead (Building Department)1) Waiting on Site Plan Review, Nassau County waiting on 239-F Review.
- 2) Contract of Sale, KCH Trading Inc, dated June 28th, 2021 for premises located at 170-174 Babylon Turnpike.
- 3) Other: Loan Forgiveness Letter received for PPP Loan.

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, June 22, 2021

2020-2021 School Year

Reopening Issues

- **Organizing around in-person, hybrid and remote learning**
 - **Building concerns as we changed grade level locations in September/April as well as all the health and safety protocols necessary for CDC compliance.**
 - **Arranging for staffing (K-2) considering classroom enrollment, parental choices for remote learning and TA support (K-8)**
 - **Planning for hybrid learning and the introduction of the Viewpath system for grades 3-5 and supporting the consistency of previously introduced remote learning for grades 6-8.**
 - **Organizing the daily school schedule for all grades K-8, in order to follow the suggestions from CSI for a unified RCA**

Obstacles

- **Maintaining the health and safety of RCA within the CDC guidelines as well as our Reopening Plan as submitted to CSI and the state.**
 - **Providing guidance for the school during various outbreaks within the school during the year**
- **The delay in attaining the Viewpath system in 3-5 hybrid classrooms for implementation for livestream instruction.**
 - **Issues with hybrid classrooms that switched between Group A and Group B**
- **The daily classroom coverage struggles for staff absences in order to maintain cohorts/health guidelines (K-4).**
- **The constant supervision of remote learning students for attendance, assessment and classwork.**
- **Administration of Fountas and Pinnell for remote learning students to be in-person as well as other Assessments, especially the benchmarks.**
- **Arranging for ELL/RTI services within the remote/hybrid classrooms and cohort groups**
- **Supporting instruction with the Engage NY Curriculum Maps with the ELA and Math Coaches**

2021-2022 School Year

- **Return to normalcy with pre-COVID classrooms enrollment and building arrangements**
- **Introduction of GAP program and Special Education programs**
 - **Push-in programs to support ELA and Math**
 - **Professional Development throughout the school year to support the following areas of deficiency:**
 - **Guided Reading and Guided Math**
 - **Phonics based instruction and Critical Thinking Skills focus**
 - **Data Teams on each grade level to analyze the assessment information by classroom teachers, supported by the ELA and Math Coaches**
 - **Small group instruction**
 - **Authentic student work rather than generated worksheets/Journeys information**

Ratifying & Confirming Resolution

Adopted: June 22nd, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the June 22nd 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 Garner. The motion carried.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: June 22nd, 2021

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

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: June 22nd, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the June 22nd 2021 Board Meeting on behalf of the Roosevelt Children's Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the proposal for 2021-22 fiscal budget as presented. A motion was made by Trustee Chien for the acceptance of the 2021-22 fiscal budget. The motion was seconded by Trustee Arroyo and unanimously approved. The motion carried.

Ayes: 6 Trustee (Tuggle, Arroyo, Burden, Chien, Garner, KingCheek)

Noes: 0 Absent: 0 Abstentions: 1 (DWashington)

Adopted: June 22nd, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the June 22nd 2021 Board Meeting on behalf of the Roosevelt Children's Academy Charter School authorized 22unanimously a Ratifying & Confirming Resolution adopting the employees recommended for termination based on information presented to the board. A motion was made by Trustee Arroyo for the acceptance of the employee recommended for termination based on information presented to the board. Being that there were no further discussion. The motion was seconded by Trustee Burden and unanimously approved. The motion carried

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: June 22nd, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the June 22nd 2021 Board Meeting on behalf of the Roosevelt Children's Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the Family Handbook as written. A motion was made by Trustee Burden for the acceptance of the Handbook as written. The motion was seconded by Trustee Garner and unanimously approved. The motion carried

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: June 22nd, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the June 22nd 2021 Board Meeting on behalf of the Roosevelt Children's Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the appointment of the Safety & Health Response Team/Committee. A motion was made by Trustee DWashington for the acceptance of the appointment of the Safety & Health Response Team/Committee. The motion was seconded by Trustee Garner and unanimously approved. The motion carried

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: June 22nd, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the June 22nd Board Meeting on behalf of the Roosevelt Children's Academy Charter School authorized unanimously a Ratifying & Confirming Resolution that has not been amended and is in full force and effect. adopting the contract between KCH Trading, Inc and Roosevelt Children's Academy for the purchase and closing of 170 Babylon Turnpike, Roosevelt NY 11575 (section 55, block 334, lots 596,597,600 and 604). Further Resolved that Philip Leconte is hereby appointed Special Trustee of the charter school and is hereby authorized in the name of, and on behalf of the charter school to take, or cause to be taken, all further actions and to execute and deliver all documents and instruments that in his judgement are necessary and appropriate to close the purchase of 170 Babylon Turnpike, Roosevelt NY. This appointment is limited solely for the purpose of the transaction referenced herein and will terminate upon completion of the closing of the subject premises. The Resolution may be executed in on or more counterparts, each of which shall be deemed an original and when taken together shall constitute one and the same instrument A motion was made by Trustee DWashington for the acceptance of the contract between KCH Trading, Inc and Roosevelt Children's Academy for purchase of property located at 170 Babylon Turnpike, Roosevelt NY and to appoint Philip Leconte Special Trustee for the limited purpose to execute and deliver documents and instruments necessary to close the purchase of the property located at 170 Babylon Turnpike, Roosevelt NY. Being that there were no further discussion. The motion was seconded by Trustee KingCheek and unanimously approved. The motion carried

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: June 22nd, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the June 22nd, 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 the Long Island University/Post PHD Clinical Phycology Department Partnership for Mental Health & Wellness interactive talks between LIU/Post and Roosevelt Children's Academy. Trustee Burden made a motion that for the Long Island University/Post PHD Clinical Phycology Department Partnership for Mental Health & Wellness interactive Talks be approved. The motion was seconded by Trustee Kingcheek and unanimously approved. The motion carried.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

PARENT REPORT: PG commented on PG Juneteenth concert program attended by families. Final meeting planned for the summer activities, including selecting book titles to be read as a family for summer reading to add to any program the school will formalize. PG also noted, Summer Tennis Program, incoming Kindergarten Parent Meeting in August. and RCA annual partnership with the Roosevelt Public Library Summer Food Service Program which are open to the community members who need meals. The site serves grab-n-go meals for families who participate.

PUBLIC COMMENTS: Members of the community were acknowledged

EXECUTIVE SESSION: A motion was made by Trustee Washington to adjourn to Executive Session to discuss proposed employees recommended for termination. The motion was seconded by Trustee Garner. The motion was passed unanimously without debate. No Board action was taken during Executive Session. Discussion involving proposed employees recommended for termination was voted on during public session based on information presented to the board.

OPEN SESSION CONTINUED. *Vice* Chair Washington officially re-opened the meeting at approximately 7:50 Trustee Burden. The motion was passed unanimously without debate.

ADJOURN. The Board meeting ended at approximately 7:55 P.M. with a motion to adjourn made by Trustee Garner. 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