

BOARD OF TRUSTEES
BOARD MEETING MINUTES – November 23rd, 2021

On November 23rd, 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 6:10 P.M. A motion was made by DWashington to open the Board Meeting. The motion seconded by Dr KingCheek.

INTRODUCTORY COMMENTS: Chair opened the meeting with a welcome to everyone, on behalf of the entire board to the board meeting. The Chair commented on the valued feedback received by the board from the faculty/staff at the Listening Session scheduled by the Principal’s on November 2nd, thanking everyone for their participation. The Chair further commented on RCA’s Academic Night presentation to families. The purpose of the annual event is to involve and inform families, community and teaching staff about the school’s Academic Goals, data required in meeting goals for student achievement (Progress Reports and other data), TITLE 1/ESSA (Every Student Succeed Act) and other policies including the School Emergency Response Plan as well as an overview of the Charter Renewal Process. The Chair thanked everyone for their hard work with best wishes for a safe, healthy and enjoyable Thanksgiving break.

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, Dr KingCheek)

ADDITIONAL ATTENDEES-Steven Martir, (Counsel to the Board); Reshma Persad, Elementary Principal; Simone Roberts, Middle School Principal; Philip Leconte, COO&CFO; Tyra Washington, Consultant to Borad; Laron Walker, CSBM; Ella Portero, Secretary to the Board.

Adopted: November 23rd, 2021

A motion was made by Trustee DWashington that the Minutes from the October 26th, 2021 Board Meeting be approved as written. The motion was seconded by Garner and unanimously approved.

Ratifying & Confirming Resolution

Adopted: November 23rd, 2021

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the November 23rd 2021 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the October 26th, 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, Dr 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 2021-22. Enrollment update presented reflected a student count of 738 as of November 23rd. Of that total 552 students re-registered. Incoming students registered 186. Of that total 99 were incoming Kindergarten. The budget is based on student count of 665.

The Approved Budget for fiscal 2021-22 presented as of November 30th reflected total budgeted full year (FY) revenue is \$13.0 million. YTD recognized \$4.0 million. Total budgeted (FY) direct expenses \$9.9 million. Spending YTD \$4.1 million. Total budgeted (FY) indirect expense is \$3.1 million. Spending YTD \$1.5 million. On target for FY Spending.

The Approved Budget for fiscal 2021-22 presented: Enrollment budget presented 665. Budgeted full year (FY) revenue is \$13.0 million. Budgeted direct expenses \$9.9 million. Budgeted indirect expense \$3.1 million.

Other Financial Reports:

1. Statement of Financial Position Summary Report as of November 23, 2021
2. Statement of Cash Flows For The Period Ending November 23, 2021
3. Financial Performance Analysis For The Period Ending November 23, 2021

SCHOOL OPERATION: Facilities/Construction:

- 1) **111-115 Pleasant Avenue construction status update was provided. 20 general contractors and counting, responded to Advertisements for Bids placed. Deadline 12/9/21**
- 2) **170 Babylon Turnpike, Purchased Property:** Hired **Roux Environmental Engineering and Geology, D.P.C. and KG Mechanical Inc.** to start the remediation/demolition project

SAFETY COMMITTEE- November Report:

Drills (Fire, Bus, Lockdown, Evacuation)

1) Fire Drills: New York State (NYS) law requires all schools to perform **12 fire drills yearly. Eight of twelve must be completed by December.** Both sites have completed eight drills. Additional drills will be scheduled for the Spring.

2) Bus Drills: NYS Law requires **3 Bus Drills** for the School Year. The 1st Bus Drill was completed on September 17, 2021. The 2nd Bus Drill was completed on November 5, 2021. Remaining bus drill will be scheduled for Spring.

3) Lock Down Drills (Hold in Place): NYS Law requires that **lockdown drills** are performed. There will be 2 more drills performed this month following the Covid-19 guidelines. Principal's will decide what day the drill is scheduled. Will work to make sure each class have their keys in preparation for upcoming drill in January.

4) **Evacuation Drill:** Both sites are set to perform this drill in May 2022. Date is TBD.

Building Concerns: NONE.

Health and safety continue to be a high priority. Daily building cleaning and sanitizing of high touch areas continues.

SCHOOL ACADEMIC REPORT

Principals presented 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

- Parent Teacher Conferences (Virtual)
 - o Monday November 1, 2021 (1 p.m. - 4 p.m. & 5 p.m. - 8 p.m.)
 - o Tuesday November 2, 2021(8 a.m. -1 p.m.)
 - o Classroom Teachers & Teacher Assistants met with parents virtually and discussed each student's strengths, as well as, areas of improvement
 - o Documentation for each student was submitted upon completion of Parent Teacher Conferences
 - o 325 out of 441 parents attended (74%)
- Academic Night (Virtual)
 - o Thursday November 4, 2021 (6 p.m. - 8 p.m.)
 - o Leadership Team took turns discussing focus for the academic school year, which included the following topics:
 - Expectations
 - Math Curriculum
 - Math Assessments
 - Guided Math
 - ELA Curriculum
 - Fountas & Pinnell Assessments
 - Guided Reading
 - Restorative Practice
 - Response To Intervention (RTI)
- Thanksgiving Breakfast
 - o Special Thanksgiving breakfast will be served to students on Wednesday November 24, 2021
 - o Thanksgiving Potluck breakfast for staff will be held on Wednesday November 24, 2021

- COVID Cases (from the beginning of the academic school year)
 - o Positive cases for students: 9
 - o Positive cases for staff: 2
 - o Classrooms that needed to be quarantined: 5

Academics

- ELA & Math Update (assessment scores enclosed)
- After School
 - o First Day: Monday November 15, 2021
 - o After School will be held from Monday - Thursday from 4 p.m. - 6p.m.
 - o 133 parents expressed an interest, in which the average attendance for the first week was 70%
 - o Structure of Program:
 - Homework is completed and checked before students engage in a fun activity, which includes:
 - Arts & Crafts
 - STEP
 - Sports
 - Guided Drawing
 - Board Games
- Formal Observations
 - o 39 formal observations have been completed for classroom teachers and teacher assistants, with the focus being on guided reading/guided math
- Dean's List
 - o Dean of Students is spearheading this task
 - o Each quarter, students are recognized for academics, as well as citizenship, in which they will receive a certificate and their picture will be taken and displayed
 - o First celebration will occur on Monday November 29th

- o Discipline (Month of November)

- Out of School Suspensions: 6
- In School Suspension: 2

Staffing

- Vacancies
 - o 1 teacher assistant (2nd grade)

Middle School Report:

School Climate & Culture

- **Parent Teacher Conferences**
- **Academic Night**
- **Thanksgiving Potluck Breakfast & Lunch**
- **LIU Wellness Workshop**

Academics

- **ELA & Math Update**
- **After School**
- **Formal Observations**
- **i-Ready**
- **Dean's List**
- **ENL**
- **Foreign Language Classes**

Staffing

- **Vacancies**
- **Ms. Johnson**

Ratifying & Confirming Resolution

Adopted: November 23^{re}, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the November 23rd 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 Burden 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, Dr KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: November 23rd, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the November 23rd 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 Principal report. A motion was made by Trustee Dr KingCheek for the acceptance of the Principal reports. The motion was seconded by Trustee Garner. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: November 23rd, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the November 23rd 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 adoption of Roosevelt Children's Academy revised budget. A motion was made by Trustee Chien for the acceptance of the revised budget. The motion was seconded by Trustee DWashington. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Ratifying & Confirming Resolution

Adopted: November 23rd, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the November 23rd, 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, site demolition 170 Babylon Turnpike. Trustee DWashington made a motion that vendor KG Mechanical, Inc be approved for Site demolition 170 Babylon Turnpike. The motion was seconded by Trustee Chien and unanimously approved. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: November 23rd, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the November 23rd 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 authorization of the adoption of Roosevelt Children's Academy proposal for Roux, Environmental Engineering and Geology, D.P.C., Inc, site clean-up 170 Babylon Turnpike. Trustee DWashington made a motion that vendor Roux Environmental Engineering and Geology, D.P.C. Inc be approved for site clean-up 170 Babylon Turnpike. The motion was seconded by Trustee Dr KingCheek and unanimously approved. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: November 23rd, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the November 23rd 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 adoption of Roosevelt Children's Academy proposal **for** Virtual Academic Night Parent Meeting. Further, all teaching staff must be in attendance, engaged with video camera active. A motion was made by Trustee Burden for the acceptance of the Virtual Academic Night. The motion was seconded by Trustee Dr KingCheek. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Ratifying & Confirming Resolution

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the November 23rd, 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 Garner approving the adoption of the resolution approving the personnel action items. The motion was seconded by Trustee DWashington and unanimously approved. The motion carried.

New Hire:

Adeleny Murry _ Teacher Assistant_ Elementary _ Start Date_11-08-2021

Tasmea Levins _ Teacher Assistant_ Elementary _ Start Date_11-29-2021

Jamil Holness_ Teacher Assistant_ Middle School_ Start Date_11-29-2021

Samantha Washington_ Teacher Assistant_ Middle School_ Start Date_12-02-2021

Briana Thesastus_ Teacher Assistant_ Middle School_ Start Date_12-06-2021

Charmaine Khan_ Math Teacher_ Middle School_ Start Date_12-13-2021

Tadashiya Anderson_ Teacher Assistant_ Middle School_ Start Date_12-13-2021

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

Noes: 0 Absent: 0 Abstentions: 0

PARENT REPORT: PG commented on the Electronic Communications assembly provided to students to make them aware of issues regarding safety and other (passive offenders, students bill of rights etc) while on social media as well as the consequences that could result from cyber-bulling and other inappropriate behavior or contact while online (immediately and in the future). After the session students wrote a response about what they learned from participating in the session. PG also commented on the Food Drive and Afterschool (extended day) program activities including Stock Market Game, Culinary, STEM, Art, Dance.

PUBLIC COMMENTS: Members of the community were acknowledged.

EXECUTIVE SESSION: NONE

OPEN SESSION CONTINUED. NONE

ADJOURN. The Board meeting ended at approximately 7:05 P.M. with a motion to adjourn made by Trustee Burden. 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