

BOARD OF TRUSTEES
BOARD MEETING MINUTES – May 25th, 2021 Revised 2

On June 8th, 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 in preparing for upcoming graduation and Juneteenth celebration in which the Chairman will be presenting to students. The Chair and Trustee Dr. KingCheek thanked Toni Burden for her leadership in keeping parents engaged in relation to school and the community. The Chair commented on the establishment of the RCA Alumni Personal Registry on the website in 2018 and the successes of graduates, over the last 22 years, who have signed up. The Chair further requested PR Director Ella Portero to comment on the effort to keep track of the students and compelling story of the successes of two recent grads (1. SUNY Binghamton University grad 2021 who will enter Hofstra Law in the Fall and 2) CUNY Queens College 2021 grad- A community representative in State Senator Kevin Thomas office). Both Alumni/Mentors are speakers at Career Day and Graduation events. Board expresses condolences to the CAO on the passing of her husband.

ESTABLISHMENT OF A QUORUM: Chair Tuggle acknowledged the Trustees names to be called to establish a quorum. Present: Trustee (Tuggle, DWashington, KingCheek, Burden, Garner, Chien, Arroyo)

ADDITIONAL ATTENDEES-Steven Martir, (Counsel to the Board); Reshma Persad –Elementary Principal, Aaron Howell –Middle School Principal; Philip Leconte- COO&CFO; Laron Walker-CSBM; Ella Portero, Secretary to the Board. Excused Absence: Catherine Jackvony-Chief Academic Officer (CAO),

Adopted: May 25th, 2021

A motion was made by Trustee Burden that the Minutes from the April 27th, 2021 Board Meeting be approved as written. The motion was seconded by Chien and unanimously approved.

Ratifying & Confirming Resolution

Adopted: May 25th, 2021

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the May 25th 2021 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the April 27th, 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 707 as of May 25th. Of that total 551 students re-registered. Incoming students registered 156. The budget is based on student count of 630.

The Approved Revised Budget for fiscal 2020-21 presented as of May 31st reflected total budgeted full year (FY) revenue is \$12.5 million. YTD recognized \$11.2 million. On target for current revenue collections. Total budgeted (FY) direct expenses \$9.8 million. Spending YTD \$9.3 million. Total budgeted (FY) indirect expense is \$2.8 million. Spending YTD \$2.4 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.

Other Financial Reports:

1. Statement of Financial Position Summary Report as of May 31, 2021
2. Statement of Cash Flows For The Period Ending May 31, 2021
3. Financial Performance Analysis For The Period Ending May 31, 2021

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 for connecting both buildings.
- 2) Real Estate Attorney reviewing Contract for Sale and Appraisal of 170-174 Babylon Turnpike.

Other: Safety Committee May Report:

- 1) Fire Drills: All 12 fire drills were completed for 2020-21 without incident.
- 2) Bus Drills: All 3 bus drills were completed for the school year.
- 3) Lock Down Drills: There will be 2 more drills performed this month following the Covid-19 guidelines. Principals will decide what day the drill is scheduled.
- 4) Evacuation Drill: Both sites are set to perform this drill on May 27, 2021 at 9:30am at their designated evacuation location. To help expedite this process, Speed bags have been created. (A bag on wheels containing the binder of emergency contact information for all students in the given building along with a First Aid kit) There will be a point person that will handle the transport of this bag during the drills. HR will have a Speed Binder for the Staff members.
- 5) Building Concerns: Window screens in need of repairs are scheduled to be completed. Other: Health and safety continues to be a high priority. Daily building cleaning and sanitizing of high touch areas continues.

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, May 25, 2021

- *Principals*
 - Regularly scheduled meetings held each week to continue to strengthen the K-8 school culture. Discussions included the following:
 - NYS Assessments
 - Math-administered during the week of May 3rd and May 10th
 - Science will be administered for 4th and 8th grade on June 8th and June 9th, with make-ups on June 10th and June 11th
 - NYSESLAT-for ELL students
 - Speaking portion has been completed.
 - Reading, Writing and Listening portion is being administered the week of May 17th and May 24th
 - Internal Assessments being administered during the end of May and in June
 - Third round of Fountas and Pinnell
 - GoMath benchmark assessments
 - Literably Assessment for grades 5-8 (ELA)
 - Meetings held to address a variety of items related to end of year procedures and activities:
 - Graduations
 - 8th grade
 - Saturday, June 26, 2021
 - 200 Centennial Parking lot
 - Two ceremonies--10:00 a.m./1:00 p.m.
 - Luncheon
 - 5th grade
 - Friday, June 25, 2021
 - 200 Centennial Parking Lot
 - Four ceremonies- 2:30, 3:30, 4:30 and 5:30
 - Kindergarten
 - Saturday, June 12, 2021
 - Memorable Moment-at 200 Centennial Front lawn

- **Summer School**
 - **Current teacher Interest is low, especially in K-4**
 - **TA will need to provide instruction for grades K-4**
 - **5-8 teachers may/will need to teach multiple grade levels**
- **Promotion in Doubt**
 - **Meetings are organized and were scheduled to begin on May 19, 2021**
 - **It is a school-based team process.**
 - **First, you should determine who is still on your list of students who you believe should be retained--your decision should include a multitude of information relating to the whole child-- grades, work ethic, performance, progress, ability, and attendance are just a few of the criteria that should be used to make your determination.**
 - **Second, you will bring your list to the meetings and the committee (counselors, deans, principals, any RTI or ELL teacher who works with the students) will listen to your reasons why you have made this suggestion. It is up to you to provide the data and/or information about each student. If you are on the 6th-8th grade teams, you should all provide individual information for each subject, speaking as in agreement.**
 - **Third, the committee together with the classroom teacher(s) will discuss what is in the best interest of each student on a case-by-case basis and make a determination collaboratively.**
- **COVID-19 Updates and Remote Learning**
 - **Move to remote learning for grades 7th and 8th -returned to in-person on Monday, May 17th**
- **2021-2022 School Year Planning**
 - **Staffing Decisions-see attached document**
 - **Create a "Gap" Program to attend to the needs of the students who have struggled during remote learning, especially within the 5th-8th grades, due to various issues and should not be retained. Additional teaching staff will be required**
 - **Change the Dean position to an administrative position in order to build continuity of the administrative team together with the Academic Coaches**

- **Special Education proposal for 2021-2022**
 - Create our own Spec Ed department with resource room teachers (2) to attend to our IEP students building a strong educational connection to the school rather than having "visitors" in the building who do not have a true vested interested in our students.
 - Create at least 2 Inclusion classrooms in the school
 - Recommended strongly on our 2nd grade level as a result of their low academic scores and learning gaps. Continuous phone conferences and weekly meetings are held to address the school needs:

Preparing for 2021-2022 and ending 2020-2021

- Promotion in doubt numbers.
- Classrooms per grade.
- Placement test tentative dates for Kindergarten.
- Number of laptops needed for summer school.
- Student's laptops return date.
- Teacher's laptops and equipment return date
- Technological wish list for 2021-2022 school

Professional Development

- Meeting with Ms. Tyra Washington to discuss the Equity/Diversity initiative from the RCA school board-its goals and the mission
- RCA School-wide Zoom meeting held on Monday, May 10th to introduce Ms. Washington
 - to the teachers and to share her mission and vision for the program
- ***Technology/Social Media***
 - Continuous phone conferences and weekly meetings are held to address the school needs:
 - Preparing for 2021-2022 and ending 2020-2021
 - Promotion in doubt numbers.
 - Classrooms per grade.
 - Placement test tentative dates for Kindergarten.
 - Number of laptops needed for summer school.
 - Student's laptops return date.
 - Teacher's laptops and equipment return date

Technological wish list for 2021-2022 school

Continuous meetings held

- o **Meeting with Ms. Tyra Washington to discuss the Equity/Diversity initiative from the RCA school board-its goals and the mission**
- **RCA School-wide Zoom meeting held on Monday, May 10th to introduce Ms. Washington to the teachers and to share her mission and vision for the program**

Ratifying & Confirming Resolution

Adopted: May 25th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the May 25th 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 KingCheek 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: May 25th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the May 25th 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: May 25th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the May 25th, 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 2021-2022 School Year Calendar. Trustee Garner made a motion that 2021-2022 School Year Calendar be approved. The motion was seconded by Trustee Arroyo and unanimously approved. The motion carried.

Ayes: 7 Trustee: (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, KingCheek)
Noes: 0 Absent: 0 Abstentions: 0

Adopted: May 25th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the May 25th, 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 2021-2022 Board Meeting Calendar. Trustee DWashington made a motion that 2021-2022 Board Meeting Calendar be approved. 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: May 25th, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the May 25th, 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 Hofstra University Partnership- Memorandum of Understanding between Hofstra University and Roosevelt Children's Academy for 9/1/21 to 8/31/23. Trustee DWashington made a motion that proposal for the 9/1/21 to 8/31/23 Hofstra University Partnership- Memorandum of Understanding 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:

The Parent Group (PG) assisted 8th grade parents, in their transition to high school, with information such as department and point of contact at neighboring districts, charter and private schools. Including assistance completing paperwork, and a listing of available scholarship opportunities and deadlines provided. Additionally, created a buddy network to connect 8th grade parents with select alumni parents to help ease and enhance their freshman parent experience at their new school and encourage an ongoing positive parent partnership within their new school community. PG also actively encouraged our 8th graders to begin registering their information into RCA's Alumni Personal Registration portal, as they will soon be the newest to join our growing pool of registered alumni.

May is Mental Health Awareness month. The PG distributed beautiful Kelly green ribbons to wear in support throughout the month and as a visual message of 'You are not alone'. For this month's meeting the PG conducted a virtual round of the M&M Candies 'Feelings game'. In this game each M&M color represents a category to discuss. As example, if a participant pulls red colored candy they share one thing that makes them happy. If a participant pulls a yellow color candy they share one thing that makes them excited. It was a fun and upbeat evening, which provided all participants an opportunity to converse in a healthy, safe and welcoming environment. On Saturday PG held the 6th annual awards ceremony where we honored and recognized our students who completed our Advanced Placement Honors Program under the direction of our Math Specialist Ms. Roberts. Each year a select group of scholars are invited to take part in this 30-week program, which is designed to provide a way for our students to accelerate learning, enhance their educational experience, master math and ELA skills and prepare them for future academic success. We were happy to host 24 students and their families at a beautiful luncheon at La Novella in East Meadow. It was a beautiful afternoon. The students and parents enjoyed the ceremony. Thanks to Ms. Roberts for her diligence and dedication to tracking our students, encouraging them and always making herself available to assist them throughout the school year. Thank you to Mr. Leconte and the business office for helping coordinate resources for the venue, sashes, certificates and awards. Thank you to the media department for being in attendance to capture the day's events in photos and my fellow board members for supporting the program through the years. All parents were encouraged to write notes of appreciation (written or electronic) to their child's teachers in honor of teacher's appreciation week. Lastly, PG are gathering notes of condolences on behalf of our parent community, which will be presented to Mrs. Jackvony, along with a houseplant, in remembrance of her husband.

PUBLIC COMMENTS: Members of the community were acknowledged

EXECUTIVE SESSION: NONE

OPEN SESSION CONTINUED. NONE

ADJOURN. The Board meeting ended at approximately 6:45 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