

BOARD OF TRUSTEES
BOARD MEETING MINUTES – August 22nd, 2023

On August 22nd 2023 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 Burden, to open the Board Meeting. The motion seconded by DWashington.

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

INTRODUCTORY COMMENTS: INTRODUCTORY COMMENTS: Chair opened the meeting with a welcome to everyone, on behalf of the entire board. The Chair commented on the completion of the summer school program and plans for upcoming Professional Development. The Chair further commented that it is hoped everyone is enjoying the summer and thanked the members of the board for their service, COO/CFO for consistent and timely reporting and faculty and staff for their hard work.

Adopted: August 22nd, 2023

A motion was made by Trustee Williams that the Minutes from the July 25th, 2023 Board Meeting be approved as written. The motion was seconded by Burden and unanimously approved.

Ratifying & Confirming Resolution

Adopted: August 22nd, 2023

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the August 22nd 2023 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the July 25th, 2023 Board Meeting Minutes as written. The motion carried. After which the school reports were presented.

Ayes: 8 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Vanderburg, Williams)

Noes: 0 Absent: 0 Abstentions: 0

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Roosevelt Children’s Academy Charter School

Board of Trustees Board Meeting Minutes – Tuesday, August 22nd, 2023

SCHOOL OPERATION Budget Update: – Chief Operation’s/Financial Officer (COO&CFO) presented the Updated Enrollment presentation for 2022-23. Enrollment update presented reflected a student count of 801 as of August 22nd. Ahead of last year’s pace. Of that total 595 students re-registered. Incoming students registered 206. Of that total 79 were incoming Kindergarten. The budget is based on student count of 790.

The APPROVED Budget for fiscal 2023-24 presented as of August 22nd reflected 2023 Enrollment Budget 800 as of August 22nd. Total budgeted full year (FY) revenue is \$13.6 million. YTD recognized \$0.0 million. Revenue collections not yet started. Revenue reporting will begin in September. Total budgeted (FY) direct expenses \$9.3 million. Spending YTD \$1.3 million. Total budgeted (FY) indirect expense is \$2.9 million. Spending YTD \$.3 million. On pace to spending 100% of budget

The **APPROVED** Budget for fiscal 2022-23 presented as of August 22nd. 2023. Enrollment budget presented 790. Budgeted full year (FY) revenue is \$13.6 million. Budgeted direct expenses \$9.3 million. Budgeted indirect expense \$2.9 million.

Other Financial Reports: **UNAUDITED FINANCIAL STATEMENT as of August 22, 2023**

1. Statement of Financial Position Summary Report as of August 22, 2023
2. Statement of Cash Flows For The Period Ending August 22, 2023
3. Financial Performance Analysis For The Period Ending August 22, 2023
4. Statement of Activities Summary Report For The Period Ending August 22, 2023

SCHOOL OPERATION: Facilities/Construction:

1. **Attorney sent Letter of Intent to purchase 206 Babylon Turnpike**
2. **Progress on construction at 111 Pleasant Ave**
3. **2023-24 Current Enrollment for schoolyear is 801. Enrollment target met.**

Operations OTHER:

Situational Awareness Safety Training (Nassau County Homeland Security)

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

- **COVID Cases**
 - **For the month of August (increase from previous month)**
 - **1 confirmed case (student)**
 - **0 confirmed case (staff)**
 - **From the start of the school year**
 - **9 confirmed cases (students)**
 - **16 confirmed cases (staff)**
 - **0 classes placed on quarantine**

Academics

- **Summer School**
 - **Report prepared by the Summer School Coordinator (Mr. Halversen)**
 - **The program began on Wednesday July 5th and ended on Thursday August 3rd (18 instructional days)**
 - **84 students were recommended by teachers for the program based on overall classroom performance, in which 54 parents gave permission for their child to attend**
 - **Overall, the program was successful, in which students were focused and worked diligently throughout**
 - **Average attendance: 68%**
 - **Both classroom teachers and teacher assistants did an excellent job in providing daily small group instruction, which honed in on areas of struggles taught during the school year**
 - **Biweekly reports were sent home to parents, to update them on their child's progress**

- **Final exams in both ELA & Math were administered on Wednesday August 2nd, which assessed taught skills**

ASSESSMENT DATA		
GRADE LEVEL	ELA AVERAGE	MATH AVERAGE
Kindergarten	86%	97%
1st	50%	76%
2nd	76%	74%
3rd	83%	54%
4th	63%	60%

- **Professional Development**
 - **Focus areas for professional development will be centered around the needs of our school, in which training/workshop topics are as follows:**
 - **Science of Reading**
 - **Fundations & Heggerty (Phonics)**
 - **Small Group Instruction**
 - **Scaffolding Instruction**
 - **Teach Like A Champion**
 - **Grief Counseling**
 - **Restorative Practice**
 - **PowerSchool**
 - **CPR**
 - **Professional Development will occur for 8 days**
 - **Wednesday August 23rd – Friday September 1st**

- **2 Vacancies**
 - **1 ELA Instructional Coach**
 - **1 Classroom Teacher**

Middle School Report:

ACADEMICS:

- ❖ **5th Grade ELA:**
 - ✓ **Week 1- Reading Informational Text-Focus: Inferences and Relationships /Interactions.**
 - ✓ **Week 2- Reading Informational Text-Focus: Main Ideas and Supporting Evidence**
 - ✓ **Week 3-Writing Opinion Focus: Topic/Introductory/Concluding Paragraph-Expanding Sentences.**
 - ✓ **Week 4- Knowledge of Language Focus: Expanding Sentence**

 - ✓ **The average across the grade level on this pre-assessment: 66%**
 - ✓ **The average across the grade level on this post-assessment: 74%**

- ❖ **5th Grade ELA:**
 - ✓ **Week 1- 76%**
 - ✓ **Week 2- 62% (Re-tested-74%)**
 - ✓ **Week 3-64%**
 - ✓ **Week 4- 67%**

- ❖ **5th Grade Math:**
 - ✓ **Week 1-Numbers and Operations in Base Ten Focus: Multiply Whole Number**
 - ✓ **Week 2-Numbers and Operations in Base Ten Focus: Divide whole Numbers**
 - ✓ **Week 3-Numbers and Operations-Fraction Focus: Add Fractions**
 - ✓ **Week 4-Measurement and Data- Focus: Measure w/cubic units**

 - ✓ **The average across the grade level on this pre-assessment: 39%**
 - ✓ **The average across the grade level on this post-assessment: 85%**

- ❖ **5th Grade Math:**
 - ✓ **Week 1- 67%**
 - ✓ **Week 2- 67%**
 - ✓ **Week 3-85%**
 - ✓ **Week 4-84%**

- ❖ **6th Grade ELA:**
 - ✓ **Week 1: Reading Informational Text-Focus- Analyzing Informational Text**
 - ✓ **Week 2: Reading Informational Text-Focus- Point of View/Author's Purpose**
 - ✓ **Week 3- Reading Literature-Focus-Summary/Theme/Central Idea**
 - ✓ **Week 4- Writing-Focus-Structure of Writing Argument**

- ✓ [The average across the grade level on this pre-assessment: 62%](#)
- ✓ [The average across the grade level on this post-assessment: 71%](#)

❖ **6th Grade ELA**

- ✓ Week 1- 76%
- ✓ Week 2- 73%
- ✓ Week 3- 78%
- ✓ Week 4- 77%

❖ **6th Grade Math:**

- ✓ Week 1- Expressions & Equations-Focus-Order of Operations
- ✓ Week 2- Expressions & Equations-Focus-Writing Algebraic Expressions
- ✓ Week 3- Ratios & Proportional Relationships- Focus- Unit Rate
- ✓ Week 4- Number System-Focus- Positive and Negative Numbers/Number Line

- ✓ [The average across the grade level on this pre-assessment: 48%](#)
- ✓ [The average across the grade level on this post-assessment: 70%](#)

❖ **6th Grade Math:**

- ✓ Week 1- 75%
- ✓ Week 2- 76%
- ✓ Week 3- 76%
- ✓ Week 4- 62%

❖ **7th Grade ELA:**

- ✓ Week 1- Reading Informational Text-Focus: Text Structure
- ✓ Week 2- Writing Argument-Focus: Various Opinion Writing Topics
- ✓ Week 3- Reading Literature-Focus: Text Evidence
- ✓ Week 4- Reading Literature-Focus: Story Elements/Themes

- ✓ [The average across the grade level on this pre-assessment: 72%](#)
- ✓ [The average across the grade level on this post-assessment: 83%](#)

❖ **7th Grade ELA:**

- ✓ Week 1- 53%
- ✓ Week 2- 66%
- ✓ Week 3- 80
- ✓ Week 4- 67%

❖ **7th Grade Math:**

- ✓ Week 1- Ratios and Proportional Relationships-Focus: Unit Rate
- ✓ Week 2- The Number System
- ✓ Week 3- Expressions and Equations-Focus: Solve equations in the form of $px+q=r$
- ✓ Week 4- Expressions and Equations-Focus: Solve Word Problems

- ✓ [The average across the grade level on this pre-assessment: 26%](#)
- ✓ [The average across the grade level on this post-assessment: 78%](#)

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- ✓

❖ **7th Grade Math:**

- ✓ Week 1- 42%
- ✓ Week 2- 45%
- ✓ Week 3- 95%
- ✓ Week 4- 85%

- ❖ Students were assessed every week. The data from the assessments were used to provide intervention in the areas where students struggled on the most. The intervention lessons were taught on Thursdays.
- ❖ Summer school report cards and students' self-evaluations were given to students. The report cards were mailed home as well. Below please find the attendance rates and data on final averages.
- ❖ The average attendance for summer school this year ranged between 65% to 67%
- ❖ ELA and Math coaches are revising next year's pacing calendars, creating the open-ended benchmarks, revising the academic trackers, and creating ELA and Math competition.
- ❖ The following are the workshops that we will be hosted during the August 2023 PD: Teach Like Champion, Targeted Instruction, Aggressive Monitoring, Science of Reading, Grief Sensitivity, CSI Renewal, CPR/Defibrillator training, Restorative Practice Refresher, PowerSchool, Situational Awareness, and Sexual Harassment.
- ❖ Reminders about summer packets were sent out twice via email to remind parents about the importance of their child completing their summer packets.
- ❖ **Principal Goals:**
 - To maintain high expectations for both students and staff.
 - ✓ Holding staff accountable for delivering rigorous and engaging instruction.
 - ✓ Holding staff accountable for adhering to school policies and expectations.
 - ✓ Implementing programs that foster student academic achievement such as incentive points, awards day, Student Government, etc.
 - ✓ Holding students accountable for following school policies and procedures.
 - ✓ Meeting with Staff quarterly to establish and discuss their personal and professional goals.
 - To develop a better home/school community.
 - ✓ Hosting quarterly parental events
 - ✓ Continuing open communication with families

- ✓ **Creating a welcoming environment for parents, students, and staff**

- ❖ **Academic Goals:**

- ✓ **In the area of mathematics, it is our goal to have a 20% growth of students performing at levels 3 and 4 among all grade levels by April 2023 in comparison to that of June 2022. We ended the 2021-2022 academic school year at 54% of our students performing at a level 3 or 4. This was based upon the End of the Chapter assessments. In terms of the IReady Diagnostic assessment, 39% of our students were performing at a level 3 or 4 at the time of the third Diagnostic assessment.**
- ✓ **In the area of ELA, it is our goal is to have at least 45% of students performing at levels 3 and 4 in writing by the mid-year Benchmark assessment.**

Vacancies:

- ❖ **1 TA position**
- ❖ **2 math teachers**
- ❖ **1 social studies teacher**
- ❖ **1 music teacher**
- ❖ **1 RTI Math Teacher**

Ratifying & Confirming Resolution

Adopted: August 22nd, 2023

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the August 22nd, 2023. Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School unanimously authorized a Ratifying & Confirming Resolution adopting the COO/CFO report. Being that there were no further discussions, a motion was made by Trustee Chien for the acceptance of the COO/CFO report. The motion was seconded Trustee Garner. The motion carried.

Ayes: 8 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Vanderburg, Williams)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: August 22nd, 2023

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the July 25th, 2023 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 DWashington for the acceptance of the principal reports. Being that there were no further discussions the motion was seconded by Trustee Garner. The motion carried.

Ayes: 8 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Vanderburg, Williams)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: August 22nd, 2023

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the August 22nd, 2023 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School unanimously authorized a Ratifying & Confirming Resolution adopting the acceptance of the 2023-24 Approved Fiscal Budget. A motion was made by Trustee DWashington for the acceptance of the 2023-24 Approved Fiscal Budget. Being that there were no further discussions the motion was seconded by Trustee Chien. The motion carried.

Ayes: 8 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Vanderburg, Williams)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: August 22nd, 2023

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the August 22nd, 2023 Board of Trustees Teleconference 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 2023-2026 Hofstra University Field Placement Collaboration Agreement (est. 2009). A motion was made by Trustee Arroyo that the 2023-2026 Hofstra University Collaboration Field Placement Collaboration Agreement be approved. The motion was seconded by Trustee Williams and unanimously approved. The motion carried.

Ayes: 8 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Vanderburg, Williams)

Noes: 0 Absent: 0 Abstentions: 0

Ratifying & Confirming Resolution

Adopted: August 22nd, 2023

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the August 23^{ed} 2023 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution approving the acceptance of the adoption of the proposal for the 2023-24 Districtwide Emergency Response Plan (ERP-Building level), Districtwide School Safety Plan and Safety Team. A motion was made by Trustee Chien for the acceptance of the 2023-24 Districtwide Emergency Response Plan (ERP), Districtwide School Safety Plan and School Safety Team. The motion was seconded by Trustee DWashington and unanimously approved. The motion carried.

Ayes: 8 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Vanderburg, Williams)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: August 22nd, 2023

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the August 22th 2023 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the proposal for the 2023-24 Staff Handbook. A motion was made by Trustee Arroyo for the acceptance of the 2023-24 Staff Handbook. The motion was seconded by Trustee Williams and unanimously approved. The motion carried.

Ayes: 8 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Vanderburg, Williams)

Noes: 0 Absent: 0 Abstentions: 0

Ratifying & Confirming Resolution

Adopted: August 22nd, 2023

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the August 22nd, 2023 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 Vanderburg approving the adoption of the resolution approving the personnel action items. The motion was seconded by Trustee Burden and unanimously approved. The motion carried.

New Hire:

Natalia Spellen _ MathTeacher __ Start Date 8-21-2023

Monique Lewis _Elementary Teacher__ Start Date _8-21-2023

Thomas Carusillo _Social Studies Teacher __ Start Date 8-21-2023

Sabato Torres _ MathTeacher__ Start Date _8-21-2023

Adefemi Ramierez _ RTI MathTeacher _ Start Date _8-23-2023

Brenna Kovarik _ RTI MathTeacher _ Start Date _8-21-2023

Justine Gorman _ ElementaryTeacher_ Start Date _8-23-2023

Ayes: 8 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Vanderburg, Williams)

Noes: 0 Absent: 0 Abstentions: 0

PARENT REPORT: NONE.

Parent Group commented that the parent report will resume in September with planned back to school events information.

PUBLIC COMMENTS: Members of the community were acknowledged.

EXECUTIVE SESSION: NONE

ADJOURN. The Board meeting ended at approximately 6:40 P.M. with a motion to adjourn made by Trustee Chien. The motion was seconded by Trustee DWashington. The motion was passed unanimously without debate.

Respectfully Submitted by,

Ella Portero

Ella Portero, Secretary to the Board