

BOARD OF TRUSTEES
BOARD MEETING MINUTES – June 16th, 2020

On June 16th, 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 6:04 P.M. A motion was made by Burden 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 and commented on the very difficult time for all of us in NYS due to the Covid19 pandemic. Chair further thanked the COO/CFO for the operations recruitment and registration staff outstanding effort to recruit and enroll new students. Currently, students attend RCA from twenty-one school districts. Also of note is The SUNY Charter School – NY On Pause Response Report highlighting some of the challenges presented by Covid19 and how they were addressed by schools. CSI confirmed receipt of RCA approved budget plan. Graduation: 20% of graduating middle school students were accepted in private high schools. A number of RCA graduates, in high school, notified RCA of their acceptances to SUNY and other private colleges. All RCA Alumni entering college or graduated are encouraged to update the RCA Alumni Registration database on the school’s website.

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; Christopher Daniels-CSBM; Ella Portero, Secretary to the Board.

Ratifying & Confirming Resolution

Adopted: June 16th, 2020

A motion was made by Trustee DWashington that the Minutes from the May 26th, 2020 Board Meeting be approved as written. The motion was seconded by Burden and unanimously approved.

Adopted: June 16th, 2020

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the June 16th 2020 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the May 26th, 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 576 as of June 10th. Of that total 553 students re-registered. Enrollment contacted families and 19 students will not be returning. Re-registration continues, with safety protocols, until school reopens. Incoming students registered 121. Total registration for 2020-21 enrollment 674. The budget is based on student count of 630.

The Approved Budget for fiscal 2019-20 presented: Enrollment budgeted 630. Budgeted full year (FY) revenue is 12.5 million. **NOTE:** 1) RCA budget for fiscal 2019-20 is expected to be running a deficit budget of (\$1.0 million) due to requested increases in expenditures approved by the board. On target to spend approved budget.

The Proposed 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.

SCHOOL OPERATION: Facilities/Construction:

- 1) July 8th, 2020 Public Hearing scheduled; Construction of new building 111-115 Pleasant Ave.
- 2) Hired Soil Mechanics; Boring Logs and soil testing. Requested by Robert Ferraro Architect P.C.
- 3) Hired Carman Dunn, P.C.; Engineering Services. Requested by Robert Ferraro Architect P.C.
Hired Robert Ferraro Architect P.C. Phase II Drawings for building construction permit filing and
- 4) Contractor bidding: Architectural, Structural, Mechanical, Electrical and Plumbing.
- 5) All invoices above will be resubmitted under the FEMA Disaster Assistant Grant Application

SCHOOL ACADEMIC REPORT

Chief Academic Officer (CAO) presented Academic report outlining Remote Learning Academic, Communications, meetings with staff, operations and CSI and Home/School Connections.

***Roosevelt Children's Academy
Chief Academic Officer Board Report
Tuesday, June 16, 2020***

Remote Learning Academics

➤ ***Teacher/Staff Interactions***

- Individual grade level meetings were held with each grade level/academic group to discuss the following items:
 - **8th grade graduation activities**
 - June 20, 2020 – Graduation Date
 - RCA Memorable Moment 9:30-3:30
 - RCA Virtual Zoom Graduation 6:00 p.m.
 - **RCA Summer School**
 - Remote Learning Plan K-8
 - Determining student attendance
 - K—19, 1st – 28, 2nd – 33, 3rd – 16, 4th – 12
 - 5th – 19, 6th – 15, 7th – 10
 - Dates – July 7th through August 6th
 - Monday through Thursday 8:30 – 12:00
 - Teacher and TA for each grade level Grades K-4th
 - Teacher and TA for each subject , ELA, Math, Science and Social Studies Grades 5th-8th
 - Coordinator for K-4 and 5-8 who will be responsible for supervising the remote learning and providing at least 2 parent workshops for parents to help support the remote learning as well as review the academic and virtual programs.
 - **Promotion in Doubt Review Committee**
 - Promotions in Doubt meetings were held to discuss and determine the academic status of students in grades first through eighth grade. After careful consideration the following decisions were recommended for retention:

- 1st grade –7
- 2nd grade – 6
- 3rd grade –0
- 4th grade – 2
- 5th grade –0
- 6th grade –2
- 7th grade – 3
- 8th grade – 0
- **General Staff Meeting**
 - Zoom meeting was held on Friday, June 12, 2020 to address the end of the year requirements:
 - Summer School
 - Creation of Class Lists
 - Retention meetings
 - Return of student laptops
 - End of year assessments
 - Summer Reading Program
 - A look back...over the last 12 weeks
- **Operations Meeting**
 - Zoom meeting was held with Mr. Harriott and the IT team to discuss the logistics and plan for the orderly return of the school's laptops.
 - 8th grade return set for Monday, June 15th –when the students will be picking up their diplomas and cap and gown.
 - All those who are not attending Summer School will return their laptops from Monday, June 22nd through Tuesday, June 30th
 - All those who are attending Summer School will return their laptops from Monday, August 10th through Monday, August 17th.
- **Special Education Coordinator**
 - Zoom meeting held with Special Education/RTI Coordinator to discuss the enrollment of special education students who were designated as requiring an ICT (inclusion) placement for the 2020-2021 school year:
 - grade 1: ICT (Roosevelt)
 - grade 1: ICT (Roosevelt)
 - grade 1: ICT (Valley Stream 30)
 - grade 2: ICT (Hempstead)
 - grade 2-ICT (Hempstead)
 - grade 4-ICT (Roosevelt)

SCHOOL YEAR	DISTRICT	GRADE
17/18	Hempstead	K
17/18	Hempstead	1st
17/18	Roosevelt	2nd
17/18	East Meadow	3rd
17/18	Hempstead	4th
17/18	Hempstead	4th
17/18	Westbury	5th
18/19	Hempstead	1st
18/19	Freeport	1st
18/19	Hempstead	2nd
18/19	Hempstead	3rd
18/19	Hempstead	3rd
18/19	Hempstead	3rd
18/19	Freeport	4th

○ **Principals**

- Multiple video and audio conferences held throughout the month with both principals to address the following items:
 - Review and revise 2020-2021 RCA Organizational Chart K -8
 - Current roster is attached
 - Promotion in Doubt Review Team meetings were held with the classroom teacher, ENL and RTI staff, counselors and deans to discuss on an individual basis the status of students who were determined “promotion in doubt” in February. Parents were notified in February that their child was designated as “academic warning.”
 - Zoom meeting interviews were held for the following positions-
 - ELA position (7th-8th)
 - Dean of Students (5th-8th)

○ **Specialists**

- Zoom meeting held with ELA Specialists to discuss the creation of a Summer Reading Program that would motivate students to want to read and encourage interaction with the text as well as with their peers and
-

- teacher. Introduction and creation of Book Clubs, on a grade level, with an assortment of positive reinforcements and peer challenges.

➤ **Communication with SUNY/CSI**

- Attendance at weekly NYSED webinars to understand any and all new information relating to the implementation of our Remote Learning Plan, as well as to stay informed about recent governmental declarations.
 - Current items include:
 - Celebrating the work we have completed thus far
 - How to congratulate your graduating seniors
 - How to prepare for next year
 - Three scenarios for re-opening in the Fall
 - Questions that were raised in the webinar:
 - Will a parent have the opportunity to opt out of sending their child to school next year, if they don't agree with the re-entry plan? TBD
 - Can schools be required to have teachers tested?
Ask your school's legal team
- All charter schools were asked to complete a survey in regards to the implementation of their remote learning plan during this pandemic. The results of the survey are attached to this report entitled ***SUNY Charter Schools—NY on Pause Response***. Some highlights included the following:
 - Technology challenges –in the first 2 weeks of remote learning approximately 5,000 laptops were distributed to students.
 - Out of 105,000 students across SUNY charter schools, schools were initially unable to contact 474 students (.004%). By May, 100% of students had some form of engagement.
 - Activities ranged from:
 - Comprehensive school day with live instruction
 - Small group breakout sessions
 - Brief check in calls, one on one between teacher and student
 - Open office hours for students to join a teacher

➤ **Guidance (Social/Emotional) Interactions**

- School counselors continue to reach out to families, on a daily basis to help support the students as well as their families through this most stressful time.
- School counselors continue to monitor student “attendance” in an effort to support any obstacles that may be in the way of remote learning.

➤ **Home/School Connection**

- Continual weekly 8th grade graduation meetings held to organize the 8th grade graduation activities.
- Tuesday, June 8th – New Kindergarten Parent Zoom meeting was held to welcome the 2020-2021 students and their families to RCA. In addition, the meeting provided our new parents with important information regarding our school policies/programs in an effort to build the connection to our new families.
 - *The PowerPoint presentation is included with this report.*
- A parent letter was sent home to inform our families about the possibilities of what school may look like next year. In addition, we included the letter on our website, with a survey for parents to provide any comments.

Ratifying & Confirming Resolution

Adopted: June 16^h, 2020

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the June 16th 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 Garner for the acceptance of the COO/CFO. The motion was seconded b Trustee Chien. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: June 16^h, 2020

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the June 16th 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 Burden for the acceptance of the CAO reports. The motion was seconded b Trustee Chien. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: June 16^h, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the June 16th 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 Roosevelt Children's Academy 2020-21 Reopening Plan. A motion was made by Trustee Garner for the acceptance of the Roosevelt Children's Academy 2020-21 Reopening Plan. The motion was seconded by Trustee TWashington. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: June 16th, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the June 16th, 2020 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 hiring of Robert Ferrarro, PC for Phase II drawings for building constructions permit filing and contractor bidding for architectural, structural, mechanical, electrical and plumbing services for 111-115 Pleasant Ave construction project. Being that there was no further discussion, a motion was made by Trustee Garner that the hiring of Robert Ferrarro, P.C. for Phase II construction and Services for 111-115 Pleasant Ave construction project 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: June 16th, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the June 16th, 2020 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 2020-21 Board Meeting Schedule. Being that there was no further discussion, a motion was made by Trustee DWashington that the 2020-21 Board Meeting Schedule 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

Adopted: June 16th, 2020

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the June 16th, 2020 Board of Trustees Teleconference Board Meeting on behalf of the Roosevelt Children's Academy Charter School unanimously authorized a Resolution to accept/approve personnel actions identified for staffing in the Position Control Form. Being that there was no further discussion, a motion was made by TWashington approving the adoption of the resolution approving the personnel action items. The motion was seconded by Trustee Arroyo and unanimously approved. The motion carried.

New Hire:

N.A. Wong_ ELA Teacher _Middle School _Start Date 8-24-2020

Vince P. Termini_ ELA Teacher _Middle School _Start Date 8-20-2020

Christine Cralidis_ Dean of Student _Middle School _Start Date 8-24-2020

Christina luboia_ 1st Grade Teacher _Elementary School _Start Date 8-24-2020

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

Noes: 0 Absent: 0 Abstentions: 0

PARENT REPORT: Home/School Connections: Planning for 8th virtual graduation/memorable moment ongoing. Parent Zoom meeting workshops planned for the Summer to help train parents. New Parent welcome meeting via Zoom was a success. New families were introduced to RCA team and questions responded to.

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 Chien. The motion was passed unanimously without debate.

Respectfully Submitted by,

Ella Portero

Ella Portero, Secretary to the Board

