

BOARD OF TRUSTEES  
**BOARD MEETING MINUTES – February 15<sup>th</sup>, 2022**

On February 15<sup>th</sup>, 2022 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 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** planned Black History presentation to Elementary/Middle School and thanked teaching staff for all they are doing to support RCA students (especially during the Covid period). The Chair acknowledged Toni Burden for all work done in support of parents/students and teachers,

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**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); Simone Roberts, Middle School Principal; Philip Leconte, COO&CFO; Tyra Washington, Consultant to Board; Leslie Roper-Thomas, CSBM; Ella Portero, Secretary to the Board. Reshma Persad, Elementary Principal

**Adopted: February 15<sup>th</sup>, 2022**

A motion was made by Trustee Dr KingCheek that the Minutes from the January 25<sup>th</sup>, 2022 Board Meeting be approved as written. The motion was seconded by DWashington and unanimously approved.

**Ratifying & Confirming Resolution**

**Adopted: February 15<sup>th</sup>, 2022**

**BE IT RESOLVED**, that the Roosevelt Children’s Academy Charter School Board of Trustees in the February 15<sup>th</sup> 2022 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the January 25<sup>th</sup>, 2022 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

**Page 2 of 12**

Roosevelt Children's Academy Charter School

Board of Trustees Board Meeting Minutes – Tuesday, February 15<sup>th</sup>, 2022

**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 736 as of January 31<sup>st</sup>. Of that total 557 students re-registered. Incoming students registered 179. Of that total 100 were incoming Kindergarten. The budget is based on student count of 665.

The Approved Budget for fiscal 2021-22 presented as of January 31<sup>st</sup> reflected total budgeted full year (FY) revenue is \$13.0 million. YTD recognized \$8.3 million. Total budgeted (FY) direct expenses \$9.3 million. Spending YTD \$6.5 million. Total budgeted (FY) indirect expense is **\$3.7 million**. Spending YTD \$2.6 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 \$9.3 million. Budgeted indirect expense \$3.7 million.

Other Financial Reports: **UNAUDITED FINANCIAL STATEMENT as of February 15, 2022**

1. Statement of Financial Position Summary Report as of February 15, 2022
2. Statement of Cash Flows For The Period Ending February 15, 2022
3. Financial Performance Analysis For The Period Ending February 15, 2022

**SCHOOL OPERATION: Facilities/Construction:**

1. **Notice of Award Letter to VRD Contracting Inc., from Robert Ferrarro Architect P.C. Meeting scheduled for Tuesday, March 1<sup>st</sup>. 2022.**
2. **Covid-19 Antigen Rapid Test Kits (Expiring Dates as of 2-15-2022)**
3. **Memorandum of Agreement Unit 1 & Unit 11. Signed 1 year extension at 3% increase.**

**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 February (decrease from previous month)
    - 0 confirmed cases (student s)
    - 0 confirmed cases (staff)
    - 0 classes placed on quarantine
  - o From the start of the school year
    - 47 confirmed cases (students)
    - 14 confirmed cases (staff)
    - 22 classes placed on quarantine
- Testing Kits
  - As of Monday February 14<sup>th</sup>, a total of 162 consent forms have been returned
- Safety Drills
  - Fire Drills - up to date with needed 8 drills
  - Bus Drills - up to date with needed 2 drills
  - Lockdown Drill - up to date with needed 1 drill
- Discipline
  - Prepared by the Dean of Students (Ms. Kennedy)
  - Total of 8 for the month of February (3 ISS, 5 OSS)
  - Increase from previous month - total of 3 suspensions for month of January

	SEPT	OCT	NOV	DEC	JAN	FEB	Description for February Suspensions
ISS	1	1	5	1	1	3	-Fighting during class (1 <sup>st</sup> offense, 1 day ISS) -Fighting during class (1 <sup>st</sup> offense, 1 day ISS) -Sending vulgar messages sent to classmate (1 <sup>st</sup> offense, 1 day ISS)

<b>Oss</b>	0	9	7	5	2	5	<ul style="list-style-type: none"> <li>-Hitting and biting staff members (multiple offenses, 5 days 0.5S)</li> <li>-Vandalizing school property (multiple offenses, 3 days 0.5S)</li> <li>-Continuously leaving classroom; distracting classmates from learning ;</li> </ul>
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							continuously running away from authority; hitting authority; biting authority; vandalizing school property; refusing to listen (multiple offenses, 7 days OSS) -Although warned multiple times, continues to hit students (1 <sup>st</sup> offense, 1 day OSS) - Using vulgar messages sent to classmate (1 <sup>st</sup> offense, 1 day OSS)
<b>TOTAL</b>	<b>1</b>	<b>10</b>	<b>12</b>	<b>6</b>	<b>3</b>	<b>8</b>	

- Student Behavior Plans - 18
  - K (7 students)
  - 1<sup>st</sup> Grade (4 students)
  - 2<sup>nd</sup> Grade (0 students)
  - 3<sup>rd</sup> Grade (4 students)
  - 4<sup>th</sup> Grade (3 students)
- Black History Month
  - Hallways are decorated in essence of Black History Month
  - Themed Fridays
    - February 4<sup>th</sup> - Dress like a historical figure
    - February 11<sup>th</sup> -Wear black, red or green
    - February 18<sup>th</sup> - Represent your culture
  - o Friday February 18<sup>th</sup>
    - Rev. Tuggle will address students via Zoom at 9 a.m.
    - Assembly will be conducted from periods 3- 8, in the gymnasium, in which there will be guest speakers
    - Speciallunch for both students and staff will be served
    - Gift will be given to students (pencils; bookmarks; wrist bands)
- Dean's List Celebration
  - Will occur on Thursday February 17<sup>th</sup>
  - Total of 103 students made Dean's List for quarter 2 (increase from quarter 1, in which 53 students made thelist)

**Page 5 of 12**

Roosevelt Children's Academy Charter School

Board of Trustees Board Meeting Minutes – Tuesday, February 15<sup>th</sup>, 2022

**Academics:**

- Fountas & Pinnell
  - Data is enclosed in report and prepared by both ELA Instructional Coaches (Ms. Desroches & Ms. Troise) o ELA Test Prep for Grades 3 & 4
  - NYS ELA Assessment is scheduled for March 29<sup>th</sup> - 31<sup>st</sup>
  - Coordinated by our ELA Instructional Coach (Ms. Troise)
  - Start date will be Monday February 28<sup>th</sup>
  - End date will be Friday March 25<sup>th</sup>
  - Each week there will be a new focus, in which weekly quizzes each Friday will be administered to assess understanding
  - Focus areas were based on lacking skills from the 2<sup>nd</sup> interim assessment which was taken last month
    - Week 1: testing skills/focus strategies
    - Week 2: vocabulary
    - Week 3: point of view
    - Week 4: extended response
- o Academic Warning Letters
  - Letters will be sent to parents on Friday February 18<sup>th</sup>, in which they can schedule a meeting to discuss their child's academics, as well as, action plan
- o Informal Observations
  - Finished rounds for informal observations for all new classroom teachers (less than 3 years)

**Middle School Report:**

**ACADEMICS:**

- ❖ Students have spent one week completing their lessons on the individualized pathway that is assigned to them via !Ready. While some students are working independently on their pathway, other students are receiving intensive instruction from their teachers. In math we are reinforcing algebraic thinking. In ELA we are reinforcing comprehension skills with informational text.
- ❖ Report cards, student reflections, and !Ready family reports are now available to parents via the Parent Portal and mail. Academic Achievement At Risk letters will be going home to our students later this week.
- ❖ We are preparing for our Student Government debate and elections on February 17 and 18 respectively.
- ❖ Our semester 1 Awards Day will be held on March 4.
- ❖ Students are excited about getting good grades and turning in their assessments for points on the Academic Achievement chart.
- ❖ Our Black History and Women History hallway mural is taking shape. Students did an excellent job with their projects and paintings. Hope that you will be able to visit and see their work. The goal has been to make this year's Black History/Women History to be primarily student generated. On February 28, we will be culminating our celebration with performances from the afterschool Dance, Cheerleading, and Step team. Students will also be viewing movies about Black History month and responding to questions based on the movie.
- ❖ In ELA, 5th grade continues with Module 2 which focuses on biodiversity on the Rainforest using "The Most Beautiful Roof in the World" as the nonfiction central text. 6th Grade continues reading the novel "Bud, Not Buddy." Non-fiction articles have been introduced within the unit to facilitate connections between different types of text." 7th Grade is practicing core skills (central ideas and claims, analyzing text structure, etc.) as the new teacher transitions into the classrooms. They will begin reading the classic play entitled: "Pygmalion," after winter break. 8th Grade continues reading the classic: To Kill a Mockingbird, focusing on the theme of "Taking a Stand."

**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. Currently, we are about 10% below academically in comparison to this time last year, about 37%. With continued intervention, I believe that we will attain this goal by the time of the NYS assessment.
- ❖ In the area of ELA, it is our goal to have at least 25% of students performing at levels 3 and 4 by the next Benchmark assessment for writing. Previously, we were at 7% of 3s and 4s in writing. The ELA team is in the process of grading the second round of the benchmark writing assessment. With continued explicit instruction, intervention, and opportunities to write, we believe that scholars will make continued improvements.
- ❖ The afterschool showcase was a huge success. The video of the event will be uploaded onto the school's website within a couple of weeks. Students are excited for their next showcase. The dance, step, and cheerleading clubs are preparing a routine to culminate Black History month.

**Page 7 of 12**

Roosevelt Children's Academy Charter School

Board of Trustees Board Meeting Minutes – Tuesday, February 15<sup>th</sup>, 2022

**RTI**

Cycle 2 was extended until 2/18 for grades 1-8. The RTI team will meet during this upcoming week to discuss student progress during the last 8 weeks. We are hopeful that we will have more students exiting the program than last cycle. This will allow us to regroup and provide intervention for students who have not yet received intervention. Kindergarten students will begin receiving RTI on February 28<sup>th</sup>. K students will primarily work on letter sounds and word work to begin with.

**Special Education**

Annual reviews have begun for Roosevelt

School district. Many of our students are making wonderful progress towards meeting their IEP goals. 2 students received an IEP in January and roughly 12 more students will be evaluated in the coming weeks. We have a goal to increase our sped population by 10% by June.

**Discipline Report:**

- ❖ 8th grade- 10-day suspension with psychological evaluation. Possible Superintendent suspension. Repeater Offender. Physical Aggression-OSS-CPS case accepted.
- ❖ 8th grade-2-day suspension. Play fighting while simulating a Tik Tok challenge forcefully pulling a hood off a female student. Repeat Offender. OSS
- ❖ 6th grade -1 day suspension Play fighting in lunchroom. Kicked another student. 1st offense. ISS
- ❖ 6th grade -1 day suspension Play fighting in lunchroom. Kicked another student. Repeat offender. ISS
- ❖ 6th grade -1 day suspension Disrespect to adult. Hallway Repeat offender. ISS
- ❖ Mrs. Kennedy and I are attempting to sync documentation that determine suspensions. We are carefully analyzing staff utilization of Dean's List software to assist teachers and staff to reach out to our families more frequently.
- ❖ Middle School has 4 teachers attending BOCES Classroom Management Practices beginning on 2/17. 45 hours must be completed by May and learned techniques will need to be carried over into their teaching practices.
- ❖ High School Night and Student Government Elections are this week.
- ❖ Uniform Policy is in full effect with the assistance of new uniform slips that parents/guardians must sign. Consequences will be given based upon the number of infractions.



**Page 8 of 12**

Roosevelt Children’s Academy Charter School

Board of Trustees Board Meeting Minutes – Tuesday, February 15<sup>th</sup>, 2022

- ❖ Dean's List for Quarter 2 Celebration will be this week.
- ❖ K, 5th, and 8th grade are in the process of being measured for caps and gowns for graduation. This should be completed in the Middle School by the end of Tuesday, February 15th.
- ❖ Lake Compounce, the 8th grade senior trip has been booked for June 9th. Thank you to all who always assist us in this process

**FIELD TRIPS:**

- ❖ Teachers are looking into planning educational day trips for our students

**Vacancies:**

- ❖ 2 TAs
- ❖ 1 Social Studies teacher
- ❖ Interviews are being conducted weekly.

**COVID:**

- ❖ Since January 31, we have no identified positive cases for COVID

**HONORS:**

- ❖ Academic Awards Day-Date March 4
- ❖ Dean’s List Awards Day will be on February 17
- ❖ 115 students earned the Dean’s List award for the second quarter
- ❖ 199 students will be celebrated on March 4 for their Quarter 2 academic accomplishments. This represents 68% of the middle school students. Students are awarded for their academic accomplishments if they attained an accumulated GPA of 80% or higher.
- ❖ Teachers are currently administering the next round of their unit assessments, so the results below are the same accounting of how the students are doing academically based upon the four academic levels. The results are reflective of the last assessment administered in each subject.
  - ✓ Level 4: performing at 90% and above
  - ✓ Level 3: performing at 70% - 89%
  - ✓ Level 2: performing at 51% - 69%
  - ✓ Level 1: performing at 50% and below

<b>Subject</b>	<b>Level4</b>	<b>Level3</b>	<b>Level2</b>	<b>Level 1</b>	<b>%3&amp;4,%1&amp;21</b>
Mathematics	5th:4 6th:1 7th:0 : 8th:2	5th:28 6th:7 7th:16 : 8th:17	5th:9 6th:18 7th:30 : 8th:18 :	5th:19 : 6th:58 7th:26 : 8th:29 :	
<b>Total</b>	<b>6</b>	<b>68</b>	<b>75</b>	<b>132</b>	<b>26%</b> j 74% l
ELA	5th:9 6th:52 7th:47 8th:45	5th:26 6th:22 7th:24 8th:21	5th:9 6th:0 7th:2 8th:1 :	5th:21 6th:7 7th:7 8th:2	
<b>Total</b>	<b>153</b>	<b>93</b>	<b>12</b>	<b>37</b>	<b>83%</b> j 17% l
Social Studies	5th:35 6th:16 7th:6 8th:25	5th:27 6th:63 7th:39 8th:35	5th:3 6th:3 7th:26 8th:10	5th:0 6th:0 7th:5 8th:0	
<b>Total</b>	<b>82</b>	<b>164</b>	<b>42</b>	<b>5</b>	<b>84%</b> 116% l
Science	5th:43 6th:13 7th:20 8th:22	5th:20 6th:31 7th:45 8th:35	5th:1 6th:29 7th:15 8th:11	5th:1 : 6th:9 7th:0 8th:0	
<b>Total</b>	<b>98</b>	<b>131</b>	<b>56</b>	<b>10</b>	<b>78%</b> j 22% l

**SPECIAL EVENTS:**

- ❖ February 18: College/Trade Job Sweatshirt or T-Shirt Day
- ❖ February/March: Black History/Women’s History Month
- ❖ February 28: Black History Month Showcase hosted by Afterschool
- ❖ February 17: Dean’s List Awards
- ❖ February 17: High School Night
- ❖ February 18: Student Government Elections
- ❖ March 4: Awards Day Ceremony
- ❖ Career Day: May 20

**Ratifying & Confirming Resolution**

**Adopted: February 15<sup>th</sup>, 2022**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the February 15<sup>th</sup> 2022 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 Arroyo. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

**Adopted: February 15<sup>th</sup>, 2022**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the February 15<sup>th</sup> 2022 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 Arroyo for the acceptance of the principal's 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: February 15<sup>th</sup>, 2022**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the February 15<sup>th</sup> 2022. 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 Arroyo. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

**Adopted: February 15<sup>th</sup>, 2022**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the February 15<sup>th</sup> 2022 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 Rapid Covid-19 Antigen Test Kits (Feb 2022) distribution to families. A motion was made by Trustee DWashington for the acceptance of the Rapid Covid-19 Antigen Test Kits (Feb 2022) distribution. 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**

**Adopted: February 15<sup>th</sup>, 2022**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the February 15<sup>th</sup>, 2022 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 RCAWA Memorandum of Agreement (Unit 1 & Unit !!) for one-year extension period September 1, 2021 to August 31<sup>st</sup>, 2022 at 3% increase. Trustee Garner made a motion that RCAWA Memorandum of Agreement (Unit 1 & Unit !!) for one-year extension period September 1, 2021 to August 31<sup>st</sup>, 2022 at 3% increase be approved. The motion was seconded by Trustee Burden and unanimously approved. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

**Adopted: February 15<sup>th</sup>, 2022**

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the February 15<sup>th</sup> 2022 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 notice of award letter to General Contractor VRD Contracting Inc., 25 Andrea Road, Holbrook NY 11741 as the Qualified Bidder for Roosevelt Children's Academy Charter School new Facility at 111-115 Pleasant Avenue, Roosevelt NY 11575 be approved.

Trustee DWashington made a motion that Notice of Award Letter to General Contractor VRD Contracting Inc, be approved. 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

**Ratifying & Confirming Resolution**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the February 15<sup>th</sup>, 2022 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 Burden approving the adoption of the resolution approving the personnel action items. The motion was seconded by Trustee Arroyo and unanimously approved. The motion carried.

**Ratifying & Confirming Resolution**

**New Hire:**

**Nicole Jones \_Teacher Assistant\_ Middle School\_ Start Date\_02-14-2022**

**Brianna R. Simeoli \_Teacher \_ Middle School\_ Start Date\_2-14-2022**

**Caitly Spivey\_ Teacher \_ Middle School\_ Start Date\_2-14-2022**

**Norma Bowen \_ Teacher \_ Middle School \_ Start Date\_2-28-2022**

**Genice Joseph\_Receptionist\_ Elementary School \_ Start Date\_2-07-2022**

**Leesha Jauhry\_Receptionist\_ Middle School \_ Start Date\_2-14-2022**

**Donisha Clarke \_Teacher Assistant\_ Middle School\_ Start Date\_02-28-2022**

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

Noes: 0 Absent: 0 Abstentions: 0

**PARENT REPORT:** PG commented on the current activities with parents ( LI School of the Arts Open House, Project Hope coat giveaway and a number of upcoming exhibits/events planned for Black History Month Celebrations. Of note is Rev Tuggle upcoming Virtual talk with Elementary student's on Black Inventors/Scientist/Teachers etc; Some significant black history leaders (Frederick Douglas working with President Lincoln during the Civil War to encourage slaves to fight in the southern war (with actions resulting in some laws (and slaves freed over time etc); Harriott Tubman (Underground Railroad activities to lead slaves to freedom); The Civil Rights Movement ( how different races worked together) et al; Integration of the first all-white school Ruby Bridges) and integration of schools on Long Island (with a visit to LI by Martin Luther King).

**PUBLIC COMMENTS:** Members of the community were acknowledged.

**EXECUTIVE SESSION:** A motion was made by Trustee Garner to adjourn to Executive Session to discuss proposed matters pertaining to RCAWA Agreement. 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 RCAWA Memorandum of Agreement was voted on during public session.

**OPEN SESSION CONTINUED:** Vice Chair Washington officially re-opened meeting at approximately 7:05 pm

**ADJOURN.** The Board meeting ended at approximately 7:15 P.M. with a motion to adjourn made by Trustee Dr KingCheek. The motion was seconded by Trustee Arroyo. The motion was passed unanimously without debate.

Respectfully Submitted by,

*Essa Portero*

Ella Portero, Secretary to the Board