

BOARD OF TRUSTEES  
**BOARD MEETING MINUTES – April 27<sup>th</sup>, 2021 Revised**

On April 27<sup>th</sup>, 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 Burden.

**INTRODUCTORY COMMENTS** Chair opened the meeting with a welcome to everyone, on behalf of the entire board. Thanking everyone for their handwork in bringing back 6-8 graders into the school building.

**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); Catherine Jackvony-Chief Academic Officer (CAO), Reshma Persad –Elementary Principal, Aaron Howell –Middle School Principal; Tyra Washington-Consultant to the Board, Philip Leconte- COO&CFO; Laron Walker-CSBM; Ella Portero, Secretary to the Board.

**Adopted: April 27<sup>th</sup>, 2021**

A motion was made by Trustee Chien that the Minutes from the March 23<sup>rd</sup>, 2021 Board Meeting be approved as written. The motion was seconded by Arroyo and unanimously approved.

**Ratifying & Confirming Resolution**

**Adopted: April 27<sup>th</sup>, 2021**

**BE IT RESOLVED**, that the Roosevelt Children’s Academy Charter School Board of Trustees in the April 27<sup>th</sup> 2021 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the March 23<sup>rd</sup>, 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 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 709 as of April 27<sup>th</sup>. Of that total 551 students re-registered. Incoming students registered 158. The budget is based on student count of 630.

The Approved Budget for fiscal 2020-21 presented as of March 31<sup>st</sup> reflected total budgeted full year (FY) revenue is \$12.5 million. YTD recognized \$10.0 million. On target for current revenue collections. Total budgeted (FY) direct expenses \$9.7 million. Spending YTD \$8.1 million. Total budgeted (FY) indirect expense is \$2.8 million. Spending YTD \$2.2 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 \$9.7 million. Budgeted indirect expense \$2.8 million.

**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) KG Mechanical Inc. Demolition/removal of debris 111-115 Pleasant Ave. 100% completed. Received Certificate of completion.
- 3) Memorandum of Agreement Unit I & Unit II SIGNED April 14<sup>th</sup>. 2021.

**Other: Safety Committee April Report:**

- 1) Fire Drills: Final Bus drill took place on Friday, April 9, 2021. Both sites' drills were completed without incident. We completed the 3-bus drill requirement for the school year required by State of New York.
- 2) Lock Down Drills: There will be 2 more drills performed in the next month following the Covid-19 guidelines
- 3) 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.

**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, April 27, 2021***

• **Principals**

- Regularly scheduled meetings held each week to continue to strengthen the K-8 school culture. Discussions included the following:
  - Current enrollment in each classroom/grade level
  - Meetings held to address a return of grades 6<sup>th</sup> through 8<sup>th</sup> to in-person learning
    - Parent survey
      - In-person hybrid (2 or 3 days) or continue remote learning
      - Dismissal at 4:00 p.m. – only district service if applied by April 1, 2020
      - See attached parent letter explaining the change to in-person learning for 6-8.
  - Parent Survey Results

<b>Grade Level</b>	<b>Remote</b>	<b>Group A</b>	<b>Group B</b>	<b>Total In-Person</b>	<b>No Answer</b>
6 <sup>th</sup> Grade	29	24	7	31	16
7 <sup>th</sup> Grade	29	23	9	32	10
8 <sup>th</sup> Grade	27	20	10	30	5
<b>Total Number</b>	<b>85</b>	<b>67</b>	<b>26</b>	<b>93</b>	<b>21</b>

- Meetings held with Operations and Academic Departments to organize the move for grades 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>
  - First day of in-person for 6<sup>th</sup>-8<sup>th</sup> Group B – Friday, April 16<sup>th</sup>
  - First day of in-person for 6<sup>th</sup> -8<sup>th</sup> Group A – Mon., April 19<sup>th</sup>
- Committee Meetings
  - Graduation Committee
    - 8<sup>th</sup> grade – Saturday, June 26, 2021
    - 5<sup>th</sup> grade – Friday, June 25, 2021
    - Kindergarten – Saturday, June 12, 2021

- Meeting was held with Ms. Johnson and Ms. Cralidis, who has agreed to take over the role of RTI/Spec Ed Coordinator, and the principals to provide an update on both the RTI and Special Education programs at RCA, in light of Ms. Johnson's maternity leave.
  - All documents were shared with Ms. Cralidis
  - Introduced Ms. Cralidis to the school district's Special Education departments
  - Ms. Cralidis has been attending IEP meetings with Ms. Johnson
  - Clear channel of communication
- Teacher Support and Guidance
  - Worked with Ms. Jennifer Jean-Francois, newly hired ELL teacher to organize her schedule, review student information, provide information regarding the ELL levels and build a cohesive academic support system for the ELL students.
  - Meeting held to organize and arrange for the student schedule for the new RTI teacher, Jasmyne Garrett who will be working with grades 3, 4 and 5 for ELA and Math.
- COVID-19 Updates and Remote Learning
- ***ELA/Math Coaches***
  - Regularly scheduled meetings held during the week with the ELA and Math Coaches to address the following items:
    - ELA/Math K-8
      - After review of the Fountas and Pinnell for K-4<sup>th</sup> and the benchmarks for 5<sup>th</sup>-8<sup>th</sup>—
        - Meetings were held to organize implementation of an intervention program for grades 3, 4 and 5 administered by the Coaches within small group instruction and individualized student support and interventions.
        - Recent feedback on the intervention by the K-4 Coaches
          - Students are very engaged and eager to work together with Ms. Duggan and Ms. Esteves
          - Students are moving forward academically

- New York State ELA Assessment meetings with Coaches
  - Planning for in-person and remote
    - Parent survey for remote learners
    - Parent letter for any parent who chooses to opt-out of the assessments
    - Organization of all assessment materials
    - Arrangement for Spec Ed students accommodations and proctors
    - ELA Assessment will be administered as follows:
      - Wednesday, April 21<sup>st</sup> – Group A
      - Thursday, April 22<sup>nd</sup> – Group B
      - All exams must be completed by April 29<sup>th</sup>
- **Technology /Social Media**
  - Continuous phone conferences are held to provide support for our remote program and the move from in-person to remote.
  - Weekly meetings held with the Social Media team
    - “Whatever is happening in the school is in real time on social media
    - Continue to update the website with any calendar changes/school functions
    - Work collaboratively to promote the RCA brand, showcase classroom activities, build enrollment
- **Professional Development**
  - Meetings were held with Arthur and Evelyne Matthews in organizing the Diversity, Equity and Inclusion Workshops
    - First Session – March 5<sup>th</sup> and March 12<sup>th</sup>
    - Second Session—March 19<sup>th</sup> and April 30<sup>th</sup>
    - Third Session—May 7<sup>th</sup> and May 14<sup>th</sup>
  - Feedback on First Training Session on March 5<sup>th</sup>
    - Initial feedback was positive and participants really enjoyed the leaders
    - Effective way in which to be able to understand one another, students and families

- ***Social-Emotional Learning***

- Weekly Meetings with the SEL Team to organize the RCA SEL Program. During the month of April we will be incorporating the topic of Earth Day together with Social Emotional Learning.
  - Be Kind to your Planet—Responsible Decision Making
  - Energy Conservation and Goal Setting—Self Management
  - Empathy for Wildlife—Social Awareness
  - Journaling in Nature—Self-Awareness

- [https://docs.google.com/presentation/d/1dVC6frWfz5F8M\\_Oa5yOtre6hkDkAkjaCi4QK-gNefLs/edit?usp=sharing](https://docs.google.com/presentation/d/1dVC6frWfz5F8M_Oa5yOtre6hkDkAkjaCi4QK-gNefLs/edit?usp=sharing)



## Earth Day & Social Emotional Learning

Earth Day & Social Emotional Learning April 2021

docs.google.com

- A virtual Career Fair is being scheduled for May 27<sup>th</sup> for the entire school K-8. Guests will be visiting the classrooms via Zoom to share their careers with the students.

### **Ratifying & Confirming Resolution**

**Adopted: April 27<sup>th</sup>, 2021**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the April 27<sup>th</sup> 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 Garner for the acceptance of the COO/CFO. The motion was seconded Trustee Burden. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

**Adopted: April 27<sup>th</sup>, 2021**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the April 27<sup>th</sup> 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 KingCheek for the acceptance of the CAO reports. The motion was seconded by Trustee Arroyo. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

**Adopted: April 27<sup>th</sup>, 2021**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the April 27<sup>th</sup>, 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 RCAWA Memorandum of Agreement for one-year period September 1, 2020 to August 31<sup>st</sup> 2021. Trustee DWashington made a motion that RCAWA Memorandum of Agreement be approved for a one-year period September 1, 2020 to August 31<sup>st</sup>, 2021. The motion was seconded by Trustee Chien and unanimously approved. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

**Ratifying & Confirming Resolution**

**Adopted: April 27<sup>th</sup>, 2021**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the May 25<sup>th</sup>, 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 the Roosevelt Children's Academy proposal for the resignation of Tyra Washington as Trustee of Roosevelt Children's Academy. Trustee Arroyo made a motion that proposal for the acceptance of the resignation of Tyra Washington as Trustee 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

**Adopted: April 27<sup>th</sup>, 2021**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the May 25<sup>th</sup>, 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 the Roosevelt Children's Academy proposal for the appointment of Tyra Washington as consultant to the Trustee of Roosevelt Children's Academy. Trustee Burden made a motion that proposal for the acceptance of the appointment of Tyra Washington as consultant to the Board be approved. The motion was seconded by Trustee Garner and unanimously approved. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

**Adopted: April 27<sup>th</sup>, 2021**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the April 27<sup>th</sup>, 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 DWashington 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:**

Ashley Atkinson\_ Teacher Assistant \_Elementary School \_Start Date\_04-12-2021

Sarika Sankar\_ Teacher Assistant\_ Middle School\_ Start Date\_04-12-2021



Margaret Beaumont\_Teacher Assistant\_ Middle School\_ Start Date\_04-26-2021

Memory Willis\_Teacher Assistant\_ Middle School\_ Start Date\_04-26-2021

Patric Devin\_Teacher Assistant\_ Elementary School\_ Start Date\_04-26-2021

Sarika Sankar\_Teacher Assistant\_ Middle School\_ Start Date\_04-26-2021

June M. Williams\_Teacher Assistant\_ Elementary School\_ Start Date\_05-03-2021

Keon Eason\_Teacher Assistant\_ Middle School\_ Start Date\_05-04-2021

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

Noes: 0 Absent: 0 Abstentions: 0

**PARENT REPORT:**

CAO commented on the plans for the scheduled K & 5<sup>th</sup> grade Moving Up ceremony and 8<sup>th</sup> grade Graduation ceremony to be held outdoors at 200 W. Centennial Campus. SEL team scheduled Virtual Career Day on May 27<sup>th</sup>. Parent Group (PG) commented on the continuing virtual program agenda including. Digital engagements input from focus groups , **to ensure content and activities remain inclusive of RCA's diverse population, in alignment of the schools mission and supportive of our family's educational goals**, collaborations with Charter & District Schools, Alumni participation in support of communication with ESL families, International women's day/World Health day (Mindful/Wellness activities). Financial Literacy month activities utilizing **online platforms Jumpstart and IGrad, to make available to our parents their 'coronavirus and your Financial Health' guide. This comprehensive guide provides parents with answers, tips and advice for staying financially well during the Covid 19 pandemic along with resources to accessing or managing unemployment assistance, stimulus money, emergency funds and strategies on how to stretch limited or reduced financial resources. A group sponsored virtual yoga class – 'Gentle Yoga for Reducing Anxiety' was conducted in celebration of International Women's Day.**

PUBLIC COMMENTS: Members of the community were acknowledged

**EXECUTIVE SESSION: NONE**

**OPEN SESSION CONTINUED. NONE.**

**ADJOURN.** The Board meeting ended at approximately 6:55 P.M. with a motion to adjourn made by Trustee Burden. The motion was seconded by Trustee KingCheek. The motion was passed unanimously without debate.

Respectfully Submitted by,

*Ella Portero*

Ella Portero, Secretary to the Board