

BOARD OF TRUSTEES  
**BOARD MEETING MINUTES – August 23<sup>rd</sup>, 2022**

On August 23<sup>rd</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 6:09 P.M. A motion was made by DWashington, to open the Board Meeting. The motion seconded by Dr King-Cheek.

**INTRODUCTORY COMMENTS:** Chair opened the meeting with a welcome to everyone, on behalf of the entire board. The Chair thanked the administration for reviewing the CSI renewal steps to improve the desired outcomes.

Noting this was the last meeting prior to new school year beginning September 6<sup>th</sup> The Chair, thanked everyone stating we are all looking forward to an outstanding year.

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

**Adopted: August 23<sup>rd</sup>, 2022**

A motion was made by Trustee Arroyo that the Minutes from the July 19<sup>th</sup>, 2022 Board Meeting be approved as written. The motion was seconded by DWashington and unanimously approved.

**Ratifying & Confirming Resolution**

**Adopted: August 23<sup>rd</sup>, 2022**

**BE IT RESOLVED**, that the Roosevelt Children’s Academy Charter School Board of Trustees in the August 23<sup>rd</sup> 2022 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the July 19<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 King-Cheek)

Noes: 0 Absent: 0 Abstentions: 0

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**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 746 as of August 23<sup>rd</sup>. Ahead of last year's pace. Of that total 581 students re-registered. Incoming students registered 165. Of that total 94 were incoming Kindergarten. The budget is based on student count of 700.

The Approved Budget for fiscal 2022-23 presented as of August 23<sup>rd</sup> reflected total budgeted full year (FY) revenue is \$14.2 million. YTD recognized \$0.0 million. Revenue collections not yet started and will begin in September. Total budgeted (FY) direct expenses \$10.1 million. Spending YTD \$1.5 million. Total budgeted (FY) indirect expense is \$4.1 million. Spending YTD \$.4 million. On pace to spending 100% of budget.

The Approved Budget for fiscal 2022-23 presented as of August 23<sup>rd</sup>. Enrollment budget presented 700. Budgeted full year (FY) revenue is \$14.2 million. Budgeted direct expenses \$10.1 million. Budgeted indirect expense \$4.1 million.

Other Financial Reports: **UNAUDITED FINANCIAL STATEMENT as of August 23, 2022**

1. Statement of Financial Position Summary Report as of August 23, 2022
2. Statement of Cash Flows For The Period Ending August 23, 2022
3. Financial Performance Analysis For The Period Ending August 23, 2022
4. Statement of Activities Summary Report For The Period Ending August 23, 2022

**SCHOOL OPERATION: Facilities/Construction:**

1. **Phase 1 Drywell remediation 170-174 Babylon Turnpike, completed. Waiting for paperwork to verify that electric and gas are disconnected.**
2. **We would like to distribute a total of 2238 Covid-19 Antigen test kits to RCA students and 375 Antigen test kits to staff.**

### **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 (same as previous month)
    - 0 confirmed cases (students)
    - 0 confirmed case (staff)
  - From the start of the school year
    - 57 confirmed cases (students)
    - 20 confirmed cases (staff)
    - 22 classes placed on quarantine

#### **Academics**

- Summer School
  - Tuesday July 5<sup>th</sup> – Thursday August 4<sup>th</sup> (19 instructional days)
  - Report Cards were mailed out to parents on Friday August 5<sup>th</sup>, which discussed students' progress
  - Overall, students made progress and will be placed into RTI for the upcoming school year to further provide support
- Professional Development
  - Wednesday August 24<sup>th</sup> – Friday September 2<sup>nd</sup>
  - Professional Development will focus on the following topics:
    - Situational Awareness Training (Homeland Security)
    - i-Ready Training (ELA & Math)

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- **Foundations (phonics program for K-1)**
- **Teach Like a Champion & Cultivating Genius (ELA Instructional Coaches)**
- **Refresher workshops:**
  - **Guided Reading/Math (Instructional Coaches)**
  - **Restorative Practice (Dean of Students)**
  - **Special Education/RTI Process (Special Education Director)**

**Vacancies**

- **3 (Teacher Assistant; Classroom Teacher; Dean of Students)**

**Additional Items**

- **Re-Opening Plan**
- **CSI Report**
- **Professional Learning Goals:**
  - **Goal #1: High Quality Instruction (By June 2023, 80% of classroom teachers will meet the goals created in their goal setting plan, which will be based on summative assessments)**
  - **Goal #2: School Culture of Excellence (By June 2023, help in bridging the gap between home and school by hosting parent workshops)**

**Middle School Report:**

ACADEMICS:

Summer School Assessment

ELA	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
5th	78%	77%	88%	74%	74%	88%	84%	76%	84%	X
6th	69%	60%	71%	87%	78%	88%	X	X	X	X
7th	95%	49%	72%	71%	50%	74%	75%	84%	82%	100%
MATH	#1	#2	#3	#4	#5	#6	#7	#8		
5th	54%	78%	74%	80%	78%	76%	X	X	X	X
6th	58%	58%	63%	72%	77%	68%	X	X	X	X
7th	93%	95%	91%	89%	68%	92%	92%	X	X	X

- ❖ **Students were assessed every one to two weeks depending on the pacing of the lessons. 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 were given to students and mailed home. Below please find the attendance rates and data on final averages.**

Final Averages

Grade Level	ELA Final Averages			Math Final Averages		
	80% & Above	70% - 79%	Below 70%	80% & Above	70% - 79%	Below 70%
5 <sup>th</sup> (18)	(8) 44%	(8) 44%	(2) 11%	(8) 44%	(4) 22%	(6) 33%
6 <sup>th</sup> (28)	(9) 32%	(18) 64%	(1) 4%	(8) 29%	(4) 14%	(16) 57%
7 <sup>th</sup> (23)	(8) 35%	(8) 35%	(7) 30%	(8) 35%	(5) 22%	(10) 43%

Attendance Rates:

Attendance: **Week of 7/11/22 Averages**

**5th Grade = 82%**

**6th Grade = 78%**

**7th Grade= 83%**

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Attendance: **Week of 7/18/22 Averages**

**5th Grade= 89%**

**6th Grade= 82%**

**7th Grade= 91%**

Attendance: **Week of 7/25/22 Averages**

**5th Grade= 72%**

**6th Grade= 75%**

**7th Grade= 78%**

Attendance: **Week of 8/1/22 Averages**

**5th Grade= 83%**

**6th Grade= 82%**

**7th Grade= 74%**

- ❖ 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. As a team, we will be meeting to finalize staffing, PD, scheduling, and Data teams.
- ❖ Reminders about summer packets were sent out twice via email and text 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, the 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 development 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

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- ✓ **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 40% of students performing at levels 3 and 4 in writing by the mid-year Benchmark assessment.**

Vacancies:

- ❖ **We have 2 TA positions to fill.**
- ❖ **1 7<sup>th</sup> Grade math teacher**
- ❖ **1 Permanent Substitute**
- ❖ **1 RTI Math Teacher**

COVID:

- ❖ **Since the last Board meeting, we had no known positive COVID case.**

HONORS:

- ❖ **We will be having an official Earth Science class for our 2022-2023 academic school year.**

**Ratifying & Confirming Resolution**

**Adopted: August 23<sup>rd</sup>, 2022**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the August 23<sup>rd</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. Being that there were no further discussions, a motion was made by Trustee Arroyo for the acceptance of the COO/CFO report. The motion was seconded Trustee Burden. The motion carried. Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr King-Cheek)

Noes: 0 Absent: 0 Abstentions: 0

**Adopted: August 23<sup>rd</sup>, 2022**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the August 23<sup>rd</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 Garner for the acceptance of the principals reports. Being that there were no further discussions the motion was seconded by Trustee Burden. The motion carried.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr King-Cheek)

Noes: 0 Absent: 0 Abstentions: 0

**Adopted: August 23<sup>rd</sup>, 2022**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the August 23<sup>rd</sup> 2022 Teleconference Board Meeting on behalf of the Roosevelt Children's Academy Charter School unanimously authorized a Ratifying & Confirming Resolution approving the acceptance of the adoption of Roosevelt Children's Academy Rapid Covid-19 Antigen Test Kits September 2022 distribution (September 2238 Kits) to students and staff. A motion was made by Trustee Chien for the acceptance of the Rapid Covid-19 Antigen Test Kits September 2022 distribution. The motion was seconded by Trustee Arroyo. The motion carried.

Ayes: 7 Trustee: (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr King-Cheek)

Noes: 0 Absent: 0 Abstentions: 0

**Adopted: August 23<sup>rd</sup>, 2022**

**BE IT RESOLVED**, that the Roosevelt Children's Academy Charter School Board of Trustees in the August 23<sup>rd</sup> 2023 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 2022-23 Districtwide Emergency Response Plan (ERP) and Building Level ERP. A motion was made by Trustee DWashington for the acceptance of the 2022-23 Districtwide ERP and Building Level ERP. The motion was seconded by Trustee King-Cheek and unanimously approved. The motion carried.

Ayes: 7 Trustee: (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr King-Cheek)

Noes: 0 Absent: 0 Abstentions: 0



**Ratifying & Confirming Resolution**

**Adopted: August 23<sup>rd</sup>, 2022**

**BE IT RESOLVED**, that the Roosevelt Children’s Academy Charter School Board of Trustees in the August 23<sup>rd</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 Dr King-Cheek and unanimously approved. The motion carried.

**New Hire:**

**Kiara Graham \_Teacher Assistant \_\_ Middle School\_ Start Date \_08-22-2022**

**Dovounne Green \_Teacher \_ Middle School \_ Start Date \_8-22-2022**

**Sundus Zaman \_Teacher Assistant \_\_ Middle School\_ Start Date \_08-22-2022**

**Kiara Graham \_Teacher Assistant \_\_ Middle School\_ Start Date \_08-22-2022**

**Seereya Edwards \_Teacher \_ Elementary School \_ Start Date \_8-22-2022**

**Sodie D’Amico \_Teacher \_Middle School \_ Start Date \_8-22-2022**

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr King-Cheek)

Noes: 0 Absent: 0 Abstentions: 0

**PARENT REPORT:** PG commented that the group parent welcome back meeting in August including an Author visit, backpack giveaways, tickets to NY Met game and Broadway show ticket (Wicked) giveaways. The Summer social event was well received by the families. PG will continue to support the school/administration and families with participation and support of the many parent engagement activities planned.

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

**EXECUTIVE SESSION:** NONE

**ADJOURN.** The Board meeting ended at approximately 6:32 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