

BOARD OF TRUSTEES
BOARD MEETING MINUTES –August 20th, 2024

On August 20th, 2024, 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 was seconded by Burden.

ESTABLISHMENT OF A QUORUM: Chair Tuggle acknowledged Trustees names to be called to establish a quorum. Present: Trustee (Tuggle, Arroyo, Burden, Chien, Garner, Vanderburg, Williams), DWashington
ADDITIONAL ATTENDEES-Steven Martir (Counsel to the 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: The Chair opened the meeting with a welcome to everyone, on behalf of the entire board. The Chair noted there are some critical academic issues to work through during the next few weeks. This includes a review of important items such as the overall Response to Intervention (RTI) process and how the RTI process addresses the deficiency of students. The Chair stated that the board will be drilling down to review how these items affect RCA status and structure. The Chair further stated that these and other critical academic challenges will be addressed. It was noted that staff development training planned included - Successful Behavior Management -Winning with unmotivated/challenging students (EDCO), Situational Awareness Training (Nassau County Homeland Security), Sexual Harassment and 401K Plan overview (HR). In addition, student assemblies are planned in September to cover -Electronic Communication (Anti-Bullying-Social media awareness- (Nassau County Homeland Security) and Cell Phone Policy and related policies (Administration). The Chair further thanked everyone for their participation.

Adopted: August 20th, 2024

A motion was made by Trustee Arroyo that the Minutes from the July 23rd, 2024, Board Meeting be approved as written. The motion was seconded by Trustee Burden and unanimously approved.

Adopted: August 20th, 2024

BE IT RESOLVED that the Roosevelt Children’s Academy Charter School Board of Trustees in the August 20th, 2024, Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the July 23rd, 2024 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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Board of Trustees Board Meeting Minutes – Tuesday, August 20th, 2024

**CHIEF OPERATIONS'S /FINACIAL OFFICER (COO/CFO) PRESENTED
SCHOOL OPERATION & BUDGET UPDATE:**

- 1) **CURRENT ASSETS AND DEPOSIT ACCOUNTS AS OF JULY 31, 2024 (07/2024 vs 07/2023)**
- 2) **ACCOUNTS RECEIVABLE AGING SUMMARY BY SCHOOL DISTRICT AS OF AUGUST 20, 2024**
- 3) **UPDATED ENROLLMENT ANALYSIS _FISCAL 2024-2025 _as of August 20,2024. 743 registered students.**
- 4) **2024-2025 BUDGET VS ACTUAL as of August 31, 2024**

RCA UNAUDITED FINANCIAL STATEMENTS AS 08-20-2024

- 5) **STATEMENT OF FINANCIAL POSITION SUMMARY REPORT as of August 20, 2024**
- 6) **STATEMENT OF CASH FLOWS for the Period Ending August 20, 2024**
- 7) **STATEMENT OF ACTIVITIES SUMMARY REPORT for the Period Ending August 20, 2024**
- 8) **STATEMENT OF FINANCIAL PERFORMANCE ANALYSIS for the Period Ending August 20, 2024**

SCHOOL OPERATION: Facilities/Construction:

1. **Progress update on construction at 111 Pleasant Ave. Total completed and stored to date (as of August 15th, 2024) =\$20,030,720.80 or 82%.**
2. **Signed Unit 1 and Unit 11 MEMORANDUM of AGREEMENT: September 1st, 2025 THROUGH AND ENDING August 31st, 2030**
3. **RCACS 2023-24 NYS Score Summary**

SCHOOL ACADEMIC REPORT

Principals presented an 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 case (students)
 - 0 confirmed case (staff)
 - From the start of the school year
 - 5 confirmed cases (students)
 - 13 confirmed cases (staff)
- Orientation (incoming students)
 - Monday July 29th (Grades 1 – 4)
 - Monday August 12th (Kindergarten)

Academics

- Summer School
 - Start Date: Monday July 8th
 - End Date: Thursday August 1st
 - Number of Instructional Days: 16
 - Hours: 9 a.m. – 12 p.m.
 - Focus Areas: ELA & Math
 - 88 students were recommended by teachers for the program based on overall classroom performance, in which 59 permission slips were received
 - 20 parents declined, due to scheduled trips, transportation issues, childcare, etc.
 - Average attendance: 62%
 - Progress reports were sent home at the end of program, in order to update parents on their child's progress
- Professional Development

Professional Development will occur for 8 days for existing staff and 10 days for new staff, in which schedule is attached (Monday August 19th – Friday August 30th)

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- Survey was conducted with staff before the end of the academic school year to attain information in order to aid in devising schedule
- Schedule was emailed to staff members on Tuesday August 13th
- Professional Development Topics
 - Situational Awareness (conducted externally)
 - Science of Reading (conducted externally)
 - Writing (conducted externally)
 - Differentiated Instruction (conducted externally)
 - Classroom Management (conducted externally)
 - Social Emotional Learning (conducted externally)
 - Supporting ENL students in the classroom (conducted externally)
 - Curriculum Overview (conducted internally)
 - Special Education/RTI (conducted internally)
 - PowerSchool (conducted internally)
 - Sexual Harassment (conducted internally)
 - Wellness (conducted internally)
 - Staff Meeting (conducted internally)
- Vacancies
 - Two (Classroom Teacher, Teacher Assistant)

Middle School Report:

ACADEMICS:

- ❖ Hosted two new parent/student orientation meetings (July 29th – 5th grade & August 12th – 6th – 8th grade). Spoke with parents about the uniform, cellphone, and discipline policy as well as the importance of their child being prepared for school each day. The parents were given a tour of the building and met Ms. Toni. Ms. Toni assisted them with the purchase of the uniforms and any questions that they might have. The planning of both orientation meetings was assisted by Ms. Jackie and her team.
- ❖ We will be hosting a student assembly on September 3 to state expectations and explain the new discipline plan. Throughout the school year both Mrs. Cralidis and Mrs. McGrath will be hosting monthly meetings with students about discipline and SEL norms.
- ❖ We are currently interviewing for six positions (1-ELA coach, 1-ELA teacher, 2-math teacher, 1 TA, and 1 music).
- ❖ Preparing for the upcoming CSI visit on November 6th and 7th. Pre-Visit call will be on October 18th.
- ❖ Mrs. Johnson is finalizing her proposal for the implementation of the ICT program in the 2025-2026 academic year.
- ❖ Coaches are finalizing their pacing calendars for the new school year. We are finalizing our plans for the upcoming professional development workshops.
- ❖ This year the focus will be on continued development on situational awareness, sexual harassment, PowerSchool, classroom management skills, differentiated instruction, Mentorship, Child Abuse, understanding data, SpEd, understanding the new ELA and RTI programs, SEL, teaching ENL students, aggressive monitoring, targeted instruction, analyzing data and the standards to develop targeted instructional strategies, curriculum planning, preparing for CSI, and team building.
- ❖ Summer school ended on August 1st. 61 students were recommended for summer school. 44 students returned their permission slips. Between 31 – 38 students attended consistently. Students who attended consistently showed a 20 + percentage growth from the pretest to posttest as well as completed the program with a 70% and above average.

- ❖ The average attendance rate was about 75%
- ❖ Action Plan for ELA, math, and science
 - In ELA we will continue to use the iReady data to determine the focus skills that teachers will re-teach during small group instruction. The structure of small group instruction will allow students in RTI and those receiving SpEd services to be pulled for support without missing the lesson for the day. The new program will be assessing students throughout the unit via selection test, mid-unit performance task, end of unit performance-based assessment, and a unit assessment. Each unit takes about 35 and 40 days to complete.
 - To enhance reading comprehension, teachers will ensure that each student has an opportunity to read out loud within the first 60 minutes of the 100-minute block. This will allow teachers to assess students’ reading fluency and their ability to decipher words that are unfamiliar to them. Teachers will assess real time comprehension skills through various instructional techniques: cold calling, student collaboration, class discussions, daily exit tickets, read aloud to develop listening comprehension, homework assignments, mid-unit and end of unit assessment.
 - Fifth grade students will be writing and reciting the multiplication tables daily during the first 10 minutes of lunch. They will be tested on their facts weekly.

The mathematics and ELA coach will be hosting Standard Dive and Work Study meetings with teachers. During the Work Study meetings, we will be analyzing student work from pre/post assessments. Teachers and coaches will collaborate on the major weak areas demonstrated across the grade level, discuss what students need to know and show to demonstrate proficiency in the assessed skills/concept. Teachers will plan and practice mini lessons that will be used to re-teach students during small group instruction. Then students will be reassessed to determine academic growth. In addition to analyzing students’ work, teachers and coaches will choose a leverage standard to discuss. This meeting is called a Standard Dive. During the Standard Dive meeting teachers

- will collaborate on the skills that students need to know to develop mastery on the focus standard. Then teachers will talk about what students need to show in their work to demonstrate understanding.
- During the 60-minute period of the math block students will be expected to complete daily Do Now assignments that will incorporate 3 to 4 questions. The Do Now assignment will allow teachers and students time to review previous skills taught. Students will be assessed bi-weekly on the daily review skills. Students will be given time to work together on the problems before taking turns showcasing their work to the whole class. Each week students will collaborate on a challenging problem. Students will be chosen at random to be placed into their collaborative groups. Then students will be given time to problem solve on their vertical whiteboards and come to a common solution and explanation of their work. Students will then engage in a gallery walk. Students will be expected to ask a question and provide a glow on the work shown using sticky notes. Finally, the teacher will choose groups that demonstrate exemplary work to showcase. The exemplar group will answer their peers' questions about the work and read aloud the glows stipulated. This instructional technique is geared towards developing mathematical thinkers and improving individual mathematical performance.
- In science, teachers will meet to discuss topics to be taught to proficiency across the grade levels. Teachers will use the data from the recent science assessment to choose the focus skills for the 2024-2025 academic school year. Teachers will plan out the labs that they will be doing each week.
- Teachers, Coaches, Dean of Students, Guidance Counsellor, and Principal will continue to conference with students about their academic progress.
- Teachers will be expected to consistently communicate with parents to build that relationship and gain their support in modelling the importance of education to their children.

RTI

Mrs. Johnson is participating in the Annual Reviews of our students on behalf of their teachers. These Reviews were not able to take place during the prior academic school year.

Vacancies:

- ❖ 6 positions

HONORS:

- ❖ RCA High Honors Society is going STEM. Students will be engaged in activities that will reinforce their knowledge of science, math, and ELA. Students will be introduced to engineering. Students will meet twice a month on Fridays with Mrs. Carroll to create and construct structures. In May, students will participate in a school trip geared towards providing a prelude to the following year's activities. The following is the lay out for the next four years: 2024-2025 Building Communities, 2025-2026 Building Roller Coasters and Ferris Wheel, 2026-2027 Drones & Robotics, and 2027-2028 Building Structures Around The World.

Ratifying & Confirming Resolution

Adopted: August 20th, 2024

BE IT RESOLVED that the Roosevelt Children’s Academy Charter School Board of Trustees in the August 20th, 2024, 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 Williams for the acceptance of the COO/CFO report. The motion was seconded Washington. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: August 20th, 2024

BE IT RESOLVED that the Roosevelt Children’s Academy Charter School Board of Trustees in the August 20th, 2024, 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 reports. A motion was made by Trustee Washington for the acceptance of the principal reports. Being that there were no further discussions the motion was seconded by Trustee Arroyo. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: August 20th, 2024

BE IT RESOLVED that the Roosevelt Children’s Academy Charter School Board of Trustees in the August 20th 2024 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 2024-25 Districtwide Emergency Response Plan (ERP) and Building Level Response Plan. A motion was made by Trustee Garner for the acceptance of the 2024-25 Districtwide ERP and Building Level Response Plan. The motion was seconded by Trustee Vanderburg 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 20th, 2024

BE IT RESOLVED that the Roosevelt Children’s Academy Charter School Board of Trustees in the August 20th, 2024, Teleconference Board Meeting unanimously adopted a Ratifying and Confirming Resolution authorizing a Memorandum of Agreement (MOA) between Roosevelt Children’s Academy Charter School & the Roosevelt Children’s Academy Workers Association Unit 1 and Unit II for September 2025-2026 through August 31st, 2029-2030 and as stipulated therein. A motion was made by Trustee Arroyo for the acceptance of the Memorandum of Agreement. The motion was seconded by Trustee Vanderburg 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 20th, 2024

BE IT RESOLVED that the Roosevelt Children’s Academy Charter School Board of Trustees in the August 20th, 2024 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School unanimously authorized a Ratifying & Confirming Resolution approving the acceptance of the contract between Ashleigh Trading, Ltd and Roosevelt Children’s Academy Charter School for purchase of real property located at 160-166 Babylon Turnpike, Roosevelt, Town of Hempstead, Nassau County, New York, for the purpose of executing a purchase contract of Five Million (\$5,000,000) for the Roosevelt Children’s Academy Charter School. Be it further resolved, that Chairman of the Board Reginald Tuggle and/or CEO/CFO Philip Leconte is authorized to sign the inscribed contract on behalf of the Roosevelt Children’s Academy Charter School. A motion was made by DWashington for the acceptance of the contract. The motion was accepted by Trustee Burden 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 20th, 2024

BE IT RESOLVED that the Roosevelt Children’s Academy Charter School Board of Trustees in the August 20th, 2024, 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 Arroyo 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:

Carl Charles _ Dean of Student _ Start Date _8-19-2024

Alexis Bowman _ Teacher Assistant __ Start Date _08-19-2024

Camille Henri _ Teacher Assistant __ Start Date _8-19-2024

Mahjabeen Khan _ Teacher __ Start Date _08-19-24

Emily Andreuzzi _ Teacher _ Start Date _8-19-2024

Renee Wasserman _ Nurse __ Start Date _08-19-2024

Kerrine Hofmann _ Teacher __ Start Date _8-19-2024

Garnelle Forrest _ Teacher __ Start Date _08-19-24

Donte Howell _ Coach _ Start Date _08-19-24

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

Noes: 0 Absent: 1 Abstentions: 0

PARENT REPORT: NONE

PUBLIC COMMENTS: Members of the community were acknowledged.

EXECUTIVE SESSION: A motion was made by Trustee Vanderburg to adjourn to discuss collective negotiations pursuant to article 13 of the NY Civil Service Law. The motion was seconded by Trustee Washington and passed unanimously without debate. No Board actions were taken during Executive session. Discussions involving proposed collective negotiations pursuant to article 13 of the NY Civil Service Law was voted on during public session based on information presented to the board.

OPEN SESSION CONTINUED. Chair Tuggle officially re-opened the meeting at approximately 7:15 p.m. motion seconded by Trustee Garner. The motion was passed unanimously without debate.

ADJOURN. The Board meeting ended at approximately 7:30 P.M. with a motion to adjourn made by Trustee Williams. 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