

BOARD OF TRUSTEES
BOARD MEETING MINUTES –September 24th, 2024

On September 24th, 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 the RTI process and the tiered program is being reviewed to look at the levels of progress for each student to determine if additional services should be required or referred to ensure the students are progressing. It was further noted, the annual Academic Night Program held at Hofstra University on September 19th allows RCA to present information to our families and staff to increase transparency and inform our everyone about various NYS Education Dept policies and provide an overview of the Charter Renewal Process etc. By sharing information about the schools’ policies (Instructional tools/and other data policies, parent engagement, Emergency Response Plan , the Charter Renewal Process), this makes it easier for K-8 families and staff to understand policies across RCA. A Q&A session followed the presentation. In addition, an assembly was held by the administration on Cell Phone Policy and also by Nassau County Police dept. on internet safety-Electronic Communication). The Chair commented on the ongoing development of the RCA Athletic department (currently tennis and flag football with expectations to grow in other areas in the future). Thanking the coaches/principal for sharing and for supporting and encouraging students, who may have fallen back this year, to continue to maintain their academic standards. The Chair thanked everyone for their participation.

Adopted: September 24th, 2024

A motion was made by Trustee Williams that the Minutes from the August 20th, 2024, Board Meeting be approved as written. The motion was seconded by Trustee Vanderburg and unanimously approved.

Adopted: September 24th, 2024

BE IT RESOLVED that the Roosevelt Children’s Academy Charter School Board of Trustees in the September 24th, 2024, Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the August 20th, 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

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

- 1) **CURRENT ASSETS AND DEPOSIT ACCOUNTS AS OF August 31, 2024 (08/2024 vs 08/2023)**
- 2) **ACCOUNTS RECEIVABLE AGING SUMMARY BY SCHOOL DISTRICT AS OF September 24, 2024**
- 3) **UPDATED ENROLLMENT ANALYSIS _FISCAL 2024-2025 _as of September 24,2024. 729 registered students.**
- 4) **2024-2025 BUDGET VS ACTUAL as of September 30, 2024**

RCA UNAUDITED FINANCIAL STATEMENTS AS 09-24-2024

- 5) **STATEMENT OF FINANCIAL POSITION SUMMARY REPORT as of September 24, 2024**
- 6) **STATEMENT OF CASH FLOWS for the Period Ending September 24, 2024**
- 7) **STATEMENT OF ACTIVITIES SUMMARY REPORT for the Period Ending September 24, 2024**
- 8) **STATEMENT OF FINANCIAL PERFORMANCE ANALYSIS for the Period Ending September 24, 2024**

SCHOOL OPERATION: Facilities/Construction:

1. **Progress update on construction at 111 Pleasant Ave. Total completed and stored to date (as of August 24th, 2024) =\$21,208,945.54 or 86%.**
2. **Roosevelt Children's Academy Charter School Athletics Dept (Ola Otegbade, Donte Howell and Hamlet Philips)**
3. **Roosevelt Children's Academy Charter School Labor Management Meeting Summary.**
4. **Roosevelt Children's Academy Charter School Renewal and HS Expansion discussion (Proposal from Andrea D'Amato Consultant)**
5. **CS 2023-24 NYS Score Summary**

OTHER: Safety Drills:

- Fire (4 Of 12 completed)**
- Bus (1 of 3 completed)**

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

- Average Student Attendance

SEPT.
89%

- Discipline

	SEPT.
In School Suspensions	0
Out of School Suspensions	0
TOTAL	0

- Events Overview

- Student Assembly (Thursday September 5th)
- Open House (Tuesday September 10th)
- Kindergarten Backpack Giveaway (Tuesday September 10th)
- Hispanic Heritage Month Begins (Sunday September 15th)
- Academic Night (Thursday September 19th)

- Safety Drills

- Fire (4 out of 12 completed)
- Bus (1 out of 3 completed)
- Lockdown (0 out of 4 completed)
- Evacuation (0 out of 1 completed)

Academics

- i-Ready Assessments
 - ELA

Administered on Tuesday September 10th & Wednesday September 11th

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- Math
 - Administered on Thursday September 12th & Friday September 13th
- DIBELS
 - Administered on Monday September 16th through Wednesday October 2nd
 - Benchmark data will drive instruction for the guided reading block, which will begin on Tuesday October 15th
- Special Education (prepared by Ms. Johnson)
 - Teachers have received IEPs and 504 Plans for their students
 - Teachers were also provided with documents and forms to track their students' accommodations and modifications
 - Resource Room & related services schedule were created for 75% of our students
 - We are currently working with local districts and agencies to schedule service for the remaining students
 - Meeting was conducted with special education providers to review policies and procedures regarding collaboration with teachers & documentation
 - Currently scheduling overdue Initial CSE Meetings with Roosevelt district from last school year that they were not able to complete due to staffing/scheduling issues
 - Observations for students at the kindergarten level will begin, due to classroom teachers' concerns
- RTI (prepared by Ms. Johnson)
 - RTI teachers are preparing to administer the 1st round of assessments for cycle 1 beginning the week of 9/16
 - 3 new programs will be implemented: Wilson Fun In Focus Intervention Systems for grades K-3, Read 180 for grades 4-8 and Math 180 for grades 4-8, in which the RTI teachers have been participating in on-going Professional Learning Communities
 - RTI teachers began meeting with grade level teams, in which they are providing information regarding last year's RTI students
 - Letters to parents were sent out for students who will be receiving services
 - New students are being identified who will need RTI services based on DIBELS, i-Ready and classroom data

- CSI Recommendations
 - Renewal visit scheduled for Wednesday November 6th and Thursday November 7th
 - Staff have been working on the following recommendations made by CSI during their last visit:
 - Objectives – properly stated on board for each content, in which students are able to say and understand them
 - Techniques to check for understanding – circulating and ensuring students are on task, providing feedback to students, adjusting the lesson if need be
 - Techniques to check for understanding and the way we challenge students intertwine with each other, in which the following techniques are used during instruction:
 - Timer
 - Answers in Unison
 - Turn and Talk
 - Answers in Complete Sentences
 - Call and Repeat Answers
 - Pick Sticks
 - Aggressive Monitoring
 - Strong Voice
 - No Opt Out
 - Challenging students – student-centered learning, student discourse, higher order thinking questions
 - Level of Questions – level one (factual questions), level two (inferential questions), level three (universal questions)
 - Consistent classroom management structure – consistency with restorative practice (must be conducted daily)

Vacancies (0)

Middle School Report:

ACADEMICS:

- ❖ About 299 students are enrolled at the school. This is 9 students more than last school year. Our school year started smoothly. On the first day we hosted an assembly with our students to discuss the expectations for this school year. Mrs. Cralidis have been contacting parents about uniform to ensure that we get 100% compliance by October 1. I have been working with Ms. Burden to assist parents who need support.
- ❖ Mrs. Cralidis and Mrs. McGrath have been working with individual teachers to enhance their classroom management and restorative practice techniques.
- ❖ Both Mrs. Cralidis and Mrs. McGrath will rotate through the classes bi-weekly and monthly to reinforce the expectations and the SEL themes of the month.
- ❖ Mrs. Johnson has been communicating with representatives from Educational Vistas. Educational Vistas has a program called Data Mate. Data Mate is a program that provides the ability to practice taking a NYS assessment as they will take on the New York State computer base assessment system. We will be participating in a Demo on Wednesday, September 18. We participated in a Demo hosted by a representative of Lumos Learning. Just like Data Mate, Lumos Learning is a computer base test prep system that is aligned with the Next Generation standards. We will analyze how well both systems meet the needs of our school. It is the plan at the middle school to utilize the program as a Mock exam in January and use the data to form our test prep groups.
- ❖ The administration of the first iReady diagnostic assessment took place on September 11th and 13th. Results of the assessment are still pending. Students who missed the assessment will have an opportunity to make up the assessment during the week of September 16.
- ❖ The data gathered from the iReady results will be used alongside with in class assessments to determine the skills that need to be addressed in class, RTI, and small groups.
- ❖ 10 minutes of each grade level lunch period is used to reinforce multiplication (5th grade) and cursive writing (6th – 8th grade).

Students who failed the Earth Science Regents in June (4) took the assessment again in August. Two out of the four students did successfully pass on their second attempt.

- ❖ This brings our passing rate to 82%.
- ❖ Open House took place on September 10. We did not have a strong showing of parents in comparison to last school year. Parents who did participate in Open House were able to meet with all teachers and were given information about what they expect their child to learn and be able to do as well as heard from every teacher the school's expectation concerning the uniform policy, cell phone policy, and the discipline plan.
- ❖ To maintain consistency with this message, I met with the new staff to review the topics that were discussed during PD. Mrs. Cralidis also met with them in terms of classroom management and Restorative Practice.
- ❖ Mentors and Mentees meet twice a week from 7:45 am – 8:20 am. All TAs meet once a week at the same time and Electives meet once a week from 9:30 am to 10:10 am. These meetings were designed to provide support and to share best practices.
- ❖ Student Government Elections will be taking place on November 1st. The Social Studies team will be hosting lessons around our country's election process and having discussions on the topics being presented by our Republican and Democratic candidates.
- ❖ RCA High Honors Society invitation letters went out and the Induction/Orientation ceremony is scheduled to take place potentially on October 5.

ELA:

- ❖ Teachers started their first unit with the new program. These first few days of school focused upon introductory lessons. Fifth grade will dissect informational text, sixth grade personal narratives and memoirs, seventh grade personal narratives and short story, and eighth grade personal narratives and realistic fiction.

Math:

5th Grade Math is currently working on Unit 1: Numbers and Operations in Base Ten: Lesson on converting multi-digit whole numbers from standard form to expanded form. 6th Grade Math is working on Unit 1: Ratios and Proportional Relationships: How to use equivalent rates in the real world. 7th Grade Math is currently working on Unit 1: Ratios and Proportional Relationships: How to show that two objects are proportional. 8th Grade Math is currently working on Unit 1: Number System: Simplifying real number expressions by Multiplying and dividing Monomials.

- ❖ Mrs. Carroll is reinforcing techniques showcased during August professional development and ensuring the proper implementation of mathematics curriculum. The following are topics being focused on for the month of September:
 - ✓ Assisting teachers with creating lesson plans using Glencoe Math Program
 - ✓ Assisting teachers with instituting modified instruction to meet IEP accommodations for students with IEP's
 - ✓ Introducing new staff to cooperative learning structures as a tool to increase student engagement and achievement
 - ✓ Implementing a hands-on layered curriculum approach to effectively differentiate instruction and promote active learning while motivating students to higher levels of achievement
 - ✓ Incorporating error analysis to assess student's comprehension of lesson material, identify areas requiring reinforcement and targeted instruction.
 - ✓ Mentoring New Math Teachers twice per week

Special Education:

- ❖ Teachers have received IEPs and 504 Plans for their students.
- ❖ Teachers were also provided with documents and forms to track their students' accommodation and modifications.
- ❖ A Resource Room and related services schedule were created for 75% of our students.
- ❖ We are currently working with local districts and agencies to schedule service for the remaining students
- ❖ Met with Special education providers to review policies and procedures regarding collaboration with Teachers & documentation
- ❖ Currently scheduling overdue Initial CSE Meetings with Roosevelt district from last school year that they were not able to complete due to staffing/scheduling issues
- ❖ Currently beginning observations for new students at the K level who Teachers have concerns about

RTI

- ❖ RTI teachers are preparing to administer the 1st round of assessments for cycle 1 beginning the week of 9/16
- ❖ We will be using 3 new programs: Wilson Fun In Focus Intervention Systems for Grades K-3, Read 180 for Grades 4-8 and Math 180 for grade 4-8
- ❖ RTI Teachers have already begun to meet with grade level teams: providing information regarding last year's RTI Student
- ❖ RTI Teachers have sent out letters to parents who will be receiving RTI
- ❖ RTI teachers have been participating in on-going Professional Learning Communities for the new programs we will be using
- ❖ We are identifying new students who will need RTI based on I-ready and classroom data

ENL Report:

The ENL department is looking forward to a productive and successful year with our students. We are very happy to report that students have tested out of the program. Please refer to the table below for this information. Additionally, we have students who increased **Page 10 Of**

In proficiency level. Please see the table below for this information.

During the month of September, the ENL department will be administering the NYSITELL which identifies potential ENL students whose home language is a language other than English as specified on the home language survey. We continue to contact new students’ previous school districts to obtain pertinent ENL information for placement at RCA.

***Please note that grade levels referred to below are for the 2023-2024 school year.**

NUMBER OF STUDENTS ELIGIBLE FOR ENL SERVICES

Kindergarten	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
8	14	24	25	12	11	8	11	6

TESTED OUT

Kindergarten	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
4	3	12	4	2	NONE	2	1	4

INCREASE IN PROFICIENCY LEVEL

Kindergarten	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
3	2	4	3	1	4	NONE	NONE	NONE

Guidance Counselor:

2024-25 School Year School Wide SEL Themes

For the 2024-2025 school year, we will focus on monthly Social Emotional Learning (SEL) topics. Our goal is to teach and encourage the practice of specific social emotional learning skills during our morning routine, throughout the day, during teachable moments, and in monthly classroom guidance lessons. Below is an outline of our SEL themes by month.

September	Community Building
October	Bully Prevention Month
November & December	Conflict Resolution
January	Growth Mindset
February	Diversity
March	Triggers & Emotions
April	Managing Impulsive Behaviors
May & June	Goals, Values & Decision Making

High School Night has been confirmed for Thursday, October 24th from 6-7 p.m. in the middle school gymnasium. More details to come for my next board report.

Other Upcoming Activities –

Red Ribbon Week (Drug Prevention) Week of October 21.

College Day – Date TBD

Discipline Report:

- ❖ Oversee Climate and Culture for Mindfulness and Restorative Circles for building. All classes are in the process of learning new mindfulness techniques and restorative questioning. The Guidance Counselor and Dean are responsible for visiting classes daily to ensure that the practices are in place.
- ❖ Ensuring students are in full RCA uniform. Consequences scaffold for repeat offenders. Several students have served lunch detentions/no Dress Down Days and if the uniform requirement is not met by October 1st, 2024, the discipline codes as set by the Discipline Committee /Administration will advance in severity.
- ❖ Community Service requirements for graduation have begun. RCA Chalk Art Fest and plan for Thanksgiving Collection are in the planning stages.

Providing leadership with grade level meetings. Classroom management will be a foremost concern for staff utilizing PD Discipline Management Techniques and TLAC. Active aggressive monitoring is needed to keep classroom management, hallway transitioning, and lunchroom procedures from developing into disciplinary

- ❖ issues. TLAC is a resource for all staff.
- ❖ I am actively working daily with the Guidance Counselor to issue consequences /discipline card/demerit/merits to those students who are not following the behavior chart policy. Reviewing the new discipline policy with all staff members.
- ❖ Restorative questioning is reflective on all lesson plans including specials.
- ❖ Communication with administration is paramount. Dean communicates with Principal several times a day to discuss/review and creates strategies to make the middle school a safe and academically successful environment.

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ISS	0									
OSS	0									
TOTAL	0									

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 incentive points, awards day, Student Government, Work Study program, rewards for demonstrating good behavior, etc.
 - ✓ Holding students accountable for following school policies and procedures.
 - ✓ Meeting with Staff quarterly to establish and discuss their personal and professional goals.
- To develop 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 on the NYS assessment administered May 2024.
- ✓ In the area of ELA, it is our goal to have a 20% growth of students performing at levels 3 and 4 on the NYS assessment administered April 2024.

Vacancies:

- ❖ 1 ELA teacher
- ❖ 1 TA
- ❖ 1 ELA Coach

HONORS:

- ❖ Earth Science will begin in October and will run through June. Classes will be on Saturdays.
- ❖ We are beginning plans to start our 10th year of our RCA High Honor Society Program. Invitation letters went home, and the program is scheduled to begin Friday, October 11th.
- ❖ Semester 1 Awards Day will take place in February.
 - ✓ High Honor Roll: Accumulative Average 95% and above
 - ✓ Honor Roll: Accumulative Average 90% - 94.9%
 - ✓ Merit Award: Accumulative Average 87% - 89.9%
 - ✓ Rising Stars Award: Accumulative Average 80% - 86.9%

SPECIAL EVENTS:

FIELD TRIPS:

Ratifying & Confirming Resolution

Adopted: September 24th, 2024

BE IT RESOLVED that the Roosevelt Children's Academy Charter School Board of Trustees in the September 24th, 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 Vanderburg for the acceptance of the COO/CFO report. The motion was seconded Garner. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: September 24th, 2024

BE IT RESOLVED that the Roosevelt Children's Academy Charter School Board of Trustees in the September 24th, 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 Arroyo for the acceptance of the principal reports. Being that there were no further discussions the motion was seconded by Trustee Garner. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: September 24th, 2024

BE IT RESOLVED that the Roosevelt Children's Academy Charter School Board of Trustees in the September 24th 2024, Teleconference 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 Recreation Use Nassau County Park Permit-Instructional Tennis Permit 2024-25. A motion was made by Trustee Washington for the acceptance of the adoption of the proposal for the Recreation Use Nassau County Park Permit-Instructional Tennis 2024-25. The motion was seconded 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

Ratifying & Confirming Resolution

Adopted: September 24th, 2024

BE IT RESOLVED that the Roosevelt Children’s Academy Charter School Board of Trustees in the September 24th, 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 Washington 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:

Caitlyn Spivey _ Teacher Assistant __ Start Date _08-22-2024

Ravia Singh _ Teacher __ Start Date _08-27-2024

Triell Ryant _ Teacher Assistant __ Start Date _8-29-2024

Rachel Holmgren _ Teacher __ Start Date _08-26-24

Alexis Jann _ Teacher _ Start Date _9-9-2024

Christopher Rameriz _ Teacher _ Start Date _9-9-2024

E’Shani Wiener _ Teacher Assistant _ Start Date _9-9-2024

Desire Fluellen _ Teacher Assistant _ Start Date _9-17-2024

Yolanda Finley-Johnson _ Teacher Assistant _ Start Date _09-30-2024

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

Noes: 0 Absent: 1 Abstentions: 0

PARENT REPORT: PG commented on student learning and family engagement activities including the Opportunities for parent community to meet. Parents were invited to participate in a documented screening of Home is somewhere else. The PG also commented on Academic Night at Hofstra University, regarding the quality of information presented to families and staff in attendance as well as and parents' participation during Academic Night. The PG began direct outreach to parents interested in volunteering. Parents were invited to participate in a documented screening of Home is somewhere else.

PUBLIC COMMENTS: Members of the community were acknowledged.

EXECUTIVE SESSION: A motion was made by Trustee Burden to adjourn to executive session to discuss School Renewal and Building Expansion. The motion was seconded by Trustee Washington and passed unanimously without debate. No Board action was taken during the Executive session regarding discussions on Renewal and Building Expansion.

OPEN SESSION CONTINUED. Chair Tuggle officially re-opened the meeting at approximately 7:30 p.m. motion seconded by Trustee Garner. The motion was passed unanimously without debate.

ADJOURN. The Board meeting ended at approximately 7:50 P.M. with a motion to adjourn made by Trustee Chien. The motion was seconded by Trustee Vanderburg. The motion was passed unanimously without debate.

Respectfully Submitted by,

Ella Portero

Ella Portero, Secretary to the Board