

BOARD OF TRUSTEES
BOARD MEETING MINUTES –October 22nd, 2024

On October 22nd, 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); Andrea D’Amato, CEO; Simone Roberts, Middle School Principal; Reshma Persad, Elementary Principal; Philip Leconte, COO&CFO; Leslie Roper-Thompson, 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 introduced and welcomed Andrea D’Amato, RCA’s Chief Executive Officer for Academics. The Chair further noting, the board was looking forward to the CEO participation in future meetings. The CEO made a brief introductory remark, thanking everyone for the warm welcome, noting that initial short- and long-term planned goals were completed with the Board. It was further noted that the CEO hosted a social event for RCA families and staff (“Pumkin Paloosa”). The event was a great success! The CEO was introduced to, met and greeted families. Faculty and staff join the CEO in participating in the event, in which everyone had a great time at this fun filled day of activities! The Chair commented, the board is looking forward to a successful year for school.

Adopted: October 22nd, 2024

A motion was made by Trustee Burden that the Minutes from the September 24th, 2024, Board Meeting be approved as written. The motion was seconded by Trustee Williams and unanimously approved.

Adopted: October 22nd, 2024

BE IT RESOLVED that the Roosevelt Children’s Academy Charter School Board of Trustees in the October 22th, 2024, Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the September 24th, 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:

- 91) **CURRENT ASSETS AND DEPOSIT ACCOUNTS AS OF September 30, 2024 (09/2024 vs 09/2023)**
- 2) **ACCOUNTS RECEIVABLE AGING SUMMARY BY SCHOOL DISTRICT AS OF October 22, 2024**
- 3) **UPDATED ENROLLMENT ANALYSIS _FISCAL 2024-2025 _as of October 22, 2024.**
- 4) **2024-2025 BUDGET VS ACTUAL as of October 31, 2024**

RCA UNAUDITED FINANCIAL STATEMENTS AS 10-31-2024

- 5) **STATEMENT OF FINANCIAL POSITION SUMMARY REPORT as of October 31, 2024**
- 6) **STATEMENT OF CASH FLOWS for the Period Ending October 31, 2024**
- 7) **STATEMENT OF ACTIVITIES SUMMARY REPORT for the Period Ending October 31, 2024**
- 8) **STATEMENT OF FINANCIAL PERFORMANCE ANALYSIS for the Period Ending October 31, 2024**

SCHOOL OPERATION: Facilities/Construction:

1. **Progress update on construction at 111 Pleasant Ave. Total completed and stored to date (as of September, 2024) =\$22,288,649.00 or 90%.**
2. **Roosevelt Children's Academy Charter School Labor Management Meeting 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

- Average Student Attendance

SEPT.	OCT.
91%	96%

- Discipline

	SEPT.	OCT.
In School Suspensions	0	0
Out of School Suspensions	1	0
TOTAL	1	0

- Events Overview
 - Hispanic Heritage Parade (Friday October 11th)
 - Character Day (Thursday October 31st)
- Safety Drills
 - Fire (6 out of 12 completed)
 - Bus (1 out of 3 completed)
 - Lockdown (1 out of 4 completed)
 - Evacuation (0 out of 1 completed)

Academics

- DIBELS Benchmark
 - Testing occurred between Monday September 16th – Wednesday October 2nd
 - Data is enclosed in report and will drive instruction for guided reading
- Guided Reading Instruction

Slated to begin on Tuesday October 15th

▪

- Special Education (prepared by Ms. Johnson)
 - Teachers have received IEPs and 504 Plans for their students
 - Currently, there are 15 students with IEPs and 4 students with 504 Plans

GRADE LEVEL	IEP	504
Kindergarten	1	0
1st	3	0
2nd	5	2
3rd	5	0
4th	1	2

- Teachers were also provided with documents and forms to track their students' accommodations and modifications
- Resource Room & related services schedule were created for all students
- Meetings were conducted with Special education providers to review policies and procedures regarding collaboration with teachers and documentation
- Overdue Initial CSE Meetings are being conducted with Roosevelt district from last school year that they were not able to complete due to staffing/scheduling issues

- RTI (prepared by Ms. Johnson)
 - RTI students in grades K-4 have been assessed using DIBELS and i-Ready
 - 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
 - Currently, there are 82 students being serviced:

GRADE LEVEL	NUMBER OF STUDENTS
Kindergarten	7
1st	16
2nd	27
3rd	14
4th	18

Intervention teachers have been meeting with classroom teachers to provide information regarding last year's RTI students

- Intervention teachers have sent out letters to parents who will be receiving RTI services
- Intervention teachers have been participating in on-going Professional Learning Communities for the new programs
- ENL students (92 students serviced)

GRADE LEVEL	NUMBER OF STUDENTS
Kindergarten	15
1st	12
2nd	16
3rd	26
4th	23

- 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

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Roosevelt Children's Academy Charter School

Board of Trustees Board Meeting Minutes – Tuesday, October 22nd, 2024

- 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)

Formal Observations

- Slated to begin on Tuesday October 15th for all staff (43)

Vacancies (0)

Middle School Report:

ACADEMICS:

- ❖ We have completed the IReady assessment for the most part. 17% of our students are performing at or above grade level in math. 21% of our students are performing at or above grade level in reading.
- ❖ Plan of action to improve students' academic achievement in math and reading:
 - Coaches are analyzing the last 5 year's state assessments to determine which standards were assessed more heavily.
 - We have identified the bubble students, score level 450 – 460, based upon the 2024 NYS assessment results. Coaches will compare this list to the groupings established by IReady.
 - We will be starting test prep groups, based upon this data, in November. We will focus on five chosen standards during the test prep sessions.
 - In January, students will be assessed via the DataMate system to determine growth. DataMate will be used to create pre and post assessments of the chosen standards. These assessments will be analyzed to determine skill areas that need to be re-taught or if we can move onto a new focus standard. IReady will be used as a second data point.
- ❖ Average daily attendance is about 92%.
- ❖ I have begun our first round of informal observations. I hope to complete observations by the end of October.
- ❖ The coaches, Dean of Students, SpEd/RTI Coordinator, and I have started our walk throughs to develop teachers in the areas that we need to work on as per the CSI report. Feedback is emailed to teachers within the week of the walk through.
- ❖ RTI #s by grade: 5th-19 6th-22 7th-9 8th-16 (**82** Elementary students & **66** middle school students). There are **148** students school wide will receive RTI services (**21.67%**)
- ❖ We currently have 29 students with IEPs and 3 students with a 504 at the middle school level.
- ❖ Middle School celebrated Hispanic Heritage Month on Tuesday, October 15.

Student Government elections will take place on November 1st.



- ❖ The Scholastic Book Fair is back. Students and parents will have the opportunity to purchase books to read from November 18th through November 22nd.
- ❖ The IReady Parent reports will be mailed home during the month of October.
- ❖ Our first half-day professional day will be on Thursday, November 7th. The focus will be on analyzing the data derived from September's IReady diagnostic assessment.

ELA Report

- ❖ We welcomed Ms. Christine Benvengo to our RCA family on October 7. Mrs. Benvengo has jumped right into the role of ELA coach and mentor to the ELA teachers. Mrs. Benvengo has met with her team and visited ELA classrooms. Teachers are still within their first unit of instruction. The focus of the unit of study is on community and the milestones of life.

Math Report

- ❖ 5th Grade is working on recognizing that a multi-digit number in one place represents 10 times more than as much as it represents in the place to its right and one tenth of what it represents in the place to its left. 6th Grade is working on writing decimals as fractions or mixed numbers and vice versa. 7th Grade is currently working on the understanding rate of change and constant rate of change as it relates to proportional and non-proportional relationships. 8th Grade is currently working on using square and cube root symbols to represent solutions to equations of the form $(x \text{ to the power } 2=p)$ and $(x \text{ to the power } 3=p)$ where p is a positive rational number).
- ❖ Right now, I am coaching and modeling math lessons with the math teachers. I am also coaching them in classroom management. I recommended that they go over the classroom rules with the students again for a week. It appears that the students have forgotten the classroom rules they established in the beginning of the school year. I am also working with teachers on acknowledging and rewarding the students who are doing the right thing with compliment cards and calling parents with positive behavior.

RTI

- ❖ MAP Assessments have been completed for students in grade 4-8
- ❖ RTI students in grades K-4 have been assessed using dibels and I-ready
- ❖ We are 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 #s by grade: K-7 1st-16 2nd-27 3rd-14 4th-18 5th-19 6th-22 7th-9 8th-16 (82 Elementary students & 66 middle school students). 148 students school wide receiver RTI (21.67%)
- ❖ RTI Teachers meeting 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

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.
- ❖ Resource Room & related services schedule were created for ALL of our students.
- ❖ Met with Special education providers to review policies and procedures regarding collaboration with Teachers & documentation
- ❖ Finishing up overdue Initial CSE Meetings with Roosevelt district from last school year that they were not able to complete due to staffing/scheduling issues

ENL Report:

- ❖ The ENL department continues to test incoming students. We will begin instruction shortly and look forward to a productive school year. At the middle school, we currently have 72 students to be serviced. This caseload is split between two ENL teachers. We have many students at the entering, emerging and transitioning level.

SEL & Guidance Counsellor Report:

October Activities (SEL Theme for October is Bully Prevention)

Bully Prevention Month, Red Ribbon Week, Breast Cancer Awareness Month

All students in grades 5-8 will participate in a Bully Prevention & Red Ribbon Week Lesson throughout the week of October 21st.

Students will participate in the following spirit days in recognition of Bully Prevention Month, Red Ribbon Week and Breast Cancer Awareness Month –

- Wednesday 10/16: Unity Day - Wear an orange shirt with dress code pants and shoes
- Friday 10/18: Dress Down Friday plus wear pink for breast cancer awareness month.

Week of 10/21: (Red Ribbon Week):

- Monday 10/21- Proud to be Drug Free - Wear a red shirt with dress code pants and shoes
- Tuesday 10/22 - Team up Against Drugs - Wear your favorite team jersey with dress code pants and shoes
- Wednesday 10/23 - We're Too Smart for Drugs - Wear a university shirt with dress code pants and shoes
- Thursday 10/24 - Head to Toe I'm Drug Free - Crazy hair and socks with full uniform shirt/pants/shoes
- Friday 10/25 - We're TOO Bright for Drugs - Dress down Friday wear neon clothes

High School Night has been confirmed for Thursday, October 24th from 6-7 p.m. in the middle school gymnasium. All 7th and 8th grade families have been invited.

As of October 10, we have the following high schools confirmed to attend and are still working to recruit more –

- ❖ Sacred Heart Academy
- ❖ Kellenberg Memorial High School
- ❖ Friends Academy
- ❖ Lawrence Woodmere Academy
- ❖ Chaminade High School
- ❖ St. Francis Preparatory High School

Other Upcoming Activities –

- ❖ SEL Theme for November and December – Conflict Resolution
- ❖ Peer Mediation Team to begin mediating Monday, November 4.
- ❖ College Day – Date TBD

Discipline Report:

- ❖ Oversee Climate and Culture
- ❖ Mindfulness and Restorative Circles for building is in the rebuilding process for two Math Classes and one ELA class. These classes have had repeated demonstrated mindfulness and restorative techniques sessions in the mornings for the teacher to take lead. TA's have been receptive to learn these techniques and have sought out materials to learn how to develop these techniques. The Guidance Counselor and Dean are responsible for visiting classes daily to ensure that the practices are in place and offer support. Improvement has been made for 5th and 8th.
- ❖ Ensuring students are in full RCA uniform. Consequences scaffold for repeat offenders. Several students have served lunch detentions/no Dress Down Days. Parent calls are being made. Several families have reached out for financial support in obtaining uniforms or parts of uniforms. Planning is in the preliminary stage for consequences for those students who are not complying with cardigans/shoes.
- ❖ Working on bathroom /hall "frequent flyers" system to track those teachers who are permitting students to leave classes on steady basis.
- ❖ Hall passes are being utilized too frequently. Working with Guidance Counselor to lower the frequency usage.
- ❖ Community Service requirements for graduation have begun. RCA Chalk Art Fest was a success. Several 8th graders assisted Art teacher and received Community Service Hours. The Committee for the Thanksgiving Food Drive are in the planning stages. Four 8th Graders will be participated in the Elementary Hispanic Heritage Parade. Students have been active at lunch, assisting teachers with duties in their classrooms etc. Several have assisted personnel in the 201 Administration Building. Students are planning a Holiday Read-a-loud to K-1 with the Elementary students.
- ❖ Providing leadership with grade level meetings. Classroom management will be a foremost concern for staff utilizing PD Discipline Management Techniques and TLAC. TLAC is a go for all staff. Seeking assistance from a PD Discipline mentor to assist with outside Discipline Management webinars etc. for several faculty members who are in need. Lunchroom procedures are ongoing.

- ❖ I am actively working daily with the Guidance Counselor to issue consequences /discipline card/demerit/merits/ Alternative Placement to those students who are not following the discipline policy.
- ❖ Reviewing the new discipline policy with all staff members. Guidance Counselor and Dean repeatedly visit classrooms in need of structure and assist Teacher/TA with aggressive monitoring and class structure.
- ❖ Member of Safety Committee. The first Precinct observed a 2nd Lock Down Drill and provided suggestions to Administration, Operations, Maintenance, and Security, on how to additionally secure our Middle School Building. More information on security from Homeland Security to follow.
- ❖ Restorative questioning is reflective on all lesson plans including specials. Dean is seeking additional personal training.
- ❖ 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	1	1								
OSS	0	0								
TOTAL	1	1								

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 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 among all grade levels by April 2025 in comparison to the academic performance at the time of June 2024.
- ✓ In the area of ELA, it is our goal to have a 20% growth of students performing at levels 3 and 4 among all grade levels by April 2025 in comparison to the academic performance at the time of June 2024.

Vacancies:

- ❖ 1 ELA teacher
- ❖ 1 TA

HONORS:

- ❖ We are beginning plans to start our 10th year of our RCA High Honors Society Program. We hosted our annual Pinning Ceremony on Saturday, October 5. We have Pinned 23 students to participate in the 2024-2025 RCA High Honors Society Program. We will be pinning a few more students once the first quarter has ended.
- ❖ Semester 1 Awards Day will take place on February 13th.
 - ✓ 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:

- ❖ Halloween Dance October 31st
- ❖ Hispanic/Latino Heritage Celebration October 15th
- ❖ Red Ribbon Week October 21st – October 25th
- ❖ Highschool Night October 24th
- ❖ Food Drive begins November 1st
- ❖ Scholastic Book Fair begins November 18th

FIELD TRIPS:

None at this time

Ratifying & Confirming Resolution

Adopted: October 22nd, 2024

BE IT RESOLVED that the Roosevelt Children’s Academy Charter School Board of Trustees in the October 22nd, 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 Chien 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: October 22nd, 2024

BE IT RESOLVED that the Roosevelt Children’s Academy Charter School Board of Trustees in the October 22nd, 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 Vanderburg for the acceptance of the principal reports. Being that there were no further discussions the motion was seconded by Trustee Chien. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

Adopted: October 22nd, 2024

BE IT RESOLVED that the Roosevelt Children’s Academy Charter School Board of Trustees in the October 22nd, 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 Vanderburg approving the adoption of the resolution approving the personnel action items. The motion was seconded by Trustee Arroyo and unanimously approved. The motion carried.

New Hire:

Christine Benvengo _ Literacy Coach __Start Date_10-07-2024

Amy Arias _ Teacher Assistant __Start Date_10-7-2024

Aleece Jennings_ Teacher Assistant __Start Date_10-7-24

Faith Booker _ Teacher Assistant_ Start Date_10-21-2024

Narlyn Abreu Almonte _ Teacher Assistant_ Start Date_10-21-2024

Makye Barry _ Teacher Assistant_ Start Date_10-31-2024

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

Noes: 0 Absent: 1 Abstentions: 0

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Roosevelt Children's Academy Charter School

Board of Trustees Board Meeting Minutes – Tuesday, October 22nd, 2024

PARENT REPORT: NONE. Current Report approved- to be tabled.

PUBLIC COMMENTS: Members of the community were acknowledged.

ADJOURN. The Board meeting ended at approximately 6:50 P.M. with a motion to adjourn made by Trustee Vanderburg. The motion was seconded by Trustee Garner. The motion was passed unanimously without debate.

Respectfully Submitted by,

Ella Portero

Ella Portero, Secretary to the Board