

BOARD OF TRUSTEES  
**BOARD MEETING MINUTES –December 16<sup>th</sup>, 2025**

On December 16<sup>th</sup>, 2025, 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:** Vice Chair Washington officially called the meeting to order at 6:07 P.M.

A motion was made by Burden to open the Board Meeting. The motion was seconded by Vanderburg.

**ESTABLISHMENT OF A QUORUM:** Vice Chair Washington acknowledged Trustees’ names to be called to establish a quorum. Present: Trustee (Tuggle, Washington, Arroyo, Burden, Chien, Garner, Vanderburg, Williams)

ADDITIONAL ATTENDEES-Steven Martir (Counsel to the Board); Arlise Carson, CAO; Nicole Griffin, Middle School Principal; Reshma Persad, Elementary Principal; Philip Leconte, COO&CFO; Laron Walker, CSBM; Ella Portero; Secretary to the Board.

**INTRODUCTORY COMMENTS:** The Vice Chair opened the meeting with a welcome to everyone, on behalf of the entire board. Wishing everyone a safe and happy holiday season. It was noted that the required 8 drills were completed in accordance with the emergency response plan.

**Ratifying & Confirming Resolution**

**Adopted: December 16<sup>th</sup>, 2025**

A motion was made by Trustee Vanderburg that the Minutes from November 18<sup>th</sup>, 2025, Board Meeting be approved as written. The motion was seconded by Trustee Burden and unanimously approved.

**Adopted: December 16<sup>th</sup>, 2025**

**BE IT RESOLVED** that the Roosevelt Children’s Academy Charter School Board of Trustees on December 16<sup>th</sup>, 2025, Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting November 18<sup>th</sup>, 2025, Board Meeting Minutes as written. The motion carried. After which the school reports were presented.

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

Noes: 0 Absent: 0 Abstentions: 0

## Roosevelt Children's Academy Charter School BUDGET UPDATE Tuesday December 16<sup>th</sup>, 2025

Current Assets Deposit Accounts (Chase Bank, Bethpage CU, Well Fargo & City National Bank)

1) *as of November 30, 2025 (11/2025 vs. 11/2024)*

2) A/R Aging Summary by School District **as of December 16, 2025**

3) Updated Enrollment Analysis **\_Fiscal 2024 - 2025 as of December 16, 2025**

4) 2025 - 2026 Budget vs. Actual as of **December 16, 2025**

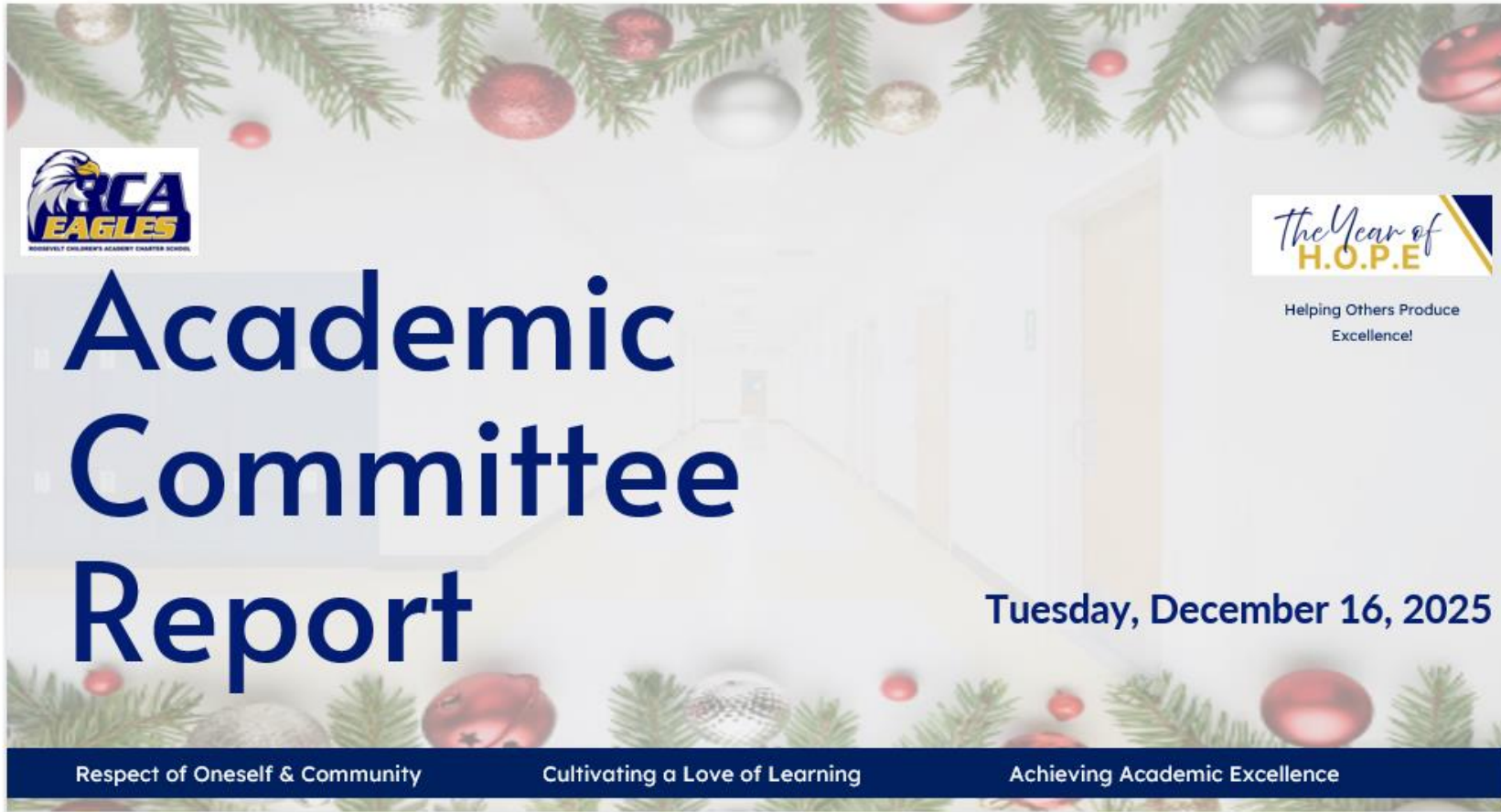
### **RCA UNAUDITED FINANCIAL STATEMENTS as of 12-31-2025**

5) Statement of Financial Position Summary Report **as of December 31, 2025**

6) Statement of Cash Flows For the **Period Ending December 31, 2025**

7) Statement of Activities Summary Report For the **Period Ending December 31, 2025**

8) Statement of Financial Performance Analysis For the **Period Ending December 31, 2025**



01

# Meeting Structure

The Year of  
H.O.P.E

## Academic Initiatives & Performance

- RCA RTI Cycle 2 Transitions
  - Elementary
  - Middle

## School Culture

- Holiday Celebrations!!!!
- RCA Cares Initiative



03

## Personnel Updates

- Vacancies
- Fillings

## New Business

- High School Expansion
- Academic Dates

# 01 ACADEMIC PERFORMANCE

## 01 RCA ACADEMIC INITIATIVES

### Strategic Planning – 2526SY

#### Steps Toward Improvement

- S1: Identify the Barriers: Access, Gather & Interpret the Data
- S2: Analyze & triangulate data to create overarching SMART goals that support our accountability plan
- S3: Act (Execute Action Plans with Fidelity)
- S4: Evaluate, Revise, Refine, Redo (E3R)

#### *Strategic Alignment*

Q2’s Goal: Completion by Friday, November 21<sup>st</sup>: Goal for Q2 (November 14, 2025 – February 2, 2026)

Q3’s Goal: Completion by Tuesday, February 10<sup>th</sup>: Goal for Q3 (February 3, 2026 – April 22, 2026)

Q4’s Goal: Completion by Wednesday, April 29<sup>th</sup>: Goal for Q3 (April 23, 2026 - June 26, 2026)

#### *Real Time Goals*

[Elementary School Academic Goals Link](#)

[Middle School Academic Goals Link](#)

# 01 RCA ACADEMIC INITIATIVES



## RCA Goal Setting: Middle School

### Strategic Alignment

Q2’s Goal: November 14, 2025 – February 2, 2026

#### Professional Learning Communities (PLCs)

Goals will be met by . . .

- Analyzing student work and assessment data biweekly in PLCs to inform next steps and adjust instruction

ELA PLCs: December 9, 2025

- ELA Benchmark Assessments: December 9, 2025
- December 15<sup>th</sup> – Q2 Progress Report Comments Due
- December 16<sup>th</sup> – 18<sup>th</sup> PLCs Benchmark Assessments Analysis
- December 18<sup>th</sup> Q2 Progress Report Available on Parent Portal



# 01 RCA ACADEMIC INITIATIVES

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### Real Time Goals

[Elementary School Academic Goals Link](#)

[Middle School Academic Goals Link](#)

# 01 RCA ACADEMIC INITIATIVES



## RCA Goal Setting: Elementary School

### *Strategic Alignment*

Q2's Goal: November 14, 2025 – February 2, 2026

#### **Coaching and Professional Learning Communities (PLCs)**

Goals will be met by . . .

- Writing informative text that introduce a topic and uses facts to develop points.
- Writing narratives with more descriptive details about actions, thoughts, and feelings.
- Writing informative texts that use precise language and formatting (e.g., headings) to aid comprehension.
- Writing narratives that use narrative techniques, such as descriptive details and dialogue, to develop events.

ELA & Math Coaches

- Working closely with Math and ELA RTI Teachers to develop lesson planning for the Push-In Models
- RTI Exit Meeting
- PLC: Lesson Plan Review



# 01 RCA ACADEMIC INITIATIVES



## RCA Goal Setting: Middle School

### *Strategic Alignment*

Q2's Goal: November 14, 2025 – February 2, 2026

#### **Professional Learning Communities (PLCs)**

Goals will be met by . . .

- Analyzing student work and assessment data biweekly in PLCs to inform next steps and adjust instruction

ELA PLCs: December 9, 2025

- ELA Benchmark Assessments: December 9, 2025
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# 01 RCA ACADEMIC INITIATIVES

## RESPONSE TO INTERVENTION DATA – 2526SY

### 2025-2026 SY ~ Cycle 2 Transition

Breakdown: Cycle 1 Exit Data – Monday, September 29<sup>th</sup> – Friday, November 21<sup>st</sup>

CYCLE	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
1		29	36	33	18	26	21	19	15
Reading		19	21	18	8	15	8	10	9
Math		10	15	15	10	11	13	9	6
Reading & Math		2	4	3	3	6	3	3	2

Breakdown: 197 Students

# 01 RCA ACADEMIC INITIATIVES

## RESPONSE TO INTERVENTION DATA – 2526SY

### 2025-2026 SY ~ Cycle 2 Transition

Cycle 2 Data (189): (Monday, December 8<sup>th</sup> – Friday, February 6<sup>th</sup>) – Kindergarten – Beginning in Class

Exits	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
-35 (163) +27									
Cycle 2 Transition		29-6=23 23+11=34	36-7=29 29+5=34	33-1=32 32+2=34	18-2=16	26-3=23	21-4=17 17+2=19	19-9=10 10+4=14	15-3=12 12+3=15
Reading Exit		-3	-5	0	-2	-3		-3	-2
Reading <small>*Progress Monitor: 3 Wks</small>	---	3	3	1	0	0			1
Reading-Add		6+	2+	1+	0	0			
Math Exit		-3	-2	-1	0	0	-4	-6	-1
Math <small>*Progress Monitor: 3 Wks</small>		0	0	0	0	0			
Math-Add		5+	3+	1+	0	0	2+	4+	3+
Both-Exit Reading & Math		-1	-1	0	0	0			
Both-Add Reading & Math		3+	2+	0	0	0			
<b>CYCLE</b>	<b>Start</b>	<b>Exited</b>	<b>Total</b>	<b>Added</b>	<b>C2 Total</b>	<b>*Progress Monitor</b> These students were in Cycle 1 and met most of their goals but are being progress monitored for an additional 3 weeks prior to exiting.			
1	197	35	162	27	189				

# 02 SCHOOL CULTURE

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Roosevelt Children's Academy Charter School

Board of Trustees Board Meeting Minutes – Tuesday, December 16<sup>th</sup>, 2025

## 02 Elementary School Culture

*The Year of*  
**H.O.P.E**  
Helping Others Produce Excellence!



**DECEMBER 17<sup>TH</sup> -**  
**DECEMBER 18<sup>TH</sup> -**  
**DECEMBER 19<sup>TH</sup> -**

**HOLIDAY DOOR DECORATING CONTEST**  
**HOLIDAY CONCERT**  
**CLASS PARTIES**



## 02 Middle School Culture



*The Year of*  
**H.O.P.E**

Helping Others Produce Excellence!

**BUILDING COMMUNITY**

**DECEMBER 22<sup>ND</sup> – 23<sup>RD</sup>  
 HOLIDAY  
 CELEBRATIONS!!**

**HOLIDAY PARTIES**

**HOT COCOA STATION!!**

**STAFF POTLUCK!!**

**KARAOKE LUNCH!!**

**STAFF – PAJAMA DAY –  
 DEC. 22<sup>ND</sup>**

## 02 RCA Cares

[Hallway Street Signs | Gear up to School-Wide Branding](#)  
[Hallway Street Signs - Mascot Junction](#)

*The Year of*  
**H.O.P.E**

Helping Others Produce Excellence!



- **Proposal Meeting Date: Friday, Dec. 12, 2025 @ 1 PM**
  - **Unveiling Date: Tuesday, February 24, 2026 – Samiyah's Birthday @ 1:30 PM**
  - **Samiyah's Way – Hallway Street Sign (Hallway's Corner)**
  - **Family – Ms. Burden**
    - Greeting from Board Trustee & Presentation of Plaque
    - Welcome, Opening and Closing – Carson
    - Family Response and Parent Outreach Committee Statement (Ms. Burden)
    - Beautiful Memory Box/Frame: Student Messages – Boyd, Pena, Squires
    - Writings in a Book: Vista Print – Roberts & Dr. Persad
  - **Bubbles &/ Balloon Release – Pena (D'Aponte – SEL Thought/Verbal)**
    - Open Parking Lot
    - Slideshow
  - **Celebration – Boyd, Squires, Angel, Pena**
    - Dance
    - Cupcakes - Roberts
  - **Photos & Video - Carson**
    - Mr. Dingle
  - **Logistics**
    - Elementary Staff: Participation via Zoom/Assembly in MPR/Teacher Coverage
  - **Next Meeting Date: Friday, January 9, 2026**



• Choose from plastic or aluminum - 24" x 6"  
 • Customized with your words, colors, mascot or logo  
 • Standard one-sided printing  
 • Optional two-sided printing w/wall brackets



## 03 RCA PERSONNEL UPDATES

➤ **Filled Positions**

- **Elementary**
  - 2<sup>nd</sup> Grade ICT Teacher (ProCare Agency)
  - 3<sup>rd</sup> Grade ICT Teacher (RCA)
  - 4<sup>th</sup> Grade ICT Teacher (ProCare Agency)
- **Middle**
  - TA 5<sup>th</sup> and 7<sup>th</sup> Grades
  - Math RTI Position
- **Network**
  - Director for Special Education (2.5 Days/Week)
    - CAO Supports/Picks Up Remaining Duties

➤ **Vacancies**

- **Elementary**
  - 1<sup>st</sup> Grade ICT
- **Middle**
  - TA 7<sup>th</sup>
  - Leave Replacement – 6<sup>th</sup> Grade – Teacher
  - Permanent Substitute Teacher

*The Year of*  
**H.O.P.E**

Helping Others Produce Excellence!

# 04 NEW BUSINESS

## 04 RCA NEW BUSINESS/UPDATES

- High School Expansion Update
  - Submission Complete
  - Awaiting Response from SUNY



### Upcoming Dates

\* Elementary Only

- December 1st ~ Students Return
- December 17<sup>th</sup> ~ Holiday Door Decorating Contest \*
- December 18<sup>th</sup> ~ Q2 Progress Report Available
- December 18<sup>th</sup> ~ Holiday Concert \*
- December 19<sup>th</sup> ~ Class Parties \*
- December 23<sup>rd</sup> ~ Noon Dismissal
- December 24<sup>th</sup>– January 2<sup>nd</sup> ~Holiday Recess (School Closed)



# Q&A



Respect of Oneself & Community

Cultivating a Love of Learning

Achieving Academic Excellence

**Ratifying & Confirming Resolution**

**Adopted: December 16<sup>th</sup>, 2025**

**BE IT RESOLVED** that the Roosevelt Children's Academy Charter School Board of Trustees in December 16<sup>th</sup>, 2025, 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 Williams. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

**Adopted: December 16<sup>th</sup>, 2025**

**BE IT RESOLVED** that the Roosevelt Children's Academy Charter School Board of Trustees in December 16<sup>th</sup>, 2025, 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 Academic report. A motion was made by Trustee Williams for the acceptance of the CAO Academic reports. Being that there were no further discussions the motion was seconded by Trustee Burden. The motion carried.

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

Noes: 0 Absent: 0 Abstentions: 0

**Adopted: December 16<sup>th</sup>, 2025**

**BE IT RESOLVED** that the Roosevelt Children's Academy Charter School Board of Trustees in December 16<sup>th</sup>, 2025, Board of Trustees Teleconference Board Meeting on behalf of the Roosevelt Children's Academy Charter School unanimously authorized a Ratifying & Confirming Resolution to accept 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 Williams approving the adoption of the resolution approving the personnel action items. The motion was seconded by Burden and unanimously approved. The motion carried.

**1) New Hire - as of Tuesday December 16, 2025**

Jovan Walker\_Receptionist\_12-01-2025  
Jessica Leinbaugh\_Math Teacher\_12-01-2025  
Dr. Danielle Satterfield-William\_Director of SPED\_12-03-2025  
Taryn Jamison\_Teacher Assistant\_12-08-2025  
Ellice Neal\_Teacher Assistant\_01-05-2025  
Aaliyah Lashay Ziegler\_Teacher Assistant\_12-15-2025  
Lakeenya Steele\_Teacher Assistant\_12-11-2025  
Michael Osemwengie\_Teacher Assistant\_12-15-2025  
Julio Bueso\_RTI Math Teacher\_12-17-2025

**2) Open Position - as of Tuesday December 16 2025**

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

Noes: 0 Absent: 0 Abstentions: 0

**PARENT REPORT:**

**PG commented** on community engagement to support student learning and family engagement through local and regional community board programs and events available during the holiday. In partnership with community chapter support services, the community establishes annual support for families in need. This includes toy donations activities and food drives during the holiday season. RCA student community involvement to support food drives garnered donations to be distributed.

Communication with parent to help support learning in the classroom programs and event available during the holiday. In partnership with community chapter support services-community Mentors in Need will establish annual support in need and toy donations activities,

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

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

**EXECUTIVE SESSION: NONE**

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

Respectfully Submitted by,

*Ella Portero*

Ella Portero, Secretary to the Board