



Rochdale Early Advantage Charter School

Minutes

REACS Board Meeting

Date and Time

Monday August 23, 2021 at 6:30 PM

Location

In-Person @ Rochdale Early Advantage Charter School and via Zoom Online Meeting Platform

Directors Present

C. Williams (Remote), L. Hamer (In-Person), R. Wilson (Remote), L. Stephens (In-Person), S. Brown (In-Person), M. Anglin (Remote)

Directors Absent

Ex Officio Members Present

C. Rice (In-Person)

Guests Present

Dr. Julie Padilla (Remote), Sylvia Fairclough-Leslie (Remote), Tawanna Muniz (Remote), Dr. C. Walden (In-Person)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

L. Hamer called a meeting of the board of directors of Rochdale Early Advantage Charter School to order on August 23, 2021 at 6:37 PM

C. Rice made a motion to Approve Agenda (to include today's date).

C. Williams seconded the motion.

The board **VOTED** to approve the motion.

C. Approve Minutes

R. Wilson made a motion to Approve Minutes from July 19, 2021.

L. Stephens seconded the motion.

The board **VOTED** to approve the motion.

Dr. Hamer introduced Nora Clancy who is working on the charter renewal; Nora spoke the board and the guests in attendance (In-Person and Online) on the charter renewal process that will take place this year.

II. Business & Operations Report

A. Mrs. Tawana Muniz

STUDENT DATA DASHBOARD:

- UNIVERSAL PRE-K STUDENTS – 36
- K-8 STUDENTS – 445
- SPED STUDENTS – N/A
- ELL – 7
- ECONOMIC DISADVANTAGE STUDENTS – N/A

ENROLLMENT: 2021 - 2022

- A total of 639 applicants are on our waitlist.
- 5 seats to fill: 4 K seats / 1 7th grade seat

COMPLIANCE/FINANCE:

- Annual Report Submitted on August 2nd.
- Ops preparing the school for re-opening (screening, technology, ID badges, etc.)
- PPE items ordered and in stock
- Deep Cleaning, floor waxing has begun to prepare for school reopening.
- Preparing for Phase II of Financial Audit. Dates 9/17 & 9/18
- Financial Summary and Cash disbursement reports were given to the board.

III. School Leader Report

A. Mrs. Sylvia Fairclough-Leslie/Dr. Julie Padilla

Mrs. Leslie introduced the new assistant principal, Dr. Claytisha Walden

Renewal Planning

General Information:

DOE generates recommendations for renewal short-term or long-term (not a candidate for non-renew, good). Goes onto Board of Regents agenda meeting. February, March or April meeting next year.

- EQ 1: Trend comparison to CSD, 2019 data
- EQ 2: Organization and operations, do we see systems and structures are in place to make sure the school is using that data (From admin, to teachers, to the students- how does data get used?)
- Enrollment and retention of special populations
- Financial liability long term and short term (any flags)
- Board: How often do they meet, quorum, their involvement/knowledge, how they make decisions/allocate.

Important Dates:

- **By July 15:** Submit school calendar via [Charter Information Portal \(ChIP\)](#).
- **By July 15:** Send name and contact information for hearing logistics point person via [Charter Information Portal \(ChIP\)](#).
- **By July 20 :** Step 1 Complete [this survey](#) for all grades that your school serves.
Step 2
- Submit your interim assessment data through the Accountability Tab in ChIP. Attached, please find detailed instructions. We encourage you to read through the instructions now, as some

pre-work is required if you use iReady or ANET. ChIP will be ready to accept submissions starting on June 21.

- **By August 2:** Submit overview of fall plans (link) via [Charter Information Portal \(ChIP\)](#). Please submit a high level overview of what options you are planning to offer for the fall (100% in-person, hybrid, etc. and some explanation of what a hybrid might look like), with the understanding that this might change. This deadline may be pushed back, based on the timeline for receiving state guidance.
- **By September 1:** Submit renewal application via [Charter Information Portal \(ChIP\)](#).
- **By September 1:** Submit master schedules for in person as well as any virtual synchronous learning (as applicable based on updated guidance from the state, your re-opening plan) via [Charter Information Portal \(ChIP\)](#).
- **By September 15: Disseminate Renewal Notification in person and/or virtually, in accordance with your re-opening plan:**
 - You will be able to access your school's letter(s) on the [Renewal Resources page](#) the within the next few weeks.
 - The letters will be prepared in English, Spanish, and French. If you need the letter to be translated in another language, you will need to coordinate translation services.
- **Pre Call Before Visit w/Laurie and Leadership Team**
- **October/November/December Visit:** To begin- Leadership Team Meetings (SEO members will also be there). Then same day or next day Classroom Observations (virtual or in person)
 - Pre, observation, and post - should be the one responsible for regular observations
 - Provide relevant context, observe 30-40 minutes, and then debrief
- **Interviews during Visit**
 - Teachers
 - Other staff (Ops, SPED coordinators, etc.), Parents, and Students as available
 - Board, as many board members as possible and prepared to answer questions-happens before the public hearing.
 - Will let them know after submitting application or co-create list, they want certain individuals based on their experience and years at the school, most likely virtual.
- **Leadership Debrief to discuss remaining components**
 - **Public Hearings:** TBD on virtual/in-person, will reach out in September to coordinate
 - **Board of Regents Decision - March/April/May**

Summer School 2021 Overview

- Summer school took place from July 6th- August 5th and our school day was from 9am-12pm. We had a total of 114 scholars enrolled for our summer session. We were able to take some scholars off the wait-list who were non-mandated (31 scholars total). These were scholars whose families wanted to enroll them in summer school, as spots became available. Grades Pre-K through 5th grade were in the building, while Grades 6 and 7 were virtual for summer.
- Our teachers provided curriculum instruction with Springboard (Pre-K-3rd Grade), Focus Math, and Cadence Learning (Grades 4-7). The Cadence curriculum was new to REACS- but offered a great depth of novel studies to our scholars and they seemed to enjoy the texts they completed!
- Springboard Teachers (Pre-K through 3rd Grade) hosted family workshops weekly to work with families and teach them literacy strategies to utilize at home. These workshops were extremely successful with over 60% of families attending these weekly sessions with their scholar's classroom teacher.
- Teacher observations occurred along with teachers submitting weekly summaries based on scholars' participation, and growth. They relayed the modifications they made with regard to texts or mathematical practices.
- Teachers conducted outreach to families (by phone, Zoom, or in-person) over the last two weeks to provide an update on how their scholar progressed and what they should focus on for the down time

inbetween summer session closing and the start of the new school year. Scholars also have a variety of texts to read that were sent home in their summer backpacks (chapter texts, texts related to ELA, Science, Math, etc. and a thorough workbook to prepare them for the next grade) to work on in these few weeks before the new school year begins.

2021-2022 School Year Planning

- REACS will offer a fully In Person instructional option for Fall 2021. School will monitor the status of the Covid-19 pandemic to make decisions as the school year progresses.
- Calendar for 2021-2022 school year is complete.
- Teacher Institute - August 30th - September 10th
- Parent/scholar Orientation - September 9th - 10th
- First Day of In person Instruction - September 13th

Assessment dates

- Beginning of Year (BOY) Administered September - October 2021. Determine individual achievement gaps and intervention plan
- Tentative School wide Events and Activities
- Instructional days and Holidays

Tentative Blended Learning Options Plan for 2021-22

- Elementary Teaching Plan Number of Online Teachers (1 teacher for 2 grades)
- **Kindergarten/Grade One**
 - 7:30am-9am Outreach, grading, lesson planning, posting work for the week
 - Kindergarten Live Instruction 9-11am/Grade One Asynchronous 9-11am
 - Lunch 11 -12pm
 - Kindergarten Asynchronous 12- 2/Grade One Live Instruction 12-2pm
 - Office Hours session at 2:00-4:00pm (One on one sessions to follow-up,group/individual support as needed - RETEACH)
 - Kindergarten 2:00-3:00pm
 - Grade One 3:00-4:00p
- **Grade Two/Grade Three**
 - 7:30am-9am Outreach, grading, lesson planning, posting work for the week
 - Grade Two Live Instruction 9-11am/Grade Three Asynchronous 9-11am
 - Lunch 11 -12
 - Grade Two Asynchronous 12- 2/Grade Three Live Instruction 12-2pm
 - Office Hours session at 2:00-4:00pm (One on one sessions to follow-up,group/individual support as needed - RETEACH)
 - Grade Two 2:00-3:00pm
 - Grade Three 3:00-4:00pm
- **Grade Four/Grade Five**
 - 7:30am-9am Outreach, grading, lesson planning, posting work for the week
 - Grade Four Live Instruction 9-11am/Grade Five Asynchronous 9-11am
 - Lunch 11 -12pm
 - Grade Four Asynchronous 12- 2/Grade Five Live Instruction 12-2pm
 - Office Hours session at 2:00-4:00pm (One on one sessions to follow-up,group/individual support as needed - RETEACH)
 - Grade Four 2:00-3:00pm
 - Grade Five 3:00-4:00pm

- **Middle School Teacher Schedule**
 - 7:30-8:30 Outreach, grading, lesson planning, posting work for the week
 - 8:30-12pm Instructional Time
 - 12pm-1pm Lunch
 - 1pm-2pm Planning
 - 2:00-3pm One on one sessions to follow-up, group/individual support as needed -RETEACH
 - 3pm-4pm Parent Meetings
- **Sixth Grade**
 - 8:30-9:30 ELA
 - 9:45-10:45 Math
 - 11:00-12pm SS/Science
- **Seventh Grade**
 - 8:30-9:30 Math
 - 9:45-10:45 SS/Science
 - 11:00-12pm ELA
- **Eighth Grade**
 - 8:30-9:30 SS/Science
 - 9:45-10:45 ELA
 - 11:00-12pm Math
- Total: 6 teachers across K-8 to be instructing for virtual only. This would be to best serve the school community and cater to those students who have underlying conditions and are unable to return in-person. Documentation would need to be submitted to ensure that the spots go to those that need it.
- There would only be 100% in-person or 100% remote offered, no blended learning.
- Reviewed in January 2022 based on COVID rates, vaccine for under 12 year olds.

IV. PTO Report

A. Shinequa Brown (No Report as there was no meeting in July)

- Next meeting scheduled for September 15, 2021 @ 6:30 p.m.

V. CEO Report

A. Bishop Calvin Rice

Maintenance/Facility and new Construction:

- We are awaiting a few required items to complete the process with M & T Bank.
- AG Approval
- Five architectural concerns.
- Even though we have five architectural concerns the DOB Deputy commissioner gave us a temporary waiver and approved our structural plans on August 12 so that we can begin and complete foundation work before winter. The next step was for me to serve public notices to eight surrounding neighbors in person or by registered mail, I completed this task on August 16th. Following the completion, we are required to wait ten workdays and the DOB will issue a work permit to begin construction. Hence, we are planning a groundbreaking ceremony on September 2nd. (Board members please plan to be in attendance if possible.) Actual construction should begin within a week.

- I have been working with Ms. Leslie and Ms. Muniz to construct four temporary classrooms on the gym floor using glass and metal to give a better sound buffer.
- I will be commencing training this week and next week with M & T bank technical team on the navigation of their construction management portal, Beginning September the 8th I am enrolled in the DOB's required training for their online construction management portal.
- I am submitting two names for consideration for REACS board membership, Mr. David Barron a licensed architect and Mr. Mitchell L. Walker, Deputy Director for Administration for Children.
- The Pastor of the Rescue Church where the Pre-K is being held (Pastor Wilks) passed away today.

VI. Finance Report

A. Mrs. Marcia Anglin (No Report as there was no meeting in July)

VII. Academic Accountability Report

A. Mrs. Chene Williams

- Met on 8/19/21 @ 6:00 p.m. via Zoom. The following discussions were held:
 - Prep for onsite learning
 - Tracking for student needs
 - Enrichment
 - Continuous improvement on foreign language

VIII. Personnel Committee Report

A. Mrs. Kamala Sandiford via Mrs. Sylvia Fariclough-Leslie 2021 Staffing Plan

- New hires for 2021-2022 regular school year
 - B, Elementary teacher
 - Mr. Joel Bunche, Middle School PE teacher
 - Ms. Nikki Smith, Special Education teacher
 - Ms. Daniella Ruvinsky, Special Education teacher
 - **Update needed from Board as far as Parent Coordinator**
- Interviews continue to fill vacancies
- Received phone calls from two local principals regarding staff members (Brady, Suberi, Jackson) who are looking to leave REACS for the Fall.

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:20 PM.

Respectfully Submitted,
R. Wilson

The meeting was adjourned for executive session.

In executive session:

The board discussed an administrative issue and procedure going forward for said issue; the board voted and passed the updated administrative package that will be uploaded to the DOE for charter renewal (R. Wilson made the motion, M. Anglin seconded).