



**Riverhead Charter School**  
3685 Middle Country Road  
Calverton, NY11933  
Phone (631) 369-5800  
Elementary Fax (631) 369-6687  
Middle School Fax (631) 727-7193  
Administration Office Fax (631) 727-7193  
[www.riverheadcharterschool.org](http://www.riverheadcharterschool.org)

**Board of Trustees**

Aimee LoMonaco, Board President  
David Edwards, Vice President  
Harry Histan, Treasurer  
Susan Heintz, Secretary  
Zenobia Hartfield, Trustee  
Natasha Jeffries, Trustee

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**Superintendent**  
Raymond Ankrum

**Principal K-5**  
Laura Arcuri

**Principal 6-8**  
Patrick McKinney

**Director of Finance**  
Nicola Graham

**Board of Trustees Meeting Minutes**

**Date and Time**

Thursday May 21, 2020 at 6:30pm

**RCS Mission Statement**

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-oriented thinking and embracing the cultural diversity of our community.

**Trustees Present:**

David Edwards (remote), Aimee LoMonaco (Remote), Natasha Jeffries (Remote), Zenobia Hartfield (remote)

**Guests Present**

Raymond Ankrum (Remote), Laura Arcuri (Remote), Kaitlyn Kosiorowski (Remote), Nicola Graham (Remote), Patrick McKinney (Remote), Joessie Mathews(Remote)

**I. Opening Items**

**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

David Edwards called a meeting of the board of trustees of Riverhead Charter School to order on Thursday May 21, 2020 at 6:38 PM. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

**C. Approve Minutes**

**Zenobia Hartfield** made a motion to approve minutes from the Board Meeting April 16, 2020

**Aimee LoMonaco** seconded the motion.

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

**D. Public Comment**

**II. Academic Excellence**

**A. Superintendents Report**

-Summer school via online platform

-Building capacity

-What will work for all studnets

-Looking to go beyond September

-Teachers have been diligent

-Good feedback from parents

-Begin online PD series for teachers (currently no PD taking place)

-Plan for school opening

-Variety of different looks



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- If staggered seating unable to come back
- Teacher contracts went out
  - 2<sup>ND</sup> year all teachers are being asked back
  - Need 2 custodial positions
- School is doing well
- State virtual audit June 18<sup>th</sup>
- Board session
- Progress reports have been sent home
- Assessing students the same way as before
- Board to do follow up on board applications

#### **IV. Development**

#### **V. Facility**

- Secure a High School space
- Mercy looks promising
- Rent for the next 4 years potential to own the space afterwards
- Peconic Bay acquired Mercy McGann
- Potential to lease the building to us
- 50% of the building to use for our needs
  - Auditorium
  - Cafeteria
  - Admin Space
  - 1<sup>st</sup> floor
  - 3<sup>Rd</sup> floor
  - Gymnasium
- Minimum of 4 years lease
  - \$200,000 first year
  - \$225,000 second year
  - Cap at \$250,000 for 3<sup>rd</sup> and 4<sup>th</sup> years
  - Assume 50% of utilities
  - Grounds keeping
- Parking will be an issues
- Apply for use variance
- Local attorney Kimberly Judd to push for use variances with zoning board of appeals
- Notify in Feb of 3<sup>rd</sup> year if we will be terminating for September (same if we wish to extend)
- Construction
  - To safe guard students
  - Close south wing on floors to protect our areas
  - Employ a security guard



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**Aimee LoMonaco** made a motion to hire Kimberly Judd at \$300 per hour with a \$2500 retainer to obtain a use variance and represent RCS in front of zoning board.

**Zenobia Hartfield** seconded the motion.

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

#### **IV. Finance**

##### **Director of Finance Report**

- Cash accounts healthy and strong
- Sent out tuition billing
- Quarterly financials sent on time to bond trustees
- Profit and Loss
  - YTD- \$7,869,845
  - Prior-\$7,056,531
  - Variance- \$813.314

- No reap grant this year
- YTD Totals- \$8,611,096
- Prior-\$7,872,628
- Variance- \$738,468
- Still favorable

- Projected for 2019-2020
- Total- \$11,474,836- Considerably Ahead
- Salaries are lower due to not hiring a HS principal or Dean
- Student meals went down due to COVID-19
- Supplies went down due to COVID-19
- Utilities went down due to COVID-19

##### 2020-2021 Budget

- 
- Projected for 690 students
- Budget for \$12,887,254 total revenue
- Another location
- More utilities
- Rent
- More students equals more income
- Purchasing more supplies and technology
- Need to hire
  - Dean of Curriculum
  - Teachers
  - Admin Assistant
  - Social Worker
  - Custodian x2
  - Security Guard



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- Increase in board development
- Increase in technology
- Increase in student meals
- Increase in marketing
- Facilities
  - \$200,000 rent
  - Increase utilities by \$100-150k per year not including grounds
  - \$300k to bring Mercy to par

Net income for 2020-2021

-\$492,585

**Aimee LoMonaco** made a motion to approve the fiscal year 2020-2021 budget as presented

**Zenobia Hartfield** seconded the motion.

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

## **VII. Governance**

### **-Superintendent Evaluation**

- Self evaluation and setting goals
- Board will set goals for new school year
- Hard to measure academic goals due to COVID-19
- Engagement of online platform
- Survey of parent feedback

**Aimee LoMonaco** made a motion accept the amended Superintendents evaluation for the 2019-2020 school year.

**Nastaha Jeffries** seconded the motion.

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

## **V. Other Business**

### **-2020-2021 School Calendar**

**Aimee LoMonaco** made a motion to approve the fiscal year 2020-2021 school calendar as presented

**Zenobia Hartfield** seconded the motion.

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

## **A. Board Candidate- Joessie Mathews**

Welcome and Introduction of all on the call

- Relationship and How Affiliated with the school
- Parent of 3 all attended RCS 2 Graduated 1 Current Student
- Advocate for the Charter School
- HR Coordinator for Stony Brook
  - Orientation
  - Work with graduates
  - Currently finishing bachelor's degree



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- Grant connections
- Able to establish boundaries
- On the board of her church
  - Admin assistant/chief of staff
  - Ensure budgets are met
  - Fundraising all documents goes through Ms. Mathews
  - Delegating of daily and weekly tasks

**Aimee LoMonaco** made a motion to bring Joessie Mathews on as a board trustee  
**Nastaha Jeffries** seconded the motion.  
**David Edwards abstained from vote**  
The board **VOTED** to approve the motion.

**V. Closing Items**

Enter Executive Session

**Zenobia Hartfield** made a motion to adjourn the meeting at 8:59pm  
**David Edwards** seconded the motion.  
The board **VOTED** unanimously to approve the motion.

Exit Executive Session

**Aimee LoMonaco** made a motion to adjourn the meeting at 9:03pm  
**Zenobia Hartfield** seconded the motion.  
The board **VOTED** unanimously to approve the motion.

Adjourn meeting

**Zenobia Hartfield** made a motion to adjourn the meeting at 9:04pm  
**David Edwards** seconded the motion.  
The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:04 PM.

Respectfully Submitted,  
Kaitlyn Kosiorowski