



**Riverhead Charter School**  
3685 Middle Country Road  
Calverton, NY 11933  
Phone (631) 369-5800  
Elementary Fax (631) 369-6687  
Middle School Fax (631) 727-7191  
Administration Bldg. Fax (631) 727-7193  
[www.riverheadcharterschool.org](http://www.riverheadcharterschool.org)

Board of Trustees

David Edwards, Board President  
Aimee LoMonaco, Vice President  
Maria Cintron, Treasurer  
Natasha Jeffries, Secretary  
Zenobia Hartfield, Trustee

Superintendent  
Dr. Raymond Ankrum

Co-Principals K-6  
Taylor Henninger and  
Samantha Camillery

Principal 7-8  
Katherine Gang

Principal 9-12  
Dr. Patrick McKinney

Chief Financial Officer  
Nicola Graham

## Riverhead Charter School Board of Trustees

### Minutes

#### Board meeting

#### Date and Time

Wednesday, December 20<sup>th</sup>, 2023, at 6:30 pm

#### 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.

#### Board Trustees

Aimee LoMonaco, David Edwards (Remote), Maria Cintron, Zenobia Hartfield (Remote), and Natasha Jeffries.

#### Guest Present

Dr. Raymond Ankrum, Nicola Graham, Sharon N. Berlin, Nicholas M. Ward-Willis (Keane & Beane P.C Attorneys at Laws Member).

#### 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 December 20<sup>th</sup>, 2023, at 6:56 pm. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

##### C. Approve Minutes

**Maria Cintron** made the motion.

**Aimee LoMonaco** seconded the motion.

The board **VOTED** unanimously to approve the Minutes motion of November 29<sup>th</sup>, 2023.

##### D. Public Comment



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## II. Academic Excellence

### A. Superintendent, Dr. Raymond Ankrum

#### ➤ Mr. Timpone's Presentation about TRANSCEND

- Explanation of TRANSCEND's mission.
- Relation to school goals and coaching provided by TRANSCEND.
- **School Designs and Acceptance into TRANSCEND**
  - In the process of designing innovative changes.
  - Good position and shape for innovation.
  - Acceptance by TRANSCEND.
  - Spring initiation with a site visit in June.
- **Members and Meetings**
  - Lead members: Tricia Anderson, Nick Timpone, Diana Salcedo.
  - Serving students from K to 12.
  - Shadowing students and explanation by Mr. Timpone.
  - Surveys conducted for insights.
- **Focus on ENL Students**
  - Acknowledgment of the growing of the ENL population.
  - Shadowing and surveying ENL students.
  - Strategies to support the ENL population.
- **Video Case for Change and Community-Based Progress**
  - TRANSCEND's model: Learn, Envision, Try, and Build.
  - Emphasis on community-based progress.
  - Need to work more on relevance based on survey feedback.
- **Opportunities and Principles**
  - Exploration of opportunities outside the building.
  - Introduction of 5 principles and 5 leaps.
- **Pilot Plans and Language Immersion Programs**
  - Spring initiation for the pilot.
  - Visits to schools with dual language immersion programs.
  - Similar initiatives in middle and high schools.
- **Creating a Welcoming Environment**
  - Hosting a dinner for Shadower's parents.
  - Community meetings to communicate progress and plans.



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- **Dr. Ankrum provided an Elementary School Update:**
  - eSchool Attendance: Teachers are ensuring daily attendance on eSchool.
  - Indoor Recess: Due to the colder weather, indoor recess is likely. Announcements will be made by 11:00 am.
  - Scholastic Book Fair: Hosted by Ms. Mitchell, it is ongoing from December 11th to December 15th.
  - Winter Concerts: K-2nd Grade on December 19th and 3rd-6<sup>th</sup> Grade on December 21st.
  - Formal Observations: Scheduled for this week, with lesson plans due to observers 24 hours prior.
  - Field Trips: December 15th - Museum of Broadway and December 20th - Long Island Ballet.
- **Mr. Ankrum provided a Middle School Update:**
  - Winter Break Work: Optional assignment over the break, capped at 1-2 pages per content.
  - Secret Snowflake: Exchanges and reveals on December 22nd.
  - Staff Appreciation Breakfast: Set for December 22nd, with festive attire encouraged.
  - Extracurricular Activities: Various clubs and extra help sessions throughout the week.
  - Door Decorating Contest: Judging to be held on December 21st.
  - Progress Reports: Due on December 20th.
- **Upcoming Dates:**
  - 12/19: K-2 Winter Concert.
  - 12/20: Progress Reports Due.
  - 12/21: 3-6 Winter Concert.
  - 12/22: Half Day for Students & Staff, Progress Reports Sent Home.
  - 12/23 - 1/1: Holiday Recess.



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### III. Finance

#### A. Director of Finance and Operation Report, Ms. Nicola Graham

- Discussed Cash Disbursements for November 2023 in detail.
- Presented Finance and operation Dashboards.
  - All cash accounts are healthy.
  - Informed about the compliance calendar (October 2023).
    - ✓ Served 18 days of Breakfast and 17 days of Lunch in November. (Veteran's Day 11/10, Parent Teacher Conf 11/17, Early Dismissal 11/22, Thanksgiving break 11/23-24 )
    - ✓ Bi-Monthly District Tuition Invoices Sent
    - ✓ Annual Investor call - December 20
    - ✓ Filed Exhibit A report with Bond Trustee.
    - ✓ Completed the Annual Building Fire Safety Inspection Report on 11/21.
    - ✓ Conducted a total of 12 drills per year: 4 lockdown and 8 fire evacuation drills. Eight drills were completed by December 31)

### IV. Development

- Mrs. Cintron shared insights from the meeting she held with Thut Hill and Dr. McKinney at the high school.
  - Mr. Hill was impressed with the building and our initiatives.
  - Presentation for Rotary Club:
    - Request for a presentation of Riverhead Charter School to the Rotary Club.
    - Looking at January and February for a suitable date, possibly a Wednesday at lunchtime.
  - Two appealing programs discussed
    - Rally Program: A day for kids with activities.
    - Leadership Program: Conducted in Massachusetts for a few days, emphasizing leadership skills and activities.
  - Job Opportunities and Internships:
    - Proposal for job opportunity programs and internships for high school kids.
    - Mention of summer programs with financial support for selective kids.
    - Scholarships available, not solely based on grades, but on merit and overall student profile.
  - Grant Offer and Educational Sessions:
    - Offer of a grant for educational sessions, such as horseback riding and agriculture.
    - Upcoming meeting to discuss further details.
  - Potential Rotary Club Membership:
    - Discussion about the possibility of becoming members of the Rotary Club.



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- Acknowledgment of the need for diversity and potential opportunities in the club.
- Consideration of personal commitments before making a commitment to membership.
- Connection to Charter School Employees:
  - Recognition that Mr. Hill has employees with kids in the charter school.
  - His assistant's son is in 7th grade at the charter school.
  - Discussion about expanding relationships with the Rotary Club for mutual benefits.
- Relationship Building Before Membership:
  - Emphasis on building a relationship with the Rotary Club for grants, programs, and internships before considering membership.
  - No mention of immediate membership commitment.
- Next Steps:
  - Planned follow-up meeting with Dr. McKinney.
  - Dr. McKinney to arrange a meeting with the Rotary Club for a presentation in January or February.
- Excitement and Opportunity:
  - Excitement expressed about the potential opportunities and support from Thut Hill and Dr. McKinney.
  - Overall positive outlook on the collaboration with the Rotary Club.

## V. Facility

### • First Motion:

The Board approved the motion to accept and approve the School Technology Disposal policy that outlines procedures on how to handle and dispose of technology equipment.

**Aimee LoMonaco** made the motion.

**Maria Cintron** seconded the motion.

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



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• **Second Motion:**

The Board approved the motion to accept and approve that effective January 1<sup>st</sup>, 2024, the rights and obligations of Lamb & Barnosky, LLP, pursuant to the retainer agreement presently in effect, will be assigned to and assumed by the law firm of Keane & Beane, P.C., and an effective January 1, 2024, the Board terminates the retainer agreement with Lamb & Barnosky, LLP.

**Aimee LoMonaco** made the motion.

**Maria Cintron** seconded the motion.

The board **VOTED** unanimously approved the motion.

**VI. Governance**

**VII. Other Business**

**VIII. Closing Items**

**A. Enter Executive Session**

**Zenobia Hartfield** made the motion to enter the executive session at 6:36 PM.

**Maria Cintron** seconded the motion.

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

**B. Exit Executive Session**

**Maria Cintron** made a motion to exit the executive session at 7:10 PM.

**Zenobia Hartfield** seconded the motion

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



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**C. Adjourn Meeting**

**Maria Cintron** made a motion to adjourn the meeting of December 20<sup>th</sup>, 2023.

**Zenobia Hartfield** 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 8:21 PM.

Respectfully Submitted,

**Diana M. Salcedo Gomez.**