



**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

### Board Minutes

#### Date and Time

Wednesday, August 14<sup>th</sup>, 2024, 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

David Edwards, Aimee LoMonaco, Maria Cintron, and Natasha Jeffries.

#### Guest Present

Dr. Raymond Ankrum, Nicola Graham, Kent Cerini, Denney Teets.

#### I. Opening Items

##### A. Record Attendance and Guests

##### B. Call the Meeting to Order

**David Edwards** called a meeting of the Riverhead Charter School Board of Trustees to order on August 14<sup>th</sup>, 2024, at 6:45 p.m. The meeting began with the pledge of allegiance.

##### C. Approve Minutes

**Aimee LoMonaco** made the motion.

**Maria Cintron** seconded the motion.

The board **VOTED** unanimously to approve the Minutes motion of July 17<sup>th</sup>, 2024.

##### D. Approve Special Board Meeting Minutes

**Maria Cintron** made the motion.

**Natasha Jeffries** seconded the motion.

The board **VOTED** unanimously to approve the Special Board Meeting Minutes motion of July 22<sup>nd</sup>, 2024.

##### E. Public Comment



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## II. Academic Excellence

### A. Superintendent, Dr. Raymond Ankrum

#### 1. Sabbatical Leave Policy Proposal

##### **Objective:**

Dr. Ankrum presented the sabbatical leave policy proposal, emphasizing the following benefits:

- **Staff Morale & Retention:** Sabbatical leave demonstrates the school's commitment to its teachers, valuing their long-term dedication.
- **Professional Growth:** Encourages teachers to engage in continuous learning and skill development.
- **Innovation:** Fresh perspectives and new ideas can be returned to the school after the leave.
- **Well-being:** Supports work-life balance and helps prevent burnout among staff members.

##### **Eligibility Criteria:**

Dr. Ankrum explained the eligibility criteria, ensuring the policy is fair and accessible to all qualifying staff.

##### **Types of Sabbatical Leave:**

###### 1. **Professional Development:**

- Pursuing a doctoral degree with time off for dissertation writing.
- Attending conferences or workshops.
- Conducting research.
- Specialized training programs.

##### **Application & Approval Process:**

Dr. Ankrum detailed the process for applying for sabbatical leave and the steps for approval.

##### **Post-Sabbatical Expectations:**

After returning from a sabbatical, staff members are expected to contribute their knowledge and experience to the school community.

##### **Investing in Our Future:**

By offering sabbatical leave, the school:

- Demonstrates a commitment to staff growth.
- It enhances staff morale, encourages professional growth, promotes innovation, and supports staff well-being.
- Builds a more robust and vibrant school culture.
- Ultimately better serves the students of Riverhead Charter School.



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2. No Cell Phone Policy

**Rationale:** Dr. Ankrum discussed the implementation of a No Cell Phone Policy and its importance in enhancing the school environment:

- **Enhanced Focus:** Allows students to concentrate on learning without distractions.
- **Improved Engagement:** Encourages more active participation in class activities.
- **Cyberbullying Prevention:** Reduces the risk of online harassment among students.
- **Classroom Safety:** Minimizes disruptions and potential conflicts during school hours.
- **Social Interaction:** Promotes face-to-face communication among students.

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3. Punctuality Matters

**Importance of Punctuality:**

Dr. Ankrum highlighted why punctuality is crucial for both students and the overall school environment:

- **Academic Success:** Students who arrive on time are more likely to succeed academically.
- **Responsibility:** Punctuality is a life skill that helps students become responsible and reliable individuals.
- **Respect:** Being on time shows respect for teachers, classmates, and the learning environment.
- **Positive School Culture:** A timely arrival by all fosters a positive and productive school atmosphere.

- **Motion:**

The board of Trustees approved the motion to accept the Riverhead Charter School High School Cell Phone Policy.

**Aimee LoMonaco** made the motion.

**Maria Cintron** seconded the motion.

The board VOTED unanimously to approve the motion.

- **Motion:**

The board of Trustees approved the motion to accept the Riverhead Charter School Lateness Policy.

**Aimee LoMonaco** made the motion.

**Natasha Jeffries** seconded the motion.

The board VOTED unanimously to approve the motion.



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**Pending motions:**

• **Motion:**

The board of Trustees approved the motion to accept the Riverhead Charter School Sabbatical Leave Policy.

**III. Finance**

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

- Paid semi-annual Bond Principal and Interest payment due 8/1.
- Sent Reconciliation for Tuition Billing for 2023-2024 and IDEA
- Presentation from external auditors, Cerini & Associates, on audited financial statements as of June 30, 2024

**B. Report Summary for the Board of Directors: Year Ended June 30, 2024**

**Presented by:** Kent Cerini.

**Overview:** Mr. Kent Cerini, presented the annual audit report to the Board of Directors for the year ending June 30, 2024. He reported no disagreements with management regarding any accounting or auditing matters. Additionally, the audit encountered no difficulties, and Riverhead Charter School's management team was highly cooperative throughout the process.

**Key Discussion Points:**

**1. Risk Identification:**

- Mr. Cerini highlighted the key risks associated with the revenue recognition cycle and expense allocations, ensuring that the Board was informed of potential concerns.

**2. Non-Attest Services:**

- The report included a discussion of the non-attest services provided and an analysis of the school's financial position, particularly focusing on assets, liabilities, and net assets.

**3. Financial Position:**

- Mr. Cerini provided a detailed review of the school's financial position, discussing liquidity, cash balances (excluding restricted cash), days in cash (unrestricted), days in accounts receivable, and revenue support. He also addressed the changes in net assets during the fiscal year.

**4. Student Enrollment and Financial Metrics:**

- The report included an analysis of student Full-Time Equivalents (FTEs), revenue, and expenses per FTE. Mr. Cerini explained the breakdown of revenue, operational expenses, depreciation, and other non-cash items.



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## 5. Expense Analysis:

- Mr. Cerini thoroughly reviewed the school's expenses, categorized by program, management and general, and total expenses. He also explained expenses by natural classification, including salaries, fringe benefits, student meals, interest, depreciation, and other expenses.

## Conclusion:

The report concluded with a comprehensive overview of the school's financial health and operational efficiency for the fiscal year. Mr. Cerini's presentation ensured that the Board clearly understood the school's financial standing and the factors impacting it.

- **Motion**  
The board of Trustees approved the motion to accept and approve the Independent Auditors Report on Financial Statements ending June 30, 2024.  
**Aimee LoMonaco** made a motion.  
**Natasha Jeffries** seconded the motion.  
The board VOTED unanimously to approve the motion.
- **Motion**  
The board of Trustees approved the motion to accept and approve the retention of contractual services with Corporate Accounting Solutions for internal accounting services in 2024-2025.  
**Aimee LoMonaco** made a motion.  
**Maria Cintron** seconded the motion.  
The board VOTED unanimously to approve the motion.
- **Motion**  
The board of Trustees approved the motion to accept and approve the retention of contractual services with Keane and Beane as general counsel.  
**Maria Cintron** made a motion.  
**Natasha Jeffries** seconded the motion.  
The board VOTED unanimously to approve the motion.
- **Motion**  
The board of Trustees approved the motion to accept and approve the retention of contractual services with A to Z Catering for students' meals services 2024-2025  
**Natasha Jeffries** made a motion.  
**Aimee LoMonaco** seconded the motion.  
The board VOTED unanimously to approve the motion.



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- **Motion**

The board of trustees approved the motion to accept and approve the retention of contractual services with Cerini & Associates, LLP as our external auditors.

**Aimee LoMonaco** made a motion.

**Natasha Jeffries** seconded the motion.

The board VOTED unanimously to approve the motion.

- **Motion**

The board of trustees approved the motion to accept and approve the engagement with Metropolitan Commercial Bank to evaluate our money markets and utilize the public-school resource funds program.

**Aimee LoMonaco** made a motion.

**Natasha Jeffries** seconded the motion.

The board VOTED unanimously to approve the motion.

- **Motion**

The board of Trustees approved the motion to accept and approve Concordia Consulting's proposal for communication.

**Aimee LoMonaco** made a motion.

**Natasha Jeffries** seconded the motion.

The board VOTED unanimously to approve the motion.

### **C. Presentation on Public School Reserve Funds Program by Denney Teets**

**Presented by:** Denney Teets

**Overview:** Mr. Denney Teets, First Vice President and Senior Relationship Manager at Public Metropolitan Commercial Bank, delivered a presentation on the public-school reserve funds program. He highlighted the bank's extensive experience, strong commitment to client service, and the role of dedicated relationship managers. Mr. Teets also emphasized the bank's local focus and relevance to the schools' needs. The primary purpose of his presentation was to outline high-yield opportunities available through the reserve funds program.



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**IV. Development**

**V. Facility**

**VI. Governance**

**VII. Other Business**

**VIII. Closing Items**

**A. Enter Executive Session**

N/A

**B. Exit Executive Session**

N/A

**C. Adjourn Meeting**

N/A.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:40 PM.

Respectfully Submitted,

**Diana M. Salcedo Gomez.**