



**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

**IA Chief of Schools**  
Dr. Patrick McKinney

**ES Principals**  
Samantha Camillery  
& Taylor Henninger

**MS Principal**  
Katherine Gang

**HS Principal**  
Shalyse Jones

**Chief Finance Officer**  
Nicola Graham

## Riverhead Charter School Board of Trustees

### Board Minutes

#### **Date and Time**

Wednesday, November 19<sup>th</sup>, 2025, 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**

Maria Cintron, David Edwards, Zenobia Hartfield.

#### **Guest Present**

Dr. McKinney, Nicola Graham.

#### **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 Wednesday, November 19<sup>th</sup>, at 6:30 p.m. The meeting began with the Pledge of Allegiance.

##### **C. Approve Minutes**

**Maria Cintron** made the motion.

**Zenobia Hartfield** seconded the motion.

The board **VOTED** unanimously to approve the Minutes motion of October 15<sup>th</sup>, 2025.

##### **D. Public Comment**



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## II. Academic Excellence

### A. Superintendent, Dr. Raymond Ankrum

Dr. McKinney, IA Chief of Schools, presented the Superintendent's report.

#### Bus Behavior & Student Accountability:

Dr. McKinney explained that the bus serves as an extension of the classroom and requires the same respect, safety, and responsibility as the classroom.

Dr. McKinney noted the following:

- A student must follow the RCS Code of Conduct while riding the bus, waiting for the bus, and during entry and exit.
- Any violation results in disciplinary action, including a possible suspension of bus-riding privileges.
- When a suspension is issued, the parent or guardian becomes solely responsible for transportation without exception.

According to the Superintendent's report, a disciplinary approach titled "**reverse suspension**" is under consideration. Under this model, a parent would shadow the student throughout the school day in place of an out-of-school suspension.

### 1. K-2 Updates

#### 1.1 Key Dates

- **11/10, 9:00 AM:** Report cards and comments due
- **11/10, 5-7 PM:** Parent-teacher conferences
- **11/12:** K-2 Awards 25/26 document due
- **11/14:** Quarterly awards ceremony (K/1/2 hallway)
- **11/14, 1-4 PM:** Half-day conferences
- **11/17-11/21:** Scholastic Book Fair



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## 1.2 Initiatives

The Superintendent's report highlighted the ongoing **Thanksgiving Food Drive**, structured as a grade-level competition. Winning classes receive a NUT card and an in-class movie.

Assigned items include:

- Kindergarten: Instant/boxed potatoes
- Grade 1: Boxed stuffing or rice
- Grade 2: Boxed mac & cheese or pasta

Dr. McKinney emphasized completion of the **Book of the Month**, *We Are Water Protectors*, along with all corresponding classroom activities.

## **2. Grades 3–6 Updates**

### 2.1 Key Dates

- **Monday (EOD):** Q1 Academic Award document due
- **11/11:** Grades due
- **11/12, 5–7 PM:** Parent–teacher conferences
- **11/14:** Q1 Academic Awards (Gym)
- **11/14, 1–4 PM:** Conferences
- **11/18 & 11/19:** ELA Stop Drop

### 2.2 Initiatives & Focus: The Food Drive collection list was detailed:

- Grade 3: Yams
- Grade 4: Sauces
- Grade 5: Desserts
- Grade 6: Canned vegetables

### 2.3 Further notes:

- The **Buddy Bench writing activity** is due to the Social Work mailbox by 11/17.
- Students must come prepared with water bottles, jackets, and lunch boxes.
- The instructional focus remains **Domain 3: Purposeful Instruction**.
- The SEL focus centers on **Empathy**.



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### 3. Middle School Updates

#### 3.1 Key Dates

- **11/12:** Report card grades and comments due
- **11/13, 5–7 PM:** Conferences
- **11/14, 1–4 PM:** Conferences

The Superintendent sets a goal of **100% parent conference participation**, with NUT cards awarded to homerooms achieving this target.

#### 3.2 Weekly Focus: The Superintendent indicates that:

- Q2 Clubs begin this week, and club attendance must be taken and recorded in ParentSquare.
- Teachers must enter **1 homework grade, 1 classwork grade, and 1 participation grade** by the end of the week.

#### 3.3 Action Items

The Superintendent provides the following directives:

- The updated **bathroom pass system** should be implemented consistently.
- Each teacher must contact **33 families** by 11/14 and log all communication in the MS Phone Log.
- Each teacher must complete the **Technology Check** for student devices.
- All formal observation materials and pre-observation questions must be submitted **24 hours in advance**.



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## 4. **High School Updates**

### 4.1 Procedures

The Superintendent provides the following reminders:

- Morning Huddle occurs every Tuesday at 6:40 AM in NYU.
- Every student must secure a pouch each morning; missing pouches must be reported immediately.
- Dismissal requires quiet hallways, active walkies, and staff remaining on site until **3:15 PM**.
- Club attendance must be taken, with updated placements available in the final tab of the club sheet.

### 4.2 Deadlines

- **11/12, 3:00 PM:** Grades and comments due
- Field trip plans must be discussed with the DCI and Principals before initiating procedures.
- **Friendsgiving items:**
  - Non-prepared items due 11/24
  - Hot items (ready for reheating) due 11/26

Half-Day Activities – 11/14

### 4.3 The Superintendent outlines the following plans:

- **Mock Regents** for students retaking January assessments.
- **Beach Clean-Up** at Iron Pier for remaining students, with designated check-in rooms noted in the distributed documents.



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### III. Finance

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

- Discussed Cash Disbursements for August 2025 in detail.
- Presented Finance and Operations Dashboards.
  - All cash accounts are in good standing and healthy.
  - Informed about the compliance calendar (August 2025).
  - The school served **21 days of breakfast and lunch** during the month of October.  
(No meals were served on October 5 for Yom Kippur and October 13 for Indigenous People's Day/Italian-American Heritage Day.)
  - The **2025–2026 Survey of Charter School Enrollments and Poverty Status** was due on **October 30**.
  - To maintain the ability to provide **no-cost meals** and to ensure continued access to state and federal funding for all educational programs, the school is required to collect the **Community Eligibility Provision (CEP) Income Form** from families.
  - After collecting the forms, the school must **enter the submitted information into the student database and submit Enrollment and Poverty Status by District** through the **NYSED portal**.
  
- **Unrestricted Cash:** \$15,717,911 (all accounts healthy)
- **Restricted Cash:** \$1,371,350 (all accounts healthy).



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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**

**Maria Cintron** made a motion to adjourn the meeting at 7:38 PM.

**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 7:38 PM.

Respectfully Submitted,

**Diana M. Salcedo Gomez.**