

# Application: New Roots Charter School

Tina Nilsen-Hodges - tnilsenhodges@newrootsschool.org  
Annual Reports

## Summary

**ID:** 0000000252

**Status:** Annual Report Submission

## Entry 1 School Info and Cover Page

**Completed** Aug 4 2020

### Instructions

#### **Required of ALL Charter Schools**

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

NEW ROOTS CHARTER SCHOOL 610600860944

**a1. Popular School Name**

New Roots Charter School

**b. CHARTER AUTHORIZER (As of June 30th, 2020)**

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

**c. DISTRICT / CSD OF LOCATION**

ITHACA CSD

**d. DATE OF INITIAL CHARTER**

10/2008

**e. DATE FIRST OPENED FOR INSTRUCTION**

9/2009

**h. SCHOOL WEB ADDRESS (URL)**

[newrootsschool.org](http://newrootsschool.org)

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)**

160

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)**

116

**k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)**

Check all that apply

Grades Served

9, 10, 11, 12

**l. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

## FACILITIES INFORMATION

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2020-2021?

No, just one site.

**School Site 1 (Primary)**

**m1. SCHOOL SITES**

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	116 N. Cayuga Street, Ithaca, Y	607-882-9220	Ithaca	9-12	No

**m1a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Tina Nilsen-Hodges	[REDACTED]		<a href="mailto:tnilsenhodges@newrootsschool.org">tnilsenhodges@newrootsschool.org</a>
Operational Leader	Allyn Rosenbaum			<a href="mailto:arosenbaum@newrootsschool.org">arosenbaum@newrootsschool.org</a>
Compliance Contact	Tina Nilsen-Hodges			<a href="mailto:tnilsenhodges@newrootsschool.org">tnilsenhodges@newrootsschool.org</a>
Complaint Contact	Tina Nilsen-Hodges			<a href="mailto:tnilsenhodges@newrootsschool.org">tnilsenhodges@newrootsschool.org</a>
DASA Coordinator	Jhakeem Haltom			<a href="mailto:jhaltom@newrootsschool.org">jhaltom@newrootsschool.org</a>
Phone Contact for After Hours Emergencies	Tina Nilsen-Hodges			<a href="mailto:tnilsenhodges@newrootsschool.org">tnilsenhodges@newrootsschool.org</a>

**m1b. Is site 1 in public (co-located) space or in private space?**

Private Space

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**IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC**

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.**

**Site 1 Certificate of Occupancy (COO)**

[CO-OP 19-20.pdf](#)

**Filename:** CO-OP 19-20.pdf **Size:** 38.1 kB

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**Site 1 Fire Inspection Report**

[Fire Inspection Report 19-20 Clinton House.pdf](#)

**Filename:** Fire Inspection Report 19-20 Clinton House.pdf **Size:** 151.9 kB

**CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR**

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**n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).**

No

**PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.**

**o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?**

Yes

**ATTESTATION**

**p. Individual Primarily Responsible for Submitting the Annual Report.**

Name	Tina Nilsen-Hodges
Position	Principal and Superintendent
Phone/Extension	607-379-9952
Email	<a href="mailto:tnilsenhodges@newrootsschool.org">tnilsenhodges@newrootsschool.org</a>

**p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

**Responses Selected:**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature appears to read "Tina Bonfigli" in a cursive style.

**Signature, President of the Board of Trustees**

A handwritten signature in black ink on a light gray background. The signature is highly stylized and cursive, with a large loop at the end.

**Date**

Aug 3 2020

**Thank you.**



**Entry 2 NYS School Report Card**

**Completed** Aug 4 2020

[Instructions](#)

### **SUNY-authorized charter schools only**

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

## **Entry 2 NYS School Report Card Link**

**NEW ROOTS CHARTER SCHOOL 610600860944**

### **NEW YORK STATE REPORT CARD**

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

<https://data.nysed.gov/essa.php?year=2018&instid=800000063986>

## **Entry 3 Progress Toward Goals**

**Completed** Aug 4 2020 Hidden from applicant

### **Instructions**

#### **Regents, NYCDOE, and Buffalo BOE-authorized charter schools**

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

## **Entry 3 Progress Toward Goals**



## PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

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### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".**

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**2019-20 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

**2. Do have more academic goals to add?**

(No response)

**2019-2020 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

**3. Do have more academic goals to add?**

(No response)

**2019-2020 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess

				goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				

#### 4. ORGANIZATION GOALS

**For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

#### 2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				

Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

**5. Do have more organizational goals to add?**

(No response)

**6. FINANCIAL GOALS**

**2019-2020 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

**7. Do have more financial goals to add?**

(No response)

## 2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

### Entry 3 Accountability Plan Progress Reports

Incomplete

#### Instructions

#### **SUNY-Authorized Charter Schools ONLY**

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

### Entry 7 Disclosure of Financial Interest Form

Completed Aug 4 2020

#### Instructions - Multiple Uploads Permitted

#### **Required of ALL Charter Schools by August 3**

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)**

- **SUNY- Authorized Charter Schools:** [Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

## **[New Roots Trustee Disclosure Forms 2019-20](#)**

**Filename:** New Roots Trustee Disclosure Forms 2019 20.pdf **Size:** 6.3 MB

## **Entry 8 BOT Membership Table**

**Completed** Aug 4 2020

## **Instructions**

### **Required of All charter schools**

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

## **Entry 8 BOT Table**

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

**NEW ROOTS CHARTER SCHOOL 610600860944**

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**1. 2019-2020 Board Member Information (Enter info for each BOT member)**

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	Dr. Jason Hamilton	Chair	Executive	Yes	5	7/27/2019	7/27/2022	12
2	Dr. Peter Bardaglio	Vice Chair	Executive , Personnel , Development	Yes	5	7/27/2018	7/27/2021	11
3	Kati Torello	Treasurer	Finance	Yes	3	7/27/2018	7/27/2021	12
4	Joseph Wilson	Secretary	Accountability, Personnel	Yes	3	7/27/2019	7/27/2022	12
5	Catherine Thompson	Trustee/Member	Accountability, Personnel	Yes	2	7/1/2017	6/30/2020	12
6	Dr. Tanya Saunders	Trustee/Member	Development	Yes	1	7/1/2017	6/30/2020	12
7	Dr. Synnove Heggoy	Trustee/Member	Personnel	Yes	5	12/19/2017	2/25/2020	5 or less
8								
9								

**1a. Are there more than 9 members of the Board of Trustees?**

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2020	6
b.Total Number of Members Added During 2019-2020	0
c. Total Number of Members who Departed during 2019-2020	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7

**3. Number of Board meetings held during 2019-2020**

14

**4. Number of Board meetings scheduled for 2020-2021**

11

Thank you.

**Entry 9 Board Meeting Minutes**

Completed Aug 4 2020 Hidden from applicant

[Instructions](#)

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

### [NRCS BOT Minutes 6-29-20](#)

**Filename:** NRCS BOT Minutes 6 29 20 .pdf **Size:** 60.9 kB

### [NR BOT Minutes 4-21-20](#)

**Filename:** NR BOT Minutes 4 21 20.pdf **Size:** 68.2 kB

### [NR BOT minutes 8-8-19](#)

**Filename:** NR BOT minutes 8 8 19.pdf **Size:** 77.1 kB

### [NR BOT minutes 5-19-20](#)

**Filename:** NR BOT minutes 5 19 20.pdf **Size:** 89.8 kB

### [NR BOT minutes 8-27-19](#)

**Filename:** NR BOT minutes 8 27 19.pdf **Size:** 74.4 kB

### [NR BOT minutes 11-19-19](#)

**Filename:** NR BOT minutes 11 19 19.pdf **Size:** 68.9 kB

### [NR BOT minutes 12-30-19](#)

**Filename:** NR BOT minutes 12 30 19.pdf **Size:** 59.6 kB

### [NRCS BOT minutes 1-30-20](#)

**Filename:** NRCS BOT minutes 1 30 20.pdf **Size:** 51.0 kB

### [NRCS BOT minutes 7-25-19](#)

**Filename:** NRCS BOT minutes 7 25 19.pdf **Size:** 75.8 kB

### [NRCS BOT Minutes 7-16-19](#)

**Filename:** NRCS BOT Minutes 7 16 19.pdf **Size:** 100.6 kB

### [NRCS BOT minutes 8-13-19](#)

**Filename:** NRCS BOT minutes 8 13 19.pdf **Size:** 77.0 kB

### [NRCS BOT Minutes12-17-19](#)

**Filename:** NRCS BOT Minutes12 17 19.pdf **Size:** 67.7 kB

### [NRCS draft minutes 1-21-20](#)

**[NRCS BOT minutes 2-25-20](#)**

## Entry 10 Enrollment & Retention

Completed Aug 4 2020

### [Instructions for submitting Enrollment and Retention Efforts](#)

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

## Entry 10 Enrollment and Retention of Special Populations

### [Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

**NEW ROOTS CHARTER SCHOOL 610600860944**

#### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
	New Roots Charter School seeks to recruit economically disadvantaged students through partnerships with local organizations that serve youth at risk of academic failure. We have	

developed close working relationships with several organizations in the region who work with low-income youth and families, including the Greater Ithaca Activities Center (GIAC), Planned Parenthood, the Advocacy Center, Youth Employment Service, the Learning Web, Dorothy Cotton Institute, Cornell Cooperative Extension, Village at Ithaca, the Multicultural Resource Center, the Worker's Center, Loaves and Fishes, Bridges for Youth and Families, Family and Children's Service, the Ithaca Youth Bureau, Tompkins Workforce NY and the Southside Community Center. Many of our students have been referred to us through representatives of these groups. To strengthen our connection with these organizations, we have invited them to set up informational tables on a regular basis in our cafeteria, our students have conducted service projects (e.g. volunteered at the MLK Community breakfast, GIAC Harvest Feast), done internships (e.g. GIAC afterschool program), set up activity tables, and done music and dance performances in collaboration with these organizations (e.g. GIAC Black History Month Talent Show) that reach middle- and high-school age audiences, parents and youth workers.

We have become known in the local community, through word of mouth, for our strong student support services. The intensive,

We will continue the same efforts to reach economically disadvantaged youth in 2020-21.

Economically Disadvantaged

individualized academic support we provide, and the high level of caring and individual support that our students receive as compared to other area schools has been described by our families as “essential” to their decision to enroll and maintain their student at New Roots. Many parents and students living with low incomes, have commented that they would have “fallen through the cracks” in another school setting and that they have been able to be successful here.

“Free Food Friday” is a project of the Farm to School Program. It’s designed to provide all students with access to healthy food over the weekend. New Roots parent volunteers are organized to pick up boxes of fresh and healthy foods from a local food pantry and deliver them to the school on Fridays. The program was inspired by school backpack or food pantry programs but is different in its means of delivery. To increase access to food and to decrease any possible stigma associated with accepting free food we place the donated foods on a table in the lobby at the end of the day on Friday, making them available to all students. We plan on continuing this highly effective program to accommodate our increasing number of economically disadvantaged students.

Our Green Team has created an urban farm plot where students learn gardening skills. The plot

	<p>provides fresh vegetables and fruit for our school lunch program and for a local food bank.</p>	
<p>English Language Learners/Multilingual Learners</p>	<p>Although there are very few English Language Learners in our region, we have created a connection with our local ESL adult education program in order to promote the school as an option for these students. NRCS students make regular visits to our local adult ESOL program, which is located one block from our school. New Roots students have provided English conversation to ESL students from around the world. New Roots staff work with the ESL program staff promoting the school to parents of potential students from the ESL program. We plan to continue this work through our Internship and Service Learning class for students in 11th and 12th grades.</p> <p>*Note about retention of English language learners:  - When families of a beginning English language learner inquire about attending NRCS, we confer with our regional ELL coordinator, who has consistently informed us that in order for students to receive ELL instruction, they would need to attend Ithaca High School, the regional provider of ELL services for high school students. In this region we have a small percentage of English Language Learners, so the decision was made at some point</p>	<p>We will continue the same efforts to reach English language learners in 2020-21.</p>

	in the past to consolidate these services there. The vast majority of families choose that option due to this guidance.	
Students with Disabilities	Our Special Education teachers and our Dean of Students have developed positive working relationships with the Committee on Special Education (CSE) chairs from each school district from which we have students with Individual Education Plans (IEP). Some of these folks have encouraged students in their districts whose needs are not being met well to explore enrolling at NRCS.	We will continue these recruitment efforts in 2020-21.

**Retention Efforts Toward Meeting Targets**

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
	<p>NRCS has a well established program providing multiple support systems for students who are economically disadvantaged, from healthy food services and mental health support to support with clothing, transportation, and material needs.</p> <p>Our Farm To School meal program attracts students from rural and urban communities interested in learning more about growing food. The program offers students access to garden plots, cooking classes, integrated curriculum on sustainable agriculture and the economics of local food systems. Our wellness</p>	



Economically Disadvantaged

classes prepare food demos, in which students learn to appreciate new, healthy foods.

“Free Food Friday” is a project of the Farm to School Program. It’s designed to provide all students with access to healthy food over the weekend. New Roots parent volunteers are organized to pick up boxes of fresh and healthy foods from a local food pantry and deliver them to the school on Fridays. The program was inspired by school backpack or food pantry programs but is different in its means of delivery. To increase access to food and to decrease any possible stigma associated with accepting free food we place the donated foods on a table in the lobby at the end of the day on Friday, making them available to all students. We plan on continuing this highly effective program to accommodate our increasing number of economically disadvantaged students.

Our Green Team has created an urban farm plot where students learn gardening skills. The plot provides fresh vegetables and fruit for our school lunch program and for a local food bank.

We have become known in the local community, through word of mouth, for our strong student support services. The intensive, individualized academic support we provide, and the high level of caring and individual support that our students receive as

We will continue these activities in 2020-21.

	<p>compared to other area schools has been described by our families as “essential” to their decision to enroll and maintain their student at New Roots. Many parents and students living with low incomes, have commented that they would have “fallen through the cracks” in another school setting and that they have been able to be successful here.</p>	
<p>English Language Learners/Multilingual Learners</p>	<p>Few English Language Learners in our region choose to attend New Roots Charter School. When families of a beginning English language learner inquire about attending NRCS, we confer with our regional ELL coordinator, who has consistently informed us that in order for students to receive ELL instruction, they would need to attend Ithaca High School, the regional provider of ELL services for high school students. In this region we have a small percentage of English Language Learners, so the decision was made at some point in the past to consolidate these services there. The vast majority of families choose that option due to this guidance.</p>	<p>We will continue to support any ELL that enrolls in New Roots Charter school according to their needs.</p>
<p>Students with Disabilities</p>	<p>We retain students with disabilities by providing excellent support for students, regular communication with families, and good coordination with our local school districts.</p>	<p>We retain students with disabilities by providing excellent support for students, regular communication with families, and good coordination with our local school districts.</p>

## Entry 12 Percent of Uncertified Teachers

**In Progress** Last edited: Aug 4 2020 Hidden from applicant

### Instructions

**Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

## **Entry 12 Uncertified Teachers**

**School Name: NEW ROOTS CHARTER SCHOOL 610600860944**

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## **Instructions for Reporting Percent of Uncertified Teachers**

**Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools**

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

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**CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
<b>Total Category A: 5 or 30% whichever is less</b>	<b>0</b>

**CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
<b>Total Category B: not to exceed 5</b>	<b>0</b>

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category C: not to exceed 5	0

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	



Thank you.

## Entry 13 Organization Chart

**Incomplete** Hidden from applicant

### [Instructions](#)

#### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

## Entry 14 School Calendar

**Incomplete**

### [Instructions for submitting School Calendar](#)

#### **Required of ALL Charter Schools**

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

**Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.**

## Entry 15 Links to Critical Documents on School Website

**In Progress** Last edited: Aug 4 2020 Hidden from applicant

### [Instructions](#)

#### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

## **Form for Entry 15 Links to Critical Documents on School Website**

**School Name: New Roots Charter School**

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**Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

**By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school’s website for each of the items:**

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	
2a. Webcast of Board Meetings (per Governor's Executive Order)	
3. Link to NYS School Report Card	
4. Most Recent Lottery Notice Announcing Lottery	
5. Authorizer-Approved DASA Policy	
6. District-wide Safety Plan	
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	
7. Authorizer-Approved FOIL Policy	
8. Subject matter list of FOIL records	
9. Link to School Reopening Plan	

**Thank you.**



## **Entry 16 COVID 19 Related Information**

**Completed** Aug 4 2020

### **Instructions**

#### **Required of ALL charter schools**

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are

encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

## Entry 16 COVID 19 Related Information

School Name: **New Roots Charter School**

### TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	114	75	104

### Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participants



		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
Total															0

## Entry 17 Staff Roster - NEW TASK For Regents Schools Only

**Incomplete** Hidden from applicant

### [INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS](#)

Please provide the full name of **ANY and ALL** instructional and non-instructional employees and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).



**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: New Roots Charter School

2. Trustee's name (print): JASON HAMILTON

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_

Chair

4. Home address: \_\_\_\_\_

5. Business Address: \_\_\_\_\_

6. Daytime phone: \_\_\_\_\_

7. E-mail: \_\_\_\_\_

8. Is Trustee an employee of the education corporation?  Yes.  No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
None			
Please write "None" if applicable. Do not leave this space blank.			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p style="text-align: center;">None</p> <p style="text-align: center;"><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

*[Signature]*  
Signature

*Hamuto*

8 July 20  
Date



FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR: _____
DATE RECEIVED: _____

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: New Roots Charter School

2. Trustee's name (print): Peter W. Bardaglio

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Vice chair

4. Home address: [Redacted]  
 5. Business address: [Redacted]  
 6. Daytime phone: [Redacted]  
 7. E-mail: [Redacted]

8. Is Trustee an employee of the education corporation?  Yes.  No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<p align="center">None</p> <p align="center"><i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p>				

Peter W. [Signature]  
**Signature**

7/5/20  
**Date**





10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<i>None</i>				

C. M. Thompson  
Signature

7/21/2020  
Date

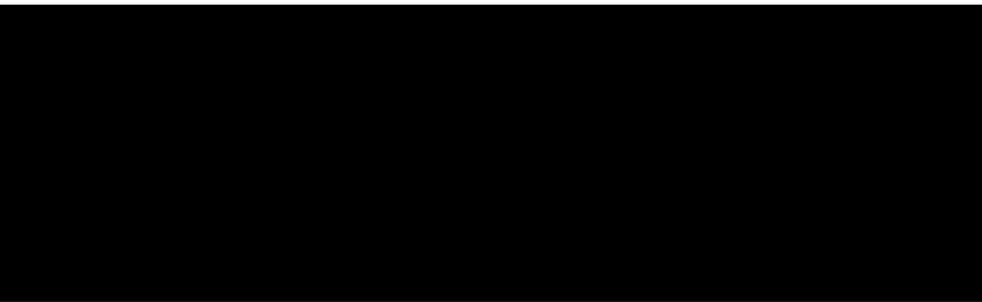


**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation:     New Roots Charter School    

2. Trustee's name (print):     Joseph M. Wilson    

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):     Secretary    

4. 

8. Is Trustee an employee of the education corporation?  Yes.  No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<p style="text-align: center;">None</p> <p style="text-align: center;"><i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p>None</p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

**Signature**



**7-6-2020**  
**Date**



**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: New Roots Charter School

2. Trustee's name (print): TANYA R. SAUNDERS

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_  
MEMBER

4. Home address: \_\_\_\_\_  
5. Business Address: \_\_\_\_\_  
6. Daytime phone: \_\_\_\_\_  
7. E-mail: \_\_\_\_\_

8. Is Trustee an employee of the education corporation?  Yes.  No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<p><u>NONE</u></p> <p>Please write "None" if applicable. Do not leave this space blank.</p>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p>← <b>NONE</b> →  Please write "None" if applicable. Do not leave this space blank.</p>				

*Tanya Saunders*  
**Signature**

*9 July 2020*  
**Date**



10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p>None</p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

Kathleen Porrello Turk  
**Signature**

8/3/20  
**Date**



# New Roots Charter School

Board Meeting Agenda for Monday, June 29, 2020

Time & Location: 6:00 pm via Zoom webinar

I. Call to Order: 6:06 pm

II. Agenda items

a. Superintendent's Report

i. Class of 2020 graduation ceremonies! By acting on a late change in Gov. Cuomo's rules for gatherings, our commencement ceremonies were held outside at the Ithaca Children's Garden. We followed all applicable guidelines. The setting was delightful and made the farewell that much more uplifting. Because of this success, we are likely to use the same site and follow the same approach next year. (This was yet another example of how nimble staff have become because the revised approach was developed within hours of the Governor's latest order.)

ii. Closing Activities: As we wind up the school year, this week's activities will include entry of submission of final grades. Staff will be involved in grant-funded professional development in collaboration with similarly focused schools from around the north-east through the Teaching Our Cities grant funded by the Environmental Protection Agency. Communications will be via Zoom.

iii. Fall 2020 Planning Process: We await official guidance about next year's structure for instruction from the State and CSI. We are anticipating a hybrid structure that will allow for two days of in-school learning activities, two days on-line, and one day of experiential learning in different formats within a five-day week.

b. Minutes from 5-19-20 Board Meeting: The minutes were approved without changes--moved by Mr. Hamilton and seconded by Ms. Torello. Approval was unanimous.

c. Board elections:

Ms. Thompson and Ms. Saunders, respectively, were re-elected to three-year terms—moved by Mr. Hamilton, seconded by Ms. Torello. Ms. Thompson abstained from voting. All other members voted in the affirmative.

Mr. Hamilton was re-elected Board Chair—moved by Mr. Bardaglio, seconded by Ms. Torello. Mr. Hamilton abstained from voting. All other members voted in the affirmative.

Ms. Thompson was elected Vice Chair—moved by Mr. Bardaglio, seconded by Mr. Hamilton. Ms. Thompson abstained from voting. All other members voted in the affirmative.

Ms. Torello was re-elected Treasurer—moved by Mr. Hamilton, seconded by Ms. Thompson. Ms. Torello abstained from voting. All other members voted in the affirmative.

Mr. Wilson was re-elected Secretary—moved by Mr. Hamilton, seconded by Ms. Thompson. Mr. Wilson abstained from voting. All other members voted in the affirmative.

d. 2020-21 budget: A draft budget had been circulated to Board Members in advance by email. In anticipation of various scenarios, administration and our Treasurer actually prepared four possible budgets—one anticipating enrollment of 130 students and no cuts in projected revenue from the State, one with 115 students (our current expected enrollment) with no cuts, 130 students with a 15% cut, 115 students with a 15% cut. Each draft includes a realistic projection of the minimum amount of non-personnel expenditures we can operate on.

In the name of transparency, a set of principles for creating the budgets was discussed with all staff including union leadership. The implications of applying these principles was discussed. There was consensus among staff and the union leadership to support the principles and their application.

The 130-student enrollment with no State revenue reduction version was moved by Ms. Torello. Ms. Thompson seconded the motion. Discussion followed during which details about the projected revenue and expenditures was provided by Ms. Nilsen-Hodges and Ms. Torello. This draft budget was approved unanimously for submission to CSI.

e. Community Conversation

i. Envisioning the 2020-21 school year: Staff and parents carried much of this conversation. The primary focus was on the pros and cons of the anticipated hybrid schedule with its inclusion of remote and experiential learning. Much of the remarks were positive about the opportunities that had been and would be given students under this schedule. It was noted that staff was rapidly learning skills for remote learning and that additional training was forthcoming. Ms. Nilsen-Hodges praised the staff again for their flexibility and positive attitudes.

### III. Adjournment

#### **New Roots Vision**

New Roots Charter School will empower young people as citizens and entrepreneurs who create just, democratic communities, and thriving green economies that restore the natural world that sustains us. Excelling in both traditional and innovative curriculum areas, our students will learn actively, think critically, and solve problems creatively and collaboratively, developing the knowledge and skills to redesign our communities for social, economic, and ecological sustainability. We will support all students in defining and realizing their goals and aspirations, and in recognizing their ability to take leadership in improving the lives of their families and community. We will put the best available tools—and the power of informed optimism—in the hands of tomorrow's leaders.

**New Roots Charter School** Board Meeting Draft Minutes for  
Tuesday, April 21, 2020

**Time and Location: 6:00pm via Zoom webinar**

**I. Call to Order: 6:00pm**

Voting Members Present (virtual meeting): Hamilton, Chair; Bardaglio, Vice-Chair;  
Thompson, Wilson, Torello, Saunders

Non-Voting Members Present: Nilsen-Hodges; Mazza, Staff Representative; Gonzales,  
Student Representative; Haltom, Staff

**II. Agenda Items:**

a. Superintendent's Report:

i. Covid19 Continuity of Education Plan and Accountability Updates: The Board received a two-page document with "Covid19 Shut Down" covering six topics: Continuity of Education, Relationship with ICSD, Receipt of Current Back Payments from Districts, Intercepts with NYSED, Recruitment for 2020-21, NYSTRS and Cash Flow. Ms. Nilsen-Hodges went into detail about the Phases of the Continuity Plan. We also discussed how students would earn credit, that there were no changes in the Federal approach to accountability, that there was no guidance so far from CSI regarding changes to its Accountability for Charter Renewal approach.

ii. Recruitment and retention for 2020-21: This report was based on the document sent to CSI and dated April 1, 2020. It showed 114 students enrolled, 16 new applicants with 15 being for grades 9-10, and 44 prospects. Mr. Mazza said that a new recruiting video was about to be released; he was keeping in touch with all prospects, that meetings were now virtual meetings, and a virtual tour of the building was being used.

b. Dean of Students Report: Mr. Haltom reported. He said that Covid19 was forcing him to focus on meeting a wide range of students' families' needs first and then on the students' academics and attitudes toward school. These included crisis services, mental health support, food, instructional tech support and equipment, hard copies of assignments where there was no internet access, encouraging students to stay engaged, and liaising among students and teachers.

c. Treasurer's Report: Ms. Torello reported. She reviewed and led the discussion of two documents: March 2020 financial report and Projections for 2019-20. It appeared that we would have the financial capacity to open school next year if enrollment met the minimum number of students in our "collar."

d. Community Conversation: Theme: Virtual New Roots and looking ahead to 20-21: Student Representative Gonzales began by describing her journey to New Roots and how New Roots had changed her life for the better. The conversations continued with almost everyone present contributing.

### **III. Adjournment: 7:40 pm**

#### **New Roots Vision**

New Roots Charter School will empower young people as citizens and entrepreneurs who create just, democratic communities, and thriving green economies that restore the natural world that sustains us. Excelling in both traditional and innovative curriculum areas, our students will learn actively, think critically, and solve problems creatively and collaboratively, developing the knowledge and skills to redesign our communities for social, economic, and ecological sustainability. We will support all students in defining and realizing their goals and aspirations, and in recognizing their ability to take leadership in improving the lives of their families and community. We will put the best available tools—and the power of informed optimism—in the hands of tomorrow’s leaders.

## **New Roots Charter School**

Special Board Meeting Agenda for Thursday, August 8, 2019

Voting Members present: Jason Hamilton (Chair), Cate Thompson, Joseph Wilson, Peter Bardaglio, Tanya Saunders (Quorum)

Non-Voting Members Present: Superintendent-Principal Tina Nilsen-Hodges, Staff Liaison Michael Mazza, Parent Liaison Laura Gates-Lupton, Board Clerk Remanu Steele

**Time & Location:** 6:00 pm Clinton House Lobby

I. Call to Order: 6:10 pm

II. Agenda items: Public comment:

This was a listening session for the Board to hear stakeholders regarding the state of the school and the recently adopted budget including its reduction of personnel. A total of 23 persons signed in and spoke. Each was allowed 2 minutes to speak directly to the Board. Several provided written comments to supplement what they had time to say. Before and after this meeting, several more emailed the Board with their thoughts.

A copy of the two sign-in sheets showing who commented is [linked](#). Ms. Nilsen-Hodges recorded the comment on her phone. That is the most complete record of the comments in possession of the Board. Two members of the public also made video recordings of the proceedings and remain in possession of their recordings. Copies of the emails addressed to the Board are in the possession of the Administration.

III. Adjournment

a. Adjournment was moved by Jason, seconded by Joseph Wilson.

b. Adjournment at 7:10p.m.

### **New Roots Vision**

New Roots Charter School will empower young people as citizens and entrepreneurs who create just, democratic communities, and thriving green economies that restore the natural world that sustains us. Excelling in both traditional and innovative curriculum areas, our students will learn actively, think critically, and solve problems creatively and collaboratively, developing the knowledge and skills to redesign our communities for social, economic, and ecological sustainability. We will support all students in defining and realizing their goals and aspirations, and in recognizing their ability to take leadership in improving the lives of their families and community. We will put the best available tools—and the power of informed optimism—in the hands of tomorrow’s leaders.

## **New Roots Charter School**

Draft Board Meeting Minutes for Tuesday, May 19, 2020

Voting Members Present: Hamilton, Chair; Bardaglio, Vice-Chair; Thompson, Wilson, Torello, Saunders

Non-Voting Members Present: Nilsen-Hodges, Superintendent-Principal; Mazza, Staff Representative; Gonzalez, Student Representative

**Time & Location:** 6:00 pm via Zoom webinar

I. Call to Order: 6:06 pm

II. Agenda items

a. Approval of April 21, 2020 Minutes:

Correction: There has been no change in the Federal accountability designation of New Roots. It remains "School in Good Standing." Acceptance as corrected moved by Hamilton, seconded by Saunders, passed unanimously.

b. Superintendent's Report

i. Spring semester engagement and academic progress: Ms. Nilsen-Hodges reviewed the grading options students have. Progress Reports have been sent to all students' families. Ms. Nilsen-Hodges shared student progress data which has been reviewed by the school's Leadership Team from her computer screen. In all courses, 337 students are on track to earn credit and 166 not (about 2/3 passing). Seniors are doing best and sophomores worst. In core classes 100 are "on track" 48 are not (about 2/3 passing). In elective courses, 57 are on track and 48 are not. (about 54% passing). 90% of students are engaged in instruction. The school is in touch with 100% of our students.

ii. Budget principles and projections for 2020-21 & Fall 2020 planning process: Goal is to increase transparency in the process for all stakeholders; instructional schedule likely to be a hybrid combining in-class instruction with distance learning.

a. Administration is preparing for 4 scenarios: 130 students or 115 students; no change in funding or 10% reduction

b. Priorities: retain staff talent through flexible assignments, roles & duties; upgrade technology; outreach to increase enrollment; reduce NYSTRS debt by at least \$100,000; set aside between 2-5% for COVID19 reserve as advised by CSI; link staff reductions to enrollment; teacher reductions must be negotiated with our teachers' union.

c. Ms. Clark from AKA Sorority pledged her sisterhood's support for student-staff safety and to reduce our school's expenses by contributing COVID19 supplies. She will reach out to her network of other groups to join in this effort.

c. Community Conversation:

i. Envisioning the 2020-21 school year: A variety of ideas for enhancing the New Roots experience were voiced. Teachers described some of their feelings ranging

from caution to gratitude for learning new teaching techniques to a sense the faculty was “jelling” in response to the crisis.

III. Adjournment: 7:35 pm

**New Roots Vision**

New Roots Charter School will empower young people as citizens and entrepreneurs who create just, democratic communities, and thriving green economies that restore the natural world that sustains us. Excelling in both traditional and innovative curriculum areas, our students will learn actively, think critically, and solve problems creatively and collaboratively, developing the knowledge and skills to redesign our communities for social, economic, and ecological sustainability. We will support all students in defining and realizing their goals and aspirations, and in recognizing their ability to take leadership in improving the lives of their families and community. We will put the best available tools—and the power of informed optimism—in the hands of tomorrow’s leaders.

## **New Roots Charter School**

Special Board Meeting Minutes for Tuesday, August 27, 2019

Voting Members Present: Hamilton, Bardaglio, Thompson, Wilson, Torello, Saunders

Non-Voting Members Present: Superintendent/Principal: Tina Nilsen-Hodges

### **Time & Location: 6:00 pm Clinton House Lobby**

- I. Call to Order: by Mr. Hamilton at 6:00 pm
- II. Agenda items
  - a. Enter into Executive session to discuss collective negotiations: Moved by Mr. Hamilton, seconded by Mr. Bardaglio, unanimous approval; Executive Session began at 6:10 and ended at 7:00 pm.
  - b. Collective bargaining agreement with NRCSISA: Approval was moved by Mr. Hamilton and seconded by Ms. Saunders. Vote for approval was unanimous.
  - c. Public comment: Public comment was recorded on video tape which is in the possession of the Administration.
- III. Adjournment

#### **New Roots Vision**

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# **New Roots Charter School Board of Trustees Meeting, November 19, 2019**

## **Location and Time: Clinton House Lobby, 5:30 pm**

Voting Members Present: Jason Hamilton, Chair, Peter Bardaglio, Vice-Chair, Cate Thompson, Kati Torello, Tanya Sanders, Joe Wilson

Non-Voting Members Present: Principal/Superintendent Tina Nilsen-Hodges; Dean of Students Jhakeem Haltom; Staff Liaison Michael Mazza; Teachers: Aaron Snow, Dave Rosenfeld, Danielle Angie, Kate Bartholomew and Lee Kaltman; Student Council Representatives: Tara Beebe and Laila Livingston.

I. Call to Order: 6:04 pm

II. Agenda Items:

a. Reports by Staff and Students:

1. Ms. Nilsen-Hodges described a potential budget deficit related to less than expected enrollment, a national trend for lower enrollment among progressive schools, that our local district receives 1/3 again as much per pupil as we do, and that the same district is withholding substantial amounts of its students' tuition to New Roots. A special meeting of the Board will be scheduled to review our finances.
2. Teachers described this year's student orientations: The Lower School's theme was "a sense of place", and the Upper School's theme was "career and college exploration". Danielle Angie described lower school fieldwork, and Lee Kaltman shared visits to local businesses by upper school students.
3. Mr. Haltom described our students' attendance and absenteeism: Statewide, 20% of high school students are chronically absent as the term is defined by the State. Initially 25%, 28 of our students were in danger of being so classified. After initial efforts, however, this number has been reduced to eight (less than 10%). Mr. Haltom's goal for the year is to keep the percentage in the 10-15% range (11-16 students).
4. The 10<sup>th</sup> and 11<sup>th</sup> Grade Student Council Representatives described the structure and process by which the Council operates. This involves "Dynamic Governance", "crews", and decisions by consensus rather than a majority vote.
5. Mr. Snow described the new Robotics club he is sponsoring, and Ms. Bartholomew described the Green Team and its activities.

b. Executive Session: It was moved by Mr. Hamilton and seconded by Mr. Wilson that the Board go into executive session to discuss "the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation." Approval was unanimous.

## **New Roots Charter School**

Special Board Meeting, Draft Minutes for Monday, December 30, 2019

**Time & Location:** 1:00 pm Clinton House Lobby

Voting Members Present: Hamilton, Chair, Bardaglio, Vice-Chair, Thompson, Torello, Sanders, Wilson

Non-Voting Members Present: Principal/Superintendent Nilsen-Hodges

I. Call to Order: 1:00 pm

II. Agenda items

- a. Auditors' report: After extended discussion, Ms. Torello moved, Mr. Bardaglio seconded the Board's acceptance of the Report. Five for and one abstention (Wilson) (Documents provided via email 12/29/2019 from the Auditors included: Draft Executive Summary, Draft Communication With Those Charged With Governance, Draft Management Letter, Draft Financial Statements and from the Administration: copy of "A User's Guide to Fiscal Oversight".
- b. Public comment period: Six members of the public spoke.
- c. Anticipated executive session: No executive session was held.

III. Adjournment: 2:33 pm

### **New Roots Vision**

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## New Roots Charter School Board Minutes

January 30, 2020

Time and Location: 6:00pm Clinton House Lobby

Meeting called to order: 6:10pm

Present: Tina Nilsen-Hodges, Jason Hamilton, Kati Torello, Cate Thompson, Peter Bardaglio

Meeting adjourned: 6:30pm

### I. Call to Order

- Jason Hamilton explained that this is a special meeting to vote on the revised budget through June 30, 2020 to be submitted to the Charter Schools Institute on January 31, 2020.

### II. Agenda Items

- a. Review and discussion of budget through June 30, 2020
- Kati asked whether the 6-month budget takes into account any overbilling for early this year?
    - Yes, a review of the fiscal year receivables was conducted by Robin Blew. The Ithaca City School District paid substantially less than invoiced on June 1 and August 1 so no cash refunds have been necessary.
  - What about the dissolution fund being reflected in this budget?
    - Tina explained that this year's payment was made in November 2019 so would not be reflected in the January-June 2020 budget.
  - Kati noted that the TRS payment is shown in the budget summary to demonstrate how it impacts our use of cash but in budget documents and reports we will use standard accounting practices. Kati stated that otherwise this is a proper budget because it includes depreciation and amortization.
  - Kati noted the need for small nonmaterial corrections to some of the monthly budget figures.
  - Peter Bardaglio requested a review of answers to questions posed by Joe Wilson via email:
    - Regarding the "cash resources" available to address the deficit, are the outstanding receivables dependent on an intercept? What are the chances that this money will be received before June 30?
      - Answer: Our best estimate of outstanding receivables that can be collected prior to June 30 without an intercept is \$80,000.00.
    - Is the "available cash" of \$100,000.00 the anonymous donation? If not, where does this money come from?
      - Answer: No, this is cash available in our bank account. It does not include money set aside for TRS or the dissolution reserve fund.
    - Approximately how much is Travis Hyde Properties donating and how will it be accounted for?
      - Answer: Travis Hyde Properties is donating \$4,000.00 for strategic business development services. We have also received a \$16,000.00

anonymous donation for marketing services. Both are reflected in our six-month budget.

- How are we accounting for this year's \$25,000.00 payment to the Dissolution Reserve Fund in the budget as requested by SUNY?
  - Answer: Tina is asking SUNY how to account for this payment, as it was made prior to the six-month period accounted for in the revised budget to be submitted on January 31.

In response to follow up questions, Tina reported that Travis Hyde's donation of \$4,000.00 for strategic business development and an anonymous donation of \$16,000.00 for marketing are reflected in the budget.

Tina also shared that our accounting consultant is satisfied that we have a solid budget for the remainder of the school year despite our fiscal challenges.

Kati Torello moved that the board adopt this budget through June 30, 2020 as a reasonable and feasible plan based on realistic and achievable enrollment that

- support a solid academic program
- provides for the \$80,000 payment to the TRS
- and takes into account the funding of the dissolution reserve fund

The motion was seconded by Peter Bardaglio. Vote was unanimous in favor of adopting the budget.

III. Public Comment

- a. One person commented.

IV. Adjournment: moved by Jason Hamilton and seconded by Kati Torello. Vote was unanimous.

## **New Roots Charter School**

Board Meeting Minutes for Thursday, July 25th, 2019

### **Draft Minutes**

Present: Voting Members: Jason Hamilton (Chair), Kati Torello, Synnove Heggoy, and Cate Thompson (via speakerphone)

Non-voting members present: Tina Nilsen-Hodges, Principal and Superintendent; Remanu Steele, Executive Projects Coordinator; Laura Gates-Lupton, Parent Liaison

### **Time & Location: 5:00 pm Clinton House Lobby**

- I. Call to Order by Jason Hamilton at 5:47 p.m.
- II. Agenda items
  - a. 2019-2020 budget (anticipated vote)
    - i. Kati made a motion that the board vote on the revised budget that was sent on Monday July 22nd, 2019. It was seconded by Synnove. The vote passed unanimously.
- III. The move to adjourn was made by Jason Hamilton at 5:49 p.m., and seconded by Synnove Heggoy. The vote passed unanimously.

### **New Roots Vision**

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## **New Roots Charter School**

Minutes for Special Board Meeting Tuesday, July 16, 2019-Corrected 8-11-19

### Attending:

Voting Members: Jason Hamilton, Chair; Cate Thompson, Joseph Wilson, Kati Torello, Tanya Saunders, Synnove Heggoy (Quorum)

Non-Voting Members: Tina Nilson-Hodges, Principal-Superintendent; Michael Mazza, Staff Liaison;

Staff: Remanu Steele, Executive Projects Coordinator

### **Time & Location:** 5:30 pm Clinton House Lobby

- I. Call to Order: 5:08 PM
- II. Agenda items
  - a. Public comment period: Chris Tessaglia-Hymes, Pat Ehrlich, and Linus Berggren each spoke.
  - b. Added Item: Board Resolution regarding 2019-20 budget: It was moved by Jason Hamilton and seconded by Cate Thompson that the following Resolution be adopted: “...Resolved that New Roots Charter School Board of Trustees hereby resolves to eliminate the following administrative positions for purposes of efficiency and economy: Academic Dean, Community Program Coordinator, and Operations Associate.” After discussion, the Motion passed unanimously. (A complete copy of the Resolution including “Whereas’s” is on file.)
  - c. 2019-2020 budget: Ms. Torello introduced and briefly discussed this budget. A copy of the budget had been previously circulated to the Board by email. Approval was moved by Ms. Torello and seconded by Ms. Saunders. Approval was unanimous. (A copy of the approved budget is on file [linked.](#))
  - d. Administrative Staff Work Conditions: Ms. Nilson-Hodges reviewed highlights in the proposed changes in Work Conditions. The four-page document had been previously circulated to the Board by email. Approval was moved by Mr. Hamilton and seconded by Ms. Torello. After discussion, approval was unanimous. (A copy of the approved Work Conditions is on file [linked.](#))
  - e. Accountability: Mr. Wilson provided a brief summary of work on possible changes to the next Accountability Report. He noted that despite the ICSD spending one-third more per student (approximately \$21,000 per student vs. \$14,000 on average) that New Roots Special

Education and economically disadvantaged (“FRPL”) students’ academic achievement on several of SUNY-CSI’s “Absolute Measures” is greater than the same categories of ICSD students.

III. Adjournment: 6:11 PM

**New Roots Vision**

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## **New Roots Charter School**

Special Board Meeting Minutes for Thursday, August 13th, 2019

### **Draft Minutes**

Present: Voting Members: Jason Hamilton (Chair), Joseph Wilson (Secretary), Cate Thompson, Tanya Saunders, Kati Torello, Peter Bardaglio

Non-voting members present: Tina Nilsen-Hodges, Principal and Superintendent; Remanu Steele, Executive Projects Coordinator; Laura Gates-Lupton, Parent Liaison;

### **Time & Location: 6:00 pm Clinton House Lobby**

- I. Call to Order by Jason Hamilton at 6:05 pm
- II. Agenda items
  - a. Public comment period
  - b. Executive session to discuss “discussions regarding collective negotiations” and “matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person” (anticipated vote)
    - i. Motion by Jason to go into executive session. The motion was seconded by Peter Bardaglio. The vote passed unanimously.
    - ii. Executive session began at 6:44 pm
- III. Adjournment was moved by Jason, seconded by Cate Thompson.
  - i. Adjournment at 8:49 pm.

### **New Roots Vision**

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**Time & Location:** 6:00 pm Clinton House Lobby

Voting Members Present: Hamilton, Chair; Saunders, Thompson, Torello, Wilson

Non-voting Members Present: Ms. Nilsen-Hodges, Principal/Superintendent; Michael

Mazza, Staff Liaison, Laila Livingston, Student Council; Vanessa Bud, Parent

Teachers: Rubacky, Snow, Fernandez-Gonzalez, Moritz

I. Call to Order: 6:05 pm

II. Agenda items

a. Staff and student reports and discussion:

Dr. Hamilton announced the proposed probation vote by SUNY authorizing agency to take place the following day. The proposal was not expected SUNY staff having just met with Dr. Hamilton and Ms. Nilsen-Hodges. Additionally, he indicated that the primary drivers were low enrollment, the consequent lower than projected revenue, and the on-going refusal of Districts, primarily ICSD, to pay what they had been billed. He indicated that day to day operations would not be affected. Ms. Nilsen-Hodges indicated that we needed to plan for and recruit additional students. She added that enrollment would have to reach an acceptable level by June 1, 2020 and that monthly reports on progress would have to be made to SUNY.

i.

Ms. Livingston and Ms. Fernandez-Gonzalez described plans to fund a Costa Rico trip to be taken during spring vacation.

ii.

Mr. Snow noted that three competitions had been scheduled for the Robotics Club.

iii.

Ms. Vanessa Bud of the Family Action Committee suggested alternative ways for Board Members to interact with Faculty and Staff.

iv.

Mr. Moritz described matters relating to Climate Change and our economic system that he and some students would like to be part of the curriculum.

v.

The balance of the meeting was devoted to ways to increase enrollment.

vi.

b. Public comment period: For the second meeting in a row, the format was changed so that all present sat in a circle. All were encouraged to speak of any issues they chose to bring up. This provided a public comment opportunity. One member of the public spoke during the formal public comment period.

- c. Anticipated executive session: There was no executive session.
- d. Draft Minutes for the November meeting were circulated. No vote was taken.

### III. Adjournment

#### **New Roots Vision**

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## **New Roots Charter School**

### **Draft Minutes for Board Meeting , Tuesday, January 21, 2020**

**Time & Location:** 7:00 pm Clinton House Lobby

**Board Packet included:** NRCS BOT Agenda; Superintendent's Report; NR BOT Draft Minutes for: 11-19-19, 12-17-19, & Special Meeting 12-30-19; Recruiting Plan; Meeting Handout: "New Roots Charter School Forecasted Budget for remainder of SY 2019-2020 as of 12-15-19"

**Voting Members Present:** Hamilton, Chair; Thompson, Wilson, Bardaglio, Saunders, Torello

**Non-Voting Members Present:** Nilsen-Hodges, Principal and Superintendent; Mazza, Staff Liaison

Approximately 15 members of the public or staff were also in attendance

I. Call to Order: 6:05 pm:

II. Agenda items: During discussion of the Agenda Items below, there was a request that the items to be prepared in compliance with the Remedial Action Plan be transmitted to the Board as they were sent to SUNY/CSI. The reasons given were that it gave the Board assurance of deadlines being met. In addition receiving such documents immediately before a Board meeting did not leave enough time to review them before discussion at the Board meeting.

a. Superintendent's Report: The written Superintendent's Report included in the Board Packet was presented. Major Topics were: "PROGRESS TOWARDS REMEDIAL ACTION PLAN GOALS" and "PHILANTHROPIC SUPPORT". Discussion, clarifying questions, answers followed. New meeting dates for the Board were included in the report. The dates were moved later in each coming month to be more consistent with the reporting deadlines set in the Remedial Action Plan.

b. Treasurer's Report: The Handout " "New Roots Charter School Forecasted Budget for remainder of SY 2019-2020 as of 12-15-19" was presented by Ms. Torello, Board Treasurer. She said this was an informal sketch not an official budget because she had not been able to verify all the data presented.

c. Community Conversation: Recruitment and Enrollment

i. Presentation of recruitment plan by Michael Mazza, Director of Community Engagement: Mr. Mazza was asked to provide the Board with a brief summary of each recruiting event after each occurred including attendance. Identification information was not to be included for privacy reasons.

ii. Fundraising Campaign: This was not addressed.

iii. The Community Conversation centered on “why have New Roots in Ithaca”.

d. Public Comment: Speakers had 2 minutes each. Four people spoke. Ms. Nilsen-Hodges retained the sign up sheet. Comments were video-recorded by New Roots staff and a member of the public.

e. Approval of Minutes: Three sets of draft minutes had been previously circulated among Board Members and Ms. Nilsen-Hodges. No one had changes to request. It was moved by Mr. Wilson and seconded by Ms. Torello that they be approved. The approval was unanimous.

e. An executive session to discuss “the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation” was moved by Mr. Hamilton and seconded by Mr. Wilson. Approval was unanimous.

f. Adjournment to Executive Session: 7:32 pm

g. Executive Session began: 7:44 pm.

III. Adjournment: 8:15 pm.

# **New Roots Charter School**

Board Meeting Draft Minutes for Tuesday, February 25, 2020

**Time & Location:** 6:30 pm Clinton House Lobby

**Voting Members Present:** Heggoy, Thompson, Wilson, Torello, Hamilton (Chair), Bardaglio (Vice-chair), Saunders

Non-voting Members: Nilsen-Hodges, Principal-Superintendent: Mazza, Outreach Coordinator

## **I. Call to Order: 6:32 pm**

## **II. Agenda items**

a. Nomination of Ms. Synnove Heggoy as trustee : After thanks and praise for her devoted efforts on behalf of NRCS, it was moved (Hamilton) and seconded (Torello) that Founding Trustee, Ms. Heggoy, was unanimously voted to the position of Trustee Emeritus. She accepted and will continue to support NRCS when requested.

b. Superintendent's Report:

i. Timeline for monitoring plan goals: After discussion, it was agreed that Ms. Torello and Mr. Wilson would draft a request to CSI/SUNY to change the timeline for the monthly and quarterly reports. The reasons were that (1) final financial data was not available from our banks in sufficient time to deliver fully accurate reports to CSI/SUNY according to the current schedule; and that (2) meeting the current deadlines prevented the Board from reviewing the actual reports going to CSI/SUNY before they were sent. It was agreed to ask for deadlines to be moved to the 10<sup>th</sup> of each month.

ii. Green Schools National Network Documentation and Research Symposium for Catalyst Network Schools: Ms. Nilsen-Hodges will attend this conference at the invitation of its sponsors. She will be sharing experiences and data supporting the proposition that schools focused on the New Roots' Vision are especially needed for today's young people.

c. Treasurer's Report; The data were not final; so no report was made. The unavailability of final data on a timely basis and incompatible soft ware were mentioned as causes.

d. Staff Reports:

i. School Leadership Team: Ms. Nilsen-Hodges provided a one-page handout describing first semester academic outcomes. Board members reminded that they wanted these reports to show numbers of students as well as percentages.

ii. Director of Community Engagement: Outreach activities and progress towards meeting enrollment goals: Mr. Mazza reported using Power Point "slides". The data were summarized:

33 students engaged in the enrollment process;

17 students submitted applications to enroll

10 of 17 enrolled for this school year

6 of the remaining 16 have attended an event or been in the school for a shadow or a tour

The Board requested a breakdown of how many students/families were engaged in each activity as well as a copy of the spread sheet Mr. Mazza referenced during the presentation. There followed a discussion of the attempts of a member of the public to discourage potential students and/or their families from attending recruiting events or enrolling in the school. In one instance, 15 families had said they would attend a recruiting activity. However, after an extensive negative leaflet and poster campaign including posters on properties adjacent to the venue, none appeared.

f. Community Conversation: The negative campaign was discussed.

g. Public comment period: Three minutes were allowed for each person commenting. Two members of the public spoke.

h. Anticipated executive session: This session was not held

III Adjournment: 7:41 pm

## New Roots Vision

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CLINTON

January 2019

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
State Office of Religious and Independent Schools - Room 1078 Education Building Annex  
Albany, New York 12234

**ANNUAL NONPUBLIC SCHOOL BUILDING FIRE SAFETY REPORT**

**(PLEASE PRINT)**

All school buildings containing classroom, dormitory, laboratory, physical education, dining, or recreational facilities for student use, which are owned, operated, or leased by nonpublic schools must be inspected at least annually for fire hazard which might endanger the lives of students, teachers, and employees therein. (In compliance with N.Y. Education Law 807-A(1) and New York State Uniform Fire Prevention and Building Code (NYSUFBC)).

**School Name**

NEW ROOTS CHARTER SCHOOL

**Facility/Building Name**

CLINTON HOUSE

**Street Address (NO PO Box Numbers)**

116 N. LAVUGA ST

**City/Town/Village**

**Zip Code**

ITHACA NEW YORK 14850

**Name of Municipality Responsible for Local Code Enforcement**

ITHACA FIRE DEPARTMENT

**Nonpublic School BEDS Code**

610600860944

**INSTRUCTIONS**

- Read the "Manual for New York State Nonpublic School Facility Fire Safety Inspections" prior to inspecting the facility.
- A separate report must be completed for each building and location.
- **Part I: General Information.** School officials must complete this section annually.
- **Part II:**
  - Items 08A-2 through 08E-2 on the Non-Conformance Report Sheet – Must be completed for schools with electrically operated partitions (Regulations of the Commissioner 155.25).
  - Items 09A-2 through 25A-3 on the Non-Conformance Report Sheet – Must be completed for all schools (New York State Uniform Fire Prevention and Building Code).
- **Part III (A, B, C and D) Certifications.** To be completed by individuals as indicated.
- This form must be kept on file at the school for three years and must be available for public review.
- **Submitting the Report:** The final submission package includes a total of five pages. After the inspection, sign the Certifications on pages 4 and 5, staple the pages together, and mail to the address above.

**Part I: General Information and Fire/Life Safety History**  
(to be completed annually)

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction	<input checked="" type="checkbox"/>	b) Other Student Use (dormitory, dining hall, physical education building, etc.)	
------------------------	-------------------------------------	--	--

2. 1

Is there a fire sprinkler system in this facility? Yes  No

If yes, is the sprinkler alarm connected with the building alarm? Yes  No

3. Is there a fire hydrant system for facility protection? Yes  No

If yes, indicate ownership of the system.

Public Owned  School Owned  Other  (specify)

4. Indicate the ownership of this facility.

Leased  Owned  Other  (specify)

5. What is the current gross square footage of this facility? (to the nearest whole ten feet)

					5	0	0	0	

6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplement.

Yes  No

b) Average time to evacuate this facility:

	2		
--	---	--	--

Minutes                  Seconds

c) Student instruction in arson and fire prevention was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety during each month that school is in session.

Yes  No

d) Employee training in fire prevention, evacuation, and fire safety was provided during the past year, and Records maintained in accordance with Section F406 of the 2015 International Fire Code.

Yes  No

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the 2015 International Fire Code?

Yes  No



8. Have there been any fires in this facility since the last annual fire inspection?

Yes \_\_\_\_\_

No

If yes, indicate:

a) Number of fires

--	--

b) Total number of injuries

--	--

c) Total cost of property damage

\$

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**Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet**

School Name NEW ROOTS CHARTER SCHOOL Building Name CLINTON HOUSE

Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected
08A-2			13A-2			19E-1		
08B-2			13B-2			19F-1		
08C-2			14A-2			19G-1		
08D-2			14B-2			19H-2		
08E-2			14C-2			20A-1		
09A-2			14D-1			20B-1		
09B-2			14E-1			20C-1		
09C-1			15A-2			21A-3		
09D-1			15B-1			22A-3		
09F-2			15C-2			22B-3		
09G-2			15D-2			22C-3		
10A-2			15E-1			23A-1		
10B-2			16A-2			23B-1		
10C-1			16B-2			23C-1		
10D-1			16C-2			23D-2		
11A-2			17A-3			24A-3		
11B-1			17B-2			25A-3		
11C-2			17C-2					
11D-2			17D-2					
11E-1			17E-1					
12A-1			17F-3					
12B-3			17G-1					
12C-2			17H-2					
12D-2			17I-2					
12E-1			17J-1					
12F-1			17K-1					
12G-1			17L-1					
12H-1			18A-2					
12I-1			18B-2					
12J-1			18C-2					
12K-1			18D-2					
12L-1			19A-3					
12M-1			19B-2					
12N-1			19C-1					
12O-2			19D-1					

**If any additional non-conformances are observed, check item 25A-3 and list the Code section below.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Inspector**

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes  No

**Part III: Nonpublic School Certifications**

Please complete sections III-A, Section III-B and/or Section III-C, and Section III-D as directed below

**Section III-A Fire Inspection Method**

What method(s) did the school authorities use to complete the annual fire inspection for this building? Check appropriate box(es)

- Inspection by the fire department of the city, town, village or fire district in which the building is located (complete section III-B)
- Inspection by a fire corporation whose territory includes the school building (complete section III-B)
- Inspection by the county fire coordinator, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located (complete section III-B)
- Employing or contracting persons who, in the judgment of the school authorities, are qualified to make such an inspection (complete section III-C)

For additional information regarding these methods, please refer to: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

**Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, or County Fire Coordinator**

The individual noted below inspected this building on 11/27/19 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: Michael Rankin Title: Firefighter

Signature: Michael Rankin Date: 11/27/19

Inspector's Organization: Ithaca FD

Inspector's Telephone: [REDACTED] Inspector's Email: [REDACTED]

Inspector's Registry # (assigned by the NYS Department of State) [REDACTED]

### Section III-C Fire Inspection by Another Individual

School authorities must give reasonable notice of the date and time the annual fire inspection is to be made to the local fire official who has the regular duty of fighting fire in the building to be inspected. Such official, or any subordinate designated by him, may be present during the inspection and may also file a report of inspection.

The individual noted below inspected this building on \_\_\_\_\_ (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed.

Inspector's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector's Organization: \_\_\_\_\_

Inspector's Telephone #: \_\_\_\_\_ Inspector's Email: \_\_\_\_\_

Inspector's Registry # (assigned by the NYS Department of State) \_\_\_\_\_

Name of Local Fire Authority: \_\_\_\_\_

Address of Local Fire Authority: \_\_\_\_\_

Notification Date: \_\_\_\_\_ Fire Authority Contact Name: \_\_\_\_\_

Was a Local Fire Official Representative present at inspection?

- Yes
- No

### Section III-D. School or Building Administrator, Director, or Headmaster

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, has at the meeting held pursuant to Section 807-a of New York State Education Law, conferred with the fire chief concerning the alleged deficiencies appearing on the inspection report and the measures proposed to be taken to correct such deficiencies.

Name: TINA NILSEN-HODGES

Title: PRINCIPAL

Signature: Tina Nilsen-Hodges

Telephone # 

Email: tnilsenhodges@newrockschool.org



## City of Ithaca Fire Department

310 W Green St  
Ithaca, NY 14850  
Phone: 607-272-1234  
Fax: 607-272-2793  
Email: firemarshal@cityofithaca.org

### Certificate of Compliance - Educational Occupancy

Permit Number: [REDACTED]

Expiration Date: 12/31/2020

New Roots School  
116 N Cayuga St  
Ithaca, NY 14850

**Description:**

The Building/Occupancy has been inspected and complies with the requirements of New York State Uniform Code and the Fire Prevention Code of the City of Ithaca.

  
\_\_\_\_\_  
Authorizing Signature

11/27/2019  
\_\_\_\_\_  
Date



## City of Ithaca Fire Department

310 W Green St  
Ithaca, NY 14850  
Phone: 607-272-1234  
Fax: 607-272-2793  
Email: firemarshal@cityofithaca.org

### Operating Permit - Assembly Occupancy

Permit Number: [REDACTED]  
Expiration Date: 12/31/2020

New Roots School  
116 N Cayuga St  
Ithaca, NY 14850

**Description:**

A valid operating permit is required by the City of Ithaca Municipal Code §181-9 for specific occupancies which include: Assembly Occupancies. Operating Permits are revocable for cause. This Operating Permit is non-transferable and expires on the date indicated above.

  
\_\_\_\_\_  
Authorizing Signature

11/27/2019  
\_\_\_\_\_  
Date