

APPROVED



The Rosalyn Yalow Charter School

Minutes

Board of Trustees Meeting

Date and Time

Tuesday February 19, 2019 at 6:30 PM

Location

116 E. 169th St., Bronx, NY 10452. Certain members of the board may attend via GoToMeeting or Skype from other locations, which locations will also be open to the public.

Mission Statement

The Rosalyn Yalow Charter School will eliminate the learning achievement gap for economically disadvantaged urban children—including special needs students and English language learners—by using engaging and demanding education; a team teaching model, linking an experienced teacher with a licensed social worker in grades K-2 and with a teaching fellow in later grades; rich extracurricular activities (fencing, arts, chess) to educate the whole child; and family support counseling—all in order to graduate our students at or above grade level in literacy and math.

Vision

Yalow's goal: Developing the whole child, encouraging each young student to excel.

Objective

To provide Board of Trustees oversight of educational and operational outcomes.

Trustees Present

B. Yalow, G. Feliciano, I. Lee, L. Howard, M. Balbuena (remote), M. Rosen, R. Lyon, S. Hayes

Trustees Absent

None

Guests Present

A. Diacou, Carlos Luna, parent, Kim Smaw, S. Burton

I. Opening Items

A. Call the Meeting to Order

M. Balbuena called a meeting of the board of trustees of The Rosalyn Yalow Charter School to order on Tuesday Feb 19, 2019 @ 6:35 PM at 116 E. 169th St., Bronx, NY 10452. Certain members of the board may attend via GoToMeeting or Skype from other locations, which locations will also be open to the public..

B. Record Attendance and Guests

C. Adoption of Agenda

D. Approve Minutes from January 15, 2019 Board of Trustees Meeting

M. Balbuena made a motion to approve minutes from the Board of Trustees Meeting on 01-15-19, as amended.

B. Yalow seconded the motion.

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

II. Committee Reports

A. Social-Emotional Program and Development

The committee has been meeting on a regular basis. All members have been present and progress has been made. The committee has established some basic goals which are noted in the board on track committee reports in addition to short term objectives. The first priority for the committee was to address some of the criticism from the state. One of those criticisms was that both teachers in a class room don't seem to be actively teaching. After reviewing the job descriptions for the lead and social work teacher the committee found there was some confusion in terms of each relevant role. The committee is making a recommendation to the board that the lead teacher be noted as the primary and the social work teacher as an associate. In addition, the committee is making a recommendation to the board to consider a temporary consultant to help with the integration of the two teachers.

The committee would like to further discuss with Dr. Burton the possibility of creating a simple assessment tool that will evaluate on a monthly basis the level of engagement in activities in the class room from students, emotional development, comprehension of learning, ability to interact constructively with others and the ability to verbalize what they are learning. The committee hopes to link the outcome to students extra curriculum activities such as fencing, chess and Saturday classes.

B. Finance

Year-end financial forecasts remain on a positive trend. Student enrollment is currently 450. Total expenses are currently forecast to be under budget by \$485,893 due to lower forecast expenses for administrative and instructional staff salaries and hiring after the beginning of the July 1 fiscal year; fewer enrollments for Yalow's health and 401(k) benefit plans; legal expenses; textbooks and classroom supplies, which have been offset by increased FAMIS monies and donated furniture; fees for student assessment; and fewer tuition reimbursements for NYS teaching certification programs. Two recent vacancies will be refilled soon; a TA and a teacher-social worker. Since the school opened in 2015, financial management (bookkeeping and preparation of monthly statements) have been outsourced to CSBM, and overseen by Yalow's executive

director and director of operations with monthly reports to the board of trustees. The committee weighed the pros and cons of continuing a relationship with CSMB or insourcing a portion of this work. The committee reported insourcing will not provide significant savings and adds extra pressure on management. This discussion will be tabled until CSMB's contract comes up for review.

C. Personnel

The committee decided to use the CEO evaluation tool to create the evaluation for the principal.

Dr. Burton reported that every teacher who is uncertified (including the social work teachers) is mandated each month to take any outstanding exams or to submit their completed edTPA assessment packages to NYSED. One teacher-social worker has fully submitted everything and is awaiting certification results. Mr. Balbuena stated the number of certified teachers reported internally differ from what is on the NYSED's website. The personnel committee is requesting Dr. Burton to forward any updates. Currently there are 15 uncertified teacher, including a fencing instructor and chess coach, 3 teachers, and 10 teacher-social workers.

The personnel committee would like to further discuss whether the chess and fencing coaches should be noted as teachers or instructors as there is no NYSED certification for either.

D. Education

Cycle 1 was the latest assessment completed of which there has been growth in the Kindergarten classes. RTI's and a number of different programs are being conducted to move students from negative areas to positive areas. B. Yalow questioned whether the 8% academic improvement for kindergarten students reported to the education committee is statistically valid. M. Balbuena suggested keeping teachers in the same grade for more than one year, rather than having teachers loop with students to the next succeeding when students are promoted to the next grade. The committee requested a year over year comparison of STEP Literacy and NWEA math results in order to put current STEP and NWEA test scores in meaningful perspective.

M. Balbuena noted Yalow's Academic Parent Teacher Teams (APTT) pilot program will be rolled out in March, outlining 60-day goals with parents for reading and math, followed by a review of results in May to evaluate the program.

III. Academic Reports

A. Progress Toward NYSED Annual Report Goals

B. Chronic Absentee Report

Currently there are 60 students who are 1-2 days away from moving from chronic absenteeism to being back on track. Each Monday Dr. Burton meets with parents whose children are having attendance issues.

C. Saturday Academy

Dr. Burton reported they are moving into the 5th week of Saturday school to support students in reading, writing and mathematics. The 1st Saturday class 40 students attended, 2nd Saturday class 60 students attended, 3rd Saturday class 83 students attended and the most recent Saturday class 92 students attended.

Dr. Lyon suggested providing snacks for students during Saturday classes.

D. Student Assessment Data Update

Kindergarten classes have demonstrated growth in literacy. However, 1st graders who have been doing relatively well have decreased. RTI's and a number of different programs have been enlisted to move students to proper performance levels. Mr. Balbuena stated this may be in connection with the results from the teacher survey. In addition, Mr. Balbuena also stated it is important each year to keep teachers teaching the same grade so they may master the curriculum. Dr. Burton added that many of the teachers are new due to turn-over and the goal is to continue to train and develop them. To date the academic team has conducted over 200 teacher observations.

The academic administration team will be attending a training at the Charter school center. The goal is to share information with other charter schools how they managed to succeed.

The co-teaching model has improved. Both teachers in the class room have a clear understanding of the daily routine.

E. Parent Classroom Visits Scheduled for March

The first Parent Day visit is scheduled for March 6. As a parent engagement activity, Dr. Burton is working towards holding these visits on a monthly basis. Dr. Hayes suggested the Board be invited to attend.

F. Response to Intervention Team (RTI) Update

RTI's consist of General Ed teachers and teachers who teach students with disabilities. All students throughout their educational life at Yalow who were retained are coupled with an RTI teacher. 12 teachers are part of the RTI committee that has been formed. Teachers will be able to provide an update on any RTI student at any given time.

G. January 31 Teacher Survey Results (2nd-/3rd-grades)

The teacher survey went out to grades 2 and 3. 83% of teachers agree they are receiving the necessary supplies and/or equipment needed to do their job. Based on the survey results teachers are recommending two areas of improvement. The first, teachers are not happy regarding the length of the lunch break due to having to be on lunch duty and the 2 is the need for interactive supplies such as smart boards. Dr. Burton stated teachers are required to do one lunch duty and the second every 6-8 days which is a huge improvement from the previous arrangement. Ms. Smaw stated allowing a teacher to do lunch duty connects the students to teachers in a positive and different way outside of the classroom.

IV. Executive Director Report

A. Roof Repair Completed

The roof repairs have been completed and the contractors have been paid.

B. Enrollment (448 v. 456)

Presently there are 450 students enrolled. Enrollment is slowly increasing and the focus is on the Kindergarten classes. Mr. Diacou is working on student outreach for next year. He has received over 300 applications. Applications are accepted via lottery from April 2-April 15.

C. NYSED Notices of Deficiency

Mr. Diacou informed the Board to be prepared to discuss and/or answer questions regarding the NYSED Notices of Deficiency he provided the to the Board.

D. Public Hearing: Charter School Revision Application

The Public Hearing took place last week and went well. Mr. Diacou expects that it will be approved at a future full Board Regents meeting that may take place in June.

E. NYSED Mid-Year Site Visit Thursday, February 28, 2019

The states site visit will take place next on February 28th. They will be meeting with the Board at 2pm. Six Board members have confirmed they will be present.

F. NYS Scholastic Chess Championships

Dr. Diacou is pleased to announce that 28students from Yalow Charter School will be competing in the NYS scholastic chess championships on March 8th, 9th and 10th. The Board would like to present a plaque and/or letter to the chess instructor.

G. Academic Improvement Plans Submitted to NYSED February 7

The academic improvement plan has been submitted to the state on February 7th and response is being awaited.

V. Public Comment

A. Public Comment

Mr. Luna, a parent, thanked the Board for sharing information and stated it helps to give him a better understanding of the school. He stated his son's education is extremely important to him. Mr. Luna's son is one of the 28 students participating in the NYS Scholastic Chess Championships, March 9-10.

VI. Executive Session

A. Enter Executive Session

Discussed in executive session was the preparation for the State site visit. In addition the Board is interested in conducting internal financial audits of the school to see what the routine expenditures are as the board is held financially responsible. Also discussed was the idea of a governance committee. The board agrees that the main job of a governance committee is to evaluate the Board and Mr. Balbuena suggested hiring a consultant to take on this role. Dr. Lyon believes that BoardOnTrack has already been evaluating the Board.

B. End Executive Session

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:22 PM.

Respectfully Submitted,
L. Howard