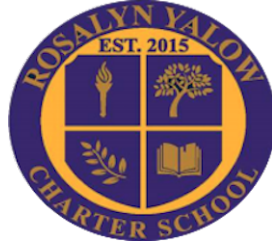


APPROVED



# The Rosalyn Yalow Charter School

## Minutes

### Board of Trustees Meeting

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#### **Date and Time**

Tuesday March 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.

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#### 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.

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#### **Trustees Present**

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

#### **Trustees Absent**

*None*

#### **Guests Present**

A. Diacou, Carlos Luna (parent), Ms. Smaw, S. Burton

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### **I. Opening Items**

## **A. Record Attendance and Guests**

### **B. 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 Mar 19, 2019 @ 6:30 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..

### **C. Approve Minutes**

M. Balbuena made a motion to approve minutes from the Board of Trustees Meeting on 02-19-19.

B. Yalow seconded the motion.

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

## **II. Education**

### **A. Academic data review**

33% of the Kindergarten classes have been assessed and have been found to be proficient. 3rd graders are at 34% proficiency. Every month ½ PD is held for teachers surrounding the results of the data dive. In the PD sessions student performance is reviewed. In addition, assessments are made on what the student's standard needs are in order to be proficient. Teachers use this information as a guide to change their instruction accordingly.

Teachers have completed preference forms for the 19-20 school year. After reviewing vacancies, the intent is to hire 2 two social workers and 3 general Ed teachers in addition to an experienced science teacher.

Grades 1 and 2 will be located at the K site and grades 2 -5 will be at the main school site. In preparation for exams, Saturday classes have taken place every week since January. This past Saturday 70 Students attended. Teachers who are focusing on ELA have the flexibility to alter their lesson plans to strengthen student weaknesses.

Mr. Balbuena has been working with both the principal and vice principal to partition the students in 4 parts that include below standards, approaching standards, meets standards and above standards.

Last week parents have been able to sit in the classrooms to observe. Parent Teacher conference will be held for March 27th only for students who are promotion in doubt. Saturday classes for promotion in doubt students will begin April 6.

### **B. Chronic absentee report (March 8, 2019)**

Since the last board meeting, 8 students have been removed from the chronic absenteeism list. Chronic absenteeism are students who have less than 90% attendance. Currently the overall attendance rate for students is 93.6%.

## **III. Social-Emotional Program and Development Committee**

### **A. Update: committee recommendations**

The committee has been working on two principal items. The first is enhancing the co-teacher model, emphasizing that both teachers are to be actively engaged in teaching in the class room. Donna Friedman has identified someone with

special skills to foster this relationship. The second item is developing an assessment tool that can be easily used by teachers in the classroom each day. It's a 7 point assessment on a scale of 1-4. The 7 points include, level of engagement in the class room, emotional maturity, level of acceptance of instruction, ability to comprehend and incorporate, ability to verbalize and the ability to interact constructively. This should be completed by the social work teacher during or at the end of each class. At the end of each month the results should be discussed with the lead teacher and then be presented to the academic leadership team. This assessment could be correlated with the different activities students are involved in. In the future the committee is considering developing a social emotional grade or score in conjunction with the academic grade to see if students are ready to advance to the next grade or not.

With the help of Dr. Burton and Ms. Smaw, the monthly assessment tool has been finalized and will be presented at the next board meeting. Dr. Lyon asked that the form also be presented at the next teacher PD session in April. Principal Burton will survey the feedback.

The committee members present at the April 7th meeting discussed the benefits of coaching and staff development for the academic and administrative leadership teams.

#### **IV. Parent Engagement**

##### **A. Committee Report**

Ms. Feliciano met with Ms. Morales the new parent engagement coordinator. Ms. Morales comes with experience from board of education and has also been a teacher. Her understanding of the school environment will be very valuable. Ms. Feliciano stated parents want to partner with the school leadership and want the best for their children. Parents want the school to succeed to the point that they expand into a middle school and high school.

Mr. Balbuena stated based on the conversation with Ms. Morales a work plan draft has been developed. The goal is that every month there is a parent engagement intentional based on the survey that's going to be developed to get feedback from parents. As a Board, when reviewing the finances we must consider funds for parent engagement such as metro cards for transportation.

#### **V. Personnel**

##### **A. Leadership team evaluations**

Evaluations have been completed for the principal's administrative staff. Evaluations have been discussed with the team and all are focused on administrative goals for the academic year. The committee is also reviewing the proposed change to the time off policy and continuing its work to develop an evaluation tool for the principal similar to the one created for the Executive Director.

Mr. Balbuena stated Julia is now our new contact person for Board on Track. Mr. Balbuena will be working with Julia on reviewing a sample principal survey in addition to how the Board is going to be assessed.

#### **VI. Executive Director Report**

##### **A. Yalow metrics vs. 13 Bronx Charter Schools**

Mr. Diacou provided the board with comparison data from 3 charter school networks for academic year 2017-2018. The data compared Attendance, English Performance on State Tests and Math Performance on State Tests. The general analysis is that there are a few schools that have 18% chronic absenteeism with the exception of Success Academy who is at 3%. All 3 schools in comparison to Yalow have in common is that their state assessment scores are between 90% and 96% in both ELA and math. Ms. Feliciano stated we need to engage these other schools and learn about their practices. Mr. Diacou stated it has been challenging in the past but will continue the effort.

#### **B. NYS Scholastic Chess Championships**

Along with school leadership and board member Ms. Feliciano, 28 students and 28 parents traveled to Saratoga, NY for the chess championship.

Yalow competed in 3 sections, divided by grade and USCF chess rating.  
1st place kindergarten-6th grade, Under-600 rating.  
6th place kindergarten-1st grade, Under-400 rating.

#### **C. Enrollment Lottery April 10, 2019**

Over 350 applications for kindergarten classes have been received. The plan is to enroll 3 kindergarten classes. It may come down to adding a fourth kindergarten class depending on attrition in the 1st grade.

#### **D. Other Business**

Mr. Balbuena stated he learned from parents and teacher survey's that extra curriculum activities need to be expanded to capture those students who may not want to excel at chess or fencing. Mr. Balbuena encouraged the board to advocate for a physical Ed teacher. There are several health benefits for children who participate in physical activity.

### **VII. Executive Session**

#### **A. Governance, Board Goals, Recruitment and Retreat**

Each board member was asked to identify a potential board member. Candidates will be invited to a dinner with a select few board members. It would be of great value to recruit new board members who have a background in social work, human resources or someone who is or has been an educator. Mr. Balbuena is working with Board on Track to identify how we evaluate our success as a board.

Mr. Balbuena would like all the committee goals to be put into one document and uploaded to Board on Track. Goals for each committee will be reviewed and assessed for progress at the board retreat scheduled on June 1st. Mr. Balbuena asked that all requests such as reports from Mr. Diacou and Dr. Burton be funneled through him.

Mr. Rosen will be stepping down from his role as treasurer but will remain a board member. Mr. Balbuena will be meeting with a potential candidate to replace him.

#### **B. 990 Tax Form**

M. Balbuena made a motion to Approve the 990 Tax Form.  
B. Yalow seconded the motion.

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

**C. Finance Committee**

The finance committee projects a year end surplus of 500K. He also stated any additional funds will be needed if we move forward with building a new school.

Mr. Diacou will look into why healthcare plans and retirement plans are not being picked up. The board suggested providing more education to staff.

**D. Other Business**

Yalow Charter school has been invited by the Dominican Parade committee to highlight in the march Yalow's student scholars.

**VIII. Closing Items**

**A. Adjourn Meeting**

M. Balbuena made a motion to adjourn the meeting.

B. Yalow seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:35 PM.

Respectfully Submitted,  
L. Howard