

APPROVED



# The Rosalyn Yalow Charter School

## Minutes

### Board of Trustees Meeting

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#### **Date and Time**

Tuesday May 21, 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

#### **Trustees Absent**

*None*

#### **Guests Present**

A. Diacou, Ms. Smaw, Nicole Temple, Urban Education Institute, S. Burton, Yvonne Booker Byers

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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 May 21, 2019 @ 6:33 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 as amended from the Board of Trustees Meeting on 04-16-19.

B. Yalow seconded the motion.

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

**II. STEP Literacy Presentation**

**A. Student Assessment Data**

Nicole Temple from Urban Education Institute provided data surrounding the areas noted below.

Longitudinal student assessment data—Literacy

STEP Literacy progress report for student subgroups:

School at-large—Continuously Enrolled students grades K-3

(53) Previously Retained students

(85) K-4 Promotion-in-Doubt students (potential retention)

RTI (Response to Intervention) students

**III. Executive Session**

**A. Various Items**

Discussed in Executive Session was the role of the Executive Director and the Principal. The state has approved that the Executive Director and the Principal report to the Board.

Academic matters will be managed by Dr. Burton and Operational matters will be managed by Alec Diacou. Both will need to work together for contractual obligations. In addition each are expected to report and work diligently with the Board .

Students are under performing in literacy and over performing in math. Due to this, Mr. Balbuena asked Dr. Burton to develop a school schedule that will compliment the areas of need.

Also discussed in Executive Session was the cost of transportation for students if the school started 1 week earlier in August rather than September. Mr. Yalow stated the school can absorb the expense as the cost is minimal.

After reviewing the contract and services provided by Mosaic Mental Health Services, the Board believes the services do not meet the needs of the students. Mr. Balbuena recommended to the board, and the board agreed to dissolve the contract between Mosaic and Yalow Charter School effective June 30, 2019. The board agreed to hire from a teacher line one on-site licensed clinician to oversee the correlation of the social emotional aspect and provide support to teachers. Bank Street will continue to be a resource to assist with this.

**B. Utica National Insurance Worker's Compensation Policy**

Dr. Lyon made a motion to approve the school moving forward with Utica National Insurance Company to be the carrier for the Workers Compensation Policy.

G. Feliciano seconded the motion.

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

**C. NYSED Corrective Action Plan Updates (2)**

Mr. Balbuena stated the academic team will spend at least 2 hours discussing the corrective action plan previously submitted in August at the Board Retreat rescheduled to June 29th. Location TBD.

In the absence of Lakiesha Howard, Secretary of the Board, Mr. Balbuena suggested Sandra Hayes, Vice Chair take record minutes of the Board Meeting.

For all ELL students who are being serviced parents will be notified. Six pieces of a corrective action plan have been put in place. In addition there will be one survey used to identify ELL students.

#### **IV. Education**

##### **A. May 2, 2019 education committee meeting**

Neighboring charter schools acknowledge federal and Jewish holidays and have no issues starting school in August. Mr. Balbuena stated though he supports this, he asked the board to be mindful that the charter requires for teachers to have 12 full days of professional development starting in August. Dr. Burton will look into this further.

##### **B. Chronic Absenteeism September 4, 2018 - May 16, 2019**

Chronic absentee rates have declined for both campuses. The parent coordinator is continuing to communicate with families to stress the importance of attendance.

#### **V. Executive Director Report**

##### **A. New school facility search**

Currently there are no viable options for a new school facility by the end of the lease in 2021. The only option now is to renegotiate with current landlords and decide on the length of lease extensions.

##### **B. Post-lottery kindergarten enrollment for FY2019-20**

After enrolling 122 kindergarten students for the FY2019-20 school year, the original waiting list of 358 students is down to 20 students, although new families continue to submit applications. Mr. Diacou believes this is due to new competition from other charter schools.

##### **C. Chess program**

Ms. Feliciano will work with the parent engagement coordinator to discuss the fee for chess camp at the Marshall Chess Club this summer.

##### **D. Memorial Day concert with BEA on May 26**

30 of Yalow's 3rd- and 4th-grade students will be performing with the Bronx Arts Ensemble in the annual Memorial Day Concert in Van Cortlandt Park, singing two songs.

##### **E. 3rd Avenue campus construction**

Landlord has approved walling off 3 spaces for classrooms/meeting rooms to accommodate 4 new kindergarten classes. Maximum capacity is 240 students. Construction would take place in July.

##### **F. Medical benefit planning for FY2019-20**

Mr. Diacou is working with the broker for Yalow's employee medical benefit plan renewals and will present plan recommendations to the board for approval in June.

#### **VI. Principal Report**

**A. Instruction Update**

There are no mandates for a set of hours per week of instruction for students. What is mandated is some form of art program and physical education activity. The new academic schedule will reflect a Life Skills class to support social and emotional growth. Nap time has also been added to the K classes.

**B. Summer Academy**

**C. Japanese Lesson Study**

Lesson Study is a Japanese model of teacher-led research in which a cohort of Yalow teachers work together to target an identified area for development in their students' understanding of math concepts and improve instruction. Teachers plan, teach, and then observe a series of lessons to track and refine student interventions.

**VII. Finance**

**A. 2019 audit engagement**

The auditor engagement letter from Mengel Metzger Barr & Co. for this year's audit is attached for board review. MMB's audit is scheduled to begin mid-June and end August 14, 2019. The fee is \$21,200.

**B. April 30, 2019 finance report**

The draft five-year budget assumes Yalow consolidates its two campuses and moves into a single campus when the current leases expire in 2021. Per pupil funding is \$16,135. In FY2019-2020 Yalow reaches its 536 student cap under the charter. Without assuming increases in NYS funding, there will be deficits beginning in 2021. Mr. Yalow summarized that the school's income is constant due to the fixed number of students, while expenses increase every year. Although the school has an accumulated surplus to cushion short-term revenue shortfalls, the Board must consider that the school will run out of funds around year 7 without further increases in NYS funding.

**C. 5-year (FY2019-24) budget**

**VIII. Personnel**

**A. Teaching staff hiring update**

Last week 2 new teacher-social workers were hired for next year, for a total of 10. There remains a shortage of about 3 or 4 more lead teachers, not including a physical education teacher and response to intervention reading teachers.

Mr. Balbuena asked for clarification on the role of the director of operations regarding Human Resource matters.

**B. School calendar briefing**

**IX. Parent Engagement**

**A. Mother's Day celebration Friday, May 11, 2019**

Ms. Morales, parent engagement coordinator lead a team of parents to a successful mother's day celebration. Ms. Feliciano suggested looking into year-end events to highlight achievements. The chess champions are preparing to march in the Dominican parade the second Sunday in August.

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

### **A. Social-emotional student assessment rollout**

The student monthly social emotional assessments have been distributed to the teachers.

The committee should have feedback by the next board meeting from the teachers regarding their assessment of the students and their suggestions for the assessments.

## **XI. 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 9:16 PM.

Respectfully Submitted,  
L. Howard