

APPROVED



# The Rosalyn Yalow Charter School

## Minutes

### Board of Trustees Meeting

---

#### **Date and Time**

Wednesday November 20, 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.

---

#### **Trustees Present**

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

#### **Trustees Absent**

*None*

#### **Guests Present**

A. Diacou, Kim Smaw, S. Burton

---

### **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 Wednesday Nov 20, 2019 @ 6:40 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 Rescheduled October Board Meeting on October 16, 2019. Rescheduled October Board Meeting on 10-16-19

M. Rosen seconded the motion.

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

### **D. Facility Search Process**

Review of proposal from the owner of our 3490 Third Avenue campus to build Yalow a new school for occupancy July 1, 2021, when Yalow's leases expire. The finance committee met to review the proposal and requested that the executive director present a side by side comparison of several alternative new building proposals along with a tight timetable for board approval of construction plans if a new building is to be completed by June 30, 2021, the date Yalow's two campus leases expire. If school construction plans are not approved by Yalow's board by January 10, 2020, the new school building could not be completed by June 30, 2021, and Yalow would need to renegotiate its leases with the landlords for both campuses.

Following review of the four alternative building proposals, the board chose two promising alternatives, and directed the executive director to pursue negotiations with 808 Cauldwell JV LLC, located in CSD7, and 1184 River Avenue, located in CSD9.

Upon a motion duly made and seconded, the following resolution was approved by a majority of the entire board:

**Resolved:** The Rosalyn Yalow Charter School Board of Trustees, having reviewed four proposals for construction of a new school building for occupancy by July 1, 2021 following the expiry of the School's two campus leases, has authorized the Executive Director to inform NYSED that the school would like to enter into lease negotiations with two potential developers—808 Cauldwell JV LLC and MADDD Equities LLC—to negotiate a long-term lease that would house the entire school. Following consultation with NYSED, the Executive Director is authorized to engage a lease attorney for negotiations. The Executive Director is instructed to provide the finance committee with weekly reports.

B. Yalow made a motion to authorizing the executive to enter into negotiations for construction of a new school building with two of the four developers reviewed by the board, immediately notify NYSED, and provide the finance committee with weekly updates.

M. Rosen seconded the motion.

Vote was 5-0; G. Feliciano abstained. The board **VOTED** to approve the motion.

## **II. Education Committee**

### **A. Internal student testing data**

The internal goal of 75% and above for math were met by the kindergarten and 1st grade classes in various unit assessments. All grades did not perform proficiently to meet the goal. All classes did not complete the assessment data to date. Math continues to outperform CKLA. 75% or above is also the internal goal for proficiently whereas grade 5 has met that goal in the second unit assessment.

Students who fall in the bottom quartile have been enrolled in Saturday school. Each week the number of students attending has increased. Mr. Balbuena asked that at mid way assessment be provided to see if the interventions are working.

### **III. Social-Emotional Committee**

#### **A. Support for teacher-social workers**

M. Balbuena noted that teacher-social workers are being supported by Bank Street College of Education's Emotionally Responsive Practices (ERP) team until Yalow hires a replacement teacher-social worker supervisor. M Borys resigned November 6.

### **IV. Finance**

#### **A. July-October budget review**

M. Rosen reported that the school is experiencing significant deviations from the FY19-20 budget:

1. Yalow continues losing students in upper grades (2-5), while enrollment of new kindergarten students is slow. Potential revenue shortfall of up to \$160k.
2. Expenses are down, due to under hiring of 12 teaching staff. Employee expenses—including payroll taxes and benefits—were \$507k below budget on October 31.
3. Bronx Arts Ensemble (BAE) classes have increased from 42 to 64 classes per week to accommodate staggered teaching team schedules in the early mornings and late afternoons.

The executive director and CSBM will complete a line by line review of budget assumptions and present revised projections to the finance committee for December board meeting.

### **V. Principal Report**

#### **A. Teacher hire update as of November 11, 2019**

There has been difficulty in finding certified teachers as there is an all around shortage stated Dr. Burton. Currently there are 10 open positions that include 6 teachers and 4 for the RTI team.

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

#### **A. Chronic Absentee Report**

#### **B. Student enrollment**

School wide absenteeism is at 18.4%. Several busing issues in addition to the school year starting in August, 6 days earlier than the 2018-2019 school year, contributed to this issue.

- As of Tuesday, November 19, enrollment has decreased to 508 students, compared with 536 authorized in the charter
- Weekly emails are being sent to 1,059 parents and 25 early childhood programs to announce 28 open kindergarten seats

#### **C. 4th Annual Thanksgiving Dinner**

- Free event. Expecting 350 persons.
- Families have been donating small amounts; c. \$600 to date.

### **VII. Executive Session**

#### **A. Bonus distribution**

Tabled.

## **B. Student Incident**

The board discussed an incident involving a student at the Third Avenue campus on November 4, 2019. The executive director conducted an investigation, simultaneously notifying NYSED and the Special Commissioner of Investigations. During executive session the board reviewed the report.

A resolution was introduced formalizing the operational procedures in place at the 169th St. campus to minimize the possibility of a recurrence.

### **Resolution to Ratify Operational Procedures for the 2019-2020 School Year**

Following a review of student dismissal procedures submitted to NYSED on October 23, 2019, upon a motion duly made and seconded, the school's board of trustees voted on the following resolution.

**Resolved:** The Board of Trustees approves adoption of the following school procedures:

1. that the dean of students remains to supervise students until such time as a guardian picks up the last child from school, or designate another supervisor in the absence of the dean of students;
2. building aides will not supervise students without a designated administrator supervising [him or her];
3. revise Third Avenue bus protocols for dismissal to include new duties for operation staff in confirming daily ridership, as set forth in attached Bus Procedures ;
4. schedule the Nonviolent Crisis Intervention Training Program with the NYC Collaborative on Special Education. All new administrators, teachers, and operations associates will be included in the group to receive training.

And, authorizes the Executive Director to submit a non-material charter revision request to NYSED, if necessary, to formalize these procedures.

M. Balbuena made a motion to approve the resolution.

S. Hayes seconded the motion.

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

A second resolution modifying Yalow's Third Avenue (k-1) campus bus procedures was also introduced.

### **Third Avenue Campus (K-1) Bus Procedures**

#### ***"No Busing" Scholars Names Listed on Whiteboard Throughout the Day***

The names of students who would otherwise take Yalow buses home from school, but whose have will not take the bus, their names are written on the whiteboard in the main office.

This information is received via phone calls or verbal conversation from parents. Operation staff writes names down and those tags are sorted accordingly.

#### ***Bus Tags***

Each scholar that takes the bus has a color coded bus tag which list scholar's: name, class, bus stop and bus route. The scholars not taking the bus that day their tags are removed from distribution. Tags are distributed an hour before dismissal. Verbal names are also given to teachers to know which scholars are not taking the bus. All scholars taking the bus must be wearing their bus tags.

#### ***Dismissal***

Loudspeaker announcements are made by Operation staff calling one bus at a time. Buses are called by color so that the corresponding scholars can line up by the main office to depart . Once scholars are lined up, an Operations associate reviews and collect tags while another helps load scholars onto bus. During this time, main office whiteboard is reviewed to

make sure that no scholars get on the bus when they aren't supposed to. A final walkthrough and/or announcement is m

M. Balbuena made a motion to adopt Attachment A, Third Avenue Campus Bus Procedures.

S. Hayes seconded the motion.

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

## VIII. Closing Items

### A. Adjourn Meeting

M. Balbuena made a motion to adjourn the meeting at 8:50 p.m.

G. Feliciano 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 8:00 PM.

Respectfully Submitted,

L. Howard

---

## Documents used during the meeting

- 190122\_808 Cauldwell Ave - SCHEMATIC REV 2.pdf
- 2021 Prospective Facilities.pdf
- Completed educational facilities-Pillar.pdf
- Finance Committee Memo 11.15.19.pdf
- 2019 - 8\_November\_PROGRESS MONITORING #1\_KS.pptx
- Data Submission\_#1\_KS.pdf
- RYCS Monthly Report - Oct 2019.pdf
- Attachment 6.a-vacancies 11.18.19.pdf
- Yalow Teachers Hire Template 11.18.2019.pdf
- Absentee Summary as of November 4, 2019.pdf
- Attendance Graphs 2018 vs 2019 as of 11.20.2019 v2 with red arrows.pdf
- Enrollment by grade 11.18.19.pdf
- TG invite2019 v2.1.jpg
- Final\_Pena\_Report.pdf
- November 4 2019 incident.pdf