

APPROVED



# The Rosalyn Yalow Charter School

## Minutes

### Board Meeting

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#### **Date and Time**

Tuesday February 18, 2020 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), S. Hayes

#### **Trustees Absent**

R. Lyon

#### **Guests Present**

A. Diacou, A. Sokal, Cesilia Morocho (parent), K. Smaw

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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 Feb 18, 2020 @ 6:45 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**

B. Yalow made a motion to approve the minutes from. Board Meeting on 01-21-20  
G. Feliciano seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**D. Approve Revision to 403 (b) Plan Enrollment Policy**

B. Yalow made a motion to Approve the revision to the 403 (b) Plan Policy.  
G. Feliciano seconded the motion.  
New employees enrolled may check an opt-out box on their enrollment application to refuse Plan participation, or reduce their level of participation. The Board of Trustees also authorizes the Executive Director to make corresponding changes to the Plan document, as necessary, to formalize these procedures. The board **VOTED** unanimously to approve the motion.

**E. Qualifications for 3-tier teacher salary classification**

M. Balbuena made a motion to approve the qualifications for 3-tier teacher salary classification with agreed upon changes that Tier-1 Masters Teacher require 4 years of standard test results.  
I. Lee seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
This only applies to General Education teachers.

**II. Introduction of Amy Sokal, Yalow's new Fundraising Consultant**

**A. Amy Sokal**

Ms. Sokal provided a draft three-month development plan for Yalow Charter School. In this draft, Ms. Sokal discussed important areas of focus that include:

Individual Donors, Foundation & Corporate Support, Events/Outreach. Ms. Sokal stated it is important to access and analyze present donor information if any, review past giving and any personal contacts Board members as well Yalow's administrative and academic staff may have. Ms. Sokal will be reaching out to each board member to set-up individual telephone calls.

**III. Finance**

**A. 7-month finance review**

Revenues

Yalow continues losing students in grades 2-5. The enrollment of new kindergarten students continues to be stagnant. Special education revenues are expected to be overbudget by \$244k. This is due to 13 additional students who are now receiving IEP services. Yalow will be receiving an additional 121K in grant revenues from the Final Federal Title I and Title II. Yalow's new insured savings account has earned \$27k in interest from July 1 - December 31, 2019.

June 30, 2021 net revenue is expected to be down by \$59k.

Expenses

Payroll, taxes, and benefits are estimated to be \$718k below budget by year end resulting from under hiring of teachers(\$ 293k), administrative staffing changes (\$230k), and fewer

employees taking medical benefits (\$119k). Other expense savings include textbooks and materials (\$26k) due to Yalow receiving an in-kind donation of unused CKLA materials from another school, lower tuition reimbursement, and the delay in hiring a director of development.

Additional expenditures have been allocated for academic consultants, financial management, technology services, library and classroom construction and facility maintenance at the Third Avenue campus, and board development.

General Liability insurance is projected to be \$34k overbudget. This doesn't reflect a refund \$16k due to a reduction in Yalow's risk premium by the carrier (Utica) based on hazard improvements implemented by Yalow.

June 30, 2020 expenses expected to be down \$667k. Net Income: FY2019-20 year-end net income is currently forecast at \$687k—\$608k greater than budgeted surplus of \$79k.

#### **IV. Education Committee**

##### **A. External student testing data**

Urban Education Institute (UEI) has provided detailed individual student achievement gaps which organized student groupings, to support classroom teachers and Yalow's RTI team provide small-group differentiated Monday-Friday instruction. Instructional goals for grades K-3 grade by grade and classroom by classroom where also provided. The 10 week Saturday Academy began in February for 30 students with critical literacy gaps.

#### **V. Principal Report**

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

Ms. Smaw will provide an updated report in March when she has all the data.

##### **B. Teacher hire update as of December 11, 2019**

10 open positions:

- 2 teacher-social workers
- 8 teachers (includes 2 "overage" teacher positions originally budgeted in June 2019)
- 9 RTI team teachers being redeployed as classroom teachers to fill vacancies

In addition, 2 budgeted "overage" teaching positions remain unfilled.

##### **C. Chronic Absentee Report**

Chronic Absenteeism by Grade:

- Kindergarten: 21 students out of 102 (20.58%)
- 1st-grade: 25 students out of 99 (25.25%)
- 2nd-grade: 12 students out of 98 (12.24%)
- 3rd-grade: 06 students out of 78 (7.69%)
- 4th-grade: 14 students out of 86 (16.27%)
- 5th-grade: 08 students out of 47 (17.02%)

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

##### **A. Update: Facility Search Process**

- NYSED approved Yalow's Charter Revision Application to relocate the school to 650 Grand Concourse (CSD7)-Cardinal Hayes High School (CHHS)

- Overwhelming positive reception from families to the January 22 parent survey mailed to 400+ families asking their opinion on relocation
- CHHS completing CAD drawings of school to present to Catholic Archdiocese in support of proposed rent of \$2.5 million
- Awaiting Archdioceses approval and submission of sub-lease agreement to Yalow

## **B. Student enrollment**

- Thursday, February 13 enrollment: **507** (down 19)
- Completed 20 recruiting visits to early childhood and Headstart programs for 2020-2021 lottery
- 10 visits remaining
- Applications: 346 kindergarten; 11 1st-grade; 22 2nd-grade

## **VII. Public Session**

### **A. Departure of Teachers**

During public session, a concerned parent stated she is worried about teachers leaving the school. Ms. Feliciano stated some of the personnel topic are a little delicate because it deals with confidential information and cannot be discussed. Ms. Feliciano stated the well-being of the students are a top priority. When the school has the ability to retain teachers and not have a shift, the school does so. Ms. Feliciano expressed to the parent that the board is empathetic due to this departure having an effect on her child.

It was suggested the board hold a town hall meeting with parents to discuss staffing changes.

## **VIII. Executive Session**

### **A. Executive Session**

- Mr. Diacou and Ms. Smaw are looking into the matter of a parent who stated she lost money paid for a trip due to child having to attend summer school. School leadership will will also be meeting with this parent to discuss testing vs internal assessment of students.
- The Executive Director has no knowledge of the pilot for the social emotional assessment being fully implemented. Mr. Diacou is investigating the matter.
- Mr. Balbuena proposed doing a retreat at the end of June where teachers are celebrated through fun activities instead of end of year celebrations.

## **IX. 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 9:40 PM.

Respectfully Submitted,  
L. Howard

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## **Documents used during the meeting**

- 403(b) ammendment 2.18.20.pdf
- Teacher Criteria Scale 2.15.20 REVISED Part 3.pdf

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- Teacher Hiring Proposal\_New Salary Scale 2.15.20 REVISED Part 3.pdf
  - A. Sokal resume cl version.pdf
  - Sokol-Quick Draft Development Plan RY .pdf
  - Budget Narrative 2.15.20.pdf
  - 1st-grade Differentiated instruction for All Classes (3).pdf
  - 2nd-grade Differentiated instruction for All Classes (3).pdf
  - 3rd-grade Differentiated instruction for All Classes (3).pdf
  - Kindergarten Differentiated instruction for All Classes (4).pdf
  - 2019 ROSALYN YALOW CHARTER SCHOOL - Report Card NYSED Data Site.pdf
  - 2019 - 14 February 2020\_PROGRESS MONITORING #4\_KS.pdf
  - Yalow Teachers Hire Template 02.14.2020 v1.pdf
  - February Student Attendance Data 2020.pdf
  - Orlando 1.21.20 Additional Information Charter Revision Request.pdf
  - Orlando 1.31.20 CHHS Survey Update.pdf
  - nonmaterial revision requestmove to CHHS.pdf