

APPROVED



The Rosalyn Yalow Charter School

Minutes

Rescheduled March Board Meeting

Date and Time

Wednesday March 25, 2020 at 6:30 PM

Location

Extraordinary Video Board Meeting
Wed, Mar 25, 2020 6:30 PM - 8:30 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/167588837>

You can also dial in using your phone.

United States (Toll Free): 1 877 309 2073

United States: +1 (646) 749-3129

Access Code: 167-588-837

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

Trustees Absent

None

Guests Present

A. Diacou (remote), K. Smaw (remote), Sofia Nivar, parent

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 Mar 25, 2020 @ 6:35 PM at
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II. Approve Redrafted FERPA Policy

A. FERPA language to be included as Attachment B to Student and Family Handbook

- FERPA Policy was written by J. Carr and approved board in March 2015.
- Yalow's attorneys, Bond Schoeneck and King, clarifies the FERPA language, which will be included as Exhibit B to Yalow's Student and Family Handbook, and posted under the Parent section of Yalow's website.

G. Feliciano made a motion to approve the revised FERPA language.

L. Howard seconded the motion.

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

III. Approve a Parent's Bill of Rights for Data Privacy and Security

A. Parent's Bill of Rights

The law requiring a Parent's Bill of Rights was approved 5 years ago, although charter schools were deemed exempt. NYSED will now begin enforcement. Once approved, the Bill of Rights will be placed on Yalow's Website.

B. Yalow made a motion to approve the Parent's Bill of Rights.

R. Lyon seconded the motion.

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

IV. Governor Cuomo's Emergency Order

A. Yalow Guidance

- Waiver of 180-day school year ends on March 31, unless extended by Governor (attached)

- Services to at-risk populations—special education, ELLs, homeless—must be maintained for the duration of distance learning
- No waiver for special population services at this time (potential revenue impact)

V. Education Committee Update

A. Classroom teaching efficacy assessment

TNTP, Yalow's new professional developers for CKLA implementation provided the results below of their curriculum audit and academic diagnostic following two professional development sessions at Yalow.

- Lesson Focused on High Quality Texts – 12%
- Questions and Tasks Integrate Standards– 12%
- Students Responsible for Doing Thinking in the Classroom– 12%
- Reading Foundational Skills– 33%

TNTP is in the process of preparing a plan that addresses the above data.

VI. Principal Report

A. Contingency Plan for Distance Learning

Yalow was chartered as a bricks and mortar school with a books and paper curriculum. Yalow is implementing a multi-faceted approach to distance learning in order to meet the various constraints faced by Yalow's 426 families. The following steps have been taken to continue instruction during this emergency:

- CKLA and Singapore math workbooks were sent home on Friday, March 13
- Parents of students who were absent were allowed to pick up materials the week of March 13-20 (K. Smaw and A. Diacou remained on site to distribute to parents)
- Teachers will take daily attendance for the duration of distance learning using Class Dojo, as required under the executive order,
- A scope and sequence pacing guide was sent home
- Teachers will continue to evaluate student work and complete progress assessments

Core Knowledge Foundation has provided free read alouds covering CKLA materials for grades pre-k-5th grade on Youtube:

https://drive.google.com/drive/folders/1Sxb4LhVXijvf_ZywT1HH1sS8nYW5sSi?mc_cid=de9e6585a2&mc_eid=f58fc5b8b7

- This is particularly helpful for Yalow's 154 most vulnerable students, ELLs, special education, and those who are homeless or live in non-traditional housing
- Chess has a distance learning platform with 500 licenses (Chesskid.com)
- NYSED guidance for special education student services continues to be developed

Yalow is completing its educational continuity plan to NYSED through the NYSED CSO Portal on Friday, March 27.

B. Teacher hire update as of February 29, 2020

10 open positions:

- 2 teacher-social workers
- 8 teachers, which includes 2 budgeted "overage" teaching positions

To fill classroom vacancies 9 RTI team teachers reading specialists and teaching fellows are being redeployed as classroom teachers.

M. Balbuena suggested that teacher interviews for 2020-2021 proceed via GoToMeeting and that demo lessons might be conducted using the same virtual classrooms Yalow is using for distance learning (Google classroom).

C. Chronic Absentee Report

Chronic Absenteeism by Grade:

- Kindergarten: 21 students out of 98 (21.43%)
- 1st-grade: 28 students out of 99 (28.28%)
- 2nd-grade: 13 students out of 95 (13.68%)
- 3rd-grade: 10 students out of 79 (12.66%)
- 4th-grade: 16 students out of 87 (18.39%)
- 5th-grade: 08 students out of 47 (17.02%)

Chronic absences are acute and increasing at the Third Avenue K-1 campus.

VII. Executive Director Report

A. Update: Facility Search Process

Continuing to await the Archdioceses approval and submission of sub-lease agreement to Yalow. If the Archdioceses declines the agreement, plan B would be to renew leases for Third Avenue and 169th St sites for search for alternative sites that might become available. This is unlikely before June 30, 2021.

B. Student enrollment

- Wednesday March 18 enrollment: **506** (down 20)
- completed 25 recruiting visits to early childhood and Headstart programs for 2020-2021 lottery
- applications: 372 kindergarten; 16 1st-grade; 28 2nd-grade
- Lottery scheduled for Thursday, April 2
- Enrollment packets will be mailed to 90 selected kindergarten families on Friday, April 3
- Completed enrollment packets must be received by Friday, April 17 to secure seat for 2020-2021

M. Balbuena asked that A. Diacou also develop an online enrollment packet to be completed by the parents of selected students.

C. Affect of chronic absenteeism on student outcomes

Case study from Yalow's class 2016. Study compared outcomes of 20 worse chronic absentees to outcomes for 20 students with best attendance.

Of the 20 students with greatest chronic absenteeism:

- 9 dropped out of Yalow
- 4 students were held back (retained a grade)
- 2 students corrected their attendance

Of the 20 students with best attendance

- 1 dropped out of Yalow
- 2 students were held back (retained a grade)

M. Balbuena asked A. Diacou to prepare a "simple language" narrative of the potential consequence of chronic absenteeism for incoming parents and parents of enrolled students who are currently chronically absent.

VIII. Other Business

A. Public Session

During public session, a parent, S. Nivar, asked what is happening with staff retention? Why are teachers leaving? Ms. Smaw stated though there have been some recent changes, the school actually does a great job in retaining teachers. It is important to know that there are teachers who move on for various reasons. The parent asked that going forward it be communicated to teachers that when they leave in the middle of the school year it is a disruption to the students.

Parent stated she is happy with the paper format for remote learning; however, she asks that the school make sure the paper assignments are organized better and that students have grade level materials. Ms. Smaw stated this is a new process and there may be a few glitches but will ensure this happens.

IX. Executive Session

A. Executive Session

The board went into executive session at 7:23 p.m.

- The waiver for instruction has been put on hold until March 31. Mr. Balbuena asked for a long-term contingency plan for distance learning and virtual meetings platforms as schools may not be able to open on April 1. Plans may be phased in over time as the pandemic unfolds.
- Mr. Diacou and Ms. Smaw are working on a grant to the Charter Center to help with the costs for technology for students remote learning.
- M. Balbuena stated that the plan(s) also need to address Yalow's vulnerable student populations: special education students, english learning students and children who are homeless or in foster care.

X. 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 8:14 PM.

Respectfully Submitted,
L. Howard

XI. Finance

A. 8-month finance review

B. Yalow gave the finance report, summarized in the following memo addressed to the Board.

Given the current COVID19 emergency, think it's best to assess our financial situation with a different lens. What is the worst that can happen financially? As long as Yalow reopens when Governor Cuomo's emergency order ends— currently April 1—our per pupil revenue of \$16,150 is secure. What isn't secure, however, are projected remaining special education revenues of \$365,902. Special Ed revenues are tied to the services Yalow provides students on a daily basis. If we are unable to provide these services, we are not legally entitled to the revenue. NYSED is aware of the problem.

We have been instructed to bill NYC as though we are providing the required special ed services, and a reconciliation will be made in July 2020. We will need to reimburse the city from future payments if we are not entitled to the monies billed. (I am invoicing NYC for

Yalow's projected remaining special ed services today.) This problem with special ed invoicing is not unique to Yalow. Given future COVID-19 uncertainties the usual review of line-by-line deviations from the FY2019-20 budget doesn't seem appropriate.

Yalow has underhired, thereby reducing employee-related expenses significantly. This will not change if the school reopens on April 1. Other expenses (e.g., utilities and maintenance) will decline the longer Yalow remains closed. In the absence of the COVID-19 emergency our forecasts would look as follows.

Net Income: Year-end net income is currently forecast at \$708k, which is \$629k over budgeted surplus of \$79k. (The aforementioned special ed shortfall could reduce net income to \$342K.) Cash Flow: We had \$5.6 million in the bank as of February 29, 2020, and anticipate ending the year with \$3.7 million in cash.

Documents used during the meeting

- NYCNY1-#169811-v1-NYCNY1-#167654-Final-FERPA_POLICY_AND_FORMS_.pdf
- NYCNY1-#169766-v1-Parents_Bill_of_Rights_-Appendix_II.pdf
- COVID19 Closure Plans and Ask the Authorizer Webinar.pdf
- P.6 180 day requirement waiver from nysed-covid-19-third-guidance-3-17-20.pdf
- Updated 180Day Requirements.pdf
- RYCS Monthly Report - Feb 2020.pdf
- Yalow Academic Diagnostic_Summary Deck_022620.pdf
- March 2020 Attendance graphs.pdf
- March 2020 Board Meeting Attendance .pdf
- Outputs for 2016 Top and Worst Attendance Students.pdf