

APPROVED



The Rosalyn Yalow Charter School

Minutes

Board Meeting

Date and Time

Tuesday April 21, 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.

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), L. Howard (remote), M. Balbuena (remote), M. Rosen (remote), R. Lyon (remote), S. Hayes (remote)

Trustees Absent

I. Lee

Guests Present

A. Diacou (remote), K. Smaw (remote)

I. Opening Items

A. 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 Apr 21, 2020 @ 6:37 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..

B. Record Attendance and Guests

C. Approve February 18 board meetings

M. Balbuena made a motion to approve the minutes from. Board Meeting on 02-18-20

R. Lyon seconded the motion.

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

D. Approve March 25th board meeting

M. Balbuena made a motion to approve the minutes from. Rescheduled March Board Meeting on 03-25-20

B. Yalow seconded the motion.

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

E. Third Avenue landlord request to modify insurance provisions of lease

R. Lyon made a motion to Change Current Terms of Lease.

B. Yalow seconded the motion.

The Landlord of the Third Avenue campus asked for a modification of the lease agreement to change the terms of the insurance. Mr. Diacou stated the school's legal counsel reviewed the new agreement and found that it would cost an additional \$15,000. We were able to get the landlord's insurance company to change the terms of lease and keep the current coverage intact at no additional cost. The change would take effect immediately throughout the term of the lease. The board **VOTED** to approve the motion.

F. Approve 2018 IRS form 990 exempt organization return

B. Yalow made a motion to Approve 2018 IRS form 990 exempt organization return.

G. Feliciano seconded the motion.

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

G. Approve tax refunds for 2017 & 2018

G. Feliciano made a motion to Approve tax refunds for 2017 & 2018.

S. Hayes seconded the motion.

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

II. Updated Guidance: Governor Cuomo's Emergency Order

A. Governor Cuomo's Emergency Order

The NYS Waiver from **Governor Cuomo** was updated from of 180-day school year ending on April 29 to May 15.

Ms. Smaw has been actively working on a plan how to comply with social distancing for when students return to school. This may still entail some students working remotely.

III. Finance

A. 9-month finance review

Net Income:

Year-end net income is currently forecast at \$1,082,249, which is \$1,003,509 over budgeted surplus of \$79k. One potential downside is \$365,902 of special education revenues billed to NYC for the April-June quarter. Yalow continues providing required special ed services as stipulated in each student's IEP. At a later date, NYC and NYSED will determine whether or

not distance learning qualifies for meeting the service requirements of a student's IEP. A clawback of special ed revenue could reduce net income to \$716K.

Cash Flow:

We had \$6.2 million in the bank as of April 15, 2020, and anticipate ending the year with \$4.2 million in cash.

Notable highlights:

- Yalow has under hired, thereby reducing employee-related expenses significantly. This will not change if the school reopens on May 16.
- Since we don't expect the school to reopen prior to June, estimated spending for several line items have been lowered.
- Other expenses (e.g., utilities and maintenance) will decline the longer Yalow remains closed. These are moving targets, resulting in a greater surplus.

IV. Principal Report

A. Update: Remote-learning overview, April 1-17

Remote learning began April 1st. The 1st and 2nd week were focused on getting families connected. About 320 wifi enabled laptops/tablets have been requested from NYCDOE to date are expected to be sent directly to students by NYCDOE. CKLA and Singapore math workbooks were sent home on Friday, March 13. Students complete about 330 minutes of instruction daily that include reading and writing, Singapore Math and CKLA. Special Education services and Chess and fencing have also continued. Teachers are interactive with students from 8am – 3pm. In addition, from 3pm to 4pm teachers continue with PD or various meetings take place.

Ms. Patterson has been responsible for creating a social emotional learning plan for the community. She does continuous outreach to families, weekly support groups to families, and provides support to children and teachers and staff members who have been impacted by the virus.

Ms. Helms-Barrett is scheduling IEP review meetings with the CSE to ensure Yalow's 93 students are receiving timely reevaluations.

Administrators have been assigned to teams to the following teams to monitor student progress:

- instruction
- documentation of student assessment
- laptops
- student attendance

Anticipating a fall reopening, B. Yalow asked the school to consider whether the instruction will be more effective continuing with remote instruction or by staggering the days students attend classes in the building in order to reduce numbers of students in classrooms.

B. RYCS continuity of education plan submitted to NYSED

RYCS continuity of education plan submitted to NYSED on March 27th. Requested updates were submitted on April 13th.

C. Serving Yalow's special populations (154 students in special ed, ELLs, homeless)

Particularly helpful for vulnerable populations, Core Knowledge Foundation has provided free read alouds covering CKLA materials for grades pre-k-5th grade on Youtube.

D. Distance-learning attendance report

Class by class attendance breakdown and graphs, including average attendance and chronic absentee percentages.

K-1 Campus Main Campus

1. attendance (13 days) 84.6% 91%
2. absentees (13 days) 46.8% 24.3%

M. Balbuena expressed concern about continued high levels of chronic absenteeism, particularly at the Third Ave. campus.

E. Baseline k-5 student assessment data Friday April 10, 2020

Data to be uploaded by the weekend.

V. Executive Director Report

A. April 2, 2020-2021 student lottery

The online lottery took place on Thursday, April 2. Currently applications are only being accepted for kindergarten classes. 383 kindergarten applications were received and 120 were accepted. Of the 120, 92 parents have affirmed that they would like to join Yalow. Parents were provided with the option of completing paper enrollment packets, which were mailed to parents on Friday, April 3, or a new online enrollment packet, via internet. Parents were required to send in enrollment packets by April 17th; only a third have done so to date.

B. Update: Facility Search Process

18 Members of the Board of Trustees for Cardinal Hayes High School (CHHS) sent a letter to the Cardinal Dolan affirming their support for the liaison between Cardinal Hayes and Yalow Charter School. If the Cardinal rejects CHHS's co-location plan with Yalow, plan B would be to renew the 169th St. and Third Avenue campus leases. The other option would be to search for an alternative campus site to move the school. Large ready made school spaces to house a school in the Bronx are in short supply, so a move to new space is unlikely prior to June 2021.

C. Online ADP time clock for teacher check-in/-out during remote learning

All staff employed by Yalow Charter School are required to sign in and out remotely through the ADP time keeping system.

D. UVc lamps are being ordered for classrooms and cafeterias

VI. Executive Session

A. Chrome Devices for Teachers

G. Feliciano made a motion to Approve up to \$20K for Chrome Devices.

R. Lyon seconded the motion.

Having to share computers at home with family members have been challenging for teachers to work remotely. Yalow will provide devices for teachers to work remotely and ensure devices are configured and ready for immediate use. Costs will include the purchase and configuration of each device. The board **VOTED** to approve the motion.

VII. Other Business

A. Student Graduation

Discussion of student graduation will be discussed at next month's board meeting.

B. Fund Raising

Mr. Balbuena has been in touch with Amy Sokol who may attend the next board meeting. As for many, her work has halted due to COVID 19.

VIII. Closing Items

A. Adjourn Meeting

B. Yalow made a motion to Adjourn.

R. Lyon 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 7:55 PM.

Respectfully Submitted,
L. Howard

Documents used during the meeting

- LIGNY1-#196556-v1-Yalow_Charter_Memo_4-7-20.pdf
- LIGNY1-#196582-v1-Yalow_Charter_School_-_First_Amendment_of_Lease_v4_2-25-2020.pdf
- LIGNY1-#196584-v1-Yalow_P_13_Imdemnity.pdf
- Short version 3490 Third Ave Bronx NY Yalow Charter School Lease Amendment.pdf
- 2018 Amended 990-T Rosalyn Yalow CS.PDF
- 2017 Amended 990-T Rosalyn Yalow CS.PDF
- 2018 Amended 990-T Rosalyn Yalow CS.PDF
- Embracing Uncertainty Guidance on the Implementation of the Return to School for Board of Regents authorized Charters.pdf
- RYCS Monthly Report - Mar 2020.pdf
- -Remote Learning Plan_Rosalyn Yalow_CP.pdf
- Updates 4.13.20.pdf
- Pandemic Attendance Summary April 15.pdf
- Pandemic Board Meeting Average Attendance April 15.pdf
- Pandemic Board Meeting Chronic Absenteeism April 1-15.pdf
- Projected Enrollment 2020-2021.pdf