

APPROVED



# The Rosalyn Yalow Charter School

## Minutes

### Board Meeting

---

#### **Date and Time**

Tuesday May 19, 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), 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)

---

### **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 May 19, 2020 @ 6:39 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 April 21 board meetings**

M. Balbuena made a motion to approve the minutes from Board Meeting on 04-21-20.

B. Yalow seconded the motion.

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

**D. Approve Health Care Benefits for 2020-2021**

B. Yalow made a motion to Approval of Oxford Health Care Benefits for 2020-2021.

R. Lyon seconded the motion.

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

**E. Approve 2020-2021 Budget**

R. Lyon made a motion to Approve 2020-2021 Budget as a working document.

G. Feliciano seconded the motion.

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

**II. Finance**

**A. 10-month finance review**

Current year-end forecasts are as follows.

**Net Income:**

Fiscal year net income is currently forecast at \$1,172,868, which is \$1,094,128 more than the board budgeted in June 2019 (a surplus of nearly \$79,000). The surplus will continue increasing due to the school remaining closed.

**Cash Flow:**

We had \$5.5 million in the bank as of May 15, 2020, and anticipate ending the fiscal year with \$4.2 million in cash.

Notable highlights, however:

- Yalow has underhired this FY, thereby reducing employee-related expenses by \$1,092,260.
- Estimated line item spending has been reduced because the school will remain closed through June 29.
- Other expenses (e.g., utilities) will decline the longer Yalow remains closed.
- One notable increase in expense, line #7600, student recruitment, is \$38,000 over budget due to additional costs for creating an online enrollment system related to the COVID-19 pandemic, so parents could complete and submit new student enrollment packets online rather than coming to the school and filling out paper forms.

**III. Principal Report**

**A. Update: Remote-learning overview, April 1-May 15**

Requested 376 devices for students from DOE and received 188. Still awaiting 188 more devices.

All teachers are connected with no technology issues. This connection is through their own personal computers or tablets.

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

- ELLs services have continued though the State says it's not a mandatory service during these challenging times  
Ms. Smaw conducts monthly virtual parent meetings
- Daily observation and feedback are provided to teachers on review of assignments and instructional materials
- Wednesday PD continues from 11:30-3pm
- Upcoming external PD is scheduled for May 2nd and June 5th.
- PD also take place regarding technology for teachers
- Some challenges with remote learning is that some students and teachers are experiencing screen time burn out
- Mr. Balbuena and Ms. Smaw have been working together with the mini dessa to use the data that was collected at the beginning of the year to do an end of the year.

**C. Distance-learning attendance report**

	K-1 Campus	Main Campus	Combined
attendance (33 days):	87.8%	95.8%	91.8%
chronic absentees (33 days):	35.8%	14.1%	22.7%

**IV. Executive Director Report**

**A. 2020-2021 student enrollment**

Invited 221 Kindergarten students out of 378. 119 have submitted applications. Yalow will have a 4 full kindergarten classes next year.

Electronic surveys were sent out to families asking if they plan to return their children to Yalow Charter School. The survey was sent to roughly 390 families of which only 69 have responded. The operations team have been working daily calls asking parents to respond.

**B. Update: Facility Search Process**

The Archdiocese sent a letter to the Board of Cardinal Hayes approving the collaboration with Yalow Charter School in addition to a memorandum of understanding governing the understanding between the Archdiocese and the Board of Cardinal Hayes. In the memorandum are two preconditions that deal directly with Yalow (1) at the expense of Cardinal Hayes, Yalow will offer voluntary religious instructional classes; (2) allow for a break lease clause on three years prior notice. Winston van Buitenen will be meeting to discuss the memorandum and ask that right to break the lease clause not be exercised in the first 5 years of the lease. This would ensure Yalow 8 years in CHHS.

**C. 3rd Teacher Recruitment Firm Hired**

At the request of the education committee an additional recruitment firm Egility has been hired. They've been gathering information about Yalow to prepare a teacher recruitment package. There is an upfront fee of \$5,000 for their services and a success fee of \$2,500 per teacher hire.

**D. Preparation for return to school building underway**

- Plexiglass lobby partitions installed on May 18
- Ordering sample prototypes partitions for 30+ classroom desks and lunchroom tables

Installation and fabrication of protection dividers have begun. Installation has started in the lobbies will then go on to the cafeteria and then individual classrooms.

**E. Application Paycheck Protection Program (PPP) Loan Submitted to Citibank**

The application for the Paycheck Protection Program Loan has been submitted to Citibank in the amount of \$1,235,000. This is equal to 2 months payroll plus utilities. It is currently being reviewed.

**F. Donation from Zephyr Capital**

Yalow will be receiving another donation of furniture from Zephyr Capital initially donated Yalow's office furniture, board room table and desk in 2015. Yalow is responsible for paying the moving fee.

**V. Executive Session**

**A. Update on Cardinal Hayes High School co-location**

- Mr. Balbuena asked that those who have not completed the Executive Director evaluation to please do so immediately.
- Working on the rubrics for a board evaluation
- Review of Teachers scale
- PD for executive leadership

**VI. 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 8:33 PM.

Respectfully Submitted,  
L. Howard

---

**Documents used during the meeting**

- Health Insurance Summary 5.16.20.pdf
- Rosaly Yalow Charter School - Renewal Presentation-5.15.20.pptx
- Board Summary FY20-21 Budget.pdf
- Budget\_FY21\_RYCS v8.pdf
- RYCS Monthly Report - Apr 2020.pdf
- Aggregated Student Attendance - Board Meeting Percentages.pdf
- Chart Comparisons.pdf
- Image 5-19-20 at 2.55 PM.jpg
- IMG\_3151.JPG
- IMG\_3153.JPG
- IMG\_4931.JPG
- IMG\_4932.JPG