

APPROVED



# The Rosalyn Yalow Charter School

## Minutes

### Board Meeting

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#### **Date and Time**

Tuesday September 15, 2020 at 6:30 PM

#### **Location**

Via GoToMeeting

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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, M. Balbuena, M. Rosen, R. Lyon, S. Hayes

#### **Trustees Absent**

L. Howard

#### **Guests Present**

A. Diacou, Carlos Luna, parent, Kathya Dunn-Moodie, parent

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### **I. Opening Items**

**A. Call the Meeting to Order**

**B. Record Attendance and Guests**

## II. Chairman updates

### A. Reorganization of board committees

- Three board committees—parent engagement, social emotional, and education—will be consolidated into one larger education committee to reduce the need to schedule multiple meetings with the same board members.
- The goal is to have more discussion at committee meetings, thereby streamlining monthly board meetings.

## III. Items for board approval

### A. Synchronous learning platform for 4 (or 5) special education ICT classrooms

K. Smaw visited Cardinal Hayes High School to observe a history class using SEEstations with both remote and in-person student participation on September 15, and recommended purchasing the SEEstations for Yalow's 5 (possibly 6) ICT classrooms.

Teachers will no longer waste time repositioning their computer with its built-in camera in the middle of a lesson, so the camera faces the Smart board for remote learners to view a PowerPoint lesson queued up on the teacher's computer, and back, again, to her/his own face when speaking directly to remote students.

Without a SEEstation, only one of the two co-teachers can be available to instruct in-person students because the second now must teach the remote students.

B. Yalow raised questions about the efficacy of the educational software but into SEEstations, and M. Balbuena requested one of SEEstation's engineering team be available to address board questions at the October 20 board meeting.

### B. Non-Material Charter Revision to Substitute MSWs for LMSWs

This revision was referred to the October 1 education committee meeting for further deliberation and a recommendation.

### C. Civic Builders Engagement as Owner Representative for CHHS Renovations

S. Hayes asked A. Diacou what Civic Builders' role and responsibilities will be in the construction planning process. A. Diacou replied that Civic Builders will take on the role of owner representative and oversee the construction project from the initial planning and due diligence phase through architect fillings with the building department, design and construction, bids, construction, and delivery of the certificate of occupancy for the new campus.

M. Rosen made a motion to approve the engagement of Civic Builders.

B. Yalow seconded the motion.

**Resolved:** The Rosalyn Yalow Charter School Board of Trustees authorizes the executive director to engage Civic Builders for up to 12-months to assist in planning for the timely preparation of CHHS for Rosalyn Yalow Charter School relocation on July 1, 2021 on a monthly retainer of \$7,500. The board **VOTED** unanimously to approve the motion.

## IV. Finance report

### A. July 1-August 31 financial statement

M. Rosen pointed out that the 2-month financial statement forecasts a modest year-end surplus, we need to be alert to two potential revenue shortfalls.

1. Revenues of \$12.2 million will remain as projected unless Governor Cuomo proposes that the New York State legislature cut per pupil aid mid-year to cover the large projected NYS budget deficits. Cuts in per pupil aid is a real possibility.

2. The budget assumes Yalow is reimbursed for 536 continuously enrolled students to meet revenue forecasts, which may be questionable.
  - 2020-2021 surplus projected at \$50,000.
  - \$7.1 million in the bank as of August 31, 2020, and we anticipate ending the fiscal year with \$6 million in cash.

Surplus cash will be used to cover construction costs and relocation of Yalow's two current campuses to CHHS and potential revenue shortfalls that may occur.

B. Yalow noted that student attrition is a continued risk as 4th-/5th-grade parents seek to enroll into k-8 elementary schools which currently have middle schools prior to year-end graduation, and the transient nature of Yalow's families.

The finance committee will prepare contingencies to meet potential student attrition.

## V. Principal report

### A. Teacher Hire Update

K. Smaw reported:

- 54 teachers, teacher-social workers, and response to intervention specialists hired for 2020-2021, including 3 Teach for America teachers.
- recruiting to hire two additional teachers, as per budget.
- 2 teachers are out on short- and long-term disability

COVID-19 protocols for in-person instruction include:

1. 38 UV-C lamps installed in all classrooms, reception areas, and cafeterias at Yalow's two campuses, to be operated for 30 minutes each evening following cleaning
2. daily deep cleaning and periodic touch cleaning of commonly used surfaces
3. Merv-13 filters have been installed in all rooftop HVAC units
4. all student desks and cafeteria tables have been retrofitted with 24" high polycarbonate partitions on three sides of student seating areas
5. thermometers and child masks have been distributed to all families
6. Yalow staff and student families complete a daily health survey, either online or in-person
7. the temperatures of all students, and staff are checked outside before entering the school

M. Balbuena stressed the need for Yalow to address the social-emotional care of students in this era of COVID-19.

### B. Student assessment calendar

Initial student academic assessments scheduled to commence in early October.

## VI. Executive Director report

### A. Audit schedule

The draft audit is expected to be completed by end of September and submitted to the full board for review. The finance committee will meet prior to October 20 board meeting to review the auditor's findings with the auditor and prepare to make a recommendation to the full board about whether to accept the findings as written.

### B. Cardinal Hayes High School update

The board review rough drawings of 3rd and 4th (partial) floors to be occupied by Yalow.

Dormani Consultants are the architects hired by Cardinal Hayes High School to prepare a test-fit using the room requirements submitted by Yalow. These test-fit drawings will drive the final construction budget, which Civic Builders and Yalow's board will review prior to finalizing for Department of Building submission.

The allocation of expenses (construction costs) between CHHS and Yalow will be negotiated prior to signing the sub-lease.

## **VII. Public Session**

**A. K. Dunn Moodie, parent of 2 hybrid students, expressed concerns about the COVID-19 pandemic, social distancing at school, and asked the board to consider a better hybrid model in the event that 90% of students choose to attend in-person.**

**B. C. Luna tanked the board and offered to help the school with anything the school may need.**

M. Balbuena noted that Yalow's board has worked hard to ensure the safety of the two campus buildings. He assured the two parents that he personally inspected each room in our campuses and wouldn't permit the school leaders to open building that was unsafe.

## **VIII. 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 7:05 PM.

Respectfully Submitted,  
L. Howard

## **IX. Executive Session**

### **A. CEO and principal evaluations**

Discussion ensued.

### **B. Bonuses**

Bonuses were approved as recommended.

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## **Documents used during the meeting**

- SEEstation Introduction sm.pdf
- Yalow Enrollment Ammendment Adopted 5.17.16.pdf
- Budget Narrative 9.12.20.pdf
- RYCS Monthly Report - Aug 2020.pdf
- Yalow Teachers Hire Template 08.31.2020 v1 (FY 2020-2021).pdf