

APPROVED



The Rosalyn Yalow Charter School

Minutes

Board Meeting

Date and Time

Tuesday November 17, 2020 at 6:30 PM

Location

Via GoToMeeting

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), Christine Colleta, Hirschen Singer & Epstein LLP (remote), K. Smaw (remote), Lenny Dymond, Civic Builders (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 Nov 17, 2020 @ 6:32 PM.

B. Record Attendance and Guests

II. Chairman updates

A. Academic leadership retreat

M. Balbuena informed the board that K. Smaw and he would be hosting an academic leadership retreat on Wednesday, November 25.

III. Items for board approval

A. Approve October 20, 2020 board minutes

B. Yalow made a motion to approve the minutes from Board Meeting on 10-20-20.

R. Lyon seconded the motion.

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

B. Review and Vote of Lease with Cardinal Hayes High School (CHHS)

Updates on leased facility at Cardinal Hayes:

- In addition to the 3rd floor of CHHS (36,250 s.f.), Yalow is being granted the entire east wing of the 4th floor (12,370 s.f.)
- Yalow is signing a 15-year lease with a 15-year renewal option.
- Yalow will be responsible for the major costs of buildout on the 3rd and 4th floors. Civic Builders estimates the overall project cost to be \$4.3 million, of which Yalow's share is \$3.2 million, which includes a 15% contingency of \$400,000.
- air conditioning will be critical in attracting and retaining teachers (CHHS has none), and the budget includes \$1.3 million for installation of AC.

L. Dymond from Civic Builders, Yalow's owner representative, reviewed the proposed construction budget and schedule for project completion. The construction schedule is tight, but doable. Obtaining construction permits from the NYC Department of Buildings (DOB) is the most time-critical aspect for completion and issuance of a certificate of occupancy by August 2021. Prior to submission to the DOB, Yalow and Civic Builders will finalize the 4th floor construction drawings.

Next steps following Yalow Board approval of the Sublease:

1. The CHHS Board will meet to approve the lease within the next 2 weeks
2. Approved lease will be sent to NYSED for its approval (can take 60 days)
3. Archdiocesan Real Estate Division has 45 days to review and consent to the lease
4. Architecture by Domani, D.P.C will finalize room layout and prepare final drawings for NYC DOB
5. Contractor will be selected by Yalow and CHHS

C. Colleta, Yalow's lease attorney, reviewed the terms of the proposed Sublease with CHHS and inherent risks, including subordination, construction schedule, curriculum issues, and termination provision in year 8. Discussion ensued, and the following resolutions were submitted for Board consideration and approval.

C. Form of CHHS lease resolution **ROSALYN YALOW CHARTER SCHOOL** **RESOLUTIONS ADOPTED BY THE** **BOARD OF DIRECTORS**

NOVEMBER 17, 2020

At a meeting of the Board of Directors of Rosalyn Yalow Charter School (the "Charter School") on November 17, 2020, at which a quorum was present and acted throughout, the Board of Directors adopted the following resolutions:

WHEREAS, the Charter School desires to enter into that certain Sublease with Cardinal Hayes High School, as sublandlord, and the Charter School, as subtenant with respect to the entire third (3rd) floor and a portion of the fourth (4th) floor of the Building located at 650 Grand Concourse, Bronx, New York 10451 (the "Sublease").

NOW, THEREFORE, BE IT

RESOLVED, that the Board of Directors hereby authorizes and directs the Charter School to enter into the Sublease on substantially the same material terms as were reviewed by the Board of Directors at this meeting, and subject to any modifications which the Executive Director of the Charter School may deem are appropriate and/or necessary, and any other documents related thereto required to effectuate the Sublease and hereby accepts, approves and ratifies all acts taken by the directors of the Charter School and their appointed and retained representatives, agents, consultants, advisors, and counsels in, inter alia, conceiving, planning, analyzing, modeling, drafting, documenting, directing and implementing the Sublease; and be it further

RESOLVED, that any and all actions by any of the officers of the Charter School, including, but not limited to, the Executive Director of the Charter School, and any person or persons designated, appointed, or retained and duly authorized to so act by any such officer of the Charter School, to do and perform, or cause to be done and performed, or to execute and deliver, or cause to be executed and delivered, in the name and on behalf of the Charter School, any and all such other ancillary, collateral, additional or supplemental documentation, including but not limited to notices, requests, demands, or directions; consents, approvals, acceptances, appointments, applications, or waivers; certificates, affidavits, or other further assurances; other agreements, instruments, amendments, or modifications, under organizational seal of the Charter School if required, and the payment of any fees, expenses and taxes, in the name and on behalf of the Charter School, as may be deemed to be necessary or advisable in order to carry into effect the intent of these resolutions or to comply with the requirements of the instruments and documents approved or authorized by these resolutions is hereby authorized, approved, ratified and confirmed; and it is further

RESOLVED, that any actions to date of the officers of the Charter School, in respect to the fulfillment of the intent of these resolutions, including without limitation the execution and delivery of any agreements, instruments and documents and the payment of any fees, expenses and taxes, in the name and on behalf of the Charter School in its individual capacity or otherwise, are hereby approved, ratified and confirmed in all respects; and be it further

RESOLVED, that the Board of Directors of the Charter School hereby accepts, approves, and ratifies all acts, in all respects, taken by the officers of the Charter School and each of their appointed and retained representatives, agents, consultants, advisors, and counsels in, inter alia, conceiving, planning, analyzing, modeling, drafting, documenting, directing and implementing the transactions contemplated by these resolutions, including without limitation the execution and delivery of any agreements, instruments and documents and the payment of any fees, expenses and taxes, in the name and on behalf of the Charter School.

[Signature Page Follows]

I, Lakiesha Howard, the Secretary of Rosalyn Yalow Charter School, hereby certify that the foregoing resolutions were adopted a meeting of the Board of Directors of Rosalyn Yalow Charter School, held on the date and year first set forth above.

Name:

Title: Secretary

R. Lyon made a motion to approve the draft Sublease as amended and resolution authorizing the executive director to sign on behalf of the board.

B. Yalow seconded the motion.

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

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

Following review of the SEEstation technology for installation in 5 ICT special education classrooms at the October 20, 2020 Board meeting, a decision to purchase was tabled pending a "live" classroom demonstration for remote students by G. Feliciano.

G. Feliciano submitted her written review of the remote SEEstation demonstration she observed of a Civics class at CHHS, writing that, *"The visual aspect was clear, with sharp resolution. I saw the teacher, the white board and students in the classroom clearly without any movement. When the teacher spoke directly into the camera to students at home, it seemed as if he was next to them as he insisted they show their faces and checked for understanding. The students were engaged in "real time," learning along with in-class students. I felt like a student in the classroom. I truly think that we need to invest in high quality equipment and systems that will enable better Learning opportunities from home for our students, as this Covid situation may not be completely eradicated until 2022, as specialists predict. However, I wonder if adequate internet service at home enabled this high level of internet experience.*

I recommend moving forward with the investment of the SEECompany set up, unless we can find comparable alternatives. Similarly, ensuring students have the proper equipment at home."

B. Yalow opined that the SEEstation is expensive technology, but deferred any decision to purchase SEEstations to Principal Smaw's recommendation.

K. Smaw reiterated her prior comments expressed at the September 15 Board meeting and endorsed G. Feliciano's recommendation to purchase and beta-test SEEstations in Yalow's 5 ICT classrooms.

R. Lyon made a motion to purchase 5 SEEstations for Yalow's ICT classrooms.

G. Feliciano seconded the motion.

B. Yalow abstained. The board **VOTED** to approve the motion.

Roll Call

M. Rosen Aye
I. Lee Absent
R. Lyon Aye
S. Hayes Aye
B. Yalow Abstain
M. Balbuena Aye
G. Feliciano Aye
L. Howard Aye

E. Resolution to extend Thanksgiving recess through December 6

A. Diacou noted that although teachers have been advised not to travel to any states that are not contiguous to NYS, school administration is concerned that some teachers or families may not adhere to Governor Cuomo's travel restriction and potentially bring the COVID-19 virus into Yalow following the Thanksgiving recess. Rather than running the risk of opening the school on Monday November 30, and subsequently finding out that an employee has tested positive for the virus, we want to extend Thanksgiving recess 5 additional days, through Friday December 4.

Discussion ensued. M. Balbuena suggested the recess be extended by only two days.

G. Feliciano made a motion to extend Thanksgiving recess by two days, subject to NYSED approval.

S. Hayes seconded the motion.

Resolved, due to the changing executive orders about mandated travel advisories quarantine requirements, and subject to the New York State Education Department confirming that there will be no resultant reduction in state aid to the school, the Board

believes it is in the long-term interest of the school community to extend the Thanksgiving recess through December 1, 2020. The board **VOTED** unanimously to approve the motion.

IV. Finance report

A. July 1-August 31 financial statement

B. Yalow and M. Rosen reviewed the changes made in budget assumptions used for forecasting Yalow's financial position following the restrictions being imposed on student activities due to the COVID-19 pandemic, compared with Yalow's financial forecast presented at the October 20 Board meeting. The net result is new forecast projecting a year-end surplus of \$513,000.

Revenues:

1. The projected full time equivalent number of students is being lowered to 518 students, down from the 536, resulting in lower forecast revenue (\$319,823).
2. The new ESSER grant Yalow increases revenue by \$287,771 to cover the school's actual COVID-19 related expenses.

Expenses:

1. Forecasts for 20 individual expense line items have been reduced, and moving expenses for relocation to CHHS added (\$115,000), reducing projected expenses by \$244,256.
2. Delayed hires of teachers and administrators account for remaining expense savings:

Cash Flow:

As of October 31, 2020, the school has \$7.6 million cash on hand, and anticipates ending the fiscal year with \$6.1 million, which will be available to complete the renovations to our new CHHS facility..

V. Principal report

A. Update: remote v. hybrid instruction progress

- 524 enrolled students, November 16
- 252 students (48%) enrolled in remote instruction through November 21
- 271 students (52%) enrolled in hybrid instruction, (Tuesday, Thursday, and Friday)
- tutoring began on Wednesday, October 14
- 28 grades 2-5 students enrolled in tutoring on Mondays and Wednesdays, and 30 k-1 students.

B. Benchmark student performance

Unit 1 assessments for language arts (CKLA) and Singapore math have been completed for most classes,. Percentage of correct answers are listed on the following table:

| Grade | Math | CKLA |
|--------|------|------|
| kinder | 87% | 85% |
| 1st | 95% | 82% |
| 2nd | 41% | 60% |
| 3rd | 30% | N/A |
| 4th | 54% | 46% |
| 5th | 56% | 79% |

S. Hayes inquired why the 2nd-grade scores were so low, and K. Smaw replied that the performance reflects the numbers of students attending remotely, and that the school needs to resume 5-day in-person instruction to improve academic performance.

Board members suggested providing students receiving remote instruction with intensive homework packets and, consider assigning students Kahn Academy video tutorials to augment class instruction.

Another suggestion was made to implement an incentive program to provide those classes completing the most homework assignments with a prize.

C. Chronic absentee report

Chronic Absentees by Grade:

Kindergarten: 30 students out of 102 (19.6%)

1st-grade: 24 students out of 99 (24.2%)

2nd-grade: 20 students out of 96 (20.8%)

3rd-grade: 6 students out of 80 (7.5%)

4th-grade: 14 students out of 47 (16.1%)

5th-grade: 10 students out of 48 (20.8%)

K. Smaw noted that the new attendance policy recommended by the attendance team:

1. student attendance will be recorded twice daily
2. remote students will no longer be marked absent if their technology fails.

VI. Executive Director report

A. Goya Thanksgiving Food Giveaway

G. Feliciano arranged for Goya Foods, Inc. to donate 1000 pounds of food for Yalow's families in lieu of holding Yalow's 5th annual Thanksgiving dinner for families Thanksgiving morning. Food distribution takes place Saturday, November 20, in the school's parking lot. Board members recommended formally acknowledging Goya's contribution in support of the school's *Giving Thanks to Families* initiative.

G. Feliciano asked that the school to prepare a video of the food giveaway event to present to Goya.

B. Montefiore School Health Program partnership

The partnership with MSHP has been finalized, and Montefiore will begin enrollment of Yalow families for mental health support and doctor's visits on Saturday, November 20.

Tele-therapy will initially be provided for students and families, followed by in-person counseling in the new year when Montefiore is able to staff a satellite clinic at Yalow. Services will be provided at no cost to parents.

C. Wifi hotspots for students

Yalow has ordered 31 Wifi hotspots for students lacking good internet connectivity from T-Mobile. Hotspots will arrive by Friday, November 20 for distribution to student families by the school's parent coordinator. The hotspots are restricted to one student user per device, based on the student's verified NYCDOE OSIS number.

B. Yalow recommended that the school pay for an unlimited data plan for student hotspots.

VII. 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 8:25 PM.

Respectfully Submitted,
L. Howard

Documents used during the meeting

- 3rd Floor from A-000 TEST FIT R0.1.pdf
- 4th floor A-000 TEST FIT R0.3.1.pdf
- CHHS to Yalow - Lease Abstract v2.pdf
- RYCS Preliminary Budget 11.13.20.pdf
- Rosalyn Yalow - Resolutions v1.pdf
- Sublease Rosalyn Yalow at 650 Grand Concourse, Bronx, NY v3 - HSE(2).pdf
- Feliciano Review of SEEstation 11.2.20.pdf
- SEEcom[pany Response to Video Request 11.16.20.pdf
- Yalow Thanksgiving Resolution Adopted 11.17.20.pdf
- Rosalyn Yalow - Resolutions v1.pdf
- Budget Narrative 11.15.20.pdf
- RYCS Monthly Report - Oct 2020.pdf
- Roster Breakdown Remote-Hybrid 11.16.20.pdf
- 3 Year Comparison Attendance Graphs.pdf
- Attendance Summary 11.10.20 WITHOUT_DISCHARGE-merged.pdf