

# Teaneck Community Charter School Board of Trustees

## Minutes from Meeting: May 11, 2020

### VIRTUAL MEETING

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Meeting called to order: 7:03pm

Open Public Meetings Act notice read by Shelley Eleby

#### **Attendance**

##### Board Members Present

Kimberley Capers

Shelley Eleby

Julie Elliott

Xiomara Hadnot

Lorelle Holway

Themba Johnson

Julie Mitchell

Renee Karibi-Whyte

Yvette Skaff (ex-officio)

##### Administrators Present

Ralph Gallo

Sonia Torres

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- **Approval of Minutes from April 13, 2020**
  - Moved by Mitchell, seconded by Holway; Voice vote; motion carried.

#### ***DIRECTOR'S REPORT***

- Enrollment update - currently enrollment of 331 students. Notification that 2 kindergarteners have moved out of the country.
- Revised health related School Closure Plan
  - Governor announced that schools will be closed for the remainder of the academic school year and issued a directive that a new school closure plan should be implemented.
    - TCCS formulated a plan. The following are included in the plan, amongst other topics:
      - Special Education
      - School Lunch
      - Suggested Schedules
      - Guidelines for Google Classroom
  - J. Mitchell asked whether there is any plan for the summer.
    - Mr. Gallo replied, None yet. TCCS will be prepared for in-person or virtual education. Don't know for sure yet about ESY..

- S. Eleby commented that the CDC has given guidance and their recommendation is that camps not be held except for first responders. The State may come out with similar guidelines. We have to make a decision about the best use for our facility.
  - Mr. Gallo stated that will be discussed next week, so decisions can be made maybe by the end of the week given our situation and community.
  
- Distance Learning Update
  - 8th week of distance learning
  - Teachers, parents and students seem to be in a routine
  - Made some changes including pacing guides and planned schedules
  - Roll out of video conferencing is in one place
  - Marking period closes on June 5th. Deciding what the last two weeks are going to look like
    - Maybe virtual Field Day on the scheduled date. Maybe competition for the greatest amount of participation. Will decide.
    - Maybe a school wide project for the last two weeks
    - Will be some form of year-end assessment, so summer work can be figured out. How far have kids gotten? How far are they behind?
    - Last two weeks will be an opportunity to make up work. It's likely that TCCS may have some kids making up work throughout the summer. Won't cut it off on the last day of school.
  
- K. Capers asked what the last marking period grades will look like?
  - Mr Gallo is hesitant to put it out there yet. Will talk about it in the curriculum meeting. The core classes are looking like business as normal. Specials may be something different.

## **PRINCIPAL'S UPDATE**

- Thanked teachers and staff because going above and beyond
- Thank you to families who contributed to the video
- TCSCO thanked for giving gifts to staff as normal
- School is doing check-ins on families.
- Starting to look at assessments with teachers
- Added "lunch bunch" with different grades
  - Ms. Torres & Mr. Gallo have recess and lunch with the students along with fun
- Started morning announcements by 8th graders
- Virtual Graduation to be held
  - Moving forward to figure out what will occur. Can't do a drive-by. Still trying to give the same awards and T-shirts etc. Hope to still have a graduation ceremony in the summer or fall.

- Maybe lawn signs for Seniors. Waiting for a quote.
- Feedback
  - Students' opinions vary by grade.
  - Teachers say it's getting easier, but the hours are longer than their average school day. It's hard

□ J. Mitchell suggested a virtual 8th grade party.

## PREPARATION FOR 20/21 SCHOOL YEAR

- Told teachers not to book any school trips
  - For Budget purposes, it may be the first place TCCS looks to cut costs.
  - Noone knows what the impact is going to be.
    - Will we be getting any CARES act money?
    - What percentage might TCCS get?
    - May be a piece of our Title 1 numbers which is 30k
  - Continuing to move ahead with orders for things we know we will need.
  - Summer work is going to have to look different. It's going to be more specific than in the past.
  - Will look at using tech we currently have - i.e IXL, Khan Academy for more individualized work. Not just for summer slide but also remedial work that may be needed.
    - Met with chairs to discuss. Administration will be meeting with teachers to come up with plans for this year summer and next year
  - Schedule for next year is not completed yet as usual because we don't know what they school year will look at yet
    - am/pm
    - Alternating days
    - virtual/in-person hybrid
    - Teachers will move classes instead of kids
    - What supplies will be needed
    - The sooner we know the better. Ear to the ground to hear the recommendations. Administration planning for various options
    - Trying to focus now, but may not know until July or August. There is a lot of uncertainty
  - Physical building
    - Maintenance staff doing great job of maintaining and sanitizing and disinfecting the school. Also painting and freshening up areas in the school. They are getting a Jump on typical summer work. Better to do that than dipping into next year's planning or budget.
  - Will discuss various scenarios with curic committee
    - S. Eleby asked about paying part-time workers because the governor passed legislation -

- Mr. Gallo responded that as long as school is closed TCCS must maintain those payments. After School workers, lunch aides, after school had to take an average of the hours worked and figure out payments for the rest of the year because of varying schedules. They received payment retroactively and now will continue. It's an unexpected expenditure. After school is usually paid by money parents pay. There is usually an excess for white boards, computers etc. Administration is being very cautious until they know the real numbers. We don't have the money we're usually working with. We will be close on our debt service which is important for our bond rating. We will see what is left over.
- J. Mitchell asked - Are we at risk of not making bond payments or fundamental expenses.
  - Mr. Gallo stated - Not for this year. Only thing we must pay attention to is the ratio between the rent and expenditures because that affects bond rating and interest rate

#### **PERSONNEL SEARCH UPDATE**

- Completed 1st grade teacher search. Went through 3 rounds. There will be a resolution later in the meeting to hire the final applicant.
- Mr. Gallo felt it was appropriate to hire a full time teacher given our current situation. Youngest students are working on their basics. We have to look at what it's going to look like for them. Probably more differential work by grade instead of by mixed grade. Many 1st graders will effectively be kindergarteners. These are special circumstances - for the greater good. We want kids to have the best experience possible given what we're coming out of. So he thought it necessary to have a full time teacher with the emphasis on working with 1st graders and maybe something different in afternoon
- In addition, Ms. Thomas' position has been posted. He hopes to start the process of filling that position in a week or two. There are already some applicants. There will be a resolution later to accept Ms. Thomas' resignation.
- S. Eleby stated that Mr. Gallo met with Tom, the school attorney, to decide whether we can have an election virtually.
  - We will temporarily revise the by-law. There will be a resolution later on topic. R. Karibi-Whyte and K. Capers have already prepared it. Mr. Gallo has sent it out. So far we have 1 person for 4 spots. We need to get the word out.
    - Ideas - Text message with the election information in the message
    - Resend the packet
    - Send a reminder that we're looking and the deadline
 It's already posted to the website, but will be put in more prominent area or do a pop-up when on the site
- K. Capers asked what would happen if there weren't enough candidates?

- That didn't come up in the conversation. We need to think collectively about that if it occurs.
- R. Karibi Whyte suggested extending the date and continuing recruitment, or appointing a board member or holding a special election.

#### **COMMITTEE UPDATES**

- No new updates
- Election committee will also meet this week, maybe tonight

#### **FRIEND'S UPDATE**

Nothing

#### **OTHER BUSINESS**

- Thinking ahead to the banker's window in the front room and other measures that were planned. Still finding out when people can come into the building because right now only essential people are allowed. It is a security and health feature when it's feasible.
- Virtual Washington DC trip
- Teacher and parent surveys will go out this week

#### ***PRESENTATION OF THE RESOLUTIONS***

##### ***No Public Comment***

- Mr. Gallo stated that the administration can't formally evaluate teachers. What does that mean for teachers obtaining tenure, etc.?
  - Everything on the resolution list is Mr. Gallo's recommendation. The current situation has little to do with the decision when the teacher has been with the school 5 years.
- Started thinking about how they will continue to evaluate or monitor students. Ms. Torres has been doing a fair amount of drop-ins. As things progress, there's a whole other level of things to do. As situations change, we will adapt.

##### **Resolutions:**

2005-01 - Budget Summary

- Moved by Elliott; seconded by Karibi-Whyte. Roll call vote; resolution carries.
  - Discussion - There are a large number of small checks to parents for refunds of lunch money. Once the resolution passes, those will be mailed out

2005-02 - SBA Financial Report (March 2020)

- Moved by Mitchell; seconded by Holway. Roll call vote; resolution carries.

2004-03 - Health-Related School Closure Plan

Moved by Karibi-Whyte; seconded by Hadnot. Roll call vote; resolution carries.

2005-04 -Online Board of Trustees Election

- Moved by Karibi-Whyte; seconded by Capers. Roll call vote; resolution carries.
  - Will consult with the auditor
  - 3rd party auditor - will reach out to the current auditor to ratify the election. Maybe Election Runner also has that function. Hope to do it in the most cost effective way.

2005-05 - Employee Personal Days (2019-2020)

- Moved by Johnson; seconded by Capers. Roll call vote; resolution carries.
  - Does this create an expense issues for substitutes, etc.?
    - No because we will have to pay for substitute teachers anyway and it doesn't mean they have to use the time next year. Sick days expand the length of time to use them.
    - They aren't carrying over personnel days. They can hold them until retirement. Suppose people don't want to come in because they don't feel safe?
      - That's a union issue we need to look into?

What is preventing the staff from taking personal days now.

- The concern is about:
  - the precedent and the amount of money it will cost the school;
  - disruption of virtual learning;

They are going to be paid regardless. They can take the time if they want, but if not, it will roll over

Can people cash out sick days now?

Only payable at retirement

2005-06 - Personnel Appointment (2020-2021)

- Moved by Hadnot; seconded by Elliott. Roll call vote; resolution carries.

2005-07 - Teacher Appointments (2020-2021)

- Moved by Mitchell; seconded by Holway. Roll call vote; resolution carries.

2005-08 - Teacher Appointments (2020-2021)

- Moved by Capers; seconded by Johnson. Roll call vote; resolution carries.

2005-09 - Instructional Aide Appointments (2020-2021)

- Moved by Johnson; seconded by Capers. Roll call vote; resolution carries.

2005-10 - Child Study Team Appointment (2020-2021)

- Moved by Johnson; seconded by Capers. Roll call vote; resolution carries.

2005-11 - Child Study Team Appointment (2020-2021)

- Moved by Karibi-Whyte; seconded by Holway. Roll call vote; resolution carries.

2005-12 - Support Staff Appointments (2020-2021)

- Moved by Capers; seconded by Johnson. Roll call vote; resolution carries.

2005-13 - Support Staff Appointments (2020-2021)

- Moved by Holway; seconded by Johnson. Roll call vote; resolution carries.

2005-014 - Administrator Appointments (2020-2021)

- Moved by Holway; seconded by Mitchell. Roll call vote; resolution carries.

2005-15 - Revised School Calendar (2019-2020)

- Moved by Holway; seconded by Johnson. Roll call vote; resolution carries.
  - Discussion - any discussion on ending early.
    - DOE said follow your calendar. We will update calendar to reflect days coming off and send it out to the community

2005-16 - Acceptance of Retirement Resignation

- Moved by Capers; seconded by Johnson. Roll call vote; resolution carries.

***Meeting Adjourned at 8:46pm***