

**Russell Byers Charter School
Board of Trustees Meeting Minutes
August 13, 2020**

Call to order

The Board Meeting was called to order at 4:00 p. m. by Linda Gamble, with all board members participating by phone.

Roll Call

Rob Craven
Diana Gormley
Linda Gamble
Leah Katz
Akida Neely
Louisa Mygatt
Estee Pickens
Haisheng Yang

Present	Absent
x	
x	
x	
	x
x	
x	
x	
x	

Also on the call were Carol Domb, Abby Baker, Corey Turkish, Melissa Fox and Marissa Douglas from RBCS; Laurada Byers and Sandy Horrocks from the Byerschool Foundation; and Mike Whisman from Charter Choices.

Linda Gamble noted that the Board met in Executive Session on August 4, 2020 to discuss Personnel matters.

Resolutions

Resolution to Approve Minutes of July 16, 2020 meeting:

Now, therefore be it resolved by the Board of Trustees: That the Board approves the July 16, 2020, meeting minutes.

Resolved this 13th day of August, 2020

Motion: Diana Gormley

Second: Rob Craven

	YES	NO
Rob Craven	X	
Diana Gormley	X	
Linda Gamble	X	
Akida Neely	X	
Louisa Mygatt	X	
Estee Pickens	X	
Haisheng Yang	X	

Finance Committee:

Resolution re Financial Statement and Disbursements:

Now, therefore, be it resolved by the Board of Trustees: That the Board accepts and approves the June 2020 financial statements, disbursements and summary management report.

Resolved this 13th day of August, 2020

Motion: Diana Gormley

Second: Louisa Mygatt

	YES	NO
Rob Craven	X	
Diana Gormley	X	
Linda Gamble	X	
Akida Neely	X	
Louisa Mygatt	X	
Estee Pickens	X	
Haisheng Yang	X	

Resolution re Emergency Instructional Time Requirement:

Due to COVID-19 The Pennsylvania Department of Education has requested that each school entity complete the Emergency Instructional Time form to allow flexibility in meeting the minimum instructional time requirements.

Now, therefore, be it resolved by the Board of Trustees: To approve the Emergency Instructional Time Requirement for the 2020-2021 school year.

Resolved this 13th day of August, 2020

Motion: Estee Pickens

Second: Rob Craven

	YES	NO
Rob Craven	X	
Diana Gormley	X	
Linda Gamble	X	
Akida Neely	X	
Louisa Mygatt	X	
Estee Pickens	X	
Haisheng Yang	X	

Resolution to Approve Snow Removal Contract:

Now, therefore, be it resolved by the Board of Trustees: To approve the contract with Pine Valley Snow Management for the 2020-2021 school year.

Resolved this 13th day of August, 2020

Motion: Diana Gormley

Second: Rob Craven

	YES	NO
Rob Craven	X	
Diana Gormley	X	
Linda Gamble	X	
Akida Neely	X	
Louisa Mygatt	X	
Estee Pickens	X	
Haisheng Yang	X	

Resolution to Approve Code of Conduct for 2020-2021:

Now, therefore, be it resolved by the Board of Trustees: To approve the RBCS Code of Conduct for 2020-2021 School Year.

Resolved this 13th day of August, 2020

Motion: Diana Gormley

Second: Rob Craven

	YES	NO
Rob Craven	X	
Diana Gormley	X	
Linda Gamble	X	
Akida Neely	X	
Louisa Mygatt	X	
Estee Pickens	X	
Haisheng Yang	X	

Resolution to Approve Employee Handbook for 2020-2021

This year due to COVID-19 our employee handbook was revised to include language specific for employee benefits and in compliance with the Family First Coronavirus Response Act.

Now, therefore, be it resolved by the Board of Trustees: To approve the RBCS Employee Handbook for 2020-2021 School Year.

Resolved this 13th day of August, 2020

Motion: Louisa Mygatt

Second: Rob Craven

	YES	NO
Rob Craven	X	
Diana Gormley	X	
Linda Gamble	X	
Akida Neely	X	
Louisa Mygatt	X	
Estee Pickens	X	
Haisheng Yang	X	

Resolution re Participation in Citywide PHL Connected

The Mayor’s Office of City of Philadelphia has developed Citywide PHL Connected. This is an initiative to ensure that all students have internet access. They are requesting that each Charter School contribute \$7.50 per student per year for two years. This would require RBCS to contribute \$10,875.00 over two years.

Now, therefore, be it resolved by the Board of Trustees: To approve the RBCS participation in Citywide PHL Connected.

Resolved this 13th day of August, 2020

Motion: Diana Gormley

Second: Rob Craven

	YES	NO
Rob Craven	X	
Diana Gormley	X	
Linda Gamble	X	
Akida Neely	X	
Louisa Mygatt	X	
Estee Pickens	X	
Haisheng Yang	X	

Resolution to Approve Phased School Reopening Health and Safety Plan:

The Board discussed how this plan will be implemented.

Now, therefore, be it resolved by the Board of Trustees: To approve the Phased School Reopening Health and Safety Plan for the 2020-2021 school year.

Resolved this 13th day of August, 2020

Motion: Diana Gormley

Second: Louisa Mygatt

	YES	NO
Rob Craven	X	
Diana Gormley	X	
Linda Gamble	X	
Akida Neely	X	
Louisa Mygatt	X	
Estee Pickens	X	
Haisheng Yang	X	

Resolution to Approve Personnel Changes:

Now, therefore, be it resolved by the Board of Trustees: That the Board accepts and approves the personnel changes.

Resolved this 13th day of August, 2020
Motion: Diana Gormley
Second: Rob Craven

	YES	NO
Rob Craven	X	
Diana Gormley	X	
Linda Gamble	X	
Akida Neely	X	
Louisa Mygatt	X	
Estee Pickens	X	
Haisheng Yang	X	

School Performance Committee: no report

Development Committee: The Foundation has moved its offices to The Loft at 1835 Arch St., Room 811 and is ready to receive visitors.

Governance Committee: no report

School Report:

Ms. Gamble noted that the Board needs Skyward Orientation.

Russell Byers Charter School Report is below:

Teaching and Learning

- **School opening options and plan for the 2020-2021 school year.**
 - Proposed plan is to open a 100% virtual/digital model for students in grades 5K - grade 8.
 - Offer the option of face to face instruction for students in 4K and students receiving supplemental special education.

- **Professional Development:**
 - Plans are in process for the detailed professional development plan for August. Our first day for staff is August 17th.
 - New Teacher Orientation is scheduled for Friday, August 14.
 - Staff will receive the PD schedule on Friday, August 14. Some PD topics include: Best practices for the virtual classroom, Crew 101, EL Learning Targets, CFU's, Protocols, Exemplar videos of virtual teaching, Introduction to Diversity committee led by Mr. Rosario, Technology 101, Google classroom 101, and Unit Planning.
 - Staff will also have dedicated time in the PD schedule for calling parents and helping students enroll in their google classrooms.
 - We are sending 4 staff members to the EL Virtual Summit in October.

- **The Site Selection Committee**
 - We are looking for a special education teacher.

Climate & Culture:

- A faculty meeting was held to share the options for school opening. Teachers did express concerns regarding their safety with returning to school.
- Student supplies are currently being packed in book bags and will be ready for parent pick up prior to school beginning.

Parent and Family Engagement:

- A parent meeting was held to share the most recent proposal on August 5th. Approximately 100 parents attended the meeting. Most parents were very supportive and appreciative of plan.
- Continue to monitor Help Desk email address - COVID19@byerschool.org.

Operations:

- Capital Projects underway:
 - PPE has been purchased for staff and students.
 - Elevator - complete summer of 2020. We are about one to two weeks for the passenger elevator to be operational.
 - Generator - The generator has been moved away from the fuel tank. The muffler was placed outside on the playdeck. And, the old generator has been taken out. The room was cleaned and we are back to operating. Next step is to create an access to the fuel tank.
 - HVAC - New VAVs are done being installed. At this time, Lor-Mar programming the VAVs. This is taking some time due to the switch of licensing from Burns to LoMar/RBCS. Two new compressors were installed for a couple of air handlers. One compressor was under warranty.
 - Pumps - This summer we have replaced a domestic water pump. We have repaired one of the cooling tower pumps.
 - CJ Maintenance - The new cleaning company started August 3rd. At this time, they have made a big improvement with maintaining our building. There is a day porter and a supervisor. Both gentlemen are hard workers.
 - Bathrooms - More lighting is being added within the boys and girls bathrooms. Stall repairs have been completed this summer.
 - Play Deck - We have removed the green sponge and cut up rubber from the play deck. This will help with drainage of rainwater.
 - Furniture - We have ordered student desks for grades 1, 2 and 6 social studies/science. In addition, we have acquired new teacher desks and teacher chairs for some staff. Lots of broken furniture was purged.
 - License and Inspections - L&I is scheduled to inspect RBCS on August 25, 2020.
 - All mechanical rooms have been cleaned out. There will be no storage within these rooms.
 - Repairs
 - New sprinkler was placed in the HSA/Coat Closet.

- Freight elevator/HVAC Closet/Electrical Room/Steam Room have been cleared of debris.
- A new pipe was installed in room 5 due to it cracking during the tropical storm.
- Student art work has been hung to beautify the school more.
- Some floor tiles and ceiling tiles have been replaced.
- We have removed the bungies from the cubbies and replaced them with boards.
- Next Steps
 - Put a drop ceiling in room 6 and 8.
 - Fill the cracks on the play deck
 - Add more lighting in the hallways

Parent Representatives' Report:

Parents are concerned about whether there will be a more comprehensive welcome from new teachers and how new students and parents will pick up Chromebooks and materials? Mr. Turkish said that letters are going out soon on these topics. Ms. Neely suggested erring on the side of "over-communication" with parents this year.

Faculty Representatives' Report:

Teachers are much relieved that the school is going with the virtual model. They have some concerns about safety for the second trimester. Concerns relating to attendance and accountability will be addressed in the upcoming Professional Development.

New Business:

Ms. Gamble noted that several of our policies need to be revised, particularly policies dealing with technology. Copies have been distributed to Board members for review.

The meeting adjourned at 5:04 pm.

The Board met in Executive Session after the meeting to discuss real estate financing issues.

The next meeting is September 17, 2020 at 4:00.