

APPROVED



# The Rosalyn Yalow Charter School

## Minutes

### Board Meeting

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#### **Date and Time**

Tuesday May 18, 2021 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 (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), A. Sokal (remote), D. Mabrey (remote), K. Smaw (remote)

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

M. Balbuena made a motion to call the meeting to order at 6:34 p.m.  
The board **VOTED** unanimously to approve the motion.

M. Balbuena called a meeting of the board of trustees of The Rosalyn Yalow Charter School to order on Tuesday May 18, 2021 at 6:34 PM.

## **B. Record Attendance and Guests**

### **II. Items for board approval**

#### **A. March 23, 2021 Board minutes**

B. Yalow made a motion to approve the minutes from Rescheduled March Board Meeting on 03-23-21.

G. Feliciano seconded the motion.

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

#### **B. April 20, 2021 Board Minutes**

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

G. Feliciano seconded the motion.

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

B. Yalow made a motion to delegate to the Education Committee the authority to approve the spring board.

G. Feliciano seconded the motion.

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

#### **C. Approve 2012–2022 External Summer Enrichment Vendor Expense**

This item will be discussed at a future meeting.

M. Balbuena made a motion to delegate the decision whether or not to use Springboard for a 2021 summer enrichment program to the Education Committee.

B. Yalow seconded the motion.

The Education Committee is scheduled to meet on June 3. The board **VOTED** unanimously to approve the motion.

#### **D. 2021–2022 School Calendar**

Ms. Smaw asked that she and Alec be given time to revisit the logistics of the school calendar and then present it to the Education Committee and then to the Board.

M. Balbuena made a motion to delegate the final start date for the 2021–2022 academic year to the Education Committee.

B. Yalow seconded the motion.

The Education Committee is scheduled to meet on June 3. The board **VOTED** unanimously to approve the motion.

### **III. Fundraising Review**

#### **A. Amy Sokal review of strategies, progress, objectives**

The COVID-19 pandemic has shifted priorities in the fundraising world. These are the new "*big picture*" questions Yalow's Board should address:

1. What is Yalow doing that is transformational?
2. What projects is Yalow fundraising for?
3. Is this the moment is to develop a fundraising committee of the board?

Amy's post-COVID-19 recommendations:

1. Focus should be on individual & major donors (as opposed to grants)

2. Peer-to-peer fundraising will be the most successful, but the individual donor network needs cultivation
3. Need to build committee of *new* board members who have financial capacity and want to contribute to Yalow

After A. Sokal's presentation of fundraising activities to date, M. Balbuena suggested that the board establish a fundraising committee.

#### **IV. Finance report**

##### **A. July 1-April 30 financial statement**

Forecast budget surplus is \$829,581. Revenues: 1. Student revenue is estimated for 518 students, down from the 536 projected in June 2020. May 12 enrollment is 522 students. Full-time equivalent enrollment is 522. Reduced enrollment decreases revenue by (\$290,214). 2. Fundraising revenues haven't materialized, and forecasts have been reduced by \$45,000. 3. Reduced student revenue is being offset by: 1. increased federal grant revenue of \$416,206, including \$287,771 (ESSER grant) to cover COVID-19 related expenses. 2. increased state CSP grant revenue, \$47,590 Expenses: 1. Pandemic-related expenditures for student and teacher recruitment have increased. 2. Pandemic-related savings are being realized in many expense line items due to the pandemic shutdowns. 3. Delayed hires of teachers and administrators are the prime reason for Yalow's anticipated \$829,581 budget surplus. • The budget assumed 12 teachers would be hired in Yalow's Tier-I salary category, although most were hired in lower salary tiers. • 9 budgeted teaching positions and 2 administrative position are currently vacant. Cash Flow: • \$3.3 million of cash balances will be spent completing the renovations at our new Cardinal Hayes facility. • we had \$7.2 million in the bank as of April 30, 2021, and anticipate ending the fiscal year with \$1.9 million in cash after spending \$3.3 million for construction at Cardinal Hayes. Another \$1.5 million is expected to complete the project by August 31.

##### **B. Updated CHHS Construction Costs Estimates**

May 5, 2021 cost estimates for Cardinal Hayes High School (CHHS) from our construction manager, Kel-Mar Interiors, are expected to total \$4.8 million, which exceeds our November 2020 pre-construction guesstimate of \$3.2 million. This estimate includes a contingency of \$200,000, but excludes soft costs (architects, engineering, Civic Builders, legal, and asbestos abatement, c. \$550,000). Civic Builders believes the \$4.8 million forecast is realistic, and that future construction cost estimates should begin trending lower. Major unknowns include: • architectural drawings for electrical, kitchen design, mechanical (plumbing), and HVAC remain moving targets • current construction estimates reflect accumulated knowledge of the CHHS building—structural features and limitations discovered following demolition, as well as building code requirements for new construction (e.g., 2-hour fire-resistant glass in corridors, wheelchair accessibility in bathrooms, et al)

M. Rosen and R. Lyon recommended that the Finance Committee come up with a contingency plan for additional cost overruns or construction delays the might adversely impact Yalow's cash position, and undertake a risk analysis.

#### **V. Principal report**

##### **A. Update: remote v. hybrid instruction progress**

- 522 students, May 14
- 186 students (36%) enrolled in remote instruction
- 336 students (64%) enrolled in hybrid instruction

**B. Student data review**

K. Smaw noted that special education and English language learners continue to excel. All grades are on track to complete the curriculum in CKLA and Singapore math.

**C. Chronic absentee report**

Chronic Absentees by Grade: Kindergarten: 19 students out of 98 (19.4%) 1st-grade: 21 students out of 86 (24.4%) 2nd-grade: 16 students out of 99 (16.2%) 3rd-grade: 3 students out of 93 (3.2%) 4th-grade: 1 student out of 76 (1.3%) 5th-grade: 4 students out of 70 (5.7%)

**D. 2021–2022 teacher hire update**

48 teachers as shown on the attached table: 6 teacher-social workers 28 general education teachers 11 response-to-intervention (RTI) teachers 3 Teach for America (TFA) teachers

**E. Returning all students to in-person instruction**

As discussed at the education committee meeting on May 6, the plan for fall 2021–2022 is to encourage all students to attend classes in-person, 5 days a week.

**F. SEEstations for 14 additional classrooms**

Yalow currently owns 5 SEEstations for 5 of school's 6 ICT classrooms • SEEstations haven't been installed in 14 classrooms • current lead time to order is 10 weeks if we want to install in preparation for remote learning when we move to Cardinal Hayes. • current cost: \$8,750 per SEEstation.

R. Lyon asked K. Smaw whether SEEstations are the right technology to meet the instructional needs of the school in the future.

B. Yalow made a motion to have the executive director and the principal make a recommendation to the Education Committee.

R. Lyon seconded the motion.

Education Committee meets on June 3. The board **VOTED** unanimously to approve the motion.

**G. New NYSED Local Assessment Plan Reporting Requirements**

On May 13, 2021, David M. Frank, Executive Director of Educational Innovation and Strategic Initiatives at NYSED, sent all SED chartered schools a memo reminding schools of SED's new reporting requirement that all internal student ELA and math assessment data outlined in our 2014 charter to the NYSED by June 30, 2021. The assessments outlined in Yalow's charter include, CKLA, STEP Literacy, and NWEA MAP.

**VI. Executive Director report**

**A. Cardinal Hayes lease approval and construction timeline**

• CHHS lease signed Friday, December 18. • Archdiocese approved on December 18. • NYSED approved on February 25. • asbestos remediation completed, and 3rd floor lockers removed. • following demolition of 4th floor apartments, we now realize that the 4th floor ceilings are compromised and will need to be removed and the debris discarded (additional expense). • February 16, drawings to be submitted to DOB for Alt.1 permit to change use of 4th floor from residential to educational purposes, and proceed with buildout of 3rd floor. Alt 1 drawings take

approx. 3 months for approval. • demolition permit following receipt of asbestos report. • February 22, application for Alt. 2 filed to commence demolition of the 4th floor apartments. • February 23, demolition contractor began demolition work on 3rd and 4th floors. • March 11, non-mechanical construction drawings completed • March 12, 2nd Alt 2 drawings filed to permit construction of 4th floor cafeteria, offices, and classrooms. • March 15, 2 interviews with HVAC engineers to determine course of action for installation of HVAC • March 16, DOB approval of Alt 2 construction plans received. • March 23, board vote to select construction manager and commence bidding out the individual trades (carpentry, plumbing, electrical, HVAC, etc.). • April 7, sub-contractors selected for door refinishing • April 9, sub-contractors selected for carpentry • April 9, sub-contractors selected for plumbing • April 12, 3rd-floor construction commences. April 12-15, additional 4th-floor ceiling asbestos abatement (DOB sign-off expected on 4/16) • solicitation of bids from building trade sub-contractors continues (electrical, HVAC) • April 21, leveling of 4th-floor completed • April 26, 4th floor construction commences • May 7, new cooking kitchen design finalized with NYCDOE Food Services • May 17, 4th floor kitchen framing commences and kitchen appliances will be sourced and ordered • May 10, sub-contractors selected to fabricate new 2-hour fire-rated steel hallway corridor and office door frames and wooden doors • May 10, sub-contractor selected for electrical • May 12, major electrical work commences

**B. Construction critical paths**

Kel Mar is working from the schedule developed that they prepared a few weeks ago is still what they are working on. The following bullet points that are critical to maintain project momentum. • AC Contractor has been released and has begun coordinating the installation of their work. Equipment needs to be confirmed and released ASAP and the contractor will be confirming the layout for the AC piping which will be critical in closing walls. • On the 3rd floor, new walls have been built and the electrician and LV contractor are roughing power and data. • New 3rd floor kindergarten classrooms have been framed and plumbing roughing is underway • Toilet Fixtures for both 3rd and 4th floors have been released. • Light fixture cuts and counts getting reviewed in order to be released. • New Doors and Frames are getting ordered including the fire rated frames in the conference rooms which carry a longer lead time. • 4th floor ceiling work coordination underway between the electrician and carpenter. • Kitchen design complete and kitchen equipment contractor selected. Kitchen equipment to be released shortly • Light fixture package pricing getting finalized and set to be released. The construction schedule will be updated once the balance of the equipment and materials are ordered and expected delivery lead times are clearer.

**C. 2021–2022 student enrollment**

82 new students needed for to reach 536 students in 2021–2022 with no student attrition. Historically, however, student attrition has been as high as 15% over the summer, as families move out-of-state or select competing NYC schools. To offset anticipated losses we are actively planning on enrolling an additional 40 students prior to September 2021, for a total of 120+ new students. 103 completed new k–2 enrollments, as of May 17: • Kindergarten (92) • 1st-grade (4) • 2nd-grade (7) Returning student survey results as of May 17, 2021: • Returning 395 • Not Returning 10 • Unsure 15 • No Response 32 • (Excludes 70 5th Graders)  
G. Feliciano asked that the administrative team to actively engage all 120 new families between June and August so that the school not lose them over the summer.

**D. 2021 National Online Scholastic Chess Championship Qualification results**

• 8th place team, K-5 Qualifier (487 players, 46 teams; only 2 NYC teams placed higher, Dalton and PS59 Beekman Hill) Notable individual placement: Kwame

Owasu-Boakye, 5th grade, 93rd place (5 wins out of 8) • 15th place team, K-3 Qualifier (499 players, 51 teams; 7 NYC teams placed higher) Notable individual placement: Keyla Acevedo, 3rd grade, 77th place, (5.5 wins out of 8) National championships take place June 12-13

#### **E. Final NYS Scholastic Championship results**

Final results for the 53rd Annual NY State Scholastic Championships were published Saturday, May 15. The tournament was held April 17-18, 2021 and played on the Internet Chess Club (ICC). Individual results: • Keyla Acevedo-Hernandez placed 6th in the Primary Championship section (k-3 any rating; 1661 highest rating of player ) • Kwame Owasu-Boakye placed 12th in the Elementary Reserve section (k-6 Under 1000) Team results: • 5th place team, Elementary Reserve section (k-6 Under 1000) • 8th place team, Elementary Novice section (k-6 Under 600) • 10th place team, Primary Reserve section (k-3 Under 800)

G. Feliciano commended the student's achievements and noted that the school is nurturing children's success through chess.

Classroom colors: blue with gold Kindergarten with framing for lavatory Classroom divided by framing for 2 ESL room

S. Hayes recommend the school provide chess books to the chess team members in recognition for their accomplishments in the NYS and National Scholastic Chess Championships.

### **VII. NYSED Notice of Concern**

#### **A. Notice of Concern Letter, dated May 3, 2021**

Following the NYSED's mid-term site visit, we received the attached Notice of Concern for falling short of NYS proscribed enrollment targets of special education students (those students with IEPs) compared with CSD9 in the prior 2019–2020 academic year. CSD9 enrolled 25% special ed students compared with Yalow's 18%. This data is from a backward looking snapshot on Wednesday, October 2, 2019—BEDS Day reporting. (Refer to p.16 of attached 2021 NYSED Charter School Information Dashboard.) • Most kindergarten students enter Yalow without having been evaluated for an IEP in pre-kindergarten. It's Yalow's responsibility to identify potential students in need of special education services, and refer the children to the NYCDOE Committee on Special Education (CSP) for formal evaluation. We very proficient at moving students— with parental consent— through the evaluation process with the CSP and our percentage of students with disabilities has steadily increased from 14%—our first year • Due to the abrupt transition to remote learning in March 2020, 11 students were unable to undergo the requisite in-person psychological evaluation by a DOE psychologist in a timely manner, and their cases were closed by the CSP. Subsequently, the school has worked to reopen these cases. • In addition, it's very difficult for the school to build a credible case for an "initial" referral of a new kindergarten or 1st-grade student for evaluation to receive special education services when a student is fully remote. To this day 42% (78) of Yalow's 184 kindergarten and 1st-grade students continue to attend school remotely. • The school aggressively engages early childhood centers that service pre-k children with severe special needs.

#### **B. Acknowledgement letter**

### **VIII. Closing Items**

#### **A. Adjourn Meeting**

M. Balbuena made a motion to Adjourn Meeting.

B. Yalow seconded the motion.

The board **VOTED** unanimously to approve the motion.  
There being no further business to be transacted, and upon motion duly made,  
seconded and approved, the meeting was adjourned at 8:06 PM.

Respectfully Submitted,  
L. Howard