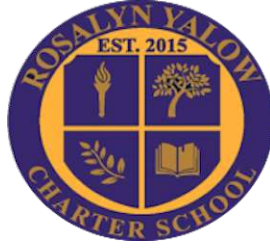


APPROVED



# The Rosalyn Yalow Charter School

## Minutes

### Rescheduled June Board Meeting

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#### **Date and Time**

Tuesday June 22, 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), K. Smaw (remote)

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### **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 Jun 22, 2021 at 6:33 PM.

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

## **II. Executive Session**

### **A. M. Balbuena moved to Executive Session at 6:35 p.m.**

Executive session ended at 7:05 p.m.

## **III. Items for board approval**

### **A. May 18, 2021 Board Minutes**

B. Yalow made a motion to approve the minutes from Board Meeting on 05-18-21.

R. Lyon seconded the motion.

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

### **B. Approve Employee Health Insurance Renewals**

A. Diacou reviewed employee health insurance quotes for 2021-2022 quotes from 4 carriers, Oxford (a division of United Healthcare), Aetna, Empire, and Emblem. Yalow's current carrier—Oxford—is providing the lowest cost insurance. Using Yalow's current employee census, annual premiums will be \$487,700—an increase of 7.2%—which is within the budget approved by the Board in April.

Yalow will continue paying 92% of the premium on behalf of individuals—equal \$794.41. This same dollar subsidy will be provided for each of the expanded physician network plans, regardless of the plan an employee chooses to enroll in.

B. Yalow made a motion to continue offering the 3 Oxford health insurance plans to Yalow employees and for the School to pay \$794.41 of each employee's health insurance premium.

S. Hayes seconded the motion.

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

## **IV. Finance report**

### **A. July 1-May 31 financial statement**

M. Rosen and B. Yalow reported that the School's forecast budget June 30 surplus is \$1,743,637.

#### **Revenues:**

1. Student revenue is estimated for 518 students, down from the 536 projected in June 2020. June 11 enrollment is 522 students. Full-time equivalent enrollment is 521.9. 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 \$419,122, 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 account for \$1,296,802, or 75% of Yalow's year-to-date 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:**

- \$5.8 million of cash balances will be spent completing the renovations at our new Cardinal Hayes facility.
- we had \$6.4 million in the bank as of May 31, 2021, and anticipate ending the fiscal year with \$5.3 million in cash after spending \$1 million for construction at Cardinal Hayes. Another \$1.5 million is expected to complete the project by August 31. The balance of the construction costs will take place in fiscal year 2021-22.

The PPP loan of \$1,152,458 was forgiven on June 7, 2021, and no further action or payment is required. Forgiveness will be treated as a below-the-line Other income item on the Statement of Activities.

**B. Updated CHHS Construction Costs Estimates June 11, 2021**

Cost estimates for Cardinal Hayes High School (CHHS) currently stand at total \$5.1 million, including soft costs (architects, engineering, Civic Builders, legal, and asbestos abatement).

Major unknowns include:

- architectural drawings for electrical, kitchen design, mechanical (plumbing), and HVAC remain moving targets
- upgrading the building's 1930s-era electrical switches to add power from ConEd to support modern AC systems

A revised cash flow projection from our financial service provider, MMJ, and reviewed at 3 meetings of the finance committee (attached). **Under favorable construction circumstances**, after expending \$5.1 million for the CHHS project:

- we expect to have \$3.1 on hand June 30, 2022.
- an additional \$1.5 million will be available to the school from the \$2,265,000 ARP grant.

The attached scenario risk analysis builds in the following additional assumptions that adversely impact cash on hand:

1. Yalow pays \$726,500 to upgrade the electrical switches at CHHS
2. student enrollment drops 20% if Yalow doesn't open for students on September 1, as planned

**V. Principal report**

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

- 522 students, June 11
- 170 students (32.5%) enrolled in remote instruction

- 352 students (67.5%) enrolled in hybrid instruction

#### **B. Student data review**

M. Balbuena asked K. Smaw for a separate 20-30 minute meeting to summarize student growth for the Board.

#### **C. Chronic absentee report**

##### **Chronic Absentees by Grade:**

Kindergarten: **22** students out of 98 (22.45%)  
1st-grade: **19** students out of 86 (22.09%)  
2nd-grade: **18** students out of 99 (18.18%)  
3rd-grade: **4** students out of 93 (4.30%)  
4th-grade: **1** student out of 76 (1.32%)  
5th-grade: **4** students out of 70 (5.71%)

#### **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

M. Balbuena would like to reconsider the positions for CKLA literacy coordinator and supervisor for teacher-social workers.

S. Hayes inquired about the classroom teaching performance of the School's 3 Teach for America teachers. K. Smaw reported that she meets with the TFA teachers bi-weekly, and that they're "outstanding."

#### **E. 5th-Grade graduation ceremonies**

- Venue: Walker Memorial Church stage (55-person capacity, students and all staff).
- Wednesday, June 23.
- Time: 1:00 p.m.–5:00 p.m.
- 3 separate graduations to accommodate 70 graduates (e.g., 24, 23, and 23 students); 30 minutes per graduation.
- students to walk with caps and gowns.
- only one guest per graduate to satisfy seating restrictions; parent to sit with child at the end of each pew and remain socially-distant from the families.
- names of students who cannot attend will be held to the end and their photo will be displayed.
- 2 speakers: M. Balbuena and guest speaker
- students will receive their graduation certificates from Chairman Balbuena and Principal Smaw.
- photographer to take photo of each student receiving certificate.
- Seats to be wiped down between graduations.
- awards to be presented to students selected by: executive director, principal, math department, dean of students.
- graduation tee-shirts presented.

M. Balbuena is establishing a new tradition to recognize one student from each graduating class—not the top student.

#### **VI. Executive Director report**

### **A. Updated Cardinal Hayes construction timeline June 17, 2021 and contingencies**

Construction and department of buildings (DOB) permitting is behind originally scheduled completion date of August 18.

Present goal:

1. completion of plastering and painting 3rd-floor classrooms prior to Wednesday, September 1 start of school.
  2. obtaining DOB sign-off for changing usage of 4th floor from residential to "public assembly."
  3. completion of 4th floor kitchen (dependent on timely delivery of kitchen equipment)
  4. complete installation of AC condensing units to provide adequate ventilation to interior offices on 3rd floor
  5. upgrading electrical switches for 650 Grand Concourse building to permit addition power to run AC units (refer to 5.B, below)
- The June 17 construction schedule update includes updates project start and finish dates for all phases of the construction.
  - completion dates for the items highlighted in yellow (with red text) reflect current equipment delivery lead times provided by manufacturers (e.g., lights, toilets, kitchen stoves, etc.). These include the following line items: 65, 66, 69, 70, 83, and 93.
  - completion dates for items highlighted in yellow (with blue text) are dependent on receiving plans or sign-offs from either the architect, electrical engineer, or the expeditor/special inspector. These include line items: 57, 71, 74, 78, 82, and 90.

The 4th floor of CHHS is currently has a certificate of occupancy as residential apartments. Once the Alt. 1 for the 4th floor is approved by DOB, we file to obtain a "public assembly" permit from the DOB allowing us to use the 4th floor as a cafeteria for students.

To the extent there is a delay in obtaining a public assembly permit for the 4th floor, Yalow can still operate 3rd floor classrooms. Without a public assembly permit for the 4th floor, students would need to eat in their 3rd-floor classrooms. Student food will be ordered from Giordano's and McDonalds, both located across the street from Cardinal Hayes.

HVAC will be completed in the fall pending resolution of the electrical capacity issue

### **B. Replacement of CHHS electrical switches**

On June 1 we were notified that we would not be able to utilize the "unused" electrical switch capacity at Cardinal Hayes without replacing the 80-year old electrical switches where power enters CHHS from the street before it is distributed to the upper floors.

- Electrical sub-contractor, Allcom Electric asked for \$36,500 for engineering and \$690,000 for replacing all switches in the CHHS building and bringing the power lines up to Yalow's space—\$726,500.

- proposal submitted to CHHS board to pay for replacing electrical switches at CHHS on June 4 (attached)
- CHHS board met on June 10 to review Yalow's middle-school expansion plan and cost sharing proposal, and has asked CHHS employees analyze Yalow's proposal
- a subset of the CHHS board met on June 21 to formalize a counter-proposal to Yalow
- regardless of who pays to replace switches, engineering drawings will need to be created and a work schedule coordinated with all parties (CHHS, Yalow, ConEd, Allcom Electric)
- Until the engineering student is completed there is no estimate on how long the switch project will take to complete

### C. 2021–2022 student enrollment

In the absence of student attraction over the summer, only 82 new students needed for to reach 536 students in 2021–2022. Historically, however, student attrition has been as high as 15% over the summer, as families move out-f-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.

Returning student survey results as of June 21, 2021:

- Not Returning 19
- Unsure 10

Excluding those 29 students, **2021-2022 enrollment currently projected to be 542**, as shown on the attached table.

## VII. Closing Items

### A. Adjourn Meeting

R. Lyon made a motion to adjourn the meeting at 7:48 p.m.

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 7:48 PM.

Respectfully Submitted,  
R. Lyon

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## Documents used during the meeting

- Health Insurance Summary 6.12.21.pdf
- NY\_Oxford\_Acute\_Care\_Hosp\_List (004).pdf
- Rosaly Yalow Charter School - Renewal Presentation-6.12.21.pdf
- Budget Narrative 6.11.21.pdf
- RYCS Monthly Report - May 2021.pdf
- Construction Cash Flow forecast\_061121 Version.pdf
- Roster Breakdown\_EF.xlsx - Roster Tally 2020-2021.pdf
- CKLA DATA 6.1.21.pdf

- MATH DATA 6.1.21.pdf
- Board Meeting Graphs.pdf
- Board Meeting Summary 6.10.21.pdf
- Yalow Teachers Hire Template 05.03.2021 v1 (FY 2020-2021).pdf
- Graduation Invitation.pdf
- 650 Grand Concourse - Schedule Update 6.10.21 (with finish dates).pdf
- Fontana Switchgear Proposal 6.4.21.pdf
- Class Enrollment 2021-2022.pdf