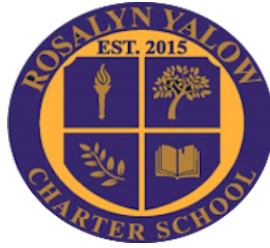


APPROVED



# The Rosalyn Yalow Charter School

## Minutes

### Board Meeting

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#### **Date and Time**

Tuesday December 15, 2020 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), L. Howard (remote), M. Balbuena (remote), M. Rosen (remote), R. Lyon (remote), S. Hayes (remote)

#### **Trustees Absent**

I. Lee

#### **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 Dec 15, 2020 @ 6:45 PM.

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

## **II. Approve Board Minutes**

### **A. Approve**

B. Yalow made a motion to approve the minutes from Board Meeting on 11-17-20.

I. Lee seconded the motion.

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

## **III. Finance report**

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

Forecast budget surplus is \$515,093.

Revenues:

1. The forecast number of full time equivalent number of students in the budgeted revenue forecast is 518 students (vs. 536 approved by charter). The lower student enrollment results in forecast revenue losses of (\$276,963).

2. The new ESSER grant Yalow increases revenue by \$287,771. ESSER revenues will be matched dollar for dollar with COVID-19 related expenses, Contingency (code #7930).

Expenses:

1. Forecasts for 20 individual expense line items have been adjusted downward.

Moving

expense to CHHS are forecast at \$115,000. Together, these 21 expense line adjustments reduce projected expenses by \$244,256.

2. Delayed hires of teachers and administrators account for the majority of Yalow's budget surplus (\$484,444).

- 3 budgeted positions remain unfilled.
- The budget assumes 12 teachers would be hired in Yalow's Tier-I salary category, although most were hired in lower salary tiers.

Cash Flow:

• We had \$6.6 million in the bank as of November 30, 2020, and anticipate ending the

fiscal year with \$5.7 million in cash.

• A significant portion of cash balances—over \$3 million—will be used to complete the

renovations to our new Cardinal Hayes facility, plus a \$417,000 security deposit will be

made upon acceptance of the CHHS lease by the Archdiocese and NYSED.

## **IV. Principal report**

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

Update: remote v. hybrid instruction progress FYI

- 526 students, December 10
- 227 students (43%) enrolled in remote instruction
- 299 students (57%) enrolled in hybrid instruction

## **B. Student performance**

Ms. Smaw will have data at a later date.

## **C. Chronic absentee report**

Chronic Absentees by Grade:

Kindergarten: 30 students out of 102 (30%)

1st-grade: 22 students out of 99 (25.6%)

2nd-grade: 9 students out of 96 (9.3%)

3rd-grade: 3 students out of 80 (3.2%)

4th-grade: 1 students out of 47 (1.3%)

5th-grade: 4 students out of 48 (5.6%)

## **D. COVID-19 quarantines**

K. Smaw has been shifting response to intervention team teachers between Yalow's two campuses to fill quarantine teacher vacancies when a several teachers were asked to quarantine due to potential close contact with two teachers who tested positive for COVID-19.

All teachers and staff will be asked to be extra careful and protect themselves from potential COVID-19 exposure over the holiday break in order to avoid a school closure.

## **V. Executive Director report**

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

Cardinal Hayes lease approval and construction timeline

- Monday, December 14, 2020, terms of the lease to be finalized.
- To be Thursday, December 17, 2020, CHHS board is scheduled to convene to approve the final lease.
- Friday, December 18, CHHS and A. Diacou sign finalized lease.
- Yalow submits lease to NYSED for review and approval.
- CHHS submits lease to Archdiocese for review and approval.
- January 15, 2021, drawings to be finalized and submitted to NYC Dept. of Buildings (DOB) for Alt.2 demolition permit (this application should be approved approx. 3 days, after which demo can start).
- January 22, submit application for Alt. 1 construction permit enabling Yalow to proceed with buildout of 3rd floor. Alt 1 drawings take approx. 3 months for approval. (This is the change of use from residential to educational for the 4th floor.)
- February 1, construction manager selected to start bidding out the individual trades Carpentry, plumbing, electrical, etc.).
- February 1, demolition contractor begins their work on 3rd and 4th floors.
- Mid-February, Yalow submits Alt. 2 drawings to DOB for buildout of 3rd and 4th floors (should only take around 1 week).
- March 1 (plus or minus), CHHS delivers approved Alt. 1 and Alt. 2 permits to Yalow to proceed with 4th floor buildout.
- March 2, 3rd floor construction commences. The 4th floor of CHHS is currently has a certificate of occupancy as residential apartments. Yalow's 4th floor construction won't commence until the DOB approves the change of use from "residential" to "school." To the extent there is a delay in obtaining a construction permit for the 4th floor change of use, Yalow will proceed to open with occupancy of the 3rd floor. The primary impact for Yalow is that use of the cafeteria would be delayed, and students would need to eat in their classrooms.

## **VI. Other business**

### **A. Vacation**

Mr. Balbuena stated as we move into the winter break, we must be clear that we cannot extend vacation. Everyone is expected to return by January 4th, and if traveling be mindful and of the precautionary measures.

## **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 7:12 PM.

Respectfully Submitted,  
L. Howard