

APPROVED



The Rosalyn Yalow Charter School

Minutes

Board Meeting

Date and Time

Tuesday April 20, 2021 at 6:30 PM

Location

Via GoToMeeting

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.

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)

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 Apr 20, 2021 at 6:33 PM.

B. Record Attendance and Guests

II. Items for board approval

A. Approve 2019 IRS form 990 exempt organization return

B. Yalow made a motion to approve 2019 IRS form 990 exempt organization return.

S. Hayes seconded the motion.

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

B. FY2021–2022 Budget

M. Rosen made a motion to approve FY2021–2022 Budget.

B. Yalow seconded the motion.

FY2021–2022 Budget Vote Michael Rosen 10 m

The FY2021–2022 Budget incorporates 2 new *federal* grants, totalling \$3,142,000, estimated to be received from the recently passed CRRSSA and ARP grant monies:

The committee unanimously recommended spending all \$1,017,016 CRRSAA monies for Cardinal Hayes construction, as well as the portion of the ARP monies not required to be used for remediating student learning loss.

Budget assumes that c. \$1,062,400 ARP will be used in 2021–2022, leaving the remaining \$1,062,400 to be spent in either 2021–2022 or 2022–2023 as needed for construction AND remediating student learning loss.

The FY2021–2022 draft budget incorporates the following assumptions:

- Per pupil state aid: \$16,845/student (4.48% increase from 2020–2021)
- ARP funds: \$1,062,400 over 2 consecutive years (\$1,062,400 remains for use in FY23 and FY24)
- CRRSSA funds: \$1,017,000 received immediately
- \$1,143,150 PPP loan is not forgiven, and is immediately repaid in FY22
- \$3,200,000 CHHS construction costs are paid from cash—\$2.2 million in FY21, \$1 million in FY22
- 3% increases for teachers; none for administrators (as approved by board in the 5-year 2020–2025 budget)

Forecast FY2021–2022 budget surplus: \$1,834,975

Ending cash balance on June 30, 2022: \$2,633,243 The board **VOTED** unanimously to approve the motion.

M. Rosen emphasized that the surplus will be allocated to pay a portion of the renovation costs of the school's new building at Cardinal Hayes High School (CHHS).

C. Approve one-time bonus to administrators in lieu of salary

M. Rosen made a motion to allocate \$75,000 as a one time bonus pool for the administrators to be determined by Mr. Diacou and Ms. Smaw with consultation by Mr. Lee or Ms. Feliciano.

R. Lyon seconded the motion.

The bonuses will be paid in lieu of salary increases for the 2021–2022 year, beginning July 1, 2021. The board **VOTED** unanimously to approve the motion.

D. Dedicate c. \$450,000 of new ARP grant to hiring 3 reading teachers

B. Yalow made a motion to allocate \$450,000 of new ARP grant to hiring 3 reading teachers to remediation learning losses resulting from the COVID-19 pandemic.

G. Feliciano seconded the motion.

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

III. Finance report

A. July 1-March 31 financial statement

Forecast budget surplus is \$791,015.

Revenues:

1. Student revenue is estimated for 518 students, down from the 536 projected in June 2020. April 15 enrollment is 525 students. Full-time equivalent enrollment is 522. Reduced enrollment decreases revenue by (\$234,449).
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 \$791,015 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.
 - 6 budgeted teaching positions and 2 administrative position are currently vacant.

Cash Flow:

- \$3.2 million of cash balances will be spent completing the renovations to our new Cardinal Hayes facility.
- we had \$6.4 million in the bank as of March 31, 2021, and anticipate ending the fiscal year with \$2.9 million in cash, after spending \$2.2 million for construction at Cardinal Hayes. Another \$1 million is expected to complete the project by August 31, which will reduce cash to \$2 million.

B. Yalow pointed out the school's need to hire more experienced teachers, which will reduce budget surpluses in future years.

IV. Principal report

A. Update: remote v. hybrid instruction progress

- 525 students, April 15
- 203 students (39%) enrolled in remote instruction

- 322 students (61%) enrolled in hybrid instruction

B. Student data review

Ms. Smaw distributed the CKLA and Singapore math data. See attached.

C. Chronic absentee report

Chronic Absentees by Grade:

Kindergarten: **19** students out of 100 (**19%**)
1st-grade: **21** students out of 86 (**24.4%**)
2nd-grade: **15** students out of 99 (**15.2%**)
3rd-grade: **4** students out of 94 (**4.3%**)
4th-grade: **1** students out of 76 (**1.3%**)
5th-grade: **4** students out of 70 (**5.7%**)

D. 2021–2022 teacher hire update

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

V. Executive Director report

A. Cardinal Hayes lease approval and construction timeline

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 a "public assembly" permit 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.

- 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 scheduled (one-day)
- April 26, 4th floor construction commences

B. 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-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.

Lottery completed on April 2. Applications down 75% from 2020-2021 due to COVID-19 restrictions conducting in-person parent workshops at early learning centers and Head Start programs:

- Kindergarten (108)
- 1st-grade (12)
- 2nd-grade (6)

Completed enrollments as of April 16:

- Kindergarten (79)
- 1st-grade (3)
- 2nd-grade (3)

VI. NYSED 2021 Mid-term Site Visit, Thursday April 29

A. NYSED questions

Alec distributed a list of questions the board should be prepared to answer for the mid term sit visit.

B. NYSED Benchmarks 1-10 self-evaluation (optional)

The school will have an opportunity to complete an optional 1-10 Performance Framework benchmarks that summarizes the school's strengths, challenges, and strategies for improvement or maintenance of success.

C. Board members meet with Paula Orlando, NYSED liaison at 11:00 a.m. E.S.T. (virtual meeting)

M. Balbuena will send out a meeting request to discuss the upcoming State visit.

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 8:06 PM.

Respectfully Submitted,
L. Howard