

APPROVED



# The Rosalyn Yalow Charter School

## Minutes

### Rescheduled March Board Meeting

---

#### **Date and Time**

Tuesday March 23, 2021 at 6:30 PM

---

#### 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), 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)

---

### **I. Opening Items**

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

M. Balbuena made a motion to commence the meeting at 6:31 p.m.

R. Lyon seconded the motion.

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

**B. Record Attendance and Guests**

**II. Items for board approval**

**A. February 16, 2021 Board minutes**

B. Yalow made a motion to approve the minutes from Board Meeting on 02-16-21.  
S. Hayes seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
Mr. Balbuena requested a meeting with the finance committee to discuss contract negotiations with CSBM.

**B. Authorization for executive director and treasurer to approve and pay CHHS construction expenses**

Authorization for executive director and treasurer to approve and pay CHHS construction expenses  
Vote Alec Diacou 5 m  
Pursuant to the previously discussed November 2020 preliminary construction project cost estimates, Yalow will be spending \$3.2 million for the demolition and construction project at Cardinal Hayes High School. The board needs to authorize the prompt payment of all contracted expenses.  
R. Lyon made a motion to authorize the executive director to construction payments up to \$15,000 the executive director and one member of the finance committee to countersign construction invoices exceeding \$15,000.  
G. Feliciano seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**C. Contract(s) with construction manager**

Contract(s) with construction manager, Del Mar Designs, to serve as construction manager for a fee of 3.5% of total construction and contingency costs (\$100,000–\$120,000)

Del Mar contracts with individual subcontractors for plumbing and mechanical, HVAC, electrical, carpentry, etc. at guaranteed prices

- Civic Builders recommends Kel Mar Designs as construction manager based on their recent experience with Kel Mar completing a new building for South Bronx Classical Charter School.
- subcontractors will be selected after Yalow and CHHS review multiple bids.

(2) attached contracts for review:

1. Construction manager contract between Yalow and Kel Mar Designs, which guides Yalow's relationship with Del Mar.
2. American Institute of Architects (AIA) form A201
  - Form A201 governs performance of the construction manager and all subcontractors on the project.
  - the construction manager signs the A201 with each of the subcontractors selected for the project.

B. Yalow made a motion to hire Kel Mar Designs as construction manager for the Cardinal Hayes construction project, subject to the the school's right to approve any change in project supervisory personnel.  
R. Lyon seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**D. 2021–2022 Salary Scale**

B. Yalow reviewed the proposed salary scale recommended by the finance committee at its March 10, 2021 meeting. The recommendations follow the 5-year budget presented to NYSED in conjunction with the school's 2019 Charter Renewal Application.

B. Yalow made a motion to approve proposed salaries.

R. Lyon seconded the motion.

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

**III. Finance report**

**A. July 1-February 28 financial statement**

Forecast budget surplus is \$808,385.

**Revenues:**

1. Student revenue is estimated for 518 students, down from the 536 projected in June 2020. March 12 enrollment is 523 students. Reduced enrollment decreases revenue by (\$234,449).
2. Reduced student revenue is being offset by increased federal grant revenue of \$414,748, including \$287,771 (ESSER grant) to cover COVID-19 related expenses.
3. Yalow expects to receive an additional \$725,000+ under the Federal Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA Act) passed December 27, 2020. (not reflected in the budget forecast).

**Expenses:**

1. pandemic-related expenditures for student and teacher have increased.
  2. Expense savings are being realized in many line items due to the pandemic slowdown.
  3. Delayed hires of teachers and administrators account for Yalow's budget surplus of \$808,385.
- The budget assumed 12 teachers would be hired in Yalow's Tier-I salary category, although most were hired in lower salary tiers.
  - 3 budgeted positions remain unfilled.

**Cash Flow:**

- \$3.2 million of cash balances will be spent completing the renovations to our new Cardinal Hayes facility.
- we had \$7.4 million in the bank as of February 28, 2021, and anticipate ending the fiscal year with \$3 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.
- Yalow's \$1,143,150 Paycheck Protection Grant is expected to be forgiven. If not forgiven, year-end cash would be further reduced when Yalow repays the unforgiven portion of the PPP loan.

B. Yalow reviewed the positive cash flow impact of new federal (CRRSA) and state (ARP) grants available to the school to pay a portion of the costs of construction at CHHS and to remediation learning loss resulting from the COVID-

19 pandemic. The finance committee will review and recommend a plan to the board.

M. Balbuena suggested that we assume the school will repay the PPP loan in full.

#### **IV. Principal report**

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

- 523 students, March 11
- 208 students (40%) enrolled in remote instruction
- 315 students (60%) enrolled in hybrid instruction

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

See attached.

K. Smaw noted that the school has had 20 PDs on reading in the classroom. In grades k–2 the focus is on skills; in grades 3–5, the focus is on critical thinking. TNTP and STEP Literacy are supporting literacy instruction to turnkey student data into PDs for teachers.

M. Rosen noted that we have the data to arm the teachers to target student instruction.

B. Yalow noted that as we move forward, the hard part will be understanding what academic supports remote students will need.

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

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

Kindergarten: 20 students out of 100 (20%)

1st-grade: 25 students out of 85 (29.4%)

2nd-grade: 15 students out of 99 (15.3%)

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**

55 teachers as shown on the attached table:

8 teacher-social workers

28 general education teachers

16 response-to-intervention (RTI) teachers

3 Teach for America (TFA) teachers

##### **E. Parent engagement & cultural events 2020–2021**

Ms. Smaw distributed a listing of all 2020–2021 events scheduled to keep Yalow families engaged with the school community that include parent engagement and cultural events.

#### **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. 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.

- 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 19, board vote to select construction manager and commence bidding out the individual trades (carpentry, plumbing, electrical, HVAC, etc.).
- Solicitation of bids from building trade sub-contractors continues (carpentry, plumbing, electrical, HVAC, etc.)
- March 28, 3rd floor construction commences.

#### **B. Translated Spanish brochure**

The translated Spanish Brochure has been distributed to 48 early childhood programs for distribution to prospective 2021–2022 kindergarten applicants.

### **VI. 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 7:51 PM.

Respectfully Submitted,  
L. Howard

### **VII. Executive Session**

#### **A. 2021-2022 salary discussion**

B. Yalow made a motion to increase the salary of Ms. Arache due to receiving her recertification.

I. Lee seconded the motion.

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

#### **B. Teacher Certification**

Mr. Lee stated the Board will need to develop a policy for teachers who will receive certification mid year or whose certification will expire mid year.

### **Documents used during the meeting**

- Proposed Teacher Salaries 2021-2022.pdf
- BSK Revised AIA A201-2017 650 Grand Concourse(12181088.1).FINAL.pdf
- BSK Revised CM-GMP.Revised (Rosalyn Yalow)(12179057.1). FINAL.pdf
- Contract resolution(12239341.1).pdf
- Budget Narrative 3.13.21.pdf
- RYCS Monthly Report - Feb 2021.pdf
- Enrollment Summary 3.09.21.pdf
- CKLA Data - March 2021.pdf
- Data - March 2021.xlsx
- Math Data - March 2021.pdf
- Attendance Summary 3.09.21.pdf
- Chronic Absentee Charts 3.9.21.pdf
- Yalow Teachers Hire Template 03.11.2021 v3 (FY 2020-2021)xlsx.pdf
- PDF 2020-2021 Cultural Events.pdf
- Parent Engagement Events 2020-2021.pdf
- RY12pgbook\_SPANISH.pdf