

APPROVED



The Rosalyn Yalow Charter School

Minutes

Rescheduled Monthly Board Meeting

Date and Time

Thursday September 30, 2021 at 6:30 PM

Location

Via GoToMeeting link until further notice.

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), S. Hayes (remote)

Trustees Absent

M. Rosen, R. Lyon

Guests Present

A. Diacou (remote), K. Smaw (remote)

I. Opening Items

A. Record Attendance and Guests

B.

Call the Meeting to Order

M. Balbuena called a meeting of the board of trustees of The Rosalyn Yalow Charter School to order on Thursday Sep 30, 2021 at 6:35 PM.

II. Chairman updates

A. Board retreat

The Board retreat has been rescheduled for Saturday, October 16, 2021 at the NY Athletic Club.

B. Bring proof of COVID-19 vaccination to enter NYAC

As of September 1, the NYAC requires all it's members and their guests to show proof of COVID-19 vaccination to be admitted to the NYAC. Please bring your vaccination card or NYS Excelsior pass.

III. Items for board approval

A. Approval of July Meeting Minutes

B. Approval of August Board Minutes

S. Hayes made a motion to approve the minutes from Monthly Board Meeting on 08-17-21.

B. Yalow seconded the motion.

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

IV. Finance report

A. August 31, 2021 financial statement

The draft finance summary report for the month ended July 31, 2021 is attached. The August 2021 is \$763,858. The budgeted surplus for July 2021 was \$449,177.
• The surplus doesn't take August 2021 Cardinal Hayes project spending into consideration, totaling \$1.9mm.

Revenues: • Student revenue for the Per-Pupil #1 period (July-August 2021) was based on enrollment of 536 students. Current attendance is 435 students. Unless attendance increases to 536, cash adjustments will be made to per-pupil payments with submission of our Per-Pupil #3 invoice. Enrollment includes 121 new students (103 in Kindergarten, 7 in 1st Grade, 11 in 2ndGrade). • The 2021–2022 NYS budget increases per pupil aid for charter schools by \$722/student (4.48%), to \$16,845/student. • Yalow's facility allowance has increased to \$208,333, matching the monthly lease amount for Cardinal Hayes. July 2021 was the first month of the new lease with CHHS. • There was no fundraising revenue in July 2021. • Yalow has been awarded an additional \$1,009,192 under the Federal Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA Act) passed December 27, 2020, and another \$2,265,012 under the American Recovery Act (ARP) on March 11, 2021. These funds can be used and reimbursed through September 30, 2023. No revenue from these awards has been recognized in July 2021. Expenses: • Compensation and school operations expenses for the YTD August 2021 are \$341k lower than originally budgeted. Instructional staff costs were \$197k below budgeted expenses, as full instructional

headcount (Teachers, Aides, Specialty Teachers, Chess/Fencing) was 60 as of the August 31st, 2021 payroll. The budgeted headcount for FY 22 was originally 69.5. • School operations expenses, which are \$117k under budget, are budgeted on a linear basis, but summer expenses are typically less than subsequent months when school is in session. • On-going expenditures for Cardinal Hayes High School (e.g., legal, architecture, etc.) are booked as capital expenditures under Construction-in-progress (#1555), and do not impact net income. Total project costs to-date related to this project are \$2.9mm as of today. Budgeted remaining costs of the project are \$3,087,740, expected to be paid in the coming weeks.

Cash Flow: • We had \$6.9 million in the bank as of August 31, 2021, after expending \$2.9 million for construction at Cardinal Hayes through August 2021. The finance committee is closely monitoring cash flow through October 2021, when we receive our third cycle per-pupil payment. We have ample cash to complete the current CHHS building project, supplemented by ARP funding used for the renovation. • There are significant variances in both accounts receivable and accounts payable. Yalow is expected to receive reimbursement on duplicate payment of the CHHS security deposit for \$417k. The increase in accounts payable is primarily for the 4th progress payment to Kel-Mar for the CHHS renovation for \$1.1mm. This payment was made in early September but was for July 2021 work.

B. October 31, 2021 cash flow estimates as of September 17, 2021

Overall construction budget of \$6,011,353 may increase \$98,000 (guesstimate) to meet additional work. Change orders fall into 4 categories: unforeseen building conditions, design changes, department of building requests, and Yalow requests. • The school will have \$1,027,309 remaining after making all construction progress payments • an additional \$807,304 CRRSA grant monies will be received prior to December 31, 2021.

C. Student enrollment breakeven analysis

Without the CRRSA and ARP grant monies allocated to Yalow, Yalow needs enrollment of 495–500 students to breakeven. (Refer to attached breakeven analysis, above.) Current enrollment is hovering around 450 students.

V. Principal report

A. Attendance as of September 16, 2021

1st week attendance: Tuesday, September 7: 417 Wednesday, September 8: 407 Thursday, September 9: 373 Friday, September 10: 423.

Busing began the week of September 13—a disaster. 16 buses. Many arriving 2 hours late, if at all. No buses have arrived at school on time. Some large families have been assigned two separate pick-up locations for their several children. Most parents still bringing students on public transportation, car, or taxi service. All administration and operations team members are involved in arrival and dismissal of students—from 7:15 a.m.-10:00 a.m morning's, and 4:30 p.m.–7:30 p.m. evenings.

2nd week attendance: Monday, September 13: 446 Tuesday, September 14: 430 Wednesday, September 15: 435 Thursday, September 16: 421 (76 students came on the bus and 345 were assumably brought in by their parents—several Pioneer buses covering 150 students never met the students at their bus stop) Friday, September 17 446

3rd week of attendance: Monday, September 20 458 Tuesday, September 21 446
Wednesday, September 22 424 Thursday, September 23 445 Friday, September
24 NO STUDENTS.

4th week of attendance: Monday, September 27 444 Tuesday, September 28 449
Wednesday, September 29 423 Thursday, September 30 455.

For planning purposes, it appears that current enrollment is approximately 450
students, although actual enrollment won't be officially verified until next week.

Of the approximately 100 missing students on September 15, 66 parents were
contacted to verify continued enrollment at Yalow. 42 of those students have been
enrolled in other schools; 12 stated they will return; and 12 were unreachable.

VI. Executive Director report

A. Cardinal Hayes additional work

Leaks into 3rd floor classroom from newly installed 4th floor slop sink completed •
Backup/stopage in newly installed 4th floor female teacher restroom completed •
bulletproof glass entrance doors installation—completed (Hayes financial
responsibility) • entrance door intercom/buzzer installed; key cards for staff tone
distributed Friday, October 1 • 40+ stairwell emergency exit lights being installed fo
PA permit—work commenced Tuesday, September 21 • electrician installing
additional outlets in kitchen, et al • extra whiteboards from warehouse being
installed in when students are not in session • 18 new flushometers have been
ordered for all 18 stalls on 3rd floor as a precautionary measure • overhead office
ventillation grates are being fabricated • water lines for staff lounge refrigerators
and Keurig coffee machines to be installed week of October 4 • replace 4th fl
waste water pipe above ceiling above 3rd fl classroom • replacement water
fountains for 3rd floor have been ordered • application for Place of Assembly
permit has been submitted and waiting at DOB Yalow's engineer to send photos
demonstrating that noted objections have been rectified.

B. Replacement of CHHS electrical switches

No updates to engineering study to determine final cost—\$708,250 placeholder
being held in budget for replacement of electric switches. Until the engineering
survey is completed there is no estimate on how long the switch project will take to
complete.

C. Phase II test fit for middle school expansion

GGASudios, Yalow's architect for the Cardinal Hayes project, is developing a
Phase II "test fit" drawing for middle school expansion to grades 6-8. •
GGASudios is finalizing design drawings to expand Yalow to middle school on the
Hayes 4th/5th floors • K.Smaw/A.Diacou revisions requested to create larger
spaces for music, chorus, and RTI/Reading Intervention rooms, and to expand to
10 stalls for each student rest room on September 28—in process • drawings will
be turned over to Civic Builders and Ket-Mar to price • proposal to Hayes by
October 8 for October 12 Hayes board meeting.

If Yalow and Hayes board agree on terms of an expansion plan, Yalow will need to
submit a charter revision application by December 1, 2021 for occupancy by
September 1, 2023, the final year of Yalow's 4-year charter, ending June 30, 2024.

D.

NYCDOHMH mandate for COVID-19 vaccination of all Yalow employees

- Deadline for first shot is Monday, October 4
- employees will not be allowed to work without being vaccinated
- employees have been notified and human resources is collating vaccination status of all employees.

E. NYSDOH mandate for random COVID-19 of students

10% of students must be tested bi-weekly, subject to parental consent. Copies of parental consent letters in English, Spanish, Urdu, and French are attached and will be distributed to families the week of September 27. CIC Health will be setting up the free COVID-19 Testing Program for Charter Schools—pooled COVID-19 testing. (Refer to attached Fwd PC Match email notice from CIC).

VII. Executive Session

A. Parent complaints

Parent complaints were sent to Miguel Balbuena, at his Yalow email address, rather than to school leadership. Miguel sent them to Alec Diacou and Kim Smaw on Wednesday, September 29, for discussion at tonight's Board meeting. Kim will be speaking to parents by phone to respond to their concerns. The majority of parent concerns are related to ongoing construction issues, which are being worked on with Yalow's contractor, Kel-Mar Design, and weekly updates are provided to the finance committee every Thursday morning.

The building is cleaned daily by Hayes custodial staff from Parish Property Management, but children continue to eat breakfast, lunch, and snack in their classrooms until we obtain a Place of Assembly permit and Certificate of Occupancy for the 4th floor cafeteria. As stated in Yalow's Student and Family Handbook, in the section titled "Complaint Process" (pp.13-14 of attached PDF), parent complaints should be addressed to school leadership for resolution prior to going to the Board. Parents wishing to file an appeal after talking to school leadership should write the Board at complain@yalowcharter.org. "To file an appeal from a determination or action of the Executive Director or to file a formal complaint directly with the Board of Trustees, parents may use the following e-mail address: complain@yalowcharter.org."

VIII. Closing Items

A. Adjourn Meeting

M. Balbuena made a motion to adjourn meeting.

B. Yalow seconded the motion.

The board **VOTED** 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 9:27 PM.

Respectfully Submitted,

L. Howard

Documents used during the meeting

- August 2021 Budget Narrative 9.17.21.pdf

- RYCS Financial Statements August 2021.pdf
- Construction Cash Flow forecast_091621.pdf
- Breakeven Student Enrollment Analysis 9.17.21.pdf
- Charter Schools and Vaccine Mandates September 2021.pdf
- covid-19-vaccination-requirement-doe-2.pdf
- Student Testing Consent - fall-21student-testing-consent.pdf
- Spanish consent-FORMULARIO DE AUTORIZACIÓN PARA PRUEBAS DE COVID-19 - 32766-summer-rising---student-testing-consent-spanish.pdf
- Urdu consent-COVID-19 32766 - گنٹھیٹ کے ریل تراجامراف -summer-rising---student-testing-consent-urdu.pdf
- French consent-FORMULAIRE DE CONSENTEMENT POUR LE TEST COVID-19 - 32766-summer-rising---student-testing-consent-french.pdf
- Fwd PC Match.pdf
- Parent Complaints.pdf
- 2017 Student Handbook-v5-Student_and_Family_Hanbook_-_Final.pdf