

APPROVED



# The Rosalyn Yalow Charter School

## Minutes

### Monthly Board Meeting

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#### **Date and Time**

Tuesday June 20, 2023 at 6:30 PM

#### **Location**

4th floor cafeteria  
Rosalyn Yalow Charter School  
650 Grand Concourse, Bronx, NY 10451

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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, M. Balbuena (remote), R. Lyon (remote), S. Hayes

#### **Trustees Absent**

L. Howard

#### **Guests Present**

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A. Diacou, K. Smaw, Patricia Rodriguez, translator

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## **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 Tuesday Jun 20, 2023 at 6:35 PM.

## **II. Principal report**

### **A. Year-to-date attendance (through June 15, 2023)**

Average attendance rate, 90.0%; perfect attendance, 3.0% (13 students); chronic absentees, 39.7% (175 of 441 students); average attendance of 175 chronically absent students, 81.6%.

Chronic absentees by grade (June 15, 2023): Kindergarten, 57%; 1st grade, 43%; 2nd grade, 41%; 3rd grade, 26%; 4th grade, 43%; 5th grade, 28%.

Principal Smaw noted that all parents sign an attendance contract upon enrollment, teachers call parents when they are absent, and the dean of students follow up with chronic absentees.

Dr. Lyon suggested creating an award for students who make progress improving daily attendance. G. Feliciano asked the school to monitor the effectiveness of any rewards offered to families.

### **B. Family engagement events**

A violin recital takes place June 23 in the Cardinal Hayes auditorium, a kindergarten stepping up ceremony on June 26, followed by the 5th grade graduation on June 30.

## **III. Finance report**

### **A. June 30, 2023 cash forecast**

B. Yalow stated that June 30, 2023 cash balances are forecast to be \$4,474,142 after adjustments for title grant proceeds, June cash flow expenditures, and estimated remaining c. \$2 million construction costs for electrical switch replacement at Cardinal Hayes and final installation of rooftop HVAC compressors.

The year-end cash forecast exceeds Yalow's budgeted 2022–2023 forecast by \$3,061,000. Improved year-end cash forecast is attributable to:

- c. 55 additional students (FTE) at \$17,633/pupil (\$969,815)
- additional rental assistance receipts at \$5,290/pupil (\$290,945)
- collecting federal ARP monies budgeted for 2023–2024 in 2022–2023 (c. \$600,000)
- expenditure savings, including hiring delays (c. \$1,200,000)

#### IV. Executive Director Report

##### A. October 12, 2021 NYSED Notice of Deficiency

The executive director noted that submission of the NYSED corrective action plan (CAP) is an integral part of the the school's response to Benchmark 10 of the 2023 Charter Renewal Application and requested a copy of the Board's approved CAP.

M. Balbuena stated that the CAP is incomplete.

B. Yalow stated that the CAP must be voted on by the school's board and requested an Emergency Board Meeting to review and approve the CAP for submission to NYSED. After discussion the Board agreed to schedule an Emergency Board Meeting friday, June 30, 2023.

##### B. Replacement of CHHS electrical switches and installation of rooftop HVAC compressors

A. Diacou stated that completion date for replacement of Hayes electric switches not yet available. CHHS sent the proposed electrical contractor bid package to the Archdiocese on Thursday June 8, and is waiting for approval to send to 3 new electric contractors for pricing. The Archdiocese isn't expected to reply until week of June 19. As such, a mandatory prospective contractor walk-through has been postponed. Yalow's working cost estimate remains \$1.5 million.

The flow of work for replacing the CHHS electric switch system is as as follows:

1. a) Contract award; b) **Yalow and CHHS Board approvals**; and c) final cost splits between CHHS & Yalow.
2. Electrical contractor notifies Con-Ed, file for electric DOB permit, and order equipment.
3. CHHS commences site work (demolition of wall separating fire alarm system and electrical room and completion of separation wall.
4. Build the new switch array and distribution infrastructure.
5. Tie in existing 2400amp service to new switch panel—requires ConEd to turn off electrical service to the building for 1-3 days.
6. Offload existing switch panels over a series of weekends to new switch and sub panels—1-3 weekends of partially interrupted service.
7. Adelaide and NSC abatement to remove the old switch panel (probably two weeks of work). Existing service to be maintained on new switch array; but no electrical work performed during abatement process.

8. Coordinate with ConEd new 4000amp service and point of entry. Power new switch and subpanels. Install new 3rd, 4th & 5th floor risers. (The latter may be moved to #4, above)

It may be possible to approve a cost-sharing split with CHHS at the July 18, 2023 board meeting, but August 15, 2023 board meeting seems to be a more realistic date given that bids specs haven't been approved by Archdioceses or sent to electric contractors.

#### **C. Update: Request for HVAC compressor installation authorization ("RFA") letter from Archdioceses**

The process is stalled until the the Archdiocese engineer determines next steps. As such, timeline for installation of steel dunnage and HVAC compressors on parapet roof remains indeterminate.

11 parapet boring samples were examined by an engineering lab to determine appropriate depth of new roof membrane, but Archdioceses engineer has not completed his evaluation and recommendations to the Archdiocese to move the project forward and grant permission to install rooftop dunnage.

#### **D. Future expansion of Yalow within CHHS**

At its June 21, 2023 quarterly board meeting, the CHHS board will review the strategic plan for Hayes, including demolition and repurposing of the remaining priest residences on the 4th and 5th floors of CHHS.

- Hayes administration believes it can to grow enrollment to 850 students
- Hayes is finalizing its long-term facility planning and hopes to finalize space needs for 850 students
- Hayes would like to see Yalow Charter grow within CHHS.

In November 2021 Yalow sent CHHS a schematic test fit for Yalow to expand to grades 6–8, but CHHS rejected it because they wanted to grow their student body, which had dropped to c. 700 students. Since Hayes is still trying to finalize its own facility needs, A. Diacou made the following proposal to CHHS:

- Hayes board considers paying the complete cost of gutting and prepping the 4th/5th floors (guesstimate \$4 million-\$5 million)
- Hayes finalizes its own space needs and offers Yalow the remaining space
- Yalow determines whether or not the offered space will be sufficient to expand one or more classes from grades 6–8.

As one example, the space offered by Hayes might be sufficient for one class of 30 students matriculating through 8th grade. If Hayes pays for the demolition and construction, it would still be economically feasible for Yalow to expand with one class of 6th/7th/8th grade.

### **E. Montefiore School Health Program (MSHP) grant**

As part of the school's partnership with MSHP, MSHP is allocating \$200,000 of its federal grant to establishing a satellite clinic at Rosalyn Yalow Charter School. Dr. Rosy Chhabra, Director of School Health Programs, and her MSHP team visited the school on Wednesday, June 14, to survey available space within Yalow. The two existing offices built for MSHP as part of the Cardinal Hayes construction project will be sufficient to kickstart the new satellite clinic at Yalow.

Montefiore will initiate the Yalow clinic with:

- a full-time mental health clinician for students
- a part-time family support coordinator (2-3 days a week)

MSHP will seek authorization from Montefiore Medical Center to post the new positions, after which MSHP will begin the hiring process. In view of the tight labor market, MSHP is hoping to have the mental health clinician in place by October 2023.

As part of Yalow's partnership with MHSP, all Yalow students are entitled to receive complete health care—medical, dental, and mental health services—at no cost if families do not have health insurance through the Montefiore health system. Every year since 2020 Montefiore has organized a health fair at Yalow to sign up new families.

## **V. Items for Board Approval**

### **A. May 16, 2023 Board Minutes**

B. Yalow made a motion to approve the minutes from Monthly Board Meeting on 05-16-23.

M. Balbuena seconded the motion.

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

### **B. 2022–2023 Audit**

The Mengel Metzger Barr, LLP (MMB) audit agreement is attached. Auditing of the school's federal award programs requires a separate audit and an additional audit fee of \$9,500, for a total of \$34,700. The school budgeted c. \$31,000 for the 2022-2023 audit(s).

### **C. Recommendation of Board candidate, Dr. Justin McCrary**

### **D. Accept Deloitte Transactions and Business Analytics construction report**

The Mengel Metzger Barr, LLP (MMB) audit agreement is attached. Auditing of the school's federal award programs requires a separate audit and an additional audit fee of \$9,500, for a total of \$34,700. The school budgeted c. \$31,000 for the 2022-2023 audit(s).

B. Yalow made a motion to approve Mengel Metzger Barr to prepare the 2022-2023 audits at a cost of \$34,700.

G. Feliciano seconded the motion.

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

#### **E. 2023–2024 School Calendar**

The proposed 2023–2024 school calendar includes 191 instructional days and maximizes availability of DOE school buses (180 days).

Start date: Tuesday, September 5, 2023

Last day of school is Friday, June 28, 2024

M. Balbuena made a motion to approve the 2023–2024 school calendar.

B. Yalow seconded the motion.

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

#### **F. 2023–2024 Board Meeting schedule**

B. Yalow made a motion to approve continuation of holding monthly board meetings on the third Tuesday of each month.

R. Lyon seconded the motion.

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

#### **G. Cyber insurance policy approval request**

The executive director asked the board to consider the purchase of a cyber insurance policy at a cost of \$6,020 with a \$1 million policy limit and a \$5,000 deductible (annual cost \$5,797 plus taxes and broker fee for non-NYS-registered insurance carrier).

Coverage offered by E-Risk Services, LLC, on behalf of Scottsdale Insurance Company. Scottsdale is part of the Nationwide group and rated A+ XV by AM Best. AM Best is financial rating service most commonly used to evaluate the financial size and strength of insurers.

According to HUB International:

- the highest insurance rating category is A++ XV
- Scottsdale has the largest size carrier rating at XV, and is next highest classification for financial strength at A+
- A+ XV demonstrates top financial creditworthiness.

HUB obtained two competing proposals for cyber insurance. Scottsdale Insurance Company offered a lower deductible of \$5,000, with the second carrier's deductible of \$25,000. The difference in cost to Yalow is c. \$500/annum.

Discussion ensued with B. Yalow asking R. Lyon asking for information about the school's current data back up procedure. S. Hayes asked what other charters are doing with respect to cyber security back up.

B. Yalow emphasized the analysis depends on what the data attack surface is and what is defensible.

R. Lyon made a motion to Ask Charter Technology Solutions to 1) evaluate data security vulnerability against a cyber attack; 2) determine the cost of implementation of a data back up; 3) summarize what other charter schools are doing to protect data.

G. Feliciano seconded the motion.

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

## VI. Closing Items

### A. Adjourn Meeting

M. Balbuena made a motion to adjourn the meeting.

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 8:10 PM.

Respectfully Submitted,

A. Diacou

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## Documents used during the meeting

- Rosalyn Yalow Charter School - 06.30.2023 - Engagement Letter.pdf
- 2023–2024 Board Schedule.pdf
- Cash Flow Forecast\_061423.pdf
- Benchmark 10 from Complete collated charter renewal-application.pdf
- Chronic Absentee Graph.png
- Perfect Attendance Graph.png
- Average Attendance Graph.png
- Violin Recital 6.23.23.pdf