



**ROSALYN YALOW CHARTER SCHOOL**  
**Board of Trustees Meeting**  
**Minutes**

Tuesday, February 17, 2017, 6:30 p.m.  
116 E. 169<sup>th</sup> St.  
Bronx, New York 10463

**Trustees Present**

Gregoria Feliciano, Bill Jackson, Ivan Lee, Shirley Saunders, and Benjamin Yalow. Michael Rosen participated via Skype. Alec Diacou, Executive Director, Letta Belle, Principal, Collin Raymond (CSBM), and Miguel Balbuena (Board nominee) were also in attendance.

**Call to Order**

The meeting was chaired by Ben Yalow, and called to order at 6:45 p.m. A quorum was present.

**Adoption of Agenda**

The agenda was adopted.

**Approval of Minutes**

Minutes for the meeting held on January 17, 2017, upon a motion duly made and seconded, were unanimously approved.

**Staff Recruitment**

Mr. Diacou reviewed the FY17-18 staffing needs of the school. Yalow employment will grow approx. 35% through Sept. 2017, with 15-20 new employees, including 6 new social worker-teachers as stipulated in our charter. Currently (FY16-17), there are two open teacher/teacher-social worker positions. Given the magnitude of the school's staffing needs in the future, Mr. Diacou requested additional resources to support school hiring.

Following discussion, the following resolutions were unanimously approved:

**Resolved:** The Rosalyn Yalow Charter School Board of Trustees authorizes the executive director to engage Austin HR to recruit six classroom teacher-social workers on the terms set forth in their contract, and increase the staff recruitment budget by an additional \$60,000, plus advertising expenses.

**Resolved:** The Rosalyn Yalow Charter School Board of Trustees authorizes the executive director to engage Talent Friend to assist in setting up recruit recruitment procedures for hiring operations personnel on the terms set forth in their contract, and increase the staff recruitment budget by an additional \$6,300, plus advertising expenses.

**School Facility Search**

Mr. Diacou presented a partner agreement from Civic Builders to strategically plan and develop a new building for the Rosalyn Yalow Charter School.

Following discussion, the following resolution was unanimously approved:



**Resolved:** The Rosalyn Yalow Charter School Board of Trustees authorizes the executive director to engage Civic Builders for a 3-month period to assist in identifying potential properties and corresponding financing options to relocate the Rosalyn Yalow Charter School on July 1, 2018, on the terms set forth in the C.V. contract and increase the professional services budget by \$15,000.

### **Fundraising Presentation**

Bobbi Mark, Chief Development Officer at Riverdale Country School, gave the board an overview of fundraising methods and goals for non-profits, both large (e.g., Riverdale Country) and small (e.g., Yalow). The school needs to focus on building a fundraising resume. Discussion ensued. Ms. Mark made several recommendations: *i) expanding Yalow's board* with philanthropic-minded individuals or persons with wealthy friends who may be interested in financially supporting Yalow's vision and programming (e.g., fencing, chess, or Dr. Rosalyn Yalow's scientific achievements), or people who may know board members of targeted foundations; *ii) hiring a grant writer* ("they're cheap," from BM); *iii) soliciting parents of students* for \$5 to \$20 contributions to fund a pre-agreed-upon project or acquisition (e.g., 3D printer, playground blocks, etc.)—financial participation by parents is a strong commitment indicator when Yalow approaches foundations for funding; *iv) meaningful annual contributions by all board members* (cash or in-kind donations, including matching contributions). Financial participation by the board is a prerequisite when Yalow approaches foundations for funding. Ms. Mark's written comments following the meeting are attached.

The Board was particularly pleased with Ms. Mark's suggestions on how Yalow can begin fundraising with board member donations to the school and engaging parents to do the same, as well as networking with friends we know who are already on various foundation boards and the importance of hiring a grant writer for professional assistance.

### **Finance Report**

7-month net income is \$250,832, \$234,367 ahead of budget. Contribution income is under budget by \$96k. Employee Benefits is forecast under budget by \$113.9k, due to lower-than-estimated health plan enrollments and low 401(k) enrollments (8 staff). Net income for FY16-17 is projected to come in at \$82,552 vs. \$20,960 budgeted, including the newly proposed expenses approved by the board (above) to hire two recruiters and Civic Builders.

Mr. Yalow recommended amending the school's FY16-17 budget to reduce projected contribution revenue from \$100,000 to \$10,000. Following discussion, upon a motion duly made and seconded, the following resolution was unanimously approved:

**Resolved:** The Rosalyn Yalow Charter School Board of Trustees amends the Rosalyn Yalow Charter School's FY16-17 budget to reduce projected contribution and donation income from \$100,000 to \$10,000.

With the goal of increasing employee participation the school's new 401(k) plan, Mr. Yalow requested that the executive director invite Morgan Stanley to meet with employees a second time at the school to remind them that they are eligible to receive matching contributions from the school under our plan.



## **Principal Report**

NWEA testing in math completed: 12 kindergarten students performing in low range, up from 8 students (fall 2016); 55 1<sup>st</sup>-grade students performing at or above national norm RIT, up from 13 (fall 2016); 26 1<sup>st</sup>-grade students in low range, down from 38 (fall 2016); 28 2<sup>nd</sup>-grade students at or national norm RIT, up from 13 (fall 2016); 17 students in low range, down from 38 (fall 2016).

Developing small group instruction plans based on STEP Literacy skills.

This report was somewhat depressing concerning 1<sup>st</sup> and 2<sup>nd</sup> grades. We were looking forward to more students improving than what the figures show, especially the numbers of 1<sup>st</sup>-grade students in the low range.

Principal Belle submitted a written response from the dean of students regarding persistence of chronic student absenteeism (attached).

## **Executive Director Report**

After 98 school days Yalow's chronic absentee rate is 18.9% (47 students); 21 students have perfect attendance (8.4%) and 32 students have more than 10 late arrivals or early dismissals (12.9%).

Student recruitment workshops continue with parents at Head Start and universal pre-K programs in CSD9, along with 7, 8, and 10 in order to meet NYS *target enrollment* for special education and ELL students. Application deadline is April 1. As of February 19, 2017, we have received 334 student applications for 125 seats, exceeding on-time applications in 2016. Yalow's student enrollment lottery will be held prior to April 15.

## **New Business**

Board members expressed desire to receive raw NWEA MAP and STEP Literacy student assessment data to review prior the March board meeting.

## **Public Comment**

There were no public comments.

## **Adjournment**

The meeting was adjourned at 8:56 p.m.

Submitted by  
Shirley Saunders, Secretary  
Approved by Board of  
Trustees on March 21, 2017