



# THE ROSALYN YALOW CHARTER SCHOOL

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## **Board of Trustees Meeting Minutes**

**Tuesday, June 19, 2018, 6:30 p.m.**  
**116 East 169<sup>th</sup> Street**  
**Bronx, New York 10463**

### **Trustees Present**

Miguel Balbuena—Chair, Ivan Lee, John W. Carr, Sandra Hayes, Shirley Saunders, Gregoria Feliciano, Benjamin Yalow.

Via Skype: Sandra Hayes – Vice Chair, Michael Rosen – Treasurer

Staff: Alec Diacou – Executive Director, Yvonne Booker-Byers – director of assessment, Naomi Ishida, Don Mabrey – Dean of Students, Collin Raymond – CSBM.

### **Call to Order**

The meeting was called to order at 6:36 p.m. by Miguel Balbuena, Chairman. A quorum was present.

### **Adoption of Agenda**

The agenda was adopted.

### **Acceptance of the Minutes of June 4, 2018**

Upon a motion duly made and seconded, the minutes for the meeting held on June 4, 2018 were unanimously approved, as amended.

### **Board Approval Items**

#### **Authorization to Enter into Collaboration Agreement With Bank Street College of Education**

Included in the commissioned study being conducted by Mosaic Mental Health for utilization of teacher-social workers in K-2 classrooms was a recommendation for school-wide staff professional development by the Bank Street Center for Emotionally Responsive Practice (ERP), beginning in August and continuing through the FY18-19 school year. Mosaic feels that ERP is essential to reducing student emotional outbursts. The Bank Street collaboration is designed to provide all staff with a common understanding of childhood behavior and development, and provide a common language for informing Yalow's student intervention practices and promote preventive practices to reduce stress for students and teachers. ERP is a year-long training program, including 16 days of professional development and classroom observations, commencing with 3 days during Yalow's Summer Teacher Workshop in August. Yalow chooses specific trainings.

Following a discussion of the Bank Street proposal, upon a motion duly made and seconded, the school's board of trustees approved the following resolution.

**Resolved:** That the Board of Trustees approves entering into a collaboration with Bank Street College of Education Center for Emotionally Responsive at an approximate cost of \$50,000, commencing August 1, 2018.

### **Revision to Section 6.1 (b) of By-Laws**

Conforming changes to the Rosalyn Yalow charter School By-Laws dated September 6, 2014, as discussed in Executive Session at the May 15, 2018 board meeting to add the position of Co-Chair to the list of officers, were presented for review. Upon a motion duly made and seconded, the school's board of trustees approved the following resolution.

**Resolved:** the Board of Trustees approves adding the position of Co-Chair to the list of board officers in Section 6.1 (b) of the By-Laws and authorizes the executive director to submit a charter revision request to the NYSED pursuant to the Charter School Revision Guidelines dated November 2016.

### **Revision to Section 6.1 (g) of By-Laws**

Mr. Carr pointed out that the school By-Laws dated September 6, 2014 are out of compliance describing the roles of the executive director and the principal, and introduced a resolution to amend Section 6.1 (g). Following review of the proposed amendment, upon motions duly made and seconded, the school's board of trustees unanimously approved the following resolution.

**Resolved:** That the Board of Trustees approves limiting the Executive Director's general supervision of the school delineated in Section 6.1(g) to those activities not delegated to the principal in subsection 6.1(i) or otherwise by the board, as more fully described in Attachment A.

### **Revisions to the Student and Family Handbook for the 2018-2019 School Year**

During the 2018-2019 School Year the Charter School will operate on two campuses with staggered opening and closing hours on Main Campus and the Third Avenue Campus to accommodate parents with siblings on both campuses, necessitating changes to the Student and Family Handbook. Other differences in policies for the two campuses based on grade levels were also discussed.

Following review of the proposed amendment, upon motions duly made and seconded, the school's board of trustees unanimously approved the following resolutions.

**Resolved:** the Board of Trustees approves amending the revisions previously approved by the board on October 17, 2017 to the Student-Family Handbook, subject to NYSED's final approval, to include the amendments contained in Attachment B.

### **Engagement of Executive-Excellence as a Recruiter**

Mr. Diacou recommended the engagement of a new recruiter, Executive-Excellence for two positions at the new Third Avenue campus: Operations Manager and Dean of Students.

Following a discussion of the proposed costs relative to other recruitment contracts, upon motions duly made and seconded, the school's board of directors unanimously approved the following resolution.

**Resolved:** the Board of Trustees authorizes the executive director to enter into the proposed contract with Executive-Excellence for a fixed fee of \$25,000.

## **FY18-19 Board Meeting Calendar**

Following review of the proposed Board Meeting schedule, upon motions duly made and seconded, the school's board of trustees unanimously approved the following resolution.

**Resolved:** That the Board of Trustees approves the attached FY18-19 Board meeting schedule providing for meetings on the third Tuesday of each month, at 6:30 p.m., in the School's main campus, located at 116 E. 169th St, Bronx, NY.

## **FY17-18 Bonuses**

Following review and discussion of the proposed bonus schedule previously presented to the Finance Committee, a recommendation was made to postpone final determination of individual bonuses pending presentation and analysis of the academic progress of chess and fencing team students. It was agreed, however, that the expense should be fixed. Upon motions duly made and seconded, the school's board of directors unanimously approved the following resolution.

Upon motions duly made and seconded, the school's board of trustees unanimously approved the following resolution.

**Resolved:** the Board of Trustees authorizes staff bonuses, to be determined, in the amount of \$30,000.

## **Academics**

- Dean Mabrey stated he is preparing for the Kindergarten Moving-Up Ceremony.
- Cut Scores – The Cut Scores are a state assessment with a grade of 3 being performance at grade level and a grade 4, performance above grade level. Dean Mabrey stated there is no data to determine how many students are or are not meeting proficiency goals. It was suggested an internal tool be created to capture this data.
- 17% of students are chronically absent. Dean Mabrey was asked to look into the patterns of these absentees. In addition, the Board is interested in knowing are the students with a high absentee rate meeting proficiency goals.
- Students will remain using the current CKLA Curriculum.
- Summer school classes will be held July 5-July 27, 3 hours a day. Currently there are 60 students registered but are prepared to enroll 90 if necessary.
- For those students enrolled in the Chess Program, the Board would like a report on their academic performance.
- Teacher Hiring Process- Interviews are going well for the hiring of new teachers. However, there is a struggle in hiring Social Workers. 54% of teachers are certified and 46% are uncertified.
- Ms. Booker-Byers recommended that since the Academic and Leadership teams work side by side, it would be beneficial if both participated in training.
- 2017-2018 NYC Quality Guide Survey-This item has been tabled and will be discussed at the next Board Meeting.

## **Operations of the School**

- **Finance Report (Collin Raymond)**

Currently there is a cash surplus due to unfilled positions. By the end of the fiscal year there will be roughly \$1.8 Million in the bank. However, that number is expected to decrease due to unpaid bills such as legal expenses and consultant fees.

- The preparation for the preliminary audit has begun. The process will be reviewed with the Board.
- The distribution of the \$30K towards bonuses will be distributed after June 30<sup>th</sup>. It's recommend the Board write a letter stating it's intention on the distribution of the \$30K so it can be included in the current fiscal year. The letter should be complete before or by the next scheduled Board Meeting.
- Board Members interested in making a donation should do so as soon as possible so it too can be included in the current fiscal year.

- **Facility Lease Updates (Alec Diacou)**

- The Church has not yet entered into agreements with the contractors for the restoration of the roof and HVAC system, as required under the newly executed First Amendment to the Lease.
- Painting/renovations have begun at the Third Avenue campus.

## **New Business**

It was recommended the materials presented for the academic reports be presented in a more organized manner.

Submitted by

Shirley Saunders, Secretary

Approved by Board of Trustees on July 17, 2018

## **Adjournment**

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