

ROSALYN YALOW CHARTER SCHOOL
Board of Trustees Meeting
Minutes

Tuesday, April 21, 2015, 7:00 p.m.
4530 Delafield Ave
Bronx, New York 10463

Trustees Present

John W. Carr, Gregoria Feliciano, Sandra Hayes, Ivan Lee, Michael Rosen, Shirley J. Saunders, and Benjamin M. Yalow. Mr. Rosen participated by Skype.

Trustees Excused

William Jackson, Dr. Benjamin Kearney and William Scribner.

Additional Attendees

Alec Diacou, Executive Director, and Jill Beharry, of Charter School Business Management.

Call to Order

The meeting was called to order at approximately 7:15 pm. A quorum was present.

Agenda

The agenda was adopted unanimously, subject to moving the financial report to before the Executive Director Report.

Approval of Minutes

The minutes from the March 17, 2016 board meeting were approved.

Facilities Search

The Chairman reviewed the School's current choices in light of the pending search for school facilities and the need to complete the search by May 1st. He set forth and described in detail the choices of

- an existing facility owned by a church in Community School District 9 that was being vacated by an elementary school that had out grown the building;
- a school facility that had been closed for a few years, which would require landlord construction for occupancy in the fall;
- a one-year sublet of a facility from an existing school that was planning to move into a new facility currently under construction; and

- postponing the School opening for a year.

After extensive discussion, upon a motion duly made and seconded, the Board unanimously adopted the following resolution:

Resolved that the Executive Director is hereby authorized to negotiate a three-year lease of the existing school facility in Community School District 9 substantially on the terms presented to the Board.

Also, upon a motion duly made and seconded, the Board unanimously adopted the following resolution:

Whereas, the Board of Trustees of the Rosalyn Yalow Charter School has reviewed the proposal to lease space at 110 -118 East 169th Street, Bronx, New York and finds such space highly desirable for the location of the School and has resolved to approve such lease; and

Whereas, opening the School at such location would require the New York State Board of Regents and/or the New York State Department of Education to approve the revision of the School's charter to move the location of the School from Community School District 10 to Community School District 9; now therefore

Resolved, that the Board of Trustees approves the amendment of the School's Charter to make such change in Community School District and directs the Executive Director and the officers of the School to make application to the New York State Department of Education to effectuate such amendment.

Finance Report

Michael Rosen, Treasurer, with the assistance of Jill Beharry of CSBM, reviewed the financial position of the School and the results of its operations including

- a proposed formula and schedule for teacher salaries and how they would compare to salaries at New York City Public Schools and certain other New York City charter schools;
- draft five-year budget reflecting updated information and projections since the School's application;
- summary budget vs. actual through, and balance sheet at, March 31, 2015; and
- a CSP funding analysis.

Executive Director Report

Principal Search. The Executive Director reported that the candidate initially offered the position of principal had reconsidered and did not accept the offer of employment, but was committed to support the school and had agreed to consult with the School and Executive Director in the hiring of staff. Mr. Diacou reported that after conferring with the other

members of the principal search working group, he recommended that Board approve another highly qualified candidate and reviewed her qualifications with the Board.

After a discussion and upon a motion duly made and seconded, the Board unanimously adopted the following resolution:

Resolved that the Executive Director is authorized to offer employment as the School's Principal to [Redacted], on such terms as discussed with the Board and set forth in the Charter Agreement or otherwise adopted by the Board, with such changes as are approved by the Chairman and the Treasurer.

Other Hires. The Executive Director recommended hiring [Redacted] as Director of Assessment, [Redacted] as Office Manager and [Redacted] as Singapore Math Specialist. The Board discussed the candidates and the positions, including the inability to find any Singapore Math Specialist that were sufficiently experienced to introduce the program at the School among the domestic candidates. The Chairman reported that Singapore math candidate was the single candidate that appeared imminently qualified, but as a non-U.S. citizen would require her to obtain a U.S. Visa to remain or return to the country to teach. Upon a motion duly made and seconded, the Board unanimously adopted the following resolution:

Resolved that the Executive Director is authorized to offer of employment to Ms. Booker Byers as Director of Assessment, Ms. Alvarez as Office Manager and Ms. Ishida as Singapore Math Specialist, at the salaries disclosed to the Board, and, in the case of Ms. Ishida, to provide such assistance in obtaining an appropriate Visa to work at the School, as the Executive Director shall determine in his judgement, with such changes as are approved by both the Chairman and the Treasurer.

Mr. Diacou reported that the search was continuing for a Director of Operations and for teachers, and that after interviewing 23 teacher candidates, demonstration teaching lesson sessions were to be held with the consultant, Ms. Triplet.

With respect to additional hiring of staff anticipated in the budget of the School or otherwise approved by the Board, upon a motion duly made and seconded, the Board unanimously adopted the following resolution.

Resolved that the Executive Director is authorized to make such offers of employment for positions previously anticipated in the Charter Agreement and the budgets approved by the Board in connection therewith or thereafter as shall be approved by both the Chairman and the Treasurer with such changes not contained in the Charter Agreement or budgets as they may both approve.

Applications & Lottery. Mr. Diacou reported that as of April 1st 109 applicants for kindergarten and 24 applicants for first grade had been received and would be offer admission in the school without use of a lottery. He also reported that an additional 60 applicants to kindergarten and 14 applicants for first grade had been received who would be offered admission or placed on a waiting list from which they would be offered admission in the order of receipt of the application until each class was filled.

Amendment to Financial Policy and Procedures Manual

Mr. Diacou reported on a recommended change in the School's Fiscal Policy and Procedure Manual. Upon a motion duly made and seconded, the Board unanimously adopted the following resolution:

Resolved that the Rosalyn Yalow Charter School Fiscal Policies and Procedure Manual (the "FPP Manual") is hereby amended to provide that each purchase of \$5000 and above shall require the signature of the Executive Director and the Treasurer (and not the Chairman of the Board), and the Charter School Business Management on behalf of the Board of Trustees is directed to make such amendments to the FPP Manual to reflect this resolution and the Executive Director shall make file such amendments as required under the School's Charter Agreement.

Family Handbook

Mr. Diacou reported that work was progressing on a draft family handbook that could be made available to the families of children admitted to the school, which he reported should be made available for distribution in May.

Employee Handbook

The Board discussed the draft Employee Handbook previously distributed, and upon a motion duly made and seconded, the Board unanimously adopted the following resolution:

Resolved that the Rosalyn Yalow Charter School Employee Handbook in the draft from presented to the Board of Trustees, with such further changes as the Officers of the School shall approve, is hereby adopted and approved.

Executive Session

None.

New Business

None.

Public Comment

None.

Adjournment

The meeting was adjourned at approximately 9:15 p.m.

Submitted by,
Shirley Saunders, Secretary
Approved May 19, 2015