

ROSALYN YALOW CHARTER SCHOOL
Board of Trustees Meeting
Minutes

Thursday, February 19, 2015
6:00 p.m.
4530 Delafield Ave
Bronx, New York 10463

Trustees Present

John W. Carr, Gregoria Feliciano, William Jackson, Dr. Benjamin Kearney, Ivan Lee, Michael Rosen, Shirley J. Saunders, William Scribner and Benjamin M. Yalow. Messrs. Jackson, Kearney, Rosen, and Saunders participated by Skype.

Trustees Excused

Dr. Sandra Hayes.

Additional Attendees

Alec Diacou, Executive Director, and Jill Beharry, Charter School Business Management ('CSBM')

Call to Order

The meeting was called to order at approximately 6:30 pm. A quorum was present. Mr. Carr introduced Ms. Jill Beharry who had been assigned by CSBM to support the School in its financial and business affairs, and would be expected to attend board meetings and report as needed.

Agenda

The agenda was adopted unanimously.

Approval of Minutes

Upon a motion, duly made and seconded, the minutes of the Board of Trustees meetings held on November 24, 2014 and January 27, 2014, with such changes as were noted, were unanimously approved.

Board Meeting Schedule

Upon a motion, duly made and seconded, the Board of Trustees unanimously approved the schedule of upcoming board meetings to be held on the third Tuesday of the month as set forth in Attachment 1 hereto.

Executive Director Report.

Mr. Alec Diacou, Executive Director, reported on activities undertaken since the last meeting of the trustees.

- 1. Principal Search.** Mr. Diacou reported on the work of the principal search committee, under the leadership of Mr. Shayne Evans, Chief Executive Officer of the University of Chicago Charter School and managing director of the University of Chicago Urban Education Institute, which also included Messrs. Carr, Diacou and Jackson and Ms. Feliciano. Mr. Diacou mentioned that 61 resumes had been received, 21 candidates were interviewed by telephone by individual members of the committee, 10 candidates were interviewed in a second round by multiple committee members via Skype, and 7 finalist were interviewed in person by members of the committee after references were checked. At this point, in light of the sensitive nature of personnel matters, the board went into executive session. The Board, upon a motion, duly made and seconded, unanimously authorized Mr. Diacou to offer the position of principal to *[name redacted pending acceptance of offer]*, and pending the end of her current academic term, a consulting arrangement to begin work immediately on a part time basis.
- 2. Teacher Hiring.** Mr. Diacou discussed his initial plans to assist the principal immediately in hiring teachers.
- 3. Facilities Search.** Mr. Diacou reported on the search for a school facility, mentioning that the facility at Fordham United Methodist Church was proving to be more difficult to make work, even with an initial opening of only 120 students. He mentioned the ongoing discussions to take over the remaining term of a lease at an existing charter school, and a second facility for which a draft proposal by a real estate broker was being prepared.
- 4. Enrollment Policy and Procedures.** Mr. Diacou reviewed with the board a proposed enrollment policy and procedures. After discussion, a motion, duly made and seconded, was unanimously approved to adopt the draft policy presented to the board and set forth as Attachment 2 hereto, with such changes and amendment thereto required by the NYS Department of Education and agreed to by the Executive Director.

Singapore Math Specialist

Mr. Diacou and Mr. Jackson led a discussion regarding the difficulty of instituting Singapore math into American curriculums and the critical need for constant professional development for classroom teachers. Mr. Jackson, an experienced consultant in the area, and the Executive Director proposed that the school consider hiring a full, or substantially, full time teacher with extensive experience in teaching and coaching teachers in Singapore math, rather than rely only on outsider consultants providing periodic professional development. Mr. Rosen, treasurer, and Ms. Beharry, reported that based on preliminary financial analysis the School should be able to add the cost of such a person to the staff. Mr. Jackson also mentioned that teachers with the requisite skills may be hard to find and can be expensive, and, that subject to addressing any immigration limitations, the School should also consider foreign teachers for such a position.

There was a general consensus on adding a Singapore math specialist to the staff, and it was recommended that Mr. Diacou, with the assistance of Mr. Jackson, report back to the board on additional details before a Singapore math specialist was hired.

Financial Policies and Procedures

The board reviewed a draft Financial Policies and Procedures Manual provided to the trustees that was initially prepared by CSBM. Ms. Beharry reported that it was based on a form of manual that her firm had recommended to, and that was used by, many charter schools. It was emphasized that the manual was open to revision as the operations of the school materialized and matured, and that the board could expect to review it, from time to time, to approve further changes. Upon a motion, duly made and seconded, the board unanimously approved the draft manual, with such changes and amendment thereto required by the NYS Department of Education and agreed to by the Treasurer.

Freedom of Information Law (“FOIL”) Policy

The board reviewed a draft Freedom of Information Policy provided to the trustees. After discussion, a motion, duly made and seconded, was unanimously approved to adopt the draft policy presented to the board and set forth as Attachment 3 hereto, with such changes and amendment thereto required by the NYS Department of Education and agreed to by the Executive Director.

Executive Session

The board went into executive session to inform the trustees of and discuss a certain personnel matter for which no action was taken.

New Business

None.

Public Comment

None.

Adjournment

The meeting was adjourned at approximately 8:25 pm.

Submitted by,
Shirley Saunders, Secretary
Approved March 17, 2015

Scheduled Board Meetings

Third Tuesday of the Month

March 17, 2015

April 21, 2015

May 19, 2015

June 16, 2015 [Approval of Annual Budget]

2015 – 16 Fiscal Year

July 21, 2015

August 18, 2015

September 15, 2015

October 20, 2015

November 17, 2015

December 15, 2015

January 19, 2016

February 16, 2016

March 15, 2016

April 19, 2016

May 17, 2016

June 21, 2016 [Approval of Annual Budget]

Enrollment Policy and Procedures

Freedom of Information Policy