



THE ROSALYN YALOW CHARTER SCHOOL

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Board of Trustees Meeting Minutes

Tuesday, May 15, 2018, 6:30 p.m.
116 E. 169th Street
Bronx, New York 10463

Trustees Present

Miguel Balbuena, Iva Lee, John W. Carr, Sandra Hayes, Shirley Saunders, Gregoria Feliciano.

Via Skype: Michael Rosen

Staff: Letta Belle Principal, Yvonne Booker-Byers, Naomi Ishida, Allison Reynolds, Shannon Burton, Don Mabrey, Collin Raymond

Via Phone: Donna Friedman, Executive Director, Mosaic Mental Health

Guests: Bernard Kennedy, Esq. of Bond, Schoeneck, & King, LLP, and Marissa Soto, Esq. of Soto & Associates.

Call to Order

The meeting was chaired by Sandra Hayes, and called to order at 6:40 p.m. A quorum was present.

Executive Session

Discussion ensued on potential litigation and Board governance. With the hiring of BoardOnTrack on May 7, 2018, we now have a stronger governance platform in place.

In order to enter into a 3-year lease renewal, Walker Memorial is insisting on a triple-net lease. We will have our attorneys explore renegotiating a lease renewal that allows Yalow to continue putting money into student services rather than building renovations. Our target completion date is June 1, 2018.

Although Mr. Carr has resigned as Chairman of the Trustees Board, he will remain a Trustee. We will advise Ms. Nicole Henderson at NYSED.

The Board discussed reorganizing the Board to include a Chairman and a Co-Chairman of the Board of Trustees for a 6-month trial period. A motion was duly made amending the By-Laws to create a Co-Chairman and election of Chairman and Co-Chairman (Attachment A).

A motion was duly made to elect Mr. Michael Balbuena as Chairman of the Board of Trustees and Mr. Ivan Lee as Co-Chairman. This motion passed with a vote of 7 to 0.

Adoption of Agenda

Upon a motion duly made, and seconded, the agenda was unanimously approved.

Approval of Minutes

Upon a motion duly made and seconded, the minutes of the meeting held on April 17, 2018, as amended, were unanimously approved.

Upon a motion duly made and seconded, the minutes of the board retreat held on May 5, 2018 were unanimously approved by the board members present at the retreat.

Finance Report

Michael Rosen and Collin Raymond of CSBM reviewed the monthly finance report for the 10-month period ending on April 30, 2018, distributed to the board. Finances are in a little better shape due to lower expenses, particularly salaries and taxes, giving us a greater surplus.

Fiscal 2018-19 Budget

The board received the 2-year budget covering the July 1, 2018 – June 30, 2020 period prepared by the executive director and reviewed by the finance committee during the May 5 Board retreat with a recommendation for submission to the full board. Following a lengthy discussion, upon a motion duly made and seconded, the budget was unanimously approved.

Employee Medical Benefits for FY2018-19

Quotes from three small employer plans (Oxford/United Health Care, Aetna, and Blue Cross/Blue Shield) were considered for FY18-19. Oxford had the lowest cost for the equivalent services Yalow is offering employees in FY17-18. Yalow's finance committee recommended increasing the subsidy Yalow currently offers for Oxford's basic plan from 90% in FY17-18, to 92% for FY18-19—a net increase in cost of 2.8% to Yalow.

Upon a motion duly made and seconded, the school's board of directors approved the following resolution.

Resolved: the Board of Trustees approves and authorizes the executive director to offer employees the Oxford Metro Gold Gated health plan (specialist referrals required) and subsidize \$659.73 of the individual premium. Metro Gold Non-Gated (specialist referrals not required) and Freedom Gold plans shall be offered to employees as “buy-up” health plans options.

FY17-18 School Calendar

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

Resolved: That the Board of Directors sets the number of official school days at 193 days, commencing September 4, 2018 and ending June 28, 2019, which includes two additional days to cover emergency school closures.

Paid Time Off (PTO) Buy-back Policy

Pursuant to a proposal made by the principal, Yalow's finance committee recommended compensating employees for each unused PTO day. Principal Belle noted that employees perceive PTO days as entitlements and a PTO buy-back program may reduce employee absenteeism.

Upon a motion duly made and seconded, the school's board of directors approved the following resolution.

Resolved: the Board of Trustees approves compensating employees \$200 for each unused Paid Time Off day outlined in the Rosalyn Yalow Charter School Employee Handbook.

Authorization to sign Third Avenue Facility Lease

Following a review of the revised annual rent for 3480 Third Avenue, upon a motion duly made and seconded, the school's board of directors unanimously approved the following resolution.

Resolved: That the Board of Directors authorizes Alec Diacou to sign the three-year lease with the landlord for 3490 Third Avenue, 3480 Third Avenue Realty LLC, for the lease commencing July 1, 2018.

Authorization to Switch Worker's Compensation Policy

The NYS Insurance Fund is adding a 32% surcharge to Yalow's premium due to "experience claims" (Nash and Morris). Our insurance broker, B&G Group, has secured a workers comp proposal from Utica National providing for significant savings.

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

Resolved: the Board of Trustees authorizes the executive director to drop the NYS Insurance Fund as carrier for Rosalyn Yalow Charter School's Worker's Compensation Policy effective May 18, 2018, and enter a new policy with Utica Mutual Insurance Co.

Principal Report

See attached report. Lengthy discussion of student progress ensued. Teacher recruitment for FY18-19 continues. Remaining hires needed: 5 teacher-social workers, 4 lead teachers/teaching fellows, and 4 response to intervention team teachers (special ed, ELL, and other).

Absentee Report

The absentee report was distributed to the trustees without discussion.

New Business

Sandra Hayes suggested that the Board consult BoardOnTrack about structuring an anonymous teacher survey. The goal: improved communication between the teachers and administration.

John Carr reviewed the objectives of the social worker-teacher strategy and action plan approved at the February 2018 board meeting and subsequent engagement of Mosaic Mental Health to prepare a working outline for effective utilization of teacher-social workers in classrooms. Principal Belle was directed to meet with Dr. Donna Friedman and finalize the report.

In order to entice additional social workers to join Yalow's teacher-social worker model, John Carr raised the issue of adjusting Yalow's salary scale to compensate social workers for holding an LMSW, equivalent with teacher compensation for holding a master's degree in education. Following discussion, upon a motion duly made and seconded, the school's board of directors approved the following resolution.

Resolved: the Board of Trustees authorizes the executive director to provide equivalent compensation to teachers holding a masters degree in either social work or education.

Public Comment

None.

Adjournment

The meeting was adjourned at 10:38 p.m.

Submitted by
Shirley Saunders, Secretary
Approved by Board of
Trustees on June 4, 2018

Attachment A, Executive Session, May 15, 2018 Board Minutes

[Resolutions amending By-Laws to create Co-Chair and election of Chairman and Co-Chair]

Resolved that the By-laws of the Rosalyn Yalow Charter Schools are hereby amended to add to Section 6.1 the following new subparagraph

(b) *Co-Chair*: The Co-Chair shall have all powers of the Chair except as are expressly not delegated to the Co-chair by the Chair and shall have such other powers as the Board may prescribe.

The current subsection (b) of section 6.1 shall be amended to read as follows

(c) Vice Chair: The Vice-Chair shall act in the place of the Chair and Co-Chair if both are absent or unable to fulfill their duties and when so acting will have all the Chair's powers and be subject to the same restrictions. The Vice-Chair shall have such other powers as the Board may prescribe.

The other existing subsections (c) through (g) of Section 6.1 shall be re-lettered in sequence as subsections (d) through (h).

Resolved that the officers of the Rosalyn Yalow School are directed to file this resolution setting forth the amendment to the By-laws of the Rosalyn Yalow Charter School with the New York State Education Department (the "NYSED") and such other appropriate offices or persons, for such and any review that may be required of them.

Resolved that Miguel Balbuena is hereby elected to the office of Chair effective immediately or, if so required, upon approval of the NYSED.

Resolved that Ivan Lee is hereby elected to the office of Co-Chair effective immediately or if required, upon the approval of the NYSED, including to the extent of the review and approval of the amendment of the By-Laws provided for in these resolutions.

Adopted by Unanimous Vote of the Board of Trustees on May 15, 2018