



# THE ROSALYN YALOW CHARTER SCHOOL

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## Board of Trustees Meeting Minutes

Tuesday, August 21, 2018, 6:00 p.m.  
116 East 169<sup>th</sup> Street  
Bronx, New York 10463

### Trustees Present

Miguel Balbuena—Chair, Dr. Sandra Hayes – Vice Chair, Gregoria Feliciano, Ivan Lee

Via Skype: Michael Rosen – Treasurer

By Phone - Shirley Saunders – Secretary

Staff: Alec Diacou – Executive Director, Shannon Burton- Acting Principal

### Call to Order

The meeting was called to order at 6:00 p.m. by Miguel Balbuena, Chairman. A quorum was present.

### Adoption of Agenda

The agenda was adopted.

### Executive Session

At 6:05 p.m. the board went into Executive Session to discuss the principal selection process. The session ended at 7:23 p.m. Discussion ensued on several personnel and board governance matters, including accountability

### Personnel Committee

Following Executive Session Mr. Lee reminded the board that Executive-Excellence is conducting the principal search process and recruiting candidates for board review. CSBM also referred a principal candidate. Mr. Diacou suggested all principal candidates be vetted through Executive Excellence, with which Yalow has a contract. Executive Excellence will do much of the follow-up work. Mr. Lee will need two members of the Board to assist in the search of a new Principal.

Mr. Balbuena informed the Board that in their packets there are two resumes one for Dr. Ross Lyon and the other for Lakiesha Howard, who are interested in becoming board members. He is actively recruiting additional board members.

The evaluation tool for the Executive Directive has been completed

### Board Approval Items

#### Acceptance of the Minutes of September 19, 2017

Upon a motion duly made and seconded, the minutes for the meeting held on September 19, 2017 were unanimously approved.

### **Acceptance of the Minutes of November 21, 2017**

Upon a motion duly made and seconded, the minutes for the meeting held on November 21, 2017 were unanimously approved.

### **Acceptance of the Minutes of March 20, 2018**

Upon a motion duly made and seconded, the minutes for the meeting held on March 20, 2018 were unanimously approved.

### **Acceptance of the Minutes of July 17, 2018**

Upon a motion duly made and seconded, the minutes for the meeting held on July 17, 2018 were unanimously approved.

### **Academics**

Mr. Balbuena informed the Board that Shannon Burton has taken on the role as the interim principal. Mr. Burton notified the Board that currently there are no teacher vacancies. Each new teacher hired is certified in addition to some being dual certified. Mr. Burton is in the process of seeking two additional teachers. The goal is to make sure all classes are staffed appropriately and that teachers feel they have support at all times. One major vacancy remaining is for the dean of students at the Third Avenue campus. The goal is to hire a seasoned candidate. Currently there are 3 candidates. Mr. Balbuena informed the Board that the Administrative Assistant position to the Principal has been changed to the Parent Engagement Coordinator position in order to meet the goals of the state and to build better relations with parents. This position has been filled and is responsible for much of the outreach including keeping a careful watch on attendance and making home visits when necessary.

The instructional focus for the year will be data driven using quarterly NWEA, STEP and CKLA assessments as a driver. Teachers will be evaluated and provided with feedback within 4 days. Mr. Burton hopes to meet with each teacher individually to discuss and assist in their goals for the school year. In addition, Mr. Burton stated there are 30-, 60- and 90-day goals for the academic leadership team. Schedules for the Bus Drill, Fire Drill and Shelter-in were provided for the academic year. Much of all new development is geared towards the improvement plan initially provided to the former principal. New system instructions will be produced in areas that need attention and will be presented to the Board. NYSED will also be notified of the new systems to rectify problematic areas. Mr. Balbuena and Ms. Feliciano will begin developing the data dashboard for the board based on the Children's Aid Society format previously discussed.

### **Operations/Facility Updates**

All necessary documents have been submitted for Dr. Donna Friedman to join the Board.

The Third Avenue campus is on track to open with no issues. The fire department will be conducting its inspection this Thursday, August 23, to obtain FDNY's clearance to open the facility. The 169<sup>th</sup> Street site has FDNY violations from December for missing signage. All required signage has been ordered, and will be in place for FDNY's inspection also taking place this Thursday. The filing of the NYC Department of Building permit for reconstruction of the roof and replacement of the four rooftop HVAC units has taken longer than originally anticipated for various reasons, including requisite architectural drawings. DOB application and drawings will be filed this week and permits issued, after which demolition and construction will commence.

The new HVAC units have not come in yet, and existing units will not be removed until the new units have been received.

### **Finance Update**

The Board will need to modify the signatories on the accounts. Current signatories are Michael Rosen, Shirley Saunders, Alec Diacou, and John Carr, who recently resigned from the Board.

Auditors are finalizing Yalow's FY2017-18 audit for the year ending June 30, 2018, and a draft will be ready for board review at the September board meeting.

### **Education Committee**

No business to discuss at this time.

### **Social-Emotional Committee**

The board agreed with Dr. Donna Friedman's suggestion of renaming the newly constituted social-emotional committee as the Social-Emotional Program and Development Committee. Bank Street's Emotionally Responsive Practices team will begin training Yalow staff members on August 30.

### **Adjournment**

The meeting was adjourned at 8:24 p.m.

Submitted by

Shirley Saunders, Secretary

Approved by Board of Trustees on

September 26, 2018