The meeting was held at: 198 Varet Street, Brooklyn, NY 11206

The meeting was called to order at 7:30 pm.

1. WELCOME
Ms. Putz welcomed everyone to the Board Meeting.

2. APPROVAL OF AGENDA
Mr. Rivera Made a Motion to approve the Agenda. Mr. Gonzalez-Colon Seconded. All were in Favor.

3. APPROVAL OF MINUTES FROM JULY 16, 2013 AND AUGUST 19, 2013
Mr. Gonzalez-Colon Made a Motion to approve the July 16, 2013 Minutes. Mr. Rivera Seconded. All were in Favor.
Mr. Rivera Made a Motion to approve the August 19, 2013 Minutes. Mr. Gonzalez-Colon Seconded. All were in Favor with one Abstention.

4. FINANCE UPDATE
   • Mr. Bello reported that Title I and Title II funds were submitted to the DOE and the budget for 2014 has been submitted.
   • The Pension and Financial Audits are in process and the draft has been circulated. The Board needs to approve.
   • Mr. Bello said that the NFF meeting was successful. They are impressed with our progress. We will finish the audit and get the final numbers, and expect the terms of the forbearance extension in the coming weeks. Ms. Eagen explained to the guests that NFF was one of the large creditors and in less than two years we will be debt free, which illustrates the financial strength of the school.
   • We received a response from the NYSED regarding the outstanding debt. We were successful in sourcing the title monies. The NYSED’s request for monies has been reduced from $800,000 to
$354,000. The Board then discussed the possibility of contesting it further and decided not to. The Board will notify the NYSED of its decision. Mr. Bello then Made a Motion to write a check to the NYSED to pay off the balance of the grant for $354,000 as soon as possible. Mr. Gonzalez-Colon Seconded. All were in Favor. The Board also decided to notify NFF. Mr. Bello said the Pension Audit is due October 15, but we managed to complete it early. Mr. Bello then Made a Motion to approve the Pension Audit. Mr. Gonzalez-Colon Seconded. All were in Favor.

5. CHARTER RENEWAL
Ms. Eagen reported that school leadership had their first meeting in which they broke down the application and divided the work. She encouraged the Board to decide on a date for an all-day retreat to work on the By-Laws, governance, etc. for the Charter Application.

6. ACADEMIC
- Ms. Gaffney said we had a phenomenal start to the new year and had four great open nights with families.
- The PA meeting had over 60 parents.
- Staff is working together as a team, meeting weekly and focusing on school support.
- Operations is running extremely well.
- Students are seeing more positive school culture.

7. TECHNOLOGY
- The Board was shown a presentation of the new Website for the school, which is much easier to update and manipulate. Mr. Gonzalez-Colon Made a Motion to make it our official page. Mr. Bello Seconded. All were in Favor.
- Mr. Medina told the Board that the phone system is outdated and explained three companies that he received bids from. He recommended that the school proceed with Quality Education Filter Contract. Mr. Gonzalez-Colon Made a Motion First to go with that company. Mr. Bello Seconded. All were in Favor. Mr. Medina then explained the use of trustee email addresses.

8. HR REPORT
Ms. Barimah reported that we have 120 employees, but we still need two Special Education teachers. She said we have several interns working for us. Ms. Barimah explained the new insurance program put out by the government and said that employees have that option.

9. COMMUNITY OUTREACH/DEVELOPMENT UPDATE
- Ms. Pierre updated the Board on our current enrollment, which is at 968.
- Mr. Kern reported on Title I presentation for the parents.
- The grant money from the Walentas Family Foundation has been received by WCHS.
- The Board discussed having an event in honor of Councilwoman Diana Reyna.
- A Daycare center would like to use our building as an emergency evacuation site for 20 students.

10. NEXT BOARD MEETING
October 29, 2013

11. ADJOURNMENT
Mr. Rivera Made a Motion to Adjourn. Mr. Gonzalez-Colon Seconded. All were in Favor.
WCHS Board Meeting Agenda
October 29, 2013

1. Welcome to Board Meeting

2. Approval of Board September Meeting Minutes

3. Academic Report
   (a) 360 Review

4. Enrollment

5. Finance
   (a) Audit Update
   (b) Finance Department

6. Community Outreach
   a) Walentas Family Foundation
   b) New Trustees
   c) Uniform Sponsorship

7. Facilities Report

8. Charter Status
   a) Response to Annual Comprehensive Review Report
   b) Charter Renewal Application Status
      i. Dates re Community Outreach
      ii. Date Public Meeting
      iii. Date re Trustee Retreat
      iv. Trustee review of documents
      v. Charter Amendments
      vi. Curriculum

9. Next Board Meeting

10. Adjournment

11. Executive Session
    (a) Litigation update
    (b) Employee status update
October 17, 2013

Sonya Hooks, Senior Director
New York City Department of Education
Charter Schools Accountability and Support
52 Chambers Street
New York, NY 10007

Andrea McLean, Director of Oversight
New York City Department of Education
Charter Schools Accountability and Support
52 Chambers Street
New York, NY 10007

Dear Ms. Hooks and Ms. McLean:

I write to you regarding the current enrollment of the Williamsburg Charter High School (“WCHS” or “School”). As you may have noticed in the Payment 3 Invoice, WCHS billed for 967 students. WCHS recognizes that 967 students is above the Projected Enrollment of 944 in the School’s charter. In fact, WCHS did not expect to have this many students enrolled at this point of the year. This year, WCHS made its best effort to reach its Projected Enrollment of 944 students at the start of the year without exceeding this number. Throughout the recruitment process, WCHS assessed historical student discharge trends and projected graduation information in order to enroll an appropriate number of students. As you are well aware, there are a number of factors that cause enrollment to remain in flux throughout the year. In our case, based on the summer discharge rate of students over the past several years, WCHS expected a greater number of students to discharge prior to the start of the school year. However, this September not only did we have a waitlist, but we had a record proportion of students who decided to stay at WCHS. Consequently, for Payment 3, we invoiced based on an enrollment that is twenty-three students over the Projected Enrollment. However, please keep in mind that based on our historical graduation and discharge trends throughout the school year, WCHS expects its enrollment to decline, and until we reach a total enrollment which will correspond to an average-yearly Projected Enrollment of 944 students, WCHS will not enroll any additional students.

We hope that the forgoing is clear and acceptable, and will assume, that if we do not hear from you, that it is. If, however, there are any questions or concerns regarding this matter, please let us know immediately so we can correct our approach.

In addition, and moving forward based on the approach identified above, in anticipation that future invoices during this school year may also be above 944 (but no more than twenty-three students or 2.4% above the Projected Enrollment), we ask for written consent to invoice for our enrolled students noting that our practice is to invoice only for seated students even if ATS shows a higher
enrollment of students because it includes those long-term absentees and others who remain on our register but have not attended WCHS during the current school year.

Thank you for your consideration in this matter. If you have any questions or need any additional information, please contact me at jcardarelli@thewcs.org or (718) 629-7202 or Ellen Eagen at eke5@cornell.edu or (315) 256-2461.

Sincerely,

[Signature]

Joseph Cardarelli
Director of Accountability and Compliance
Dear Business Owner,

The Williamsburg Charter High School (“WCHS”) would like to partner with you in a way that would benefit both your business and our students. This year, WCHS has developed a full after-school athletic program and will field ten teams in sports for girls and boys. Teams require a significant budget to cover the cost of equipment, league fees, and stipends for faculty coaches, in addition to uniforms. While WCHS is committed to supporting the athletics program, it will be necessary to fundraise to support a portion of the budget. It is our hope that you would be interested in partnering with WCHS to underwrite a uniform for one or more of our teams as a tax-deductible contribution to our athletics program.

If you choose to sponsor a team, your business will directly benefit in a variety of ways. First, the School’s website will feature a link to your business as well as its name, location, and contact information. Second, WCHS serves nearly 1000 students from Brooklyn and the outlying boroughs. The entire student population will be made aware of your support for our team through weekly announcements made at the School promoting upcoming sporting events. Third, your business will be mentioned in a variety of informational materials and in our quarterly bulletin which is sent home to our entire parent population. Fourth, as each team is assigned a page in the Schools yearbook, your business and logo will be displayed on the page of the team that you choose to support.

Please see the list below detailing the cost of the uniforms.

Any level of support your business is willing to offer would be an invaluable boost to our athletics program and would be deeply appreciated by our student athletes, their families, and the entire WCHS community. We very much appreciate you taking the time to consider partnering with us, and hope that we can serve both your business and our students over the coming months and years.

If you are interested in lending your support, please contact Patrick S. Kern, Director of Fundraising and Community Outreach at pkern@thewcs.org or via phone at (917) 775-2755. Thank you very much.

Go Wolverines!

P.S.  Our flag football team won last Saturday 20 to 17 and our Boys Soccer team is 2-0 on the year.

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