



**MINUTES**  
**Board of Trustees Meeting**  
**July 15, 2014**

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

**PRESENT**

Lourdes Putz, Chair  
Samuel Rivera, Vice Chair  
Akil Bello, Co-Treasurer  
Alma Iannotto, Parent Liaison  
Seth Failla, Teacher Liaison  
Robert Shea, Trustee  
Marcenia Johnson, Trustee

**GUESTS**

Mary Kenny, Minutes Transcriber  
Princess Barimah, HR  
Patrick Kern, Staff  
Tiffany Pratt, Staff  
Paul Leleck, Building Hope  
Belnardina Madera, Staff  
Eugene Podokshik, FFB  
Ellen Eagen, School Attorney (*via conference call*)

Kathleen Gaffney, Principal  
Kathy Fernandez, Staff  
Darnell Pierre, Staff  
Shawan Crooks, Staff  
Donald Brusca, Staff  
Tamisha Johnson, Staff

**EXCUSED**

Jose Gonzalez-Colon, Trustee  
James Lema, Trustee  
Iyndia Bey, Co-Treasurer

The meeting was called to order at 7:28pm.

**1. WELCOME**

Ms. Putz welcomed everyone to the Board Meeting.

**2. APPROVAL OF APRIL/MAY/JUNE BOARD MINUTES**

- **APRIL:** #3 Academic Report, last sentence – capitalize “School Attorney”  
#5 Human Resources Update – correct the spelling of “Paychex”

Mr. Shea made a motion to accept the April 29, 2014 Minutes with changes. Mr. Bello seconded. Ms. Johnson abstained. All were in favor.

- **MAY:** #3 Academic Report, first sentence – spell out “regarding”  
#4 Finance Update, third sentence – change to “Chair”  
#6 Fundraising, first paragraph, last sentence – change “attorney” to Ms. Eagen  
Also, capitalize “Board” throughout Minutes

Mr. Shea made a motion to accept the May 20, 2014 Minutes with changes. Ms. Johnson seconded. Mr. Bello abstained. All were in favor.

- **JUNE:** #3 Academic Report, first paragraph, last sentence – add “for college purposes”  
Second paragraph, last sentence – change to “recommended that the Board approve it by a quorum.”  
#4 Safety Audit, spell out “NJB”  
#5 Guidance Counselors’ Contract – delete first sentence.  
Last sentence – change “the grid” to “salary pay scale”  
#7 Finance Update, first paragraph, second sentence – change to read “the School Attorney stated that the school is processing and updating its fiscal policy.”  
Second paragraph – delete last sentence.

Third paragraph – correct the spelling of “Paychex,” change “meetings” to “members”  
Mr. Shea made a motion to accept the June 17, 2014 Minutes with changes. Mr. Rivera seconded. Ms. Johnson abstained. All were in favor.

### **3. STATUS OF BOARD**

Ms. Putz stated that the Board received two resignation letters, which were included in the materials distributed to the Board. Pastor Jose Gonzalez Colon and Iyndia Bey have resigned from the Board, effective July 15, 2014, and have not actively participated as board members in the 2014-2015 school year. Ms. Putz thanked them for their service. Mr. Rivera made a motion to accept the resignations of both Trustees. Mr. Shea seconded. All were in favor.

### **4. FINANCE UPDATE**

Ms. Fernandez reported on the bids for new copiers for the School, and recommended that the Board go with NY Business' bid. The Board asked that TGI Office Automation provide a written statement that we are allowed to dispose of their broken machines. Mr. Rivera moved to accept the NY Business bid for copiers. Mr. Shea seconded. All were in favor.

The Board actively engaged in discussion about the professional development services that New York Peace Institute would provide to the School, specifically regarding enhancing discipline policies and procedures within a restorative justice framework. Mr. Shea made a motion to accept the contract from the Peace Institute for \$8,000 for an immediate professional development on “restorative language” with possible follow-up discussions and plans for future professional development. Mr. Bello seconded. All were in favor.

Ms. Fernandez explained that Chase Bank did not accept the School's request for an extension regarding closing its accounts, and that the School now needs to move its accounts by July 19, 2014. The Board discussed the implications of bounced checks and how that would affect payroll and vendors. Mr. Bello offered to accompany Ms. Fernandez on July 18 to Bank of America to open a new account for the School.

Mr. Leleck reviewed the School's 2014–2015 budget with the Board. The numbers are based on an enrollment of 945 students and cover cash obligations to the landlord, technology expenses, salary increases, insurance, professional development and building maintenance and upkeep costs. The Board discussed with Ms. Gaffney the cost of hiring substitute teachers. Mr. Rivera made a motion to accept the 2014-2015 budget. Mr. Shea seconded. All were in favor.

Mr. Eugen Podokshik from First Fidelity Brokerage, Inc. addressed the Board on insurance coverage and said the cost for the School's policy went down by \$30,000 from last year. He proposed additional coverages for such liabilities as cyber theft, kidnapping, pollution and international travel. The Board stated that they would consider these additional coverages and thanked him for his presentation.

### **5. ACADEMIC REPORT**

Ms. Gaffney addressed the Board and asked Mr. Brusca to explain the document he presented regarding student attendance rates, lateness, passing rates, credit accumulation, graduation rates and college readiness. The Board discussed the issue of lateness and how the school could address the problem. Ms. Gaffney said that the data on student achievement in Math is a concern, and that the Princeton Review Summer Bridge Program and other Math-specific school-wide initiatives would help address the issue.

### **6. FACILITIES**

Ms. Eagen reported that the custodial staff was let go and given the opportunity to apply for jobs with Kleanix, the company that the School outsourced to clean the building, (but wouldn't be working for

WCHS).

Ms. Eagen showed the Board a memo from Raymond James and explained the two phases relating to building internal walls: permits and construction. The total cost of the project would be \$33,675, if the School goes with the companies that Mr. James recommends. Ms. Eagen said that Mr. James should be commended for the work he did on securing these quotes and agreed with Mr. Bello that the Board should look at *pro bono* work from Pratt Institute in the future. Mr. Rivera made a motion to accept the contract of S.R.Y. Design Associates, Inc. for Phase I of the project and New York Home Improvements for Phase II of the project, in order to begin work immediately. Mr. Shea seconded. All were in favor.

## **7. SECURITY AUDIT UPDATE**

The interviews were done and Ms. Putz spoke with NJB Security, the security auditors, today. They will issue a report and make recommendations within the next few weeks. Ms. Eagen provided a preliminary forecast of the report. The security audit firm is suggesting to hire a highly competent Director of Safety who can assist in training staff. Ms. Eagen recommended that the Board post the job of Director of Safety immediately to start the process of collecting resumes and the Board agreed.

## **8. ACCOUNTABILITY OFFICE**

Ms. Eagen asked the Board's permission to work with Mr. Brusca and Mr. Kern on WCHS's August 1 filing of the Annual Report and to provide the Board a status update via email the last week of July. Ms. Johnson made a motion to approve the delegation of work on the Annual Report. Mr. Shea seconded. All were in favor. Ms. Eagen told the Board that she had a discussed WCHS with the former chief of staff of the Charter School Office who was very impressed with the progress we made. Ms. Eagen also commended Mr. Kern, who has been working very hard in his new role of accountability.

## **9. HUMAN RESOURCES**

Ms. Barimah reported that staff contracts were due back by July 7 and 64 teachers returned their contracts and seven resigned. The School is in the process of hiring new teachers. The Guidance Department now has a term contract and the facilities department has been dissolved. The School is interviewing for two Assistant Principals: one for instruction and one for student support services.

Ms. Barimah and Mr. Kern announced the hiring of a new employee who will work in the Accountability, Human Resources, and Data Departments, Claudia Acevedo Quinones. The community is excited about this hire. She was chosen through a multi-tier hiring process including the School Attorney, Board Member Mr. Rivera, Mr. Kern, Mr. Barimah and Mr. Brusca.

## **10. DEVELOPMENT & COMMUNITY OUTREACH UPDATE**

Mr. Kern reported that the Bridge Program is off to a smooth start. 74 students enrolled and all have taken initial assessment tests. The vendor chosen to provide the program was the Princeton Review. Mr. Kern will be monitoring the program to assess value. Ms. Eagen asked Mr. Bello to observe and evaluate the program in light of his expertise.

Mr. Kern announced that the Final Report for the Charter Sound Studio Project for the Walentas Foundation grant will be submitted on Friday.

In addition, Mr. Kern and Ms. Pierre discussed the current and projected student enrollment numbers for the upcoming year. Currently WCHS has 984 enrolled. They added that the number will likely fall by approximately 25 students as has been the historical trend based on data from previous years.

## **11. NEXT BOARD MEETING**

August 19, 2014. Ms. Eagen asked and Board agreed to hold this meeting earlier in the day so that teachers could meet the Board during professional week and participate in open governance.

**12. EXECUTIVE SESSION**

- a. Legal – relating to pending litigation
- b. Personnel issues

**13. ADJOURNMENT**

Mr. Rivera made a motion to adjourn. Mr. Shea seconded. All were in favor.