



**MINUTES**  
**Board of Trustees Meeting**  
**October 21, 2014**

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

**PRESENT**

Samuel Rivera, Vice Chair  
Marcenia Johnson, Trustee  
Robert Shea, Trustee  
Akil Bello, Co- Treasurer  
Charles Hobson, Trustee  
Gabriel Perez, Staff Representative

**GUESTS**

Kathleen Gaffney, Principal  
Mary Kenny, Minutes Transcriber  
Ellen Eagen, Attorney  
Kathy Fernandez, Staff  
Kentia Murrin, Staff  
Roberta Cummings-Smith, Staff  
Raymond James, Staff

Claudia Acevedo, Staff  
Andre Sanford, Staff  
Princess Barimah, Staff  
Belnardina Madera, Staff  
Yusuf Burns, Staff  
Paul Leleck, Building Hope  
Patrick Kern, Staff

**EXCUSED**

Lourdes Putz, Chair  
James Lema, Trustee  
Alma Iannotto, Parent Liaison

The meeting was called to order at 7:17pm.

**1. WELCOME**

Mr. Rivera opened the meeting and welcomed everyone. He asked that we amend the agenda to move approval of the September Board Minutes to the last item.

**2. ACADEMIC REPORT/ENROLLMENT**

The Board watched a short clip from Brooklyn News 12 in which Ms. Gaffney was showcased. The clip showed the school's administration in a positive and warm light, and the Board agreed that this was the kind of good press the School is trying to obtain. Ms. Gaffney also highlighted other positive activities, such as Spanish Heritage Month, clubs, girls' basketball game, and the upcoming basketball event at the Barclays Center on Nov. 17. She then reviewed the academic report and spoke about teacher observations, "Chip, Chat & Chew," National Honor Society Diabetes Raffle, St. Jude's Walk, PSATs, and BEDS. Twenty colleges have visited the school already this year. Ms. Gaffney then reported that we have 90% attendance but lateness continues to be an issue. Students continue to struggle with math achievement, but she explained that the scores reported in her packet are not complete.

The School has hired a new special education teacher who kindly agreed to attend the high school fair the day after WCHS hired him. Ms. Gaffney also explained \$70,000 in the SPED budget that the School didn't utilize and was returned. Enrollment is at 957. Mr. Kern reported that he has visited ten feeder schools and two high school fairs. Also, the School will host its first open house on Saturday, November 15<sup>th</sup>.

A luncheon has been planned with the New York City Police Department and the New York City Transit Police to help build relationships in the community. Also, a Thanksgiving luncheon will be planned to thank organizations that have contributed to the school, like Learning Afar, who awarded WCHS a \$35,000 grant for the Costa Rica trip.

**3. FINANCE UPDATE/AUDIT UPDATE**

Ms. Fernandez reported that she will be sending the financials by email once the audit is finalized. The audit was completed on time and the financial audit will be finalized by next week. Title I and Title II expense reports were completed. Ms. Fernandez said that Title I was spent completely and Title II carried over by \$5,000.

Mr. Leleck reported that the audit is due on November 1<sup>st</sup> and that the School is in good shape.

## **5. FACILITY**

Ms. Eagen reported that Mr. James had completed the walls and the carpets are done in six rooms. She said that Kleanix, the outside contractor, has been doing a great job keeping the building clean. Mr. James managed to get their contract for a lower fee.

Security: Ms. Eagen reported that the School is moving along with the recommendations made by NJB Security. Ms. Barimah reports that the security team is getting their certifications and licenses in order. The School will consider additional training.

Ms. Eagen stated that the School received a number of quotes to update the camera system and was not comfortable with the prices, so they are looking at other vendors. Mr. Bello had previously recommended that the Board consult with John Witherspoon, an IT specialist who came in and made an assessment and follow-up report, which the Board is reviewing. He agreed that the quotes on the camera system were too high. He also reviewed the computers that students utilize and felt they have too much access and recommended software. His fee was \$125 an hour, and Ms. Eagen asked the Board to approve having him back in for further work on a project basis.

Mr. Burns reported that he attended the community board meetings to foster relationships. Also, he indicated that the NYPD is present at dismissal to ensure a safe exit. Mr Burns reported that we will be having a Thanksgiving brunch to thank them and the Transit Police.

## **6. COMMUNITY OUTREACH**

### **a) Fundraising**

Mr. Kern reported that WCHS did not win the Walentas Grant, but feels the School should apply for other grants with the same topic. He also met with a representative from Council Member Reynoso's office and had a great conversation about special funding and a capital improvement project proposal. Mr. Kern then spoke about changing the floors in the dance studio. Mr. Leleck said this is in the budget, but the School will need to start getting quotes.

### **b) Public Relations**

Mr. Kern said that a reporter from Chalk Beat contacted him about doing a piece on the school. Also, Wonton Food, Inc. wants to become involved with the school; the latter will be celebrating Chinese New Year and invite the owner to participate. Learning Afar would like to use the building for a fundraiser.

Ms. Acevedo spoke to the Board about a new recycling program.

## **7. BOARD DEVELOPMENT**

Mr. Hobson addressed the Board. He said he was very impressed with the graphics on our stationery, and it was explained that the leaves on the tree logo represent the growth of WCHS's students: green for freshmen, yellow for sophomores, brown for juniors, and fallen leaves for graduating seniors. Mr. Hobson mentioned that he would like to volunteer his time to put together a film on the history of the school and showcasing it on the website. He would not be compensated, but production costs would be between \$10,000 and \$12,000. Ms. Fernandez said that it would be covered under the marketing and advertising

budget. The Board approved the project.

The Board welcomed Mr. Perez, who was nominated by his peers to run for the teacher liaison opening, to the Board. Ms. Iannotto is still on the Board, but looking for a replacement to represent the parents. Ms. Eagen mentioned that it would be good to recruit other members with finance backgrounds. Mr. Hobson said that he is inviting colleagues from the media.

#### **8. HUMAN RESOURCES**

Ms. Barimah said that in response to last month's meeting, this month's package included a list of 18 job posting websites that the cabinet voted on.

Ms. Barimah said that we are now in phase 3 of the switch to Automatic Data Processing, Inc. Time clocks have been placed on the wall, etc. She then spoke about auto enrollment in employee benefits. It was decided to survey the staff to see who would approve of auto-enrollment. Ms. Eagen then spoke about a matching program for employee retirement.

#### **9. ACCOUNTABILITY**

Mr. Kern stated that the annual report is due on November 1<sup>st</sup>. The School submitted a draft in the summer but they didn't have all the student data then. The Board discussed amendments to the charter goals in the coming years.

#### **10. NEXT BOARD MEETING**

November 18, 2014 (to be confirmed)

#### **11. APPROVAL OF SEPTEMBER BOARD MINUTES**

Mr. Bello made a motion to approve the September Board Minutes. Ms. Johnson seconded. All were in favor.

#### **12. EXECUTIVE SESSION**

The Board broke into Executive Session.

#### **13. ADJOURNMENT**

The Board reentered into public section. Mr. Bello made a motion to adjourn. Mr. Shea seconded. All were in favor.