



**MINUTES**  
**Board of Trustees Meeting**  
**January 29th, 2014**

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

**PRESENT**

Lourdes Rivera Putz, Chair  
Charles Hobson, Trustee  
Gabriel Perez, Teacher Liaison  
Akil Bello, Co- Treasurer  
Marcenia Johnson, Trustee

**GUESTS**

Kathleen Gaffney, Principal  
Donny Brusca, Staff  
Patrick Kern, Staff  
Ellen Eagen, School Attorney  
Kathy Fernandez, Staff  
Princess Barimah, Staff  
Kentia Coreus, Assistant Principal

**EXCUSED**

Samuel Rivera, Vice Chair (excused)  
James Lema, Trustee (excused)  
Robert Shea, Trustee (excused)  
Alma Iannotto, Parent Liaison (excused)

The meeting was called to order at 2:00 p.m.

**1. WELCOME**

Ms. Lourdes Rivera Putz thanked everyone for their well wishes during her absence and extended illness. She said she was very happy to be back.

**2. FINANCE**

Ms. Kathy Fernandez reported that the School is on budget. The School is budgeted for 7.6 million and spent 7.4 million, and so has a surplus of \$200,0000. Finance is working with Accountability on a February submission to the Department of Education. Ms. Fernandez sent 990 forms to the Board to be approved, as they need to be submitted by February 15th.

Ms. Eagen asked Ms.Fernandez and Ms. Barimah to discuss 403B options for the teachers. The discussion opened up to the public. There were questions about the delay in initiating teachers on 403B plans. The public commented on teachers' need to be educated about future savings, the lack of expendable cash, and the School's responsibility to provide teachers with information about the value of planning for retirement. Attendants then discussed the question of whether the School should have a non-elective automatic school contribution or a matching plan. The Board decided to table the question of percentage of match or contribution, and vote on contribution framework.

Mr. Bello made a motion for the School to adopt non-elective plan. Ms. Johnson seconded the motion. Four

were in favor, and the motion was approved. Mr. Bello asked Human Resources and Finance to provide a chart of percentage matches that includes one percent so that the Board can decide on contribution percentage.

### **3. ACADEMIC REPORT**

The Board thanked the teachers who were present at the meeting.

Ms. Gaffney talked about the following issues:

- Department of Education survey is 87 % complete and the deadline is February 13<sup>th</sup>.
- All grade leaders are being evaluated.
- Ninth period scheduling is progressing.
- Graduation scheduled for Hunter College.
- Parents Association meetings are active. There are day and night meetings, each with at least 20 people in attendance. Ms. Johnson asked if the School would consider creating incentives for the parents.

Ms. Eagen spoke about efforts of the School to create a Career Technical Education (“CTE”) department. She discussed the plan spearheaded by Ms. Kaylan Corr to develop a curriculum focused on CTE, and contemplated the idea of offering the CTE diploma. Ms. Eagen said Ms. Corr has been working on developing the program for the last several months. Career pathways that are being considered are computer science and finance. The Board agreed to pay Ms. Kalyan Corr a stipend of \$2,000.00 to develop this new department and curriculum, and delegated Ms. Eagen to work with Ms. Corr on the project. Mr. Bello questioned whether a CTE program would enhance our rating in career and college readiness.

Assistant Principal Kentia Coreus discussed the following:

- On March 14th, 2015 Rick Smith will provide a professional development about conscious classroom management at the first annual teacher recruitment open house.
- The first-year teacher support program is piloting. Fourteen of these teachers will be paired with an Instructional Coach. Ms. Harris, who is a dance teacher and has a background in instructional coaching, will be in charge of this. The program will allow teachers to get to know themselves and their own teaching styles. After this, administration will have a better understanding of the kinds of Personal Development the teachers need.

### **4. HUMAN RESOURCES**

Ms. Barimah discussed the open house for staff recruitment. The Board agreed on a per session for individuals who are working on developing and working the open house. A message will be sent to the community the third week of February

### **5. COMMUNITY OUTREACH/FUNDRAISING UPDATE**

Mr. Kern reported on the completion of the promotional video. The Board viewed it and expressed their appreciation to Mr. Hobson. The Board deemed it professional and an excellent resource for student and teacher recruitment and fundraising.

Mr. Kern presented two proposals for the dance studio. The Board approved Kern’s recommendation of Event Deck even though the floor was more expensive. He said they were receptive and their quote, more

detailed than the rest. He also expressed interest in working with a local vendor. Mr. Bello expressed concerns about the sound system aspect of new space. Mr. Bello asked Mr. Kern to make sure that the noise does not impact other classrooms.

The School secured computers from New York University. The Board expressed appreciation to Ms. Levin for assisting with the acquisition.

#### **9. SECURITIES /FACILITIES**

Ms. Eagen provided an update on the security system. She explained that she negotiated the contract with ACT to save money by limiting the middle man role. The Finance department is processing the ACT and Milestone quotes.

#### **10. BOARD DEVELOPMENT**

Ms. Eagen and Mr. Kern discussed potential new Board members, including Joe Cardarelli. Mr. Kern was encouraged to give potential Board members a tour of the School, as well as the Board application.

#### **11. NEXT BOARD MEETING**

February 24th, 2015

#### **12. APPROVAL OF OCTOBER, NOVEMBER, AND DECEMBER MINUTES**

The Board reviewed minutes for October, November, and December 2014. Mr. Bello made a motion to approve the minutes for October, November, and December 2014. Ms. Johnson seconded. All were in favor.

#### **13. ADJOURNMENT**