



**MINUTES**  
**Board of Trustees Meeting**  
**February 24, 2015**

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

**PRESENT**

Samuel Rivera, Vice Chair  
Akil Bello, Treasurer  
Gabriel Perez, Teacher Liaison  
Charles Hobson, Trustee

**GUESTS**

Kathleen Gaffney, Principal  
Mary Kenny, Minutes Transcriber  
Ellen Eagen, School Attorney  
Kathy Fernandez, Staff  
Manny Morales, IT Consultant  
Belnardina Madera, Staff

Darnell Pierre, Staff  
Patrick Kern, Staff  
Princess Barimah, Staff  
Terra Dunn, Parent  
Raymond James, Staff  
Paul Leleck, Staff

**EXCUSED**

Lourdes Rivera-Putz, Chair  
James Lema, Trustee  
Robert Shea, Trustee  
Marcenia Johnson, Trustee  
Alma Iannotto, Parent Liaison

The meeting was called to order at 7:21pm.

**1. WELCOME**

Mr. Rivera opened the meeting and welcomed everyone.

**2. APPROVAL OF JANUARY BOARD MEETING MINUTES**

The Board tabled this item for the next meeting due to lack of quorum.

**3. FINANCE UPDATE**

Kathy Fernandez informed the Board that the numbers have not changed, due to mid-winter recess. The 990's were submitted, and the School retains a surplus of \$200,000.00.

**4. ACADEMIC REPORT**

Ms. Gaffney shared with the Board that all teacher surveys have been done. Students and parents will complete theirs this week. She noted that historically, WCHS has had great participation among parents. All teachers have received their mid-year evaluations.

Ms. Gaffney also mentioned that Department Leaders meet weekly and have a bi-weekly briefing with the entire staff. Wednesday Professional Developments take place on a weekly basis. Ninth period scheduling is currently being discussed and students with the highest infractions/intervention are the main focus.

Ms. Gaffney thanked everyone for their participation in a number of contests which could lead to funding for School projects. Some of these include Teens for Jeans, Big Apple Awards (Ryan Heyman was a nominated teacher) and New Balance (for a gym).

Ms. Gaffney distributed the chart with Semester One passing rates and was impressed with the Senior class grades. The Junior class is struggling, but she said the School is working on that. Math is always a concern,

but she reminded the Board that the School's passing rate is 70% according to the charter. Ms. Gaffney said that Title I gives the School money for tutoring. The Board discussed hiring language teachers to meet that goal, and Ms. Eagen said that the School is creating the budget for next year and it is a good time to start this conversation. She asked the School to review the goal in the charter regarding the Advanced Regents and create an action plan to reach it.

## **5. HUMAN RESOURCES**

Ms. Barimah reviewed the chart of 403B contribution according to salaries and matching percentages, which employees would receive in a lump sum at year end. The Board discussed the different scenarios and said that it is already budgeted. Mr. Bello said that he is leaning towards 1.36% or 2%, and the Board will vote on this at the next meeting.

The Board then discussed a proposal regarding care time that will roll over into July for just this current year. All employees will then begin August 1<sup>st</sup> with new care time. Ms. Eagen explained that when a teacher is absent, the School needs to bring in a substitute teacher, which impacts the budget. Administration doesn't need to be covered. The Board discussed how this roll-over would impact employees who used up all their time already or employees who planned on using their new days for vacation. Ms. Gaffney reminded the Board that days need to be approved by her first. The Board decided that the policy would be changed for just this current year as a "year plus roll-over" with the Principal's permission. It is already in the Personnel Handbook, and Ms. Barimah will issue a notice to staff immediately.

## **6. FACILITIES/IT UPDATE**

Mr. James updated the Board on construction/repairs of walls and the painting of various rooms around the building. The cafeteria floor was waxed and cleaned, and an exterminator toured the building. He also mentioned that a couple of snow blowers broke down and need to be replaced.

### **IT UPDATE**

Ms. Eagen walked the building with David Linary and John Witherspoon to analyze infrastructure in anticipation for the installation of the cameras. As it turned out, the infrastructure currently can't support the camera upgrade. The School needs to make certain purchases regarding a switch and UPS prior to installing cameras. Additional project cost will be \$5000 to \$7000. In light of the need to have stronger IT support, Ms. Eagen reached out to Manny Morales, owner of MIM Consulting, to assess computer infrastructure.

Mr. Morales made the following points about the IT system:

- The system can't support the new cameras.
- The staff has not had the tools to manage the system here. Backup of the system needs to be done.
- The School needs to budget for upgrades every five years.
- Technology and computer repairs should be included in classroom curriculum.

The Board discussed the issues, and Mr. Bello asked Mr. Morales for a hardware replacement quote, consulting quote, five-year plan quote and curriculum quote. Ms. Eagen asked him how quickly he would get back to WCHS and he said that he would send the quotes by tomorrow. Mr. Rivera thanked him.

## **7. SECURITY UPDATE**

Ms. Eagen reported that there was a change in personnel in the Security Department, and that Tamisha is interim acting Assistant Director of Security. The School is looking for a new head of security. Yusuf Burns is no longer in that role. More details will be given in Executive Session.

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

Mr. Kern reported that the dance studio went in over the break with a grant. He says he is helping the students understand and appreciate the significance of the grant, and thanked the Board and everyone involved for all their efforts. He said there is still money for a sound system.

Mr. Kern also said that Ms. Pierre received 550 applications from students who have applied to WCHS for the fall. This time last year the School had 400. He thanked Ms. Pierre for doing a great job.

#### **9. BOARD DEVELOPMENT**

Ms. Terra Dunn was introduced. She is a parent of a WCHS student and is interested in joining our Board. Ms. Eagen welcomed her to the meeting. Joseph Cardarelli's application will be submitted to the Board for approval.

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

March 24, 2015

#### **9. EXECUTIVE SESSION**