



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

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

PRESENT

Lourdes Rivera-Putz, Chair
Samuel Rivera, Vice Chair
Charles Hobson, Trustee
Marcenia Johnson, Trustee
Gabriel Perez, Teacher Liaison

GUESTS

Kathleen Gaffney, Principal
Mary Kenny, Minutes Transcriber
Ellen Eagen, School Attorney
Kathy Fernandez, Staff
Casey Snepar, Staff
Belnardina Madera, Staff
Manuel Andino, Staff
Tania Dumas, Staff
Tamisha Johnson, Staff
Ryan Lee, Staff

Darnell Pierre, Staff
Patrick Kern, Staff
Princess Barimah, Staff
Stephan Dukofsky, Staff
Stephen Haff
Paul Leleck, Staff
Donny Brusca, Staff
Marquenn Robles, Staff
Roberta Smith, Staff
Ryan Lee, Staff

EXCUSED

Akil Bello, Treasurer
James Lema, Trustee
Robert Shea, Trustee

The meeting was called to order at 7:10pm.

1. WELCOME

Ms. Rivera-Putz opened the meeting and welcomed everyone.

2. APPROVAL OF JANUARY/FEBRUARY BOARD MEETING MINUTES

February 24, 2015 Minutes:

Page 2, #6, IT Update, last paragraph: add “MIM Consulting”

Mr. Rivera made a motion to accept the February Minutes as amended. Mr. Hobson seconded. Two abstentions. All the rest were in favor.

January Minutes:

Mr. Hobson made a motion to accept the January Minutes. Ms. Johnson seconded. Mr. Rivera abstained. All the rest were in favor.

3. FINANCE UPDATE/FACILITIES UPDATE – Kathy Fernandez

Finance

Ms. Fernandez discussed the February finances. She said the school has been conservative with the budget and went over the financial report with the Board. As of February, the School has a surplus of \$100,000:

- The Fidelity Account shows \$8,204. The Bank of America (“BOA”) Operating Account #5597 shows \$119,958. BOA Student Funds #5539 shows \$44,680. BOA Savings (Reserve) #5513 shows \$75,547. BOA Incoming Funds #5542 shows \$5,807,849. Petty cash is \$1,000.

Mr. Leleck reviewed a memo from the School’s audit partner, Gus Saliba from the firm Fruchter Rosen, regarding 2015 benchmarks and ratios as compared to other schools. It appears that WCHS is in solid shape. Mr. Saliba advised the School to have reserves of three to four months in the bank in Certificates of Deposit, and that since the School is generating cash, now is a good time to invest. Mr. Leleck said that the School made about \$500,000. Without rent, the School generated \$1 million. Several items on the financial spreadsheet were discussed.

Ms. Fernandez reported that the engagement letter for the next audit went out, and that a conference call was held between her, Mr. Leleck, and Mr. Saliba to begin the conversation for next year's audit.

As a best practice, the Board would like to gather additional bids for the upcoming audit. Ms. Fernandez also discussed the updating of Fiscal Policy Handbook, which is happening with the help of Charter School Business Management ("CSBM").

Facilities

Ms. Fernandez reviewed the Facilities Report. Her update included the following points 1) two heating units are out of service and need parts. 2) Floors are being scrapped during spring break. 3.) The cafeteria is being refreshed and ceiling lights are being replaced. Ms. Fernandez also reported to the Board that Raymond James holds a certificate in sprinkler maintenance and has had our violations dismissed.

4. ACADEMIC REPORT

Ms. Gaffney highlighted the top six items for the month:

- Parent and student surveys: The School did very well last year with participation and has been reaching out to parents via text messages.
- School culture, safety transitions and uniforms: There are new members of the security team in the building and they are doing well.
- Ninth period scheduling committee: Ms. Gaffney polled students and found that 25% of students do not want to be in their club.
- Student attendance: Attendance is at 89%, but 1st period continues to have lateness problems.
- Senior/Graduation activities: The senior trip will take place next month, followed by the prom. Graduation will be at Hunter College.
- Interviewing continues for the Director of College Guidance position.

Academic Summary: Passing rates were low in major subjects (although third quarter ends next week, so the numbers are not accurate. Ms. Eagen asked Mr. Brusca to clarify where the School is in the term, pointing out that not all grades are in so these numbers are not final). Ms. Gaffney sent out key questions to Grade Leaders to ask their teachers about this matter. Grade Leaders reported that projects/assignments and work not being handed in. Attendance is poor in 1st period, and the school is problem-solving this issue. New teachers are going over instructional goals.

5. LATIN DEPARTMENT UPDATE

Stephan Dukofsky gave a brief background on his department and his role as Department Leader. He then introduced Mr. Haff from Still Water In The Storm, which is a program located in Bushwick where WCHS students have been mentoring youngsters in Latin. Mr. Haff invited the Trustees to come and observe the kids.

6. HUMAN RESOURCES

Ms. Barimah reviewed the chart of 403B contributions, and the Board discussed what percent the school would be willing to match. Ms. Rivera-Putz and the Board decided that WCHS will start at 1.36% and go from there in the future. Mr. Rivera made a motion on 1.36% for the 403B Contribution. Ms. Johnson seconded. All were in favor. The Board asked Ms. Barimah to write up a positive blurb for staff about how it will work.

7. FACILITIES/IT UPDATE

See above (Number 3).

IT UPDATE

Ms. Eagen reported that Mr. Witherspoon will continue with the camera infrastructure; he has time to help and has established a relationship with the people and the building. He will come in the week of April 6 to install the cameras and train Mr. James on the system. The School can then transition to using the services of a different consultant, Mr. Manny Morales, to continue the audit of the IT system. The Board voted on this: Mr. Rivera made a motion to approve Mr. Molares' proposal of \$2,500 to audit the infrastructure. Mr. Hobson seconded. All were in favor.

Ms. Eagen and Mr. Kern reported to the Board on SriptED, a CTE computer science program that enables students to learn website development and coding skills. The program would cost \$6,000 for one year with a select group of students (15), several of whom would receive paid internships in the summer following the course. SriptED teachers would also work closely with WCHS staff to enforce the skills to students on days when they were not teaching the class. The Board discussed student interest, holding the class as a 9th period club or 8th period class and whether or not students would earn credit. Ms. Rivera-Putz expressed that she is always looking for anything that gives the students opportunities and the Board agreed that it would be a good idea.

8. SECURITY UPDATE

Ms. Eagen reported that there was a change in the Security Department. Mr. James was interim acting head of security and suggested that the School use an outside agency to fill gaps in the department. Formal evaluations are being done, and there have been some terminations in the last month. Tamisha Johnson is doing a very nice job as assistant to the acting head of security.

9. COMMUNITY OUTREACH/FUNDRAISING UPDATE

Mr. Kern reported on:

- a) Building Hope Donation: \$5,000 donation, WCHS purchased five new iMACs for use in conjunction with the Charter Sound Studio and the creation of the "Charter Records" recording label.
- b) The dance studio barres were purchased, but the School needs to work with the facilities team to have them installed.
- c) BKC3 Proposal: This is a church that wants to use the School's auditorium every Sunday and will likely donate a projector to the School. The Board discussed insurance issues, childcare issues, maximum capacity, tax abatement, community outreach, and the landlords approval. The Board decided to invite him in to discuss further.
- d) Man Up! Inc.: This is a local group that mentors students on their rights. It costs \$20,000 a semester. The Board decided to table this for another day, but felt that there is a need for it in the building. There are other less expensive groups that do this.
- e) City Council Funding/Reso-A: This is a grant from Council Member Reynoso that will help with capital improvement projects, such as gymnasium. The Board discussed if it is feasible for a charter school to get involved with this, because it would have to work with the DOE School Construction Authority. The Board asked Mr. Kern to follow-up

10. BOARD DEVELOPMENT

Joseph Cardarelli's application was voted on by the Board. Ms. Johnson made a motion to approve the application for Mr. Cardarelli becoming a Board member. Mr. Rivera was second. All were in favor.

11. NEXT BOARD MEETING

April 29, 2015 at 4:30pm. The Board discussed having an Annual Board Meeting soon.

12. EXECUTIVE SESSION

13. ADJOURNMENT