



**MINUTES**  
**Board of Trustees Meeting**  
**July 21, 2015**

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

**PRESENT**

Lourdes Putz, Chair  
Marcenia Johnson, Trustee  
Samuel Rivera, Vice Chair  
Charles Hobson, Trustee

**GUESTS**

Kathleen Gaffney, Principal  
Ellen Eagen, School Attorney  
Mary Kenny, Minutes Transcriber  
Princess Barimah, Staff  
Kathy Fernandez, Staff  
Tamika Johnson, Staff  
David Fier, Staff

Darnell Pierre, Staff  
Bell Madera, Staff  
Raymond James, Staff  
Stephon Dukofsky, Staff  
Manny Morales, IT  
Paul Leleck, Building Hope

**EXCUSED**

James Lema, Trustee, Akil Bello, Treasurer, Robert Shea, Trustee, Gabriel Perez, Teacher Liaison, Joseph Cardarelli, Trustee

The meeting was called to order at 6:00pm

**1. WELCOME**

Ms. Putz opened the meeting and welcomed everyone. Each person introduced himself.

**2. APPROVAL OF JUNE 16 BOARD MEETING MINUTES**

This item was postponed until the August Meeting.

**3. ACADEMIC REPORT**

Ms. Gaffney reported on:

- a) School manuals that are being revised include personnel, teacher and covenant
- b) Interviews to fill vacancies
- c) Scheduling for next year
- d) Professional Development – Consultant from Blackbaud helping schedule common planning and PD on August 25 & 26 for Counselors
- e) 9<sup>th</sup> Grade programs
- f) Annual Report

Ms. Gaffney also compared Regents results with last year’s data and said that we are still struggling in Math. She introduced Mr. Fier, the new Department leader who explained how the curriculum will be re-designed to improve the scores. He said that incoming 9<sup>th</sup> Graders will be given a pre-test to properly place the students and said this will be helpful in re-evaluating the curriculum. More than half are below grade level. He said that we will be offering peer tutoring as well as after school tutoring. Ms. Gaffney said that our passing rates went up this year compared to last year.

**Enrollment**

Ms. Pierre reported: 1,001 enrolled at the moment with 70 left on the lottery wait list. This number will fluctuate. Ms. Eagen said that the Board will be working on amendments to the enrollment policy to allow employee child preference.

**Bridge Program**

40 students attended and will participate in Math and ELA instructional sessions and a culminating field trip at the end of the program designed to forge strong relationships and trust.

## **Summer School Program**

Mr. Dukofsky thanked everyone who worked summer school and gave his reflections. He spoke about the hiring process, uniform monitoring and showed how a syllabus can help students track their own progress.

## **College Counselor Position**

Ricky Brown was offered and has accepted the position of Director of College and Career Guidance. His current position as head of guidance counselors will be dissolved and supervision of guidance counselors will be handled by the AP of Student Life.

## **4. FINANCE**

Ms. Fernandez reported on the 403b audit and the general audit. She said we still need to submit documents but student records and personnel records were reviewed.

Ms. Fernandez then reported that we ended June 30 on a negative balance which was due to adjustments of per pupil money (\$35,000 will be returned). She compared that figure to last year when we needed to return \$78,000. Ms. Eagen noted that the deficit in June was due to contributions of 403b to staff..

Mr. Leleck mentioned that Mrs. Eagen and Ms. Fernandez were working on fiscal manual and will review with the Board prior to audit.

## **5. HUMAN RESOURCES UPDATE**

a) The Board revisited the religious holiday policy. Ms. Eagen stated what is on the record: No religious holidays, Good Friday is a PD day. Ms. Eagen said that there should be a proposal to offer taking a religious day off without being docked care time or pay. She said that by a day certain staff could let Ms. Barimah know if they expect to observe any days; Ms. Barimah added days off should be capped at two. Ms. Putz told Ms. Barimah to revisit with the Board in September.

b) Ms. Eagen reviewed Mr. James' proposals for security staff:  
Bring in ADT security system for overnight security, eliminating a staffer on premise during that shift (midnight to 8AM). That agent will be brought in during the day. The Board agreed.

## **6. COMMUNITY OUTREACH/FUNDRAISING**

Mr. Rivera reported to the Board.

- Awaiting results from the Walentas Family Foundation grant for a parent resource library.
- VICE project: We received strong feedback and the producers were happy with the pilot.
- Council Member Antonio Reynoso is considering holding a large PTA fair project here.
- United We Stand of New York will hold its annual benefit at WCHS in the fall.
- The Annual Report is in process and nearing completion, the due date is August 1<sup>st</sup>.
- Mr. Rivera said he is putting together an introduction letter to local businesses regarding fundraising.

## **7. BOARD OF TRUSTEES**

- a) Potential Trustee Candidate: John Witherspoon  
Ms. Eagen said that Mr. Witherspoon expressed an interest in joining the Board. He has an IT background and will attend the August meeting.
- b) Board needs to complete the 2014-2015 surveys for the Annual Report.
- c) The Board discussed changing the day of monthly meetings to Wednesday.

## **8. NEXT BOARD MEETING**

August 26 and 4:30pm.

## **9. FACILITIES/SECURITY UPDATE IT**

Ms. Eagen reviewed facility bids for Ajax, cafeteria floors, elevator repairs which the Board approved.

Mr. Morales addressed the Board on IT issues. He said the main issue is the bandwidth, which is very small and not enough for the whole building. The video camera system is going through the same network. Also, the modem failed, as well as the server box. The password is old and needs to be changed. He said that we have Time/Warner Cable now but we have another contract here that can offer very fast cable and installation will be paid by e-rate. Mr. Morales urged the Board to move quickly and they agreed to go ahead.