

**MINUTES**  
**Board of Trustees Meeting**  
**January 19, 2016**

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

**PRESENT**

Lourdes Rivera Putz, Chairperson  
Samuel Rivera, Vice Chair  
Akil Bello, Treasurer  
John Witherspoon, Trustee  
Joseph Cardarelli, Trustee  
Charles Hobson, Trustee, *via phone*  
Belkis Sosa, Student Rep.  
David Fier, Teacher Rep.  
Evans Barreau, Parent Rep.

**GUESTS**

Kathleen Gaffney, Principal  
Ellen Eagen, School Attorney  
Melissa Wade, Staff  
Jessica Hernandez, Staff  
Matthew Herndandez, Staff  
Ryan Heyman, Staff  
Princess Barimah, Staff  
Kentia Coreus, Staff  
Kathy Ferndandez, Staff

Patrick Kern, Staff  
Katie Manion, Staff  
Donny Brusca, Staff  
Belnardina Madera, Staff

**EXCUSED**

Marcenia Johnson, Trustee; James Lema, Trustee; Rob Shea, Trustee; Paul Leleck, Building Hope; Mary Kenny, Minutes Transcriber

**1. WELCOME**

The meeting was called to order at 6:05pm. Minutes were moved to later in the meeting.

**2. HUMAN RESOURCES REPORT**

Ms. Barimah presented first due to illness.

- Care Time Payout Policy
  - Ms. Barimah explained that Mr. Rivera and Ms. Eagen assisted her with generating language for a possible Care Time Policy. The Policy would allow teachers with three remaining Care Days to be reimbursed for up to two of them.
  - The Board discussed the maximum number of payout days, potential costs, and fairness issues.
  - The Board postponed voting on the matter until later in the meeting.
- Per-Session Payment
  - Ms. Fernandez proposed raising per-session payments for teachers from \$30 an hour to \$40 an hour.
  - Ms. Eagen said this would provide incentives for teachers to stay, which is a growing concern, especially because teachers are a pivotal aspect of the School.
  - The Board discussed whether this rate should apply to coaches as well, but was tabled until more information could be presented.

**3. ACADEMIC REPORT**

Ms. Gaffney reported:

- She and Ms. Eagen are working towards establishing a recruitment committee with a member of the Board and administration. They are contemplating whether or not they should hire an agency to assist.
- Staff is being evaluated and will be complete by the end of January.
- Ms. Gaffney summed up some recent happenings at the School, including: the continuation of staff social committee, which organizes monthly birthday celebrations and events; the success of staff buddy program, the initiation of a Soup or Bowl soup contest, etc.

- The School administration is embarking on a number of initiatives in order to promote healthy lifestyles for students and staff. WCHS Athletic Director Matthew Temme will oversee a weight loss challenge for interested staff which will include information about which foods to eat and avoid.
- Regents Week will be held the week of January 25, 2016 for students wishing to take make up exams.
- Ms. Gaffney congratulated the SPED staff for their IEP work, mentioning the School is one of few charter or private schools with all IEPs in compliance.
- The recent alumni event was a success thanks to work done by Grade Administrative Associate Nector Santiago. Over 200 former students attended, out of the School's 1,300 alumni.

#### **4. MATH DEPARTMENT AND SCHOOL DATA PRESENTATIONS**

Mr. Brusca presented data from the 2014-2015 School Quality Snapshot.

- The School scored well overall, but needs to improve in the College and Career Readiness category.
- WCHS received a 4 in Math, which the School needs to continue making a priority.
- He said many of our scores are comparable to past performances; however, the School did better than New York State for Common Core English, which is the first time in several years where the School has met the AYP (Adequate Yearly Progress).
- Ms. Gaffney said that a current goal is to get Level 2 students to a Level 3.

Mr. Fier presented ideas for the Mathematics Department:

- He outlined a list of issues, including: teacher vacancies, inexperienced teachers, freshmen with inadequate fundamentals, lack of curriculum understanding in teachers, reading comprehension issues, and students trying to "opt out".
- In order to address these problems, Mr. Fier offered an extensive presentation of actions currently in place and suggestions moving forward. Some of these include: hiring an additional teacher, involving teachers in the curriculum development process, continued support from the School's instructional coach as well as reading specialist, and PLTs (professional learning teams), which are used for co-planning, data analysis, and discussion; financial support for curriculum design, and a more unified School-wide academic culture.
- Human Resources (HR) is working with Ms. Eagen in order to transition a substitute teacher into a full-time position. HR is in the process of filling other two positions.
- To help incoming freshmen with low scores, WCHS will continue the Summer Bridge Program, which seems to have helped current freshmen who participated, although the effects will not be shown until the end of this year. He also says teacher pre-assessments will continue to be used in order to place students in appropriate level classes.
- The Board discussed curriculum options, whether the School should design its own, or if the School should adapt an existing curriculum to meet its needs as curriculum development is time consuming, expensive, and requires subject mastery. Time frame was considered.
- Mr. Fier, Ms. Fernandez, and Ms. Eagen will work together to see what can be done financially and will present a formal plan at a later time.

#### **5. APPROVAL OF OCTOBER, NOVEMBER and DECEMBER BOARD MEETING MINUTES, CARE TIME POLICY, AND PER-SESSION PAYMENT**

- October 19, 2015 Minutes: No changes. Mr. Rivera made a motion to approve the minutes. Mr. Bello seconded. All were in favor.
- November 24, 2015 Minutes: Item 4, bullet 3, specify that 30 teachers have been hired since August. Mr. Bello made a motion to approve with change. Mr. Witherspoon seconded the motion. All were in favor with two abstentions.
- December 16, 2015 Minutes: No changes. Mr. Rivera made a motion to approve the minutes. Mr. Witherspoon seconded. All were in favor with one abstention.
- Care Time Policy: Mr. Rivera made a motion to approve the Care Time Policy. Mr. Cardarelli seconded.

All were in favor.

- Per-Session Payment: Mr. Rivera made a motion to approve the Per-Session Payments. Mr. Witherspoon seconded. All were in favor.

## **6. FINANCE**

Ms. Fernandez reported:

- As of December 31, 2015, the total revenue for six months is \$7.8 million and the total expense for six months is \$7.7 million.
- Excess of revenue over expenses is \$97,123.
- The School is in line with the budget to date.

## **7. ENROLLMENT UPDATE**

Ms. Pierre was unable to attend the meeting. Ms. Manion will send the Enrollment Report to the trustees on her behalf.

## **8. DEVELOPMENT & COMMUNITY OUTREACH**

Mr. Kern reported:

- School Trips
  - The Washington D.C. Social Studies trip is fully funded.
  - The Boston Choir trip is fully funded. Ms. Levi raised money using Donor's Choose.
- Charter School Fair
  - Representatives from the Charter School Center came for a tour of the School They will be purchasing advertising space on WBLS, Hot 97, and another radio station. 900 people attended last year.
- College Tour Reimbursement Program
  - Mr. Kern is investigating a program with Mr. Ballantyne and Ms. Valentin which would cover the cost of college tours. It involves a pre-approval process and Mr. Kern will send updates as it develops.
- Ladders for Leaders
  - He is looking into an internship program for 16 students who have a GPA of 3.0 or higher.
- SUNY Stimulus Grant
  - The School has not yet received the contract for the SUNY Stimulus Grant, but the grant period only goes until July so things will move quickly upon receiving the contract.

## **9. ACCOUNTABILITY & COMPLIANCE UPDATE**

Ms. Manion reported:

- February 1, 2016 Accountability Deadline
  - The Lottery and Recruitment PowerPoint as well as the Annual Comprehensive Review (ACR) are in process. She met with Ms. Gaffney, Mr. Brusca, Ms. Coreus, and Mr. Kern to strategize and will reach out to administrative and Special Education (SPED) staff for further assistance. School Counsel will review before submission.
- The SPED Department will complete the PD6 report also due February 1.
- Mr. Brusca will complete the Per-Pupil Invoice due February 5, 2016.

## **10. FACILITIES UPDATE**

Mr. James reported:

- He is gathering bids for the ventilation system for the art room that houses the kiln, which will be covered by the SUNY Stimulus Grant with receipts.

- He is working on a door for Room 717.

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

The next meeting is tentatively scheduled for February 23, 2016 at 4PM. The Board may change this date in order to meet quorum.

#### **12. ADJOURNMENT**