

**MINUTES**  
**Board of Trustees Meeting**  
**May 24, 2016**

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

**PRESENT**

Lourdes Putz, Chair  
Marcenia Johnson, Trustee  
David Fier, Staff Rep  
John Witherspoon, Trustee  
Evans Barreau, Parent Rep.  
Belkis Sosa, Student Rep  
Samuel Rivera, Vice Chair

**GUESTS**

Kathleen Gaffney, Principal  
Ellen Eagen, School Attorney  
Mary Kenny, Minutes Transcriber  
Kathy Fernandez, Staff  
Patrick Kern, Staff  
Kate Manion, Staff  
Princess Barimah, Staff  
Darnell Pierre, Staff  
Klaudia Clifford, Staff  
Rosa Yenque, Staff  
Vianey Camela, Staff  
Alan Ambris, Staff

Graham Earle, Staff  
Ryan Heyman, Staff  
John Ballantyne, Staff  
Kelsey Tilin, Staff  
Ashley Vinti, Staff  
Raymond James, Staff  
Paul Leleck, Building Hope  
Stephan Dukofsky, Staff  
Nector Santiago, Staff  
Seth Failla, Staff  
Valerie Jacobson, Staff  
Roberta Smith, Staff

**EXCUSED**

Charles Hobson, Trustee; Joseph Cardarelli, Trustee; Akil Bello, Treasurer

The meeting was called to order at 5:05pm.

**1. WELCOME TO BOARD MEETING**

Ms. Putz welcomed everyone.

**2. SUMMER SCHEDULE**

Ms. Pierre requested a Board sub-committee conference call to discuss the summer calendar for non-instructional personnel. The call would involve the School Counsel, Finance, Human Resources, and Operations Departments.

**3. ACADEMIC REPORT**

Ms. Gaffney reported that the Math Regents are approaching and will be held on June 1<sup>st</sup>. Teachers will work with Seniors for extra credit and lab minutes. Regents Reviews will be held during 9<sup>th</sup> Period as well as on Saturdays.

Ms. Gaffney is conducting teacher and staff evaluations and providing feedback to staff. Recruitment continues to be an ongoing process.

Teacher Appreciation Week went well; the School threw an ice cream social gave the staff gifts. Students performed a keyboard recital and participated in a successful Poetry Slam. The Graduation will be held at Hunter College on June 23, 2016 at 5pm.

**4. TEACHER, STUDENT AND PARENT REPORT**

- Teacher Representative Report: Mr. Fier did not having anything to report.
- Parent Representative Report:
  - Mr. Barreau received a complaint from the parent of a student graduating early. The parent was concerned about the valedictorian selection process. Ms. Gaffney assured the Board that everything was done to policy.

- Ms. Gaffney also addressed another parental concern regarding the timing of graduation rehearsals and the Latin Regents. She stated that the scheduling is out of her control; however, the student will be able to rehearse with others who can't attend the first rehearsal.
- Mr. Barreau commented on an incident with the ELA Department where he claims they failed to communicate with a parent and spoke to students inappropriately. Ms. Putz asked to be contacted immediately if an incident like this occurs again.
- Student Representative Report:
  - Ms. Sosa reported that Seniors are getting ready for prom and graduation.
  - Juniors are taking the SATs and wrapping up college visit events. They are also actively involved in fundraising events.
  - Sophomores are participating in the Sure We Can Program which teaches students about recycling. Freshmen are active in the Advance Choir, Acting and Dance clubs. Ms. Sosa reported that the trip to Washington DC was a huge success. Everyone at the meeting agreed that trips are a huge opportunity for students and fundraising efforts should focus on this in the future.

## 5. HR UPDATE

- Pay Scale:
  - Ms. Barimah distributed several pay scenarios based on the DOE pay scale, with longevity increases built in.
  - Ms. Barimah recommended that the Board adopt Scenario I for the 2016-17 school year based on the budget and anticipated school enrollment.
  - Mr. Fier commented that Scenario 1 did not include 5-year longevity pay.
  - Mr. Leleck said the cost of the building is increasing and cuts will have to be made either in either operation or safety costs.
  - Mr. Fier also inquired about fundraising options. He is currently trying to write grants for the Math Department but thinks more needs to be done.
  - The Board discussed hiring an expert grant writer.
  - Ms. Barimah reminded the Board that contracts will be released shortly and that the 5-year longevity issue could be decided at a later time.
  - Ms. Barimah also confirmed that the School is doing 403b matching. Mr. Rivera stated that when the budget allows for it, the Board can contribute more.
  - The Board discussed staff at 4%, stipends, the costs of substitute teachers, and administrative costs of paper and copiers.

Mr. Rivera made a motion to approve Scenario I for instructional staff for the 2016-17 school year, with the caveat that a 5-year longevity bonus would be granted only if the budget allowed for it. Mr. Witherspoon seconded. All were in favor.

- Principal Search:
  - Ms. Eagen said the posting is on website and other employment platforms. It was drafted by Ms. Eagen and members of the Board. The WCHS Administration and Principal Search Committee contributed as well.
  - The posting aims to find someone who complements staff already at the School, as well as someone with experience in teaching, business, law and special education.
  - The School may rearrange existing positions if necessary.
  - Ms. Eagen encouraged those in attendance to share the posting on social media and added that the School has already received 12 resumes.
  - The first Principal Search Committee meeting will be held on May 25<sup>th</sup>.
  - The goal is for the Board to select a candidate by August 1<sup>st</sup> or arrive at a transitional solution.

## 6. FACILITIES AND SAFETY UPDATES

- Facilities:
  - Mr. James reported on improvements to heating, air conditioning, carpets, water leaks and railings.
  - He said that the School received a violation from the Fire Department for the construction of new walls because plans weren't updated for public assembly. That work has been stopped for now.
- Safety:
  - Mr. James reported about two fights which were defused. He said that everything went as well as it could have given the circumstances. His team continues to constantly patrol the building.
  - He met with the captain of the 90<sup>th</sup> precinct at a police luncheon.

## 7. ENROLLMENT REPORT

- Staff Representative:
  - Ms. Pierre reminded the Board that she is a temporary spokesperson for non-instructional personnel and would like to add a non-voting representative on the Board.
  - Ms. Eagan said that this could be achieved only through an amendment to the by-laws and she would review and get back to the Board.
  - The Board discussed which personnel would be represented and Ms. Eagan reminded the Board that several groups have met with the Board before about issues and they have been resolved on a group by group basis. She mentioned that the Board must consider carefully whether it makes sense to have one representative representing all of the non-instructional staff.
- Enrollment:
  - Ms. Pierre said there are currently 930 students in the building and that the goal is for 980 in ATS next year. 67 students have registered for 9<sup>th</sup> grade out of 200 possible seats.
  - Ms. Pierre spoke about the Summer Bridge Program and the lottery. She said that the charter may need to be amended to change preferences.
  - The Board discussed diversifying the population by making ELLs a priority.

## 8. DEVELOPMENT & COMMUNITY OUTREACH UPDATE

- Recruitment:
  - Mr. Dukofsky spoke about Hunter College teacher recruitment outreach. He is hoping to be able to hire three Hunter College graduates. WCHS science teachers will host candidates during summer school. Hunter students will observe in the fall and their professors will hold professional developments here. Graduate students will also come to practice mock interviews, which will give the School access to resumes in all content areas.
  - Ms. Barimah said the School has other upcoming visits with Fordham, Queens College and SUNY Cortland.
  - The Board discussed the teacher shortage across the country. The School has twelve vacancies now and predicts that there will be 25 vacancies in July. Ms. Eagan spoke to the Board about headhunters who can find candidates on a fee basis. Ms. Eagan also asked staff to post positions to their alma maters.

## 9. ACCOUNTABILITY AND COMPLIANCE UPDATE

- Annual Report: Ms. Manion reported that she is working on the Annual Report, which is due August 1<sup>st</sup> and is collecting data from all parties involved. Ms. Eagan said the Report is crucial because it is the third year into the five year charter renewal.
- Ms. Manion introduced Allen Ambris, who is the new Data Associate.

## **10. APPROVAL OF APRIL BOARD MINUTES**

Correction: Page Two, #8, last sentence, add the word, “be” to read: “Ms. Eagen said that the organization chart needs to *be* amended as well.” Mr. Witherspoon made a motion to accept the April 2016 Board Minutes as amended. Ms. Johnson seconded. Mr. Rivera abstained. All were in favor.

The Board discussed the Ziegler proposal and Mr. Leleck recommended that WCHS move forward with this. Ms. Johnson asked if there would be some sort of donation from them and the Board discussed ways to fundraise, including galas, block parties, etc.

## **11. NEXT BOARD MEETING**

June 23, 2016 at 2:00PM pending the ability to make quorum.

## **12. ADJOURNMENT**

Ms. Johnson made a motion to adjourn. Mr. Witherspoon seconded. All were in favor.