

**MINUTES**  
**Board of Trustees Meeting**  
**July 19, 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.  
Samuel Rivera, Vice Chair  
Charles Hobson, Trustee

**GUESTS**

Kathleen Gaffney, Principal  
Ellen Eagen, School Attorney  
Mary Kenny, Minutes Transcriber  
Kathy Fernandez, Staff  
Patrick Kern, Staff  
Kate Manion, Staff  
Kentia Coreus, Staff

Stephan Dukofsky, Staff  
Tanishia Williams, *via BEAM*  
Roberta Smith, Staff  
Darnell Pierre, Staff  
Princess Barimah, Staff  
Paul Leleck, Building Hope  
Sally Hui, Guest

**EXCUSED**

Joseph Cardarelli, Trustee

The meeting was called to order at 7:35pm.

**1. WELCOME TO BOARD MEETING**

Ms. Putz welcomed everyone.

**2. LEADERSHIP**

**A) BOARD APPRECIATION OF MS. GAFFNEY**

Ms. Eagen recognized Ms. Gaffney on behalf of the Board. In honor of her service, an annual “Kathleen Gaffney Award” was created to celebrate teachers and/or staff members who exhibit joy and passion for education. Ms. Gaffney also received a tree sapling which will bloom orange and yellow, two of the WCHS tree colors, so that she can see it and remember the community which she helped grow. Ms. Gaffney thanked everyone for their support.

**B) RATIFICATION OF NEW PRINCIPAL**

Ms. Eagen introduced Ms. Williams via Beam Technology. Ms. Eagen discussed the extensive hiring process and explained that Ms. Williams received high scores on the search committee’s rubric and great feedback from the various constituent groups that met with her. She has the academic and administrative skills the Board was looking for to bring the School to the next level of academic excellence. She stated that Ms. Williams signed her contract and that the Board will now ratify it. Ms. Williams said that she’s excited to start and thanked the Board for their efforts.

- Mr. Rivera made a motion to approve the contract of Ms. Williams as Principal. Mr. Witherspoon seconded. All were in favor.

**3. ACADEMIC REPORT**

Ms. Gaffney stated that the School had a high graduation rate of 83%. With 13 students in summer school, there is a chance the graduation rate could be 90%, a record number for WCHS. Diplomas were distributed after all the graduation audits were done. Teacher recruitment is still a top priority. All present staff members have been evaluated. The School is in the process of updating manuals.

**A) CURRICULUM UPDATE**

Ms. Coreus discussed curriculum revision and development. The process will include seven steps: looking at data, training department leaders, developing goals, planning summer work, establishing expectations, training

teachers and continuing the work throughout the year. She thanked the Board for putting funds behind this process.

## B) SUMMER PROGRAMMING

- Summer School: Mr. Dukofsky reported that he plans to allow teachers to teach, instead of being concerned with non-instructional tasks. He thanked the school safety officers for their help in reaching this goal. Mr. Dukofsky expects to end with a passing rate of 80%. He asked the new principal to adopt “grade floors,” something the School has had in the past, because he felt it worked well.
- Summer Bridge Program: Ms. Pierre reported that 35 students enrolled, with 23 actually attending. She thinks the Bridge Program would work better in August and discussed dates with the Board. The Board discussed giving students Metro Cards and school credit for attending. Surveys were distributed and collected, all with positive responses.
- College Summer Program: Ms. Gaffney reported on behalf of Ms. Vallentin. 13 students were enrolled in a summer program under the guidance of Mr. Hirsch a former teacher at WCHS. The purpose of the program was to kick-start the college application process. Ms. Eagen stated that Ms. Valentin, Mr. Kern, and Mr. Hirsh would like to continue the program next summer.

## 4. DEVELOPMENT

- Ms. Eagen reported on behalf of Mr. Kern. There are assets from Believe South Side High School. Ms. Eagen recently discussed the status of the school with NYSED and hopes to have access to these funds in the next year.
- The Walentas Grant is in its final stages. Funds will go towards a rooftop aquaponics garden on the 5<sup>th</sup> floor if the grant is received.
- Mr. Dukofsky and Mr. Kern are trying to recruit teachers through local colleges in order to create a teacher pipeline from master programs to employment at WCHS. They met and had success with Hunter College.
- Mr. Kern is still working but will be leaving the school in the fall. Ms. Eagen said that the School will consider how they will fulfill his position. The School is considering an outside grant writer.

## 5. TEACHER, STUDENT AND PARENT REPORTS

- Mr. Fier did not have an update.
- Mr. Barreau did not have an update.
- There was no student report this month.

## 6. HR UPDATE

- Ms. Barimah distributed Ms. Williams’ contract to the Board for their signatures. The Board welcomed Ms. Williams to the School.
- The 403b matching proposal will be updated for next month.
- There are twelve vacancies and one math coach vacancy. Six candidates were sent to the Board for approval and the Board discussed and approved those candidates.
- The School is using recruiting software called Recruitee, which is an applicant tracking system.
- The Board discussed uncertified teachers.

## 7. ENROLLMENT REPORT

- Ms. Pierre distributed her report which showed 944 students current enrolled in Blackbaud as of 7/19/16. She discussed freshmen enrollment numbers and how the number drops during the year. Ms. Pierre said she will send a full enrollment report next week.
- Ms. Pierre spoke about purchasing MIT, an applicant tracking system to handle incoming students. She feels it is necessary because of the volume of information that needs to be entered. She has looked into cost and said she could get a discount. The Board discussed how to update the School’s current system.

Mr. Witherspoon agreed to meet with Mr. Brusca tomorrow to discuss.

## **8. FINANCE**

- Ms. Fernandez is working on the end of year closings and it looks like the School will have a surplus. She is in the process of closing the SUNY Grant.
- She is working on the 403b audit.
- The auditors visited the school and have not compiled a report yet.
- Insurance review will be on the agenda this fall. Insurance policies have been updated.

## **9. FACILITIES**

- Ms. Eagen distributed a Memorandum of Understanding (MoU) regarding the use of a baby grand piano which is being loaned to the School. She discussed the terms, use, security, moving costs, tuning, and insurance. The Board agreed that the School's goal is to expose students to experiences that they would not normally have access to and approved the MoU and that housing this piano supports this mission. The Board reviewed and agreed to sign the MOU.

## **10. ACCOUNTABILITY AND COMPLIANCE UPDATE**

### **NYSED ANNUAL REPORT**

Ms. Manion distributed Financial Disclosure Forms needed for the Annual Report, due August 1<sup>st</sup>.

She discussed the Annual Comprehensive Review Report compiled by the DOE. The Report highlighted some areas that need improvement, such as Board quorum, math scores, and few policy issues. The School is already familiar with these issues and has been aggressively working towards fixing them. Ms. Gaffney thanked Ms. Manion for her work in the area of compliance.

### **BOARD DEVELOPMENT**

Ms. Eagen introduced Ms. Hui, a potential Board member. The Board welcomed her to the meeting.

## **11. APPROVAL OF JUNE BOARD MINUTES**

Mr. Rivera made a motion to accept the June 22, 2016 Board Minutes. Mr. Witherspoon seconded. Ms. Johnson abstained. All were in favor.

## **12. NEXT BOARD MEETING**

July 30, 2016 at 4:00PM.

## **12. ADJOURNMENT**

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