



MINUTES
Board of Trustees Meeting
October 24, 2016

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

PRESENT

Lourdes Putz, Chair
John Witherspoon, Trustee
Evans Barreau, Parent Rep
Charles Hobson, Trustee
Samuel Rivera, Vice-Chair
Marcenia Johnson, Trustee, *via conf. call*

GUESTS

Tanishia Williams, Principal	David Medina, Staff
Ellen Eagen, School Attorney	Valerie Jacobson, Staff
Mary Kenny, Minutes Transcriber	Yahaira Alcantara, Staff
Kathy Fernandez, Staff	Darnell Pierre, Staff
Patrick Kern, Staff	Princess Barimah, Staff
Kate Manion, Staff	Raymond James, Staff
Donny Brusca, Staff	Melissa Wade, Staff

EXCUSED

David Fier, Staff Rep

The meeting was called to order at 6:05pm.

1. WELCOME TO BOARD MEETING

Ms. Putz welcomed everyone.

2. ACCOUNTABILITY

a. VOTE: Proposed Goal Changes

Mr. Brusca presented proposed minor clarifying changes to Academic Goals 1-8, Organizational Goals 2, 6, 7, and 8. He also suggested adding an Academic Goal which would complement Academic Goal 7. These changes are meant to make the goals more applicable for reporting purposes and do not substantially change their meaning. The School reached out to the DOE to ensure that these were non-material changes prior to the meeting.

Ms. Williams said she is pleased with the teamwork that went into researching and developing these goal changes. Teachers, parents, and staff were included in the process.

- Mr. Hobson made a motion to approve the changes to the charter goals. Mr. Witherspoon seconded. All were in favor.

3. FINANCE

VOTE: Approval of Financial Audit

Ms. Fernandez addressed the school audit. The Finance Committee met and reviewed the entire audit package. The auditors made a few recommendations that the School will take into consideration in the upcoming year. Ms. Eagen said there were no internal deficiencies aside from the timing of submission of materials. The School is working on obtaining support for Ms. Fernandez to improve this process moving forward.

- Mr. Witherspoon made a motion to approve the Audit for fiscal year 2015-2016. Mr. Rivera seconded. All were in favor.

BUDGET:

Ms. Fernandez said the School is in a good position and is not over spending. Ms. Eagen said that it is important to spend cash on hand to give students best education possible. She said that we will have to prepare for rent increases. Ms. Fernandez will provide more information about this at the November meeting. Ms. Eagen thanked Mr. Leleck for all of his assistance over the last four years.

4. PRINCIPAL'S REPORT

Ms. Williams reported:

- Ms. Coreus is now on maternity leave. There are nine internal candidates and the School is considering farming out the role. Ms. Eagen stated that a Board member needs to participate in final interview stage and approval of the candidate(s).
- Evaluation rubrics have been completed and will be utilized for the mid-year reports.
- The Instructional Coaching Cycle has started for department leaders. The cycle, scheduled to last through the first week in December, will allow a platform for peer collaboration, student artifact review, peer observation and work sessions, as well as lesson plan and student grade analysis.
- The School has continued to post for and interview potential replacements for the current CTE vacancy. She launched a school wide student survey to glean student interest in the twelve different pathways. 572 students participated in the survey.
- Beginning in November, students will participate in workshops that will give them the opportunity to voice their opinions on how their classes should be structured in the future.
- The College Guidance Office has overseen the PSAT, college visits, a CUNY workshop, as well as College Now classes.
- The School participated in National Bullying Prevention week.
- Suspensions are down from this time last year.

Ms. Williams presented Ms. Manion with the monthly Burning Flame Award for raising over \$6,000 for the senior class. She organized a group of 50 volunteers to work a stand at the Meadow's Music Festival. WCHS received a portion of the profits and was the highest grossing tent at the festival.

VOTE: Hero Powered Proposal

Ms. Williams presented three proposals for positive behavioral intervention systems, personally favoring Hero Powered. The Board reviewed the bids and voiced certain concerns with privacy issues. Mr. Witherspoon offered to speak to Hero directly about privacy issues, specifically regarding data collection during and after termination of the contract.

- Mr. Hobson made a motion to accept the purchase of Hero Powered software subject to vetting the approval of contractual issues on privacy/security terms. Mr. Rivera seconded. All were in favor. One Nay from Ms. Johnson. Ms. Eagen will do further research and, if implemented, will inform parents that they must sign FERPA waivers. (Family Educational Rights and Privacy Act). Mr. Witherspoon will vet privacy concerns and relay information to Ms. Eagen for further conferencing with Ms. Williams.

ENROLLMENT:

Ms. Pierre said that since the last meeting fourteen new students have been enrolled. She has attended citywide and borough fairs.

DATA:

Mr. Brusca presented:

- The top feeder schools for our freshman cohort;
- The percentage of students on grade level;
- Regents exam completion by cohort;
- Advanced Regents diplomas, and the percentage of students on track to achieve this (potentially 19%);
- Data which shows students are spending more time in class.

OPERATIONS:

Ms. Jacobson reported:

- The Operations team has developed a personal goals linked to the charter goals;
- The Library vacancy has been filled;
- There is a Mail Room Coordinator vacancy;
- All students have received Progress Reports;

- Parent Orientations have occurred;
- There are five instructional staff vacancies.

PARENT ASSOCIATION:

Ms. Alcantara reported:

- Parents received surveys regarding the uniform changes which occurred over the summer. 106 parents responded that overall they supported the changes, but some were unhappy with the lack of notice given.
- The Parent Association had a meeting about how they will run their meetings this year. 14 parents attended. Ms. Eagen and the Board discussed ways to engage more parents.

5. HUMAN RESOURCES

Ms. Barimah reported that there are 7 teacher vacancies, and 3 non-instructional vacancies. The School currently has 10 non-certified teachers. Ms. Barimah will be attending the Brooklyn College Fair in hopes of recruiting more teachers.

Ms. Eagen said that she is concerned about the Special Education Department vacancies and the Board discussed ways to rectify this, such as, collapsing classes, hiring retired teachers, and re-working teachers' schedules to add classes. Ms. Williams will send letters to parents by November 1 regarding impact on delivery of services. Ms. Eagen said that parents will have to sign a waiver that shows they are aware of the situation.

6. FACILITIES AND SAFETY

FACILITIES

Mr. James reported:

- The Facilities Department is fully-staffed;
- The school has filed with the DOB for the Public Assembly Modifications for new walls on floors 2 and 7;
- Both elevators are in operation. The DOB made their annual inspection on September 26, 2016;
- The school is awaiting an annunciator alarm for the building generator, expected between October and November of 2016;
- The building was inspected for asbestos;
- There are no issues with flooring.

SAFETY

- The Safety Department is fully-staffed;
- There have been three verbal disputes to date, with no physical altercations reported;
- He will be attending New York State required training between October and December;
- Ms. Johnson will perform an on-site test with the FDNY on November 15, 2016.

7. DEVELOPMENT AND COMMUNITY OUTREACH

Ms. Williams announced that it was Mr. Kern's final Board meeting. Mr. Kern mentioned that he started working for WCHS in 2009 and that it has been an incredible experience for him. He said was humbled by the School's faith in him. Mr. Kern said he has seen the School accomplish incredible things, and thanked everyone on the Board.

He said in his final weeks at the School he has:

- Acquainted Ms. Williams with local businesses, such as Evergreen, which may support our students with internships;
- Worked with leadership to expand partnerships with Queens College for students and teachers;
- Crafted personal donation letters to local businesses;

- Began training Ms. Manion on how to complete Title I and Title II forms.

8. APPROVAL OF BOARD MINUTES

Ms. Putz stated that Mr. Cardarelli has officially resigned. The Board accepted his resignation.

- Mr. Rivera made a motion to accept the September 2016 Board Minutes. Mr. Hobson seconded. Ms. Johnson abstained. All were in favor.

9. ADJOURNMENT

Ms. Putz made a motion to adjourn. Mr. Hobson seconded. All were in favor.