



**MINUTES**  
**Board of Trustees Meeting**  
**November 21, 2016**

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

**PRESENT**

Lourdes Putz, Chair  
Samuel Rivera, Vice Chair  
Marcenia Johnson, Trustee  
Charles Hobson, Trustee  
John Witherspoon, Trustee  
Evans Barreau, Parent Rep  
David Fier, Staff Rep

**GUESTS**

Tanishia Williams, Principal  
Donnie Brusca, Staff  
Mary Kenny, Minutes Transcriber  
Kathy Fernandez, Staff  
Princess Barimah, Staff  
Ellen Eagen, School Attorney; *via conf. call*

David Medina, Staff  
Raymond James, Staff  
Kate Manion, Staff  
Darnell Pierre, Staff  
Necter Santiago, Staff

**1. WELCOME**

The meeting was called to order at 6:16pm. Ms. Putz said that Mr. Rivera will head the meeting tonight.

**2. PRINCIPAL'S REPORT**

**Comprehensive School Plan**

Ms. Williams said the Comprehensive School Plan will ensure that everyone is aligned to the school's professional growth goals and those who already submitted their plans will receive feedback. Feedback is being given mid-year.

**Evaluation Rubrics**

All staff will be evaluated via three rubrics. Teachers will use the Marshall Rubric. Assistant Principals will use the Assistant Principal Rubric. Everyone except the Assistant Principals and teachers will use the Support Staff Rubric. During the mid-year process, staff will evaluate themselves using the appropriate rubric and submit evidence via an e-portfolio in Google Drive.

**Teacher Evaluation**

Outside consultants have been employed to provide observations for teachers. There are two consultants who will observe 75 teachers. The process will include one formal observation and one informal observation for each teacher. Data from observations will be housed in TeachBoost. The school will be able to see the aggregate of data as the observations are conducted. The consultants will attend the December Board Meeting.

**Special Education Services**

Two new Sp. Ed. Teachers have been hired. The school will offer make-up sessions and has combined some classes to help impact academic services and cover all of the needs in the second semester. Parents will receive letters next week explaining the services being offered and if they choose, can obtain RSA letters for services elsewhere. Ms. Eagen and Ms. Fernandez reminded the Board that we have submitted Title I money.

**Student Support**

The Board reviewed data on:

- Honor Roll - over 300 students are either on the Principal's list, high honor roll or honor roll.

- Student Life - Five students were involved in a drug possession incident. Ms. Williams noted that this is being taken extremely seriously and will be undertaking anti-drug initiatives to prevent this in the future.
- The Hero Program has been purchased and will launch with teachers second semester. Right now the team is preparing the back-end of the program and integrating the data.

### **Counseling Department**

Home visits were conducted in October by Ms. Green, social worker, and Mr. Dor, Student Life paraprofessional. Ms. Williams explained that the Assistant Principal's maternity leave absence was filled by dividing the responsibilities amongst existing staff and through the hire of the consultants, which saved the school money.

### **Burning Flame Award**

Nector Santiago, Grade Administrative Associate, received the Burning Flame Award for the month of November. Ms. Williams commended Mr. Santiago for his work with the Hispanic Heritage Month celebrations as well as with the Senior Club. He also spearheaded a program that utilizes the BEAM in order to bring services to girls in India that wouldn't otherwise have access to education.

### **Data**

Mr. Brusca reviewed data from the School Quality Guide and the School Quality Snapshot. He said the School Quality Guide made changes in how attendance, Regents passing rates, and high school persistence data is calculated. Mr. Brusca said that overall the school performed well in these areas compared to other groups in the city. The Snapshot shows survey results of parents, students and teachers. Mr. Brusca said we received the best results ever on the Snapshot.

### **Operations**

Operations staff have successfully written their Professional Growth Plans and are attending PD sessions about attendance and graduation requirements. Midterm Exams have been administered and are now preparing report cards.

### **3. FINANCE**

Ms. Fernandez stated that the rent contract increased by \$80,000. She showed rent calculations for five and thirty years. Ms. Eagen said she will touch base with Mr. Leleck regarding the matter.

As of October 31, 2016, the total revenue for four months is \$5.2 million. The total expenses over four months are \$4.8 million. The school has a surplus and should end the year with \$102,000. There is \$8.1 million in cash in the bank and the school owes \$7.1 million for rent.

### **4. FACILITIES**

Mr. James reported:

Facilities:

- Wall installation is in the final phase;
- The school received two minor health Department warnings for hot and cold knobs not functioning;
- Three HVAC units need repair;
- Due to the Sanitation Department trucks outside, we have seen an increase in flies. Ms. Putz urged everyone to notify 311 and document any problems they see outside with the trucks so she can bring the information to Antonio Reynoso's attention.

Safety:

- Mr. James said there were no major incidents beside the drug related activity. Two phones were stolen and one was retrieved.

## **5. ACCOUNTABILITY**

Ms. Manion reported that she worked with Mr. Kern, Ms. Fernandez, and Ms. Williams to complete the Title I and Title II application. She submitted documents to the NYC DOE for the November 1, 2016 reporting requirement. Ms. Manion coordinated with Human Resources to complete the NYSED Staff Snapshot as well as well as BEDS eIMF report.

## **ENROLLMENT**

Ms. Pierre said enrollment is now 951. She has conducted a number of home visits to get chronically absent students back in the building. The WCHS Open House brought in over 100 families who were entertained by our choir. Families played “Are You Smarter Than A Fifth Grader” and were treated to a tour of the building. Ms. Pierre said that 32 parents entered information into School Mint, a new system which will eliminate the paper application.

## **6. HUMAN RESOURCES/TEACHER VACANCIES**

There are six teacher vacancies. Ms Barimah said that this is being addressed through a shift in classes, Recuirtee postings, as well as an open house in December. Eight of the ten non-certified teachers are pending and soon to be certified. The WCHS Holiday Party will be on December 16<sup>th</sup> and staff will be asked to wear ugly sweaters. The school is also hosting a senior sleepover in the upcoming weeks.

## **7. APPROVAL OF BOARD MINUTES**

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

## **8. ADJOURNMENT**

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