

**MINUTES**  
**Board of Trustees Meeting**  
**February 28, 2017**

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

**PRESENT**

Lourdes Putz, Chair  
Samuel Rivera, Vice Chair  
Marcenia Johnson, Trustee  
Evans Barreau, Parent Rep.

**GUESTS**

Tanishia Williams, Principal  
Ellen Eagen, School Attorney (*via Beam*)  
Mary Kenny, Minutes Transcriber  
Kathy Fernandez, Staff  
Princess Barimah, Staff  
Raymond James, Staff  
Amaryllis Valentin, Staff  
Andre Sanford, Staff

Kentia Coreus, Staff  
Kate Manion, Staff  
Darnell Pierre, Staff  
Valerie Jacobson, Staff  
Shante Martin, Staff  
Nector Santiago, Staff

**EXCUSED**

John Witherspoon, Trustee; Charles Hobson, Trustee; David Fier, Staff Rep.

**1. WELCOME**

The meeting was called to order at 6:02pm. Ms. Putz welcomed everyone to the meeting and asked to amend the Agenda to move Approval of Minutes to later in the meeting.

**2. PRINCIPAL'S REPORT**

a. Internal Performance Reviews

Ms. Williams stated that beginning in March school staff will begin an internal review process. Staff members will complete a series of activities that simulate the review protocols of DOE and leadership will provide immediate feedback to staff members.

b. Responses to STAR Testing and Student Needs

95% of students participated in STAR Testing. Departments were tasked with a series of steps to increase informational text use and provide other text-rich resources in the classroom The School hopes to see growth when students are re-tested in April.

c. School Climate Survey: Part II

Results of the School Climate Survey will be shared first with relevant departments and then with staff in March.

d. Literacy Events

The "Blind Date with a Book" event was successful. Students were given the opportunity to choose books and participate in a contest that allowed them to earn Wolverine Books. The School raised 175 books from donors, supporters and friends.

e. Burning Flame Award

The February Burning Flame award was given to Shante Martin for her excellent work putting together a series of Black History Month events for students and staff. Ms. Martin thanked everyone and gave a brief synopsis of the activities.

**AP of Instruction Report**

All teachers have been observed by one of the external consultants and have been documented in a TeachBoost heat map. An overall summary revealed that there are areas in need of improvement: Engagement and Criteria.

Eagen questioned how these areas were identified and if professional developments are reflecting these needs, as the DOE has highlighted classroom engagement in the past. Ms. Coreus said that a long-term plan involves project-based learning, curriculum work, and utilization of Generation Ready over the summer. Ms. Williams stated that she hopes teachers can actively respond to this data. Ms. Eagen encouraged the School to apply for grants in this area as it is a key element to boosting students' learning to the next level.

### **Student Support Services**

Ms. Williams reported on behalf of Ms. Smith. She listed the ten most prevalent infractions in the first semester were for: uniform compliance, cutting, disruptive behavior, electronic devices, insubordination, skipping detention, excessive talking, eating in class, disrespectfulness, and lateness to class. Ms. Williams overviewed detention, suspension and impartial hearing numbers. The newly implemented positive intervention system, Hero, has already improved promptness to class.

### **College Guidance**

Ms. Valentin reported: 95% of the 2017 Cohort has a post-secondary plan; 80% of students have completed FAFSA forms; 12 colleges have confirmed attendance at the first WCHS College Fair; there are 80 college acceptances to date; 24 students are enrolled in College Now classes; 5 students are enrolled in the STEM program.

Ms. Valentin provided the Board with data regarding college acceptances and post high school plans going back three years; alumni; SAT scores; number of college visits for current students; previous college readiness scores; standardized placement test preparation; and cohort 2019 college visits. Ms. Eagen stressed the importance of students attending college visits as soon as possible and asked to mandate that each student attend a college trip starting in Fall 2017. Ms. Valentin agreed and stated that freshmen will begin using the Naviance, a comprehensive K-12 college and career readiness solution that helps districts and schools align student strengths and interests to postsecondary goals.

### **Operations**

Ms. Jacobson reported that her team has been closing out the first semester. Report cards, STAR assessments, and HERO access codes have all been mailed home. Regents materials were prepared and Metro Cards were distributed.

### **Regents Results**

Ms. Williams reviewed Regents data and said the results were characteristic of January scores and hopes to present improved results in June.

### **Alumni**

Mr. Santiago spoke about a recent alumni workshop. Two alumni attending Cornell University addressed 15 seniors about their college experiences and offered the seniors meaningful advice.

## **3. HUMAN RESOURCES**

Ms. Barimah reported that the School has four instructional vacancies, two in science and two in history. There are two non-instructional vacancies. Ten staff members are pending certification, two of which should be resolved by May. The Human Resources Career Fest is coming up on March 18, 2017.

Ms. Williams sent out an invitation to her "Meet and Greet Every Wednesday" initiative on Recruite and received a great response. Ms. Williams also stated that Diana Reyna visited the school and taped a video greeting for the Board. Ms. Reyna expressed her excitement for Williamsburg Charter and said she has amazing plans for the future of the school.

## **4. FINANCE**

Ms. Fernandez stated that as of December 31, 2016 the revenue for six months was \$7.670 million and the total expenses for six months were \$7.645 million. The excess of revenue over expenses for the month was

\$24,647.39, which is \$459 under the projected budget. Ms. Eagen asked to have care time addressed at the next meeting. She reminded the Board that at last March's meeting teachers brought up issues around the calendar and un-used care time payout.

## **5. TECHNOLOGY UPDATE**

Mr. Medina updated the Board on the dispersal of E-Rate funds. Data from Blackbaud, HERO, and Google Drive is on the School cloud. In order to ensure the School doesn't incur a loss of data at any time, Ms. Eagen stated that School manuals should include specific dates for backup.

Ms. Eagen asked Mr. Medina if he could utilize additional funds for technology. He stated that new servers and computers would be beneficial. Ms. Eagen asked Mr. Medina to create an inventory of outdated equipment.

## **6. FACILITIES AND SAFETY**

Mr. James updated the Board on the following facilities items: heating units, emergency lighting, and water leaks. The School has no new violations.

Ms. Eagen asked the Board for permission to discuss the School's rent with outside consultants. After a financial assessment, a bond would be needed to purchase the building, which she estimates to be around \$50-\$53 million. The financial assessment would cost \$20,000 and include a building appraisal. After the building has been appraised, the Board would choose whether to purchase the building or renegotiate the rent. Ms. Eagen added that an appraisal could assess the financial health of the school and provide checks and balances for rent renegotiation. The School could also utilize Mr. Leleck's assistance throughout the process. The Board agreed to a \$20,000 financial assessment. Ms. Putz added that Boost Education could be helpful for raising bonds.

Mr. James reported that Safety Department has one vacancy and three Safety Officers are on leave. The NYPD came to the school three times for a cell phone issue, an off-site altercation, and an arrest.

## **7. ENROLLMENT**

Ms. Pierre reported the current enrollment is 956. The school lottery will be held on April 5, 2017.

## **8. ACCOUNTABILITY**

Ms. Manion reported that she worked with school leadership and staff to complete the February 1 DOE submission, which included the Annual Comprehensive Review. Ms. Manion will be handling Regents Appeals with leadership in the coming weeks and will be continuing to norm the process.

## **9. APPROVAL OF BOARD MINUTES**

Mr. Rivera made a motion to approve the January Board Minutes. Ms. Putz seconded. Ms. Johnson Abstained. All others were in favor.

## **10. ADJOURNMENT**

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

## **11. EXECUTIVE SESSION**