



**MINUTES**  
**Board of Trustees Meeting**  
**March 21, 2017**

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

**PRESENT**

Lourdes Putz, Chair  
Charles Hobson, Trustee  
John Witherspoon, Trustee  
Evans Barreau, Parent Rep.  
David Fier, Staff Rep.

**GUESTS**

Tanishia Williams, Principal  
Roberta Smith, Staff  
Mary Kenny, Minutes Transcriber  
Kathy Fernandez, Staff  
Princess Barimah, Staff  
Raymond James, Staff  
David Medina, Staff  
Melissa Wade, Staff  
Gonzalo Romero, Staff  
Bridget Sanfilippo, Staff  
Bryn Worrilow, Staff  
Kelsey Tilin, Staff  
Laura Rackmil, Staff  
Earline Cooper, Staff  
Ryan Heyman, Staff  
Kathy Fernandez, Staff

Ellen Eagen, School Attorney  
Kentia Coreus, Staff  
Kate Manion, Staff  
Darnell Pierre, Staff  
Valerie Jacobson, Staff  
Ann Leghorn, Staff  
Charisse Johnson, Staff  
Eddie Moreno, Staff  
Klaudia Clifford, Staff  
Jennifer Parker Sparks, Staff  
Mariella Mercado, Staff  
Renee de Lyon, Staff  
Nector Santiago, Staff  
Rosalyn Bodycomb, Staff  
Donny Brusca, Staff

**EXCUSED**

Samuel Rivera, Vice Chair; Marcenia Johnson, Trustee

**1. WELCOME**

The meeting was called to order at 4:10pm. Ms. Putz asked the Board to introduce themselves.

**2. PRINCIPAL'S REPORT**

**a. Burning Flame Award**

Ms. Williams awarded Ryan Heyman with the Burning Flame Award. She commended Mr. Heyman for his consistent enthusiasm, dedication, and dependability.

**b. Summer Calendar and Summer School Updates**

Ms. Williams stated that discussion of August paychecks for teachers would be tabled. Ms. Eagen explained that the issue had to do with teachers accepting payment in the summer before leaving to teach at other schools. The School is looking for ways to prevent this from happening. She expressed the importance of group input in this area and suggested a virtual town hall to discuss the topic.

Ms. Williams reviewed the June, July, and August calendars, which includes dates for graduation, Summer School, the Summer Bridge Program, staff orientation, and Regents Cramapalooza.

Ms. Williams proposed to start classes on September 5 in order to provide two full weeks of professional development for staff. Teachers and staff provided helpful feedback.

Mr. Witherspoon made a motion to start school on September 5 for the 2017-2018 school year. Mr. Hobson seconded. All were in favor.

Mr. Brusca presented options for a proposed change to the bell schedule, which would have shortened periods, one block period, and an extended day option for students in need. Teachers would choose from either an early or late schedule. The Board and staff then engaged in an active discussion regarding state-mandated class time and safety of students, as well as implications for non-instructional staff, bussed students, sports teams, labs, credit recovery, charter renewal, SNAS invoicing, and scheduling. Ms. Williams retracted her request to alter the bell schedule in order to thoughtfully address staff concerns. Ms. Williams and Ms. Eagen thanked staff for their input and encouraged them to provide feedback both in advance of and during monthly board meetings.

c. 8<sup>th</sup> Floor SY Calendar Proposal

Discussion of the 8<sup>th</sup> Floor 2017-18 Calendar was tabled for the Executive Session.

d. Teacher Recruitment Team

The Teacher Recruitment Team, consisting of Mr. Heyman and Mx. Leghorn introduced themselves to the Board. The Team meets weekly, reviews resumes, and invites potential candidates in for interviews. The Team also assists with demos and attends recruitment fairs. The Board thanked them for their time and work.

e. Academics

Ms. Coreus presented student survey data regarding overall interest in additional language classes. She also reviewed departmental performance data with the Board. Ms. Coreus will be using said data to program professional development targeted towards areas of need.

f. Student Support

Ms. Smith reviewed February and March suspensions and impartial hearings. She said that since Hero behaviors have changed. There is a substantial increase in students arriving early and a decrease in students being tardy to class. Ms. Smith also reported that 208 students have received college acceptance letters.

g. Operations Update

Ms. Jacobson reported that her team issued Quarter Three Progress Reports, conducted professional development videotaping of Cohort 1, attended School Mint Training, and continued to conduct safety drills.

h. Data

Mr. Brusca reviewed Power School Migration. Completion of phase one should be done by April 7.

### **3. FINANCE**

Ms. Fernandez discussed payment for teachers with unused care time. She presented the numbers from last year as well as the cost of substitute teachers. Ms. Williams asked the Board to approve a payout for up to three days, at a rate of \$125 per day. Mr. Witherspoon made a motion to pay the teachers a maximum of three days of unused care time. Mr. Hobson seconded. All were in favor.

Ms. Fernandez said that the School may receive money back for conserving energy from the energy savings proposal. The Financial Department's current focus is on benefits renewal and personnel and student audits. Equipment inventory is underway and the next steps will be to prepare for the end of year audit and Title I and II final report.

### **4. SAFETY AND FACILITIES**

Mr. James updated the Board on the status of various school projects, including the status of emergency exit lights, a generator, various cracks/leaks, and flooring improvements. There was one elevator call button violation.

### **5. ENROLLMENT**

Ms. Pierre reported that the lottery will take place on April 5. She attended the 2<sup>nd</sup> Round Pick event at MLK

High School. The School has 448 applicants for 9<sup>th</sup> grade. The current enrollment is 950. Ms. Pierre said she's been actively compiling informative materials for applicants.

## **6. HR UPDATES AND TEACHER VACANCIES**

Ms. Barimah and Ms. Fernandez reported that the WCHS unemployment index rate has dropped down to 3.2%. The matching pension plan now has a participation rate of 55%. The HR Recruitee portal currently contains 800 candidates.

## **7. ACCOUNTABILITY**

Ms. Manion reported that she worked with school leadership and staff to complete an internal quality review assessment. Ms. Manion stated that the staff would be conducting additional reviews and she would provide more information once there is more comprehensive data. Ms. Manion also conducted an audit of grade change forms. Ms. Eagen mentioned that she and Ms. Manion have been researching the possibility of switching to NYSED as the School's authorizer. This is a one-time statutory opportunity. If the School decides to move forward, a letter of intent would have to be issued shortly.

## **8. APPROVAL OF BOARD MINUTES**

Approval of the February Board Minutes was tabled for April because present trustees would have to abstain.

## **9. ADJOURNMENT**

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

The Board went into Executive Session.

## **10. EXECUTIVE SESSION**

The Board completed Executive Session and then reentered open meeting. A motion to adjourn was made and seconded All were in favor.