



MINUTES
Board of Trustees Meeting
April 25, 2017

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

PRESENT

Lourdes Putz, Chair
Charles Hobson, Trustee
John Witherspoon, Trustee
Samuel Rivera, Vice Chair
David Fier, Staff Rep.

GUESTS

Tanishia Williams, Principal
Roberta Smith, Staff
Mary Kenny, Minutes Transcriber
Kathy Fernandez, Staff
Princess Barimah, Staff
Melissa Wade, Staff
Bryn WorriLOW, Staff
Kathy Fernandez, Staff
Klaudia Clifford
John Ballantyne

Ellen Eagen, Attorney (*via Beam*)
Kentia Coreus, Staff
Kate Manion, Staff
Darnell Pierre, Staff
Valerie Jacobson, Staff
Gonzalo Romero, Staff
Laura Rackmil, Staff
Alan Ambris, Staff
Matthew Corenza
Angela Rogan

EXCUSED

Marcenia Johnson, Trustee; Evans Barreau, Parent Rep.

1. WELCOME

The meeting was called to order at 6:09pm. Ms. Putz welcomed everyone and explained that Ms. Williams would be presenting all departmental reports in order to finish the meeting in a timelier manner.

2. PRINCIPAL'S REPORT

a. Burning Flame Award

Alan Ambris received the award for always being ready to help with any task.

b. Instruction

STAR testing began in April and assessment results will be utilized to determine master schedule and teacher personnel needs.

c. Student Support Services

College and Career Office: 528 acceptance letters have been received!
SNAS: 89 IEP meetings have been completed to date.

d. Data Review

Migration and integration into PowerSchool remains on schedule and at least one volunteer from each department will be trained to use the gradebook and attendance modules.

e. Bell Schedule

The proposed 2017-18 schedule will include 8 class periods on a rotating schedule. Periods 2 and 6 will be an extended 75 minute period. Advisory will meet daily. The school day will extend to 3:55 pm. Ms. Eagen asked how this affects the number of teachers needed for each subject. Ms. Williams said that the School may need to increase the number of literacy teachers. Science and social studies staffing would come later.

3. FINANCE

As of February 28, 2017, the total revenue for 8 months is \$10,331,124 and the total expenses for 8 months are \$10,309,075. The excess of revenue over expenses for the period is \$23,048.

Ms. Eagen discussed the Audit Engagement Letter and working with Gus Saliba. She proposed that members of the Board meet with Paul Leleck on May 9th at 12:30pm to collaborate on the budget and to discuss the audit. Ms. Fernandez has already drafted a budget. Ms. Eagen would also like to discuss the external audit for purchasing the building.

4. ENROLLMENT

The ATS enrollment is 961; Blackbaud enrollment is 959. 220 of the 244 seniors are on track to graduate on time. 145 students are already registered for the 2017-18 school year.

5. HUMAN RESOURCES

Ms. Williams stated that two new Safety Officers have been hired. There are five staff vacancies and nine certifications pending.

a. VOTE: Pay Scale Grid

Ms. Williams reviewed the current pay scale and the future grids for the 2017-2018 and 2018-2019 school years. She explained that increase (4.15 percent) is comparable to NYDO and absorbs the COLA increase (cost of living adjustment). Ms. Eagen said she was not comfortable asking for approval of the 2018-2019 scale at this time. Ms. Williams reminded the Board that she would like to send out contracts at the beginning of May and asked for a vote. Mr. Witherspoon motioned to adopt the 2017-2018 instructional pay scale grid. Mr. Hobson seconded. All were in favor.

b. VOTE: Human Resources Benefits and Recruitment Audit

Ms. Eagen suggested hiring an HR auditor firm, Little Bird, to review and assist with employee benefit management. She stated that this would benefit the School as it moves forward with its application for a new authorizer and renewal. The cost would be approximately \$10,000 for one month and Ms. Eagen believes Little Bird CEO James Stovall would offer great support. The Board discussed fees, services, timelines, and bids. Mr. Rivera made a Motion to approve the hiring of Little Bird. Mr. Witherspoon seconded. All were in favor.

c. VOTE: Term and At Will Contracts Language

Ms. Williams introduced the summer schedule for “At Will Staff”, or non-instructional staff. Summer hours would be 8am-3pm, Monday through Friday. This schedule would end August 1, 2017. The Board discussed the number of days At Will Staff have across summer, winter, and spring breaks, as well as the number of care time days they are allotted. The Board asked if At Will Staff care time is comparable for ten and twelve month employees. Ms. Eagen asked that this policy include language regarding the February break and whether or not At Will staff can take off more days during this time if they ensure their departments are functioning. Mr. Rivera made a motion to approve the At Will Staff summer schedule with the clarification that the phrase “non-instructional staff” be used instead of “At Will Staff”, as well as language be added to the policy to state that At Will Staff may use additional care time during the February break in accordance with care time procedures in their departments for the 2017-2018 school year. Mr. Hobson seconded. All were in favor.

6. ACCOUNTABILITY

a. Announcement of Intent to Apply for New Authorizer

Ms. Eagen announced that the School is applying to be authorized under NYSED. The School vetted the process and would now like to submit a letter to the State declaring interest. Mr. Hobson made a motion to move forward with the decision to change authorizers. Mr. Rivera seconded. All were in favor.

b. Ms. Williams reported that the Civil Rights Data Collection submission has been completed.

c. VOTE: Organizational Chart

Ms. Williams presented a draft organizational chart. The School would be split into three major domains:

Division of Academics, Division of Organizational Operations, and Division of School Based Operations. The Division of Academics would have five Assistant Principals. Ms. Williams stated that this should be a non-material change because it does not change the administrative structure. The benefit of the new organizational charts is they better represent a child-centered operation. The Board will vote on the organization chart only once a budget that can support it has been developed and approved. Ms. Eagen said that creating a sustainable budget might require amendments to this draft organization chart. The Board discussed how this will affect the budget and students. Ms. Williams stated that positions have already been posted because of time constraints and that some current positions have been modified in the new charts. Employees in those roles will have to apply for the new roles.

7. SAFETY AND FACILITIES

There are two new hires in the Safety Department. The School is going “greener” with environmentally safe cleaners and reduced energy costs. Lights and heating units are being turned off at night. Spring cleaning and summer projects are being prepared. There are no new violations to report.

8. OPERATIONS

SAT Exams and Advisory field trips took place in April. The DOE survey closed on April 4 and there was a great turn out. Parent Teacher Conferences will take place on April 26. Report cards will go out the following week.

9. APPROVAL OF BOARD MINUTES

a. VOTE: February 28, 2017 Board Minutes

Mr. Rivera made a motion to accept the minutes. Ms. Putz seconded. Mr. Witherspoon and Mr. Hobson abstained. All others were in favor.

b. VOTE: March 21, 2017 Board Minutes

Mr. Witherspoon made a motion to accept the minutes. Mr. Hobson seconded. Mr. Rivera abstained. All others were in favor.

10. ADJOURNMENT

The next meeting will be Tuesday, May 16, 2017. Ms. Eagen spoke about the teacher evaluation process and how it has resulted in some teachers being placed on probation until the end of Spring Term. She stated that she believes that the more rigorous evaluation process will foster excellence in teachers. Ms. Eagen noted that the probationary status discussions have allowed for honest dialogue and will push the school from good to great. Mr. Fier commented that some teachers have expressed concern but he believes it is a step in the right direction. Ms. Eagen said that the Board will also be doing a formal evaluation of Ms. Williams by the end of the year. Mr. Rivera made a motion to adjourn. Mr. Witherspoon seconded. All were in favor.

11. EXECUTIVE SESSION