



MINUTES
Board of Trustees Annual Meeting
June 20, 2017

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

PRESENT

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

GUESTS

Tanishia Williams, Principal
Mary Kenny, Minutes Transcriber
Valerie Jacobson, Staff
Paul Leleck (*via phone conf.*)
Melissa Wade, Staff
Allan Ambris, Staff
Jennifer Parker-Sparks, Staff
Ikone Mason, Staff
Gonzalo Romero, Staff
Roberta Smith, Staff

Ellen Eagen, Attorney
Kate Manion, Staff
Darnell Pierre, Staff
Raymond James, Staff
Shante Martin, Staff
Jeremy Kronenberg, Staff
Angelica Romero, Staff
Eddie Moreno, Staff
Allison Witkowski, Staff
Kathy Fernandez, Staff

EXCUSED

Charles Hobson, Trustee; John Witherspoon, Trustee

1. WELCOME

The meeting was called to order at 6:12pm. Ms. Putz welcomed everyone and moved voting items down in the agenda. The Board then enjoyed student performances from the choir and theater programs. Members of the choir will be performing at the United Nations on June 28.

2. BURNING FLAME AWARD

Ms. Williams presented the Burning Flame Award to Melissa Wade for the month of June. Ms. Wade always lends a hand and frequently stays late to finish projects.

3. BUDGET

Ms. Fernandez and Mr. Leleck reviewed the proposed budget for 2017-18 which uses an estimated enrollment. Discussion occurred. Ms. Eagen stated that revenue from Southside Charter High School would be a one-time item; however, the law that allowed WCHS to receive this contribution has since changed so the money is not guaranteed. Nonetheless, the budget allows for both corporate and individual contributions which can replace or supplement the Southside line. Ms. Eagen suggested that the Board approve the proposed budget with the possibility of minor changes at the end of the month. Ms. Williams will work closely with Mr. Leleck and Ms. Fernandez to finalize. Ms. Putz commended everyone on their hard work. Mr. Fier asked Ms. Eagen if she had met with the landlord to discuss the possibility of purchasing the building and she stated that the appraisal has taken place and that they will meet in July.

- Mr. Rivera made a motion to approve the Fiscal School Year Budget for the Period of July 1, 2017 to June 30, 2018 pending Ms. Williams, Ms. Fernandez and Mr. Leleck consult with Counsel on minor changes. Ms. Johnson seconded. All were in Favor.

4. ORGANIZATIONAL CHART

Ms. Williams reviewed the updated organizational chart. It aligns with the budget and includes the following: the creation of Grade Level Academies, the hiring of an additional College and Career Coordinator, the

addition of an Alternative Education Academy, and the title change of Accountability and Development Manager (from Accountability Manager). Ms. Williams stated that the new chart will allow the School to better service students. Ms. Eagen added that this model will better facilitate preventative work with social and behavioral issues. Ms. Witkowski from the Operations (Ops) Department inquired about what this model will mean for Ops and expressed concern over potential disconnectedness that could result from automated phone calls. Ms. Eagen responded that automated phone calls are a first step in response to attendance issues and cannot replace the follow-up Ops does with parents. She added that the org chart does not make any changes to the Ops Department at this time but that the leadership will look closely at the current model to determine its effectiveness both from a functional and economic perspective over the coming months and that individuals in ops will be part of those discussions.

Ms. Williams said that there are internal candidates for the new positions and interviews for Academy Leaders will take place the following morning. Ms. Eagen stated that she and Ms. Putz met with staff earlier in the day to field questions and reassure staff about the processes. Ms. Putz reminded staff to be cautious regarding information they share with students. Mr. Fier was asked how teachers are handling change and he stated that some are uncomfortable but he has not received negative feedback. Ms. Johnson stated that is important that parents be kept abreast of all the changes.

- Mr. Rivera made a Motion to accept the 2017-2018 School Year Organization Chart. Ms. Johnson seconded. All were in Favor.

5. ACCOUNTABILITY

AUTHORIZER TRANSFER

Ms. Eagen announced that the School received a letter from David Frank, the Executive Director of the New York State Education Department's Charter School Office, allowing us to submit an application to switch authorizers. Ms. Manion will work on it this week along with leadership and counsel.

ANNUAL COMPREHENSIVE REVIEW

The Department of Education provided their evaluative summary of the Annual Comprehensive Review the School submitted in February. Ms. Eagen stated that Mr. Brusca provided great insight into the academic data.

DISTRICT CHARTER COLLABORATIVE

Ms. Williams announced that the School was accepted into the District Charter Collaborative for the upcoming school year. The focus will be Math.

Mr. Fier asked about the possibility of zoning the street outside the school for parking and Ms. Williams stated that she has tried but will look into it again. Over the years, the School has reviewed this issue.

6. MS. JOHNSON'S RESIGNATION

Ms. Manion presented Ms. Johnson with a bouquet of flowers and thanked her on behalf of the School for her dedication to WCHS and the Board. Ms. Johnson said she will miss everyone but will always be available to help in the future. Ms. Johnson's term will be complete as soon as the new Board member is onboarded.

Ms. Eagen mentioned that Manny Morales, a technology expert who has worked with us in the past and has served on other boards, is interested in joining the board on an interim basis. He is from the neighborhood and could provide valuable insight. Ms. Eagen stated that the Board needs to vote on his candidacy and then she will submit his name for approval.

- Mr. Rivera made a Motion to approve Mr. Morales as an Interim Board Member of Williamsburg Charter High School. Ms. Johnson seconded. All were in Favor.

8. BOARD ELECTIONS

Ms. Johnson nominated the following candidates for the 2017-18 school year:

- Lourdes Rivera-Putz as Board Chair of Executive Office. Ms. Putz accepted the nomination.
- Samuel Rivera as Vice Chair of Executive Office. Mr. Rivera accepted the nomination.
- John Witherspoon as Vice Chair of Executive Office. Mr. Witherspoon had accepted the nomination earlier in a conversation with Ms. Putz.
- Charles Hobson as Secretary of Executive Office. Mr. Hobson accepted the nomination earlier in a conversation with Ms. Putz.
 - Ms. Johnson then collected the ballots to tally. All were approved.

9. APPROVAL OF MAY 16, 2017 BOARD MINUTES

- Mr. Rivera made a Motion to approve the May Board Minutes. Ms. Johnson Abstained. All others were in Favor.

10. MS. WILLIAMS' EVALUATION

Ms. Eagen stated that Ms. Williams' evaluation will take place prior to the July meeting. As such, Ms. Williams is preparing a portfolio and an accompanying narrative. The Board will have the opportunity to review all documents prior to the evaluation session.

11. BOARD MEETING CALENDAR DATES

The Board discussed meeting dates for 2017-18 and voted.

- Mr. Rivera made a Motion to approve the Board meeting Calendar dates for School Year 2017-2018. Ms. Johnson seconded. All were in Favor.

12. WORLD LANGUAGE PROGRAM

Ms. Williams stated that she has interviewed candidates to teach Spanish for the upcoming year. Freshmen will continue to take Latin in order to be eligible for Advanced Regents Diploma.

- Mr. Rivera made a Motion to launch the World Language Program of Latin and Spanish for the 2017-2018 School Year. Ms. Putz seconded. All were in Favor.

13. SAFETY AND FACILITIES

Mr. James addressed the Board regarding Art Room Ventilation, a Fire Department violation, and additional classroom space.

ART ROOM VENTILLATION

Mr. James received three proposals for ventilation of the art room. He endorses Donnelly Construction Company – their bid for all work and construction is \$117,000. The company requires a 20% down payment which Ms. Williams would like to take from the current year's budget. The Board discussed fees, the timeline of the current year's budget, capital expenses, and alternative options such as utilizing an out-of-state company who may charge less. The Board approved moving forward but asked Ms. Williams to search for lower bids as well.

FIRE DEPARTMENT VIOLATION

The School received a violation for emergency lighting for public assembly because it has yet to be installed. The lowest bid for the work was \$53,000 with a deposit of \$26,000. The Board discussed that code has changed since the building was built.

ADDITIONAL CLASSROOM SPACE

Three proposals for additional classroom space were received, which include construction of walls and door installation. The lowest bid was \$11,000. Ms. Williams reiterated that the space is needed due to a large freshmen class. The Board discussed fees and discussed negotiating the price down with Donnelly Construction Company as they are also working on the HVAC.

10. ADJOURNMENT

Mr. Rivera made a Motion to Adjourn. Ms. Johnson seconded. All were in Favor.

11. EXECUTIVE SESSION