

**MINUTES**  
**Board of Trustees Meeting**  
**July 25, 2017**

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

**PRESENT**

Lourdes Putz, Chair (*via Beam*)  
Charles Hobson, Trustee  
Samuel Rivera, Vice Chair  
John Witherspoon, Trustee  
Evans Barreau, Parent Rep.  
Manuel Morales  
John Ballantyne, Staff

**GUESTS**

Tanishia Williams, Principal  
Mary Kenny, Minutes Transcriber  
Shante Martin, Staff  
Aryanna Sanchez, Alumnus  
Lester Samson, Staff  
Renata Clement, Staff  
Kayson Quezada, Alumnus

Ellen Eagen, Attorney  
Kate Manion, Staff  
Raymond James, Staff  
Harold Solis  
Kevin Morris, Staff  
Yahaira Alcontara, Staff

**EXCUSED**

David Fier, Staff Rep.

**1. WELCOME**

The meeting was called to order at 6:35pm. Everyone in attendance introduced themselves.

**2. PRINCIPAL'S REPORT**

Ms. Williams welcomed two recent graduates. They presented their experiences with the summer Logo Lab intensive. The School is considering adopting a new logo due to the low-resolution quality of the current logo. The Lab consisted of students and staff who worked together to brainstorm nine different ideas. Ms. Clement and Ms. Williams discussed uniforms for the 2017-2018 school year. Ms. Williams requested permission from the Board to order t-shirts in school colors while the new logo is developed. The shirts would be sold for \$5 to parents. The Board approved the purchase and parents will be notified.

**3. BOARD DEVELOPMENT**

Amendment to Bylaws/Mr. Morales' Board Application

Ms. Eagen explained Mr. Morales is in the process of becoming a trustee which would commence following the completion of Ms. Johnson's term. Ms. Eagen suggested an amendment to the bylaws that would allow for trustees to serve on the board until another trustee joins in order to ensure the Board has at least five members at all times. Discussion occurred.

- Mr. Rivera made a motion to amend the Bylaws. Mr. Hobson seconded. All were in Favor.

The Board discussed student and alumnus representation on the Board and whether or not the bylaws should be modified to include an alumnus non-voting member. Ms. Manion noted that regular attendance is needed for both voting and non-voting members of the Board and that it should be considered when choosing the language.

- Mr. Witherspoon made a motion to amend the Bylaws to add language that will include a student representative or recent alumnus (within the past two years) on the Board. Mr. Hobson seconded. All were in Favor.

**4. ACCOUNTABILITY**

Annual Report and Disclosure of Financial Interest Forms

Ms. Manion presented data she would be submitting as part of the NYSED Annual Report. She stated that

available data showed that the School did not meet two Academic Goals and one Organizational Goal. She stated that the report is on schedule for completion by the August 1 deadline. Ms. Manion collected Disclosure of Financial Interest Forms from all trustees.

Ms. Eagen relayed that NYSED has expressed three areas of concern with the school: student scores, ELL services, and a bullying incident that occurred some years ago. Ms. Eagen responded to NYSED by stating the School shares their concerns and that we are rigorously working to rectify them.

Ms. Williams nominated Justin Morris as the DASA Coordinator for 2017-2018. He attended training with Ms. Smith last year and agreed to take on the role.

Ms. Eagen reminded the School staff that bullying incidents are serious issues and need to be addressed properly. She inquired about VADIR bullying incidents and Ms. Manion stated that she submitted VADIR data based on discussion with the Safety Department Leaders as well as through available data in Blackbaud.

## **5. HUMAN RESOURCES**

### **a. Staffing Updates**

Ms. Williams reported that the School is 90% staffed for the new school year and that the SNAS Department should be staffed by the end of the week. The School currently has nine uncertified teachers.

### **b. Principal's Contract**

Ms. Eagen said that the Board will present Ms. Williams with a contract in Executive Session and will discuss her title for the Organizational Chart. The discussion will be regarding both the business and academic components of her position. The Board will also discuss the length of the contract (one vs. two years) and explained that a two-year contract will result in her being the Head of School through the charter renewal period.

## **6. ENROLLMENT**

Ms. Manion presented on Ms. Pierre's behalf. 959 students are currently enrolled. Discussion occurred regarding recruitment and enrollment initiatives. Ms. Eagen suggested that Ms. Pierre work with the Academic Leaders to increase enrollment. She asked Ms. Williams to keep the Board abreast of these numbers as enrollment drives the budget. The School discussed implementing an active waitlist.

## **7. FINANCE**

Ms. Eagen said the books are being reconciled and that the School is in the middle of an audit session, which happens annually. The budget has been updated and approved by the Board and will only need minor tweaking.

## **8. FACILITIES**

### **Ventilation Update**

Ms. Williams said that with Mr. Rivera's recommendation, the School managed to save \$40,000 on the ventilation project, which is on schedule and should be done before August 21.

## **9. APPROVAL OF JUNE 20, 2017 BOARD MINUTES**

- Mr. Hobson made a Motion to approve the Board Minutes. Mr. Witherspoon seconded. Two Abstained. All others were in Favor.

## **10. EXECUTIVE SESSION**