



MINUTES
Board of Trustees Annual Meeting
August 29, 2017

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

PRESENT

Lourdes Putz, Chair (*via Beam*)
Samuel Rivera, Vice Chair
John Witherspoon, Trustee
Manuel Morales, Interim Acting
Evans Barreau, Parent Rep.
David Fier, Staff Rep.

GUESTS

Tanishia Williams, Principal
Mary Kenny, Minutes Transcriber
Darnell Pierre, Staff
Heather Cabrera
Alexandra Gordon

Ellen Eagen, Attorney
Kate Manion, Staff
Faculty and Staff

EXCUSED

Charles Hobson, Trustee

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:21pm. Ms. Manion presented a charter governance PowerPoint which included background information on the School, charter oversight, and Board governance. Ms. Eagen described Williamsburg Charter as an innovative, community charter. She used Ms. Putz's attendance via BEAM as an example of the types of technology available to WCHS' students. Ms. Eagen described Ms. Williams as forward-thinking educator at the helm of the school and the Board as the fiduciaries of public funds. The Board and two other potential trustees, Heather Cabrera and Alexandra Gordon, introduced themselves.

2. BURNING FLAME AWARD

Ms. Williams presented Gonzalo Romero, Alternative Education Coordinator, with the Burning Flame Award for working exceptionally hard over the summer to ensure the new Alt Learning Lab was fully-developed in time for the start of school.

3. PRINCIPAL'S REPORT

a. School Opening

Ms. Williams expressed excitement for the new year and is confident that everything is in place.

b. Staffing Updates

Ms. Williams said there are three remaining vacancies. New hires were asked to stand up. Two representatives from human resources firm Little Bird, Noah Barnes and James Stovall, were introduced to the Board. Little Bird will be serving as WCHS' Human Resources Department moving forward on an interim basis. Mr. Morales made a motion to approve the hiring of Little Bird. Mr. Rivera seconded. All were in favor.

c. Curriculum Updates

Ms. Williams and Ms. Eagen discussed the expanded language program, which will now integrate Spanish and French into the existing Latin program. They also presented details regarding a revamped and unprecedented

literacy program. Ms. Eagen pointed out how these programs are examples of the types of innovation that occur at Williamsburg Charter.

4. ENROLLMENT

Ms. Pierre stated that the current enrollment is 999 although she anticipates the number will drop in coming weeks. Ms. Eagen explained that the School does not bill for any additional students once enrollment meets 963; however, if the School consistently enrolls a higher number in the coming years and keeps a healthy waitlist the School may consider applying for a charter revision to increase its enrollment capacity. Ms. Putz asked Ms. Pierre if a waitlist is being utilized. Ms. Pierre assured her that the School has a healthy waitlist.

5. ACCOUNTABILITY

a. Nonmaterial Changes Submission

Ms. Manion notified the Board that she plans on submitting nonmaterial changes to the DOE on behalf of the School. The nonmaterial changes include minor, approved modifications to the Organizational Chart, Board Bylaws, and School Goals that were discussed in previous meetings.

b. Transfer Application

Ms. Eagen discussed the status of the School's authorizer transfer application from NYCDOE to NYSED. She and Ms. Manion spoke with NYSED Charter School Office (NYSED CSO) Counsel, Karonne Jarrett Watson, regarding changes that would need to be made to school handbooks and the Board Bylaws. David Frank, NYSED CSO Executive Director, is interested in meeting with the Board for a capacity interview in Albany. Ms. Putz requested that the meeting take place in Brooklyn. Ms. Eagen stated that Mr. Frank sees his office's relationship with the charters he authorizes as a partnership. This decision will likely be made in November by the Board of Regents.

6. FINANCE

Mr. Rivera read Ms. Fernandez's report on her behalf. He read "the total revenue for 12 months is \$16,077,185. The total expenses for 12 months are \$16,101,160. The excess of revenue over expenses is \$23,975 and the surplus is \$976,972."

Ms. Eagen stated that she and Paul Leleck met with Mr. Grossman, the School's landlord, about the possibility of purchasing the building. He is open to the idea although more discussion needs to take place regarding the value of the building. She and Kathy Fernandez are working with an outside auditor to assess the building along with its operations and finances to determine what type of lease we could afford if the landlord would sell the building as part of a bond sale.. Mr. Witherspoon confirmed he spoke with the auditor and is pleased that the School's records are in order. Ms. Eagen confirmed that during the initial audit meeting, the auditors were pleased - especially about the student records. The audit is scheduled to be completed by November 1st.

7. APPROVAL OF JULY 25, 2017 BOARD MINUTES

- Mr. Witherspoon made a Motion to approve the Board Minutes. Mr. Morales seconded. All were in Favor.

8. OTHER BUSINESS

Ms. Williams elaborated on the 2017-2018 technology budget. Teachers voiced suggestions and concerns regarding the purchase of Chromebooks. Discussion took place on the number of Chromebooks and the insurance necessary. Mr. Witherspoon questioned the cost of insurance when the cost of a new device was not too different. The staff raised concerns about the amount of technology in the building. The Board took note and stated that they will audit the state of technology throughout the building.

The Board thanked staff for participating. Mr. Rivera encouraged staff to continue to partake in Board governance.

- Mr. Witherspoon made a Motion to approve the purchase of laptops. Mr. Morales seconded. All were in Favor.

9. ADJOURNMENT

- Mr. Witherspoon made a Motion to Adjourn. Mr. Morales seconded. All were in Favor.

10. EXECUTIVE SESSION