

**MINUTES**  
**Board of Trustees Meeting**  
**November 28, 2017**

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

**PRESENT**

Lourdes Putz, Chair  
Samuel Rivera, Vice Chair  
John Witherspoon, Trustee  
Manuel Morales, Trustee  
David Fier, Teacher Rep.

**GUESTS**

Tanishia Williams, Principal  
Mary Kenny, Minutes Transcriber  
Raymond James, Staff  
Vianey Camela, Staff  
Lester Samson, Staff  
Julia Slaff, Little Bird  
John Ballantyne, Staff  
Kaari Aubrey, Staff  
Valerie Jacobson, Staff  
Bryce Nielsen, Staff  
Vincent Daboelle, Staff  
Darnell Pierre, Staff  
Marcella Mercado, Staff

Ellen Eagen, Att. (*via Beam*)  
Kate Manion, Staff  
Eddie Moreno, Staff  
James Stovall, Little Bird  
Kevin Morris, Staff  
Donny Brusca, Staff  
Melissa Wade, Staff  
David Medina, Staff  
Bryn WorriLOW, Staff  
Kelly Thomas, Staff  
Ann Leghorn, Staff  
Kathy Fernandez, Staff

**EXCUSED**

Charles Hobson, Trustee; Evans Barreau, Parent Rep.

**1. WELCOME**

The meeting was called to order at 4:22pm. Ms. Putz welcomed everyone and thanked them for their commitment to Williamsburg Charter. Ms. Williams showed a Fall Highlights video showcasing recent student achievement.

**2. BURNING FLAME AWARD**

Ms. Williams honored Bryn WorriLOW with the Burning Flame Award for her work overseeing the Athletics Department.

**3. HUMAN RESOURCES**

Mr. Stovall from Little Bird updated the Board on five priorities:

- Teacher Certifications – WCHS is in compliance.
- Fingerprint Clearances – All employees have valid fingerprint clearances. The School will ensure that all fingerprints are pulled before a staff member's start date.
- BEDS Report – Ms. Slaff said that they are compiling data for the BEDS Staff Snapshot due in January.
- Workers' Compensation – The State requires the school to implement a safety and loss prevention program. Mr. Stovall will work with Ms. Fernandez to collect three bids for a certified consultant to conduct an evaluation. Mr. Stovall and Ms. Fernandez will follow-up at the next meeting.
- Mid-Year Salary Adjustments – Mr. Stovall recommended a change to the Personnel Handbook. He would like to streamline the mid-year salary adjustment process for employees who obtain additional degrees and certifications.

Mr. Stovall stated that next steps for the HR Department include structure recommendations, HR software updates, and a completion of a 403b plan and employee benefits analysis.

#### **4. SCHOOL QUALITY REPORT 2016-2017**

Mr. Brusca reviewed the NYC DOE School Quality Report. He explained that schools are no longer assigned performance grades.

- The School scored a 2.72/4 in Overall Student Achievement.
- Graduation Rates are above the City average.
- There was a notable improvement in College Readiness from 2015-2016; however the School still isn't meeting its target.
- The School's Regents rates are comparable to 2015-2016, which is slightly below the City average.
- The number of WCHS students earning 10+ credits in the first three years is comparable to the City.
- The School scored well in all areas of the NYC DOE School Surveys except for Strong Family-Community Ties. The School scored a 2.84/5 in this area.

Ms. Williams addressed how the School Quality Report factors into Charter Renewal. She discussed interventions in place for academics, attendance and learning environment. The Board and faculty discussed how all staff need to be invested in the process. Ms. Eagen explained that one of the reasons the School is seeking to switch authorizers is for the opportunity to show progress in more ways than straight test scores. For example, NYSED values iterating and using data to show growth and progress. Ms. Williams showed a spreadsheet of interim assessment scores from a class that demonstrated mastery across all Regents standards. Ms. Eagen and Ms. Putz spoke about how important it is to show a growth mindset and to avoid resistance to new initiatives.

#### **5. ENROLLMENT**

Ms. Williams reported on Ms. Pierre's behalf. The FTE is 932.55 with 951 in ATS and 950 in PowerSchool. The School is approximately 30 students below target FTE. In the month of November, 10 students were admitted and 6 were discharged. Ms. Williams summarized Ms. Pierre's recruitment efforts, which included attending local fairs, and distributing flyers to Co-Op Tech, the DOE Enrollment Office, as well as various community centers. Ms. Pierre also provided Operations trainings on how to use School Mint and how to utilize the Recruitment and Admissions Handbook. Ms. Williams ended by encouraging staff to keep "shining on" in order to attract more students.

#### **6. FINANCE**

Ms. Fernandez reported that as of October 31, 2017, the total revenue for four months is \$5,148,709 and the total expense is \$4,285,817. The excess of revenue over expenses for the period is \$862,892. She said that this shows that we are still in good financial standing. The Board discussed with her how the enrollment numbers affects the budget.

#### **7. FACILITIES AND SAFETY**

Ms. Manion reported on Mr. James' behalf. All heating units are operational. The vending machines are scheduled to have timers installed on each machine. The hand railings on the 2nd floor 'A' stairwell and auditorium entrance are scheduled for repair. There have been two off-property incidents, one on Bushwick Avenue, the other at the Morgan Avenue subway entrance. One FDNY violation was issued for the School's fire command station. The landlord advised and forwarded the Letters of Approval to FDNY. All other FDNY violations from 2013 to 2017 have been addressed. There are no pending violations at this time.

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

Mr. Witherspoon corrected the last paragraph on page one.

- Mr. Rivera made a Motion to approve the Minutes with change. Mr. Witherspoon seconded. All were in favor.

#### **9. ADJOURNMENT OF PUBLIC MEETING**

- Mr. Rivera made a Motion to adjourn. Mr. Witherspoon seconded. All were in Favor.

## **10. EXECUTIVE SESSION**