



**MINUTES**  
**Board of Trustees Meeting**  
**December 19, 2017**

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

**PRESENT**

Lourdes Putz, Chair  
Samuel Rivera, Vice Chair  
Charles Hobson, Trustee  
Evans Barreau, Parent Rep.  
David Fier, Teacher Rep.

**GUESTS**

Tanishia Williams, Principal  
Mary Kenny, Minutes Transcriber  
Raymond James, Staff  
Vianey Camela, Staff  
Lester Samson, Staff  
Angelica Romero, Staff  
John Ballantyne, Staff  
Kaari Aubrey, Staff  
Valerie Jacobson, Staff  
Kelly Thomas, Staff  
Kathy Fernandez, Staff

Ellen Eagen, Attorney  
Kate Manion, Staff  
Ryan Fuller, Staff  
Maria Romo, Staff  
Ian Cummings, Staff  
Matthew Carena, Staff  
Joseph DeMarco, Staff  
Kristen Assenzio, Staff  
Bryn WorriLOW, Staff  
Darnell Pierre, Staff  
Shante Martin, Staff

**EXCUSED**

John Witherspoon, Trustee; Manuel Morales, Trustee

**1. WELCOME**

The meeting was called to order at 6:11pm. Ms. Rivera Putz welcomed everyone.

**2. APPROVAL OF BOARD MINUTES**

- Mr. Rivera Putz made a Motion to approve the November 28, 2017 Board Minutes. Mr. Hobson seconded. All were in favor.

**3. BURNING FLAME AWARD/PRINCIPAL'S REPORT**

Ms. Williams awarded Herb Reid from the Facilities Department with the Burning Flame Award. She spoke highly of his work ethic.

Ms. Martin spoke on behalf of the Upperclassmen Academy. She reported that the 11<sup>th</sup> and 12<sup>th</sup> Grades fundraised to offset costs of senior expenses. They raised \$1,000. Students took the SATs in November and several received high scores. She will assess whether the SAT prep course had an influence on this.

Ms. Thomas spoke on behalf of the Underclassmen Academy. She reported that several students received high scores on the PSAT. She also stated that the Underclassmen Academy is in the midst of developing a student council.

Mr. Ballantyne said students are taking mock Regents in preparation for the January Regents. Ms. Williams said she will provide a detailed report next month on the gains the School has seen as a result of STAR testing.

The Board was shown a video holiday card highlighting the performing arts departments.

Ms. Williams stated that a number of staff members volunteered to assist students with their college essays.

#### **4. ENROLLMENT**

Ms. Pierre reported that there are 937 students in both ATS and PowerSchool. She has enrolled 60 students since September. As of 12/11, 0 students were discharged in December. Her ongoing recruitment efforts include attending fairs and community boards as well as posting on social media and utilizing Google Ad Words.

Ms. Pierre stated that 16 students who enrolled for 9<sup>th</sup> Grade in September never attended, and 76 never attended across all cohorts. She suggested enrolling more freshmen in 2018-2019. Mr. Samson spoke about the high school fair he attended and reported that parents frequently asked about graduation rates, sports, arts, college readiness, and AP courses.

The Board discussed the impending 15-month L Train shut down, which will start in April 2019, and how it will impact staff and student attendance.

#### **5. FINANCE**

Ms. Fernandez reported that as of November 30, 2017, the total revenue for five months was \$6,732,849 and the total expenses were \$5,560,436. The excess of revenue over expenses for the period is \$1,026,740.

The total assets are \$12,500,000 and total cash is \$8,400,000. Total fixed assets are \$2,300,000. The building deposit was \$1,500,000. Total liabilities are \$9,043,000 and the primarily deferred rent is \$8,020,000.

Ms. Fernandez also reported on the workers' compensation quotes which were brought to the Board's attention in November. She stated that it will cost between \$2,000 and \$3,000, which is less than she previously anticipated. Ms. Fernandez said that the New York State insurance conducted an inspection and recommended new carpets in some areas.

#### **6. HUMAN RESOURCES**

Ms. Eagen reported that an additional benefit is included in the 2018 New York Paid Family Leave Act. The benefit, should the School adopt it, would provide an additional 8 weeks of paid leave for employees who need to take time off for children, military purposes, or to care for a family member. A small deduction would be taken from salaries. Ms. Eagen stated that Little Bird recommends adopting this policy. It would take effect January 1.

- Mr. Rivera made a motion to adopt the implementation of the 2018 New York Paid Family Leave Act. Mr. Hobson seconded. Discussion followed. All were in favor.

Ms. Eagen then discussed streamlining the salary increase process for employees who complete an additional degree or additional credits. Currently Human Resources processes raises twice a year. Under the new policy, the Human Resources Department would process raises within 30 days of an employee's documentation evidencing the completion of a higher degree. Specifically, the salary increase would be realized in the second paycheck after one submitted the proper paperwork. This policy would be effective January 1. Ms. Eagen stated an updated handbook would be released to staff if the policy were changed. The Board discussed whether or not employees would receive retroactive pay and the effect this would have on the budget. Ms. Eagen asked the School Leadership to create a survey to find out how many teachers are in the process of obtaining a higher degree.

- Mr. Rivera made a motion to change the current application for a contract change as set forth in the current handbook dated August 2017. Teachers may apply for an additional step on the salary ladder by submitting documentation at any time and the increase will be provided by the second pay period after submission. Mr. Hobson seconded. All were in favor.

## **7. FACILITIES AND SAFETY**

Mr. James discussed elevator inspections, heating units, and vending machines. There have been three new FDNY violations. There was one off-property student altercation and arrest, as well as one student theft.

Ms. Eagen reported that the building appraisers will be here on December 20. This will allow the School to see the value of the building to inform the board's decision to raise bonds to purchase the building. This information would also be used to renegotiate the rent. Ms. Eagen asked for a special meeting with Mr. Leleck and the Board to speak with the Ziegler group.

## **8. ADJOURNMENT OF PUBLIC MEETING**

The Board discussed that David Frank will be here mid-January.

Ms. Eagen encouraged the community to donate to the School. Ms. Manion also confirmed that she would be sending holiday cards out.

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

## **9. EXECUTIVE SESSION**