



**MINUTES**  
**Board of Trustees Meeting**  
**February 28, 2018**

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

**PRESENT**

Lourdes Putz, Chair  
Samuel Rivera, Vice Chair  
Manuel Morales, Trustee  
John Witherspoon, Trustee  
Karl Richards, Staff Rep.

**GUESTS**

Tanishia Williams, Principal *via Beam*  
Mary Kenny, Minutes Transcriber  
David Fier, Staff  
Ryan Heyman, Staff  
John Ballantyne, Staff  
Melissa Wade, Staff  
Amaryllis Valentin, Staff  
David Medina, Staff  
Lester Samson, Staff  
Joseph DeMarco, Staff  
Kelly Thomas, Staff  
Swetha Gavirneni, Staff  
Will Fassel, Ziegler

Ellen Eagen, Attorney  
Kate Manion, Staff  
Graham Earle, Staff  
Bryn Worrilow, Staff  
Laura Rackmil, Staff  
Angelica Romero, Staff  
Matthew Carezza, Staff  
Kathy Fernandez, Staff  
Kristen Assenzio, Staff  
Yahaira Alcantara, Staff  
Angela Rogan, Staff  
Tiny McLaughlin, Ziegler

**EXCUSED**

Charles Hobson, Trustee; Evans Barreau, Parent Rep.

**1. WELCOME**

The meeting was called to order at 6:30pm. Ms. Putz welcomed everyone. She introduced Karl Richards, the new WCHS Staff Representative. Ms. Putz thanked Mr. Fier for dedicating the past few years to the Board. Ms. Eagen stated that amongst many contributions, Mr. Fier advocated for a paternity leave policy and was essential to its implementation.

Ms. Putz introduced representatives from Ziegler who have been working with the Board to raise bonds to acquire the building. Mr. Tiny McLaughlin said that owning the building will make a statement to the community about the School's commitment to the neighborhood. The Board explained to the audience that the Board has been assessing a potential purchase for over a year.

**2. APPROVAL OF BOARD MINUTES**

- Mr. Rivera made a Motion to approve the January, 2018 Board Minutes. Mr. Witherspoon seconded. Mr. Morales Abstained. All were in favor.

**3. BURNING FLAME AWARD**

The Burning Flame Award was given to Mr. Donny Brusca for his diligent and dedicated work ethic. He always responds to the needs of the school and students.

**4. ACADEMIC REPORT**

Swetha Gavirneni from the Visual Arts Department demonstrated how students are using sketches and 3D printing in the classroom. Students have made keychains, candle holders and statues. Mr. Medina mentioned that he is exploring ways to create and donate prosthetics using 3D printing. The prosthetics would be donated to local organizations and/or hospitals.

### 12<sup>th</sup> Grade

12th grade honor roll students have been recognized. The senior trip is March 1<sup>st</sup>. The class held a bake sale which raised \$742. This will go towards prom and graduation fees. Staff have been holding frequent parent meetings to review graduation options for under credited students.

### 11<sup>th</sup> Grade

89 11th grade students currently meet the Regents requirements for graduation. Students who scored 1000 or higher on the PSAT were celebrated.

### 10<sup>th</sup> Grade

10th grade students are in the process of researching colleges and visiting local universities.

### 9<sup>th</sup> Grade

Guidance counselors are holding individual meetings with 9th grade parents and teachers to design plans for students who failed three or more classes in the first semester. The Student Council recently held a fundraiser and sold over 200 chocolate roses and lollipops.

### College Office

Currently 90% of students have post-secondary plans and 125 have been accepted into colleges. One student interviewed for Yale and Harvard.

Discussion occurred regarding the recent Parkland shooting. Ms. Eagen asked teachers how this topic was discussed in the school community. The Board discussed the National School Walkout on March 14. Ms. Williams stated that Academy Leaders are planning a protocol for the event. Ms. Eagen stated that National School Walkout day was a great opportunity for the school to advance students' rights.

Ms. Eagen discussed that the school needs to create a college and career readiness program in the 9th grade grade, building to 12th grade. The Board discussed using Naviance Technology to help students prepare. The school was told to assess whether or not we need Naviance licenses for the 9th grade.

## **5. RECRUITMENT AND ENROLLMENT**

### Enrollment

Ms. Manion confirmed that the School had received 448 applications by this time last year. Mr. Samson stated that in order to prepare for the lottery, WCHS will be hosting and attending recruitment events and will continue private tours for middle school students. Mr. Rivera said he and Ms. Putz sat in on an enrollment meeting and they feel that we are in a good place.

### Teacher Recruitment

Mr. Samson stated that the teacher recruitment team is in the process of attending recruitment fairs and conducting screening of teachers for the 2018-2019 school year. There is currently one ELA position open.

## **6. FINANCE**

Ms. Fernandez explained that the School recorded the deficit in July. She showed how per pupil affects the budget. Ms. Fernandez says that the School saved in personnel expenses and stated that enrollment reconciliation is collected in June. Ms. Williams stated that she will be cognizant of staying within budget. Ms. Fernandez said that moving forward the School will budget for an enrollment lower than 963 students to be safe.

Ms. Fernandez reported the following:

Total Revenue: \$7,647,438  
Total Expenses: \$7,590,128  
Excess: \$57,310

This surplus was predicted in the budget.

## **7. FACILITIES AND SAFETY**

### Facilities

Ms. Manion reported that 22 ballast light bulbs were replaced; student lockers and broken handrails have been repaired; school sidewalks have been power washed and cleaned; and all heating units and elevators are in working order.

### Safety

Ms. Manion reported that two vacant safety officer positions are currently being filled by Andy Frain Security. There have been no truancy reports or violations issued from the NYPD.

## **8. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion stated that she submitted the Annual Comprehensive Review (ACR), Quarter 2 Financial Report, and Lottery February Accountability submissions to the NYC DOE. She also brought in a visitor to speak with the SAGA Club.

## **9. HUMAN RESOURCES**

Ms. Eagen explained that following evaluation, teachers will receive letters of probation or letter of intent to return. This will begin around March 5. Ms. Williams stated a memo will be circulated to staff detailing the timeline. Ms. Eagen explained that the probation period is intended to incentivize teachers to improve.

## **ADJOURNMENT**

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