



**MINUTES**  
**Board of Trustees Meeting**  
**July 26, 2018**

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

**PRESENT**

Lourdes Putz, Chair  
Samuel Rivera, Vice Chair  
John Witherspoon, Co-Treasurer  
Charles Hobson, Secretary  
Karl Richards, Staff Advisor

**GUESTS**

Tanishia Williams, Principal  
Mary Kenny, Minutes Transcriber  
Donny Brusca, Staff  
Valerie Jacobson, Staff  
Kevin Morris, Jr., Staff  
Gonzalo Romero, Staff  
Lisa Keller, Little Bird

Ellen Eagen, Att.  
Kate Manion, Staff  
Kathy Fernandez, Staff  
Raymond James, Staff  
Tamisha Johnson, Staff  
Shante Martin, Staff  
James Stovall, Little Bird

**EXCUSED**

Manuel Morales, Trustee

**1. WELCOME**

The meeting was called to order at 6:48pm. Mr. Rivera said he would be keeping time on Agenda items to ensure all topics are covered.

**2. APPROVAL OF JUNE 19, 2018 BOARD MINUTES**

The Board reviewed the Minutes and made a correction to Page 2, #6, a) School Wrap-Up, 2<sup>nd</sup> paragraph: delete the words “on her behalf”.

- Mr. Rivera made a Motion to approve the June 19, 2018 Board Minutes. Mr. Witherspoon seconded. Mr. Hobson Abstained. All others were in favor.

**3. PRINCIPAL’S REPORT**

a) June and August Graduation/APEX Update

Ms. Martin reported that 159 students graduated in June. Two more students are on track to graduate in August. Mr. Romero said the APEX credit recovery program helped 21 graduates pass. 65 credits were recovered in total, across all grades. 63 students are currently enrolled in APEX this summer. Mr. Brusca went over graduation data over the past four years. Graduation rates are trending up. This June the School had the highest graduation rate it’s ever had. Mr. Brusca estimates 40% of graduating students are considered College Ready, which is up 20% from June 2017.

b) Regents Data

Ms. Williams reviewed the June Regents pass rates. She reminded the Board that the School expanded the range of students taking the test to include a number of 9th Grade students. This resulted in a dip in scores. Ms. Eagen stated that testing certain students early can give them the opportunity to practice and improve as long as we are choosing those students with intention.

c) Uniforms

At the June Board Meeting, the Board agreed on green polo shirts. After more discussion, Leadership decided to change the green polo to a black polo. The black polo will also feature the School's new logo. Students will be able to choose from two different cuts of shirts.

#### d) Consultant Contracts

Ms. Williams presented three consultant proposals; these proposals were discussed with the Board. Ms. Eagen asked Ms. Fernandez whether there were budget lines for consultants and she confirmed affirmatively. The three contracts are as follows:

- STEM Strategies - Math curriculum and professional development (\$15,000). Mr. Rivera made a motion to approve up to \$15,000 for STEM Strategies curriculum and professional development. Mr. Witherspoon seconded. All were in favor.
- New Beginnings - Dance and yoga classes and curriculum development (\$90,000). Mr. Rivera made a motion to approve up to \$90,000 for New Beginnings. Mr. Hobson seconded. Mr. Witherspoon recused himself. All others were in favor.
- Betty's Daughter Arts Collaborative (BDAC) - Poetry classes and clubs. (\$30,000). Mr. Rivera made a motion to approve up to \$30,000 for BDAC. Mr. Hobson seconded. All were in favor.

Ms. Eagen asked Ms. Williams to advise BDAC that the School will be writing grants in the future to offset expenses. Ms. Eagen stated that self expression through the performing arts and the literary arts is an exceptional aspect of WCHS and is something other schools in the neighborhood do not offer in the same capacity.

## **4. RECRUITMENT AND ENROLLMENT**

### a) Enrollment

Ms. Martin presented PowerSchool numbers: There are 1,012 students in PowerSchool, 982 in ATS, and there is an FTE of 935. The Board discussed how these numbers historically drop by October and that the School should remain vigilant in its recruitment efforts. Ms. Eagen encouraged staff to keep a close watch on the enrollment numbers over the course of the next month. Ms. Williams stated that she has a candidate she would like the Board to review for the open position for Recruitment Manager.

## **5. HUMAN RESOURCES – LITTLE BIRD**

Mr. Stovall provided an overview of what he and his staff have been working on. He believes that the School needs two permanent HR professionals on site due the scope of the staff. The office is working on recruiting those two people; overseeing an internal audit; providing employee contracts; completing the BEDS report; adjusting salaries; recruiting teachers; and overseeing a fingerprinting audit. Mr. Stovall recommended an HRIS software system for the School to streamline processes. He also updated the Board on 2018-2019 WCHS benefits.

## **6. FINANCE**

Ms. Fernandez provided the Board with the July finance update. The revenue for 12 months is \$15,824,000. The expenses for 12 months are \$15,720,000. The surplus as of June 30, 2018 is \$104,000. Ms. Fernandez stated that the School is still receiving money from the State.

Mr. Rivera stated that the Board agreed to utilize BoostEd's financial services for the renewal process to ensure that we had checks and balances in place with regard to our financial health. He also stated that the auditors provided positive feedback with no material issues. Ms. Eagen said that they are scheduled to come in August to do an initial review of the School, which will include employee files, fingerprints, payroll, debit cards, medical, reimbursements, and student headcounts. She iterated that the auditors seemed pleased with the School's recordkeeping as a whole.

## **7. FACILITIES AND SAFETY**

Mr. James introduced several proposals for Board approval.

- Diamond Power Consultant Group (security training course)
- Security Cameras of NY, Inc. (additional security cameras)
- Cravtsman (cameras)
- Hiring of additional security guards

The Board reviewed Mr. James' proposals. Mr. James also discussed violence in the neighborhood and viable options to keep students and staff safe in the building. Mr. Witherspoon supports updating and adding security cameras throughout the building. The Board discussed Safety vacancies and Safety training. Ms. Eagen stated that Diamond Power Consultants will need to provide a modified contract that is specific to schools. Mr. Witherspoon said he would approve the safety training following an amended contract.

## **8. ACCOUNTABILITY AND DEVELOPMENT**

### **a) Disclosure of Financial Interest Forms**

Ms. Manion collected Disclosure of Financial Interest Forms for the August 1 Annual Report submission.

### **b) Status of Renewal Process**

Ms. Manion stated that the renewal application is a work in progress and that it has been a collaborative effort. She spoke with the School's NYSED liaison earlier in the day regarding the renewal process along with Ms. Eagen, Ms. Rivera-Putz, and Ms. Williams. Ms. Manion asked the School's liaison, Laura Hill, for a two-week extension, provide the fact that the School is new to the NYSED renewal process and was accepted as a NYSED Board of Regents school following the initial renewal training in April. This extra time will allow for the application to be more collaborative work product incorporating more voices.

### **c) Nonmaterial Changes**

Ms. Eagen said that several members of the WCHS community, including teachers and staff, have provided input on the nonmaterial changes to the charter the School plans to submit as part of the renewal application.

Ms. Manion displayed three changes the School would like to make moving into 2018-2019, and into the first year of the new charter term: updates to the School handbooks; minor language changes to the mission statement; and, a division of labor in the organizational chart that would create a Head of Operations to assist the Head of School.

- Personnel Handbook and Community Covenant – The Board reviewed the minor changes. Mr. Rivera made a motion to approve the revised Personnel Handbook and Community Covenant handbooks as a nonmaterial change. Mr. Witherspoon seconded. All were in favor.
- Mission Statement – The Board reviewed the minor changes. Mr. Rivera made a motion to approve the revised mission statement as a nonmaterial change. Mr. Witherspoon seconded. All were in favor.
- Organizational Chart 2018-2019 – The Board reviewed the new organizational chart. The Head of School will continue to oversee the Division of Academics and the new Head of Operations would oversee the Division of Organizational Operations and the Division of School Based Operations. Both positions would report to the Board of Trustees. This is not believed to be a material change because it does not add an additional tier of administration. Ms. Eagen asked Ms. Fernandez to ensure that the budget is aligned with the changes. Discussion occurred. Mr. Rivera made a motion to amend the Organizational Chart for WCHS to add Head of Operations. Mr. Witherspoon seconded. All were in favor.

Ms. Eagen thanked Ms. Manion for her hard work on the renewal process.

**12. ADJOURNMENT**

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

**13. EXECUTIVE SESSION - discussion relating to personnel matters**