



MINUTES
Board of Trustees Meeting
August 28, 2018

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

PRESENT

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

EXCUSED

John Witherspoon, Treasurer

GUESTS

Tanishia Williams, Head of School
Valerie Jacobson, Head of Operations
Brynn WorriLOW, Staff
Robert M. Turner, Staff
Vince Ferguson, Staff
Seth Failla, Staff
Aurelina Ramirez, Staff
Guillermo Vargas, Staff
Francois Monroe, Staff
Curtis Jacquemain, Staff
Sol Kang, Staff
Maria Candelario, Staff
Kelly Thomas, Academy Leader
Kevin Morris, Academy Leader
Dominique Fulchek, Staff
Gonzalo Romero, Staff
Moe Lima, Staff
Rabindra Ramkirath, Staff
Frank Zambrano, Staff
Graham Earle, Staff
Matthew Carezza, Staff
Peggy Doody, Staff
Robert Turner, Staff
Michael Solomon, Staff
Mark Short, Parent
David Medina, Staff
Tonya Allen-Sagesse, Staff
Angelica Romero, Staff
Michael McCaffery, Staff
Wendy Soohoo, Staff
Melody Pink, Parent
Gale Dragone, Staff
Ellen Eagen, Attorney
Katie Manion, Staff
Ryan Fuller, Staff
Karlyn Hilbrich, Staff
Natalie Naftel, Staff
Swetha Gavierni, Staff
Mayra Castro-Vergara, Staff
Adam Herrada, Staff
Taru Thompson, Staff
Melissa Wade, Staff
Anny DeLuna, Staff
Ann Leghorn, Staff
Luke Hagen, Staff
Martin Hightower, Staff
Fausto Junior Gomez, Staff
Barbara SwietKowski, Staff
M. L. Burchett, Staff
Kelsey Tilin, Staff
Ryan Heyman, Staff
Erminia Errante, Staff
Daneen Brown, Staff
Renee de Lyon, Staff
Jacob Livscultz, Staff
Lorrie Drain, Parent
Mya Chamblee, Staff
Maribel Morton, Staff
Hector Cruz, Staff
George Georgiadis, Staff
Chanel Francis, Staff
Belnardina Madera, Staff
Ansu McClinton, Parent
Kathy Fernandez, *via Beam*



1. WELCOME

The Board of Trustees introduced themselves. Samuel Rivera stated that he grew up on the “South Side” of Williamsburg. He has been on the Board since 2013. Mr. Rivera is an attorney with expertise in regulatory matters. He knows the community and the types of students we serve, which is an asset to the School. Lourdes Rivera-Putz introduced herself. She has been the Board Chair since the School opened. Ms. Rivera-Putz is also the founder and Executive Director of United We Stand, a local child advocacy organization. Charles Hobson has been involved in the documentary and television production industry for many years and has taught at SUNY, NYU Tisch School for the Arts, and Vassar. Manny Morales grew up in New York City and went to school in Brooklyn. Careerwise he has been involved in architecture, IT, and now does business consulting. Karl Richards, the Staff Advisor to the Board, has transitioned from IT to Data for the School.

Ellen Eagen introduced herself as WCHS’ School Counsel. She referenced the complaint process discussed during the HR session and told the staff that they have the right to address issues regarding the School or supervisors directly to the Board Chair. She also discussed the importance of the role of teachers and staff in the governance of the school.

School staff introduced themselves. Kathy Fernandez, Finance Manager, introduced herself via the Beam.

2. APPROVAL OF JULY 26, 2018 BOARD MINUTES

The Board reviewed the Minutes.

- Mr. Hobson made a Motion to approve the July 26, 2018 Board Minutes. Mr. Rivera seconded. All others were in favor.

3. BURNING FLAME AWARD

Tanishia Williams, Head of School, presented Katie Manion, Accountability and Development Manager, with the Burning Flame Award for August. Ms. Manion completed the Annual Report, SSEC Report, and NYSED CSO Renewal Application over the summer.

4. HEAD OF SCHOOL AND ACADEMY REPORT

Ms. Williams introduced Kelly Thomas and Shante Martin, the School’s Social Emotional Academy Leaders.

Summer Bridge Program

Ms. Thomas discussed the Summer Bridge Program. Students completed math and reading assessments and had a scavenger hunt across the building and met a number of staff. 8 Senior Mentors assisted. 103 families joined the family dinner.

Grade Orientations

Ms. Martin summarized grade orientations. Students were introduced to the School’s new slogan, PRIDE: Perseverance, Respect, Integrity, Discovery, and Empathy; and received training on School protocols, mission and vision, and key design elements. Students met teachers and staff, took ID pictures, and participated in a



photobooth. Ms. Martin believes the first day of school was very successful due to effective communication at the orientations.

Professional Development

Ms. Williams introduced Kevin Morris and Lester Samson, the School's Instructional Academy Leaders.

Mr. Morris discussed summer Curriculum Retreats. Members of each department came in and reviewed item analysis reports and conducted backwards planning. Teachers developed curriculum maps for their courses at the culmination of each retreat.

Mr. Samson stated that all WCHS staff came in the previous week for professional development. This year's theme was "Camp Renew". Staff members were refreshed on School policies, procedures, and initiatives. Community building occurred between Departments during group fort-making and through a school supply give away at Bushwick Houses.

First Day of School

Ms. Williams stated that the first day of school was a success. Teachers and staff stood outside with posters and cheered as students entered the building. Parents and students commented that the welcoming parade was an encouraging start to the 2018-2019 year.

5. HEAD OF OPERATIONS REPORT

Valerie Jacobson, Head of Operations, shared preliminary August Regents Pass Rates, which do not include the Safety Net. Based on these results, 11 ELA and 21 Math students will be considered College Ready. 6 staff members did not return for the 2018-2019 school year (including 1 Social Worker & 2 Academy Leaders). 2 vacancies remain: Recruitment Coordinator and Transportation Coordinator.

Ms. Eagen asked if not having summer school impacted Regents scores. Ms. Williams reminded the Board that there was lower teacher participatory interest and that the school had decided not to move forward with summer school in order to prepare for renewal year. However, WCHS will re-initiate summer school in 2019 as there are concerns that students do not feel comfortable going to other schools for summer school.

6. STAFF ADVISOR TO THE BOARD

Mr. Richards will be sharing his office hours in the Daily Leaf. He can also be reached in person in Room 831 and via email at krichards@thewcs.org. Mr. Richards explained that the role of Staff Advisor to the Board exists to represent staff interests at the Board level and to ensure that everyone in the School has a voice.

7. RECRUITMENT AND ENROLLMENT

Ms. Jacobson reported that the School has 1022 students in PowerSchool, 1005 in ATS, and estimates the FTE to be 876. The FTE estimate is based on headcounts, not attendance reports. Mr. Brusca is the process of updating the attendance reports for 2018-2019. In addition, the NYCDOE does not open until September 5 which affects ATS and the School's ability to formally accept students into the School.



Ms. Jacobson provided a SchoolMint update. To this date, the School received 777 total applications, with the following enrolled: 221 in 9th Grade, 15 in 10th Grade, 11 in 11th Grade, and 3 in 12th Grade. 0 students are currently on the waitlist. Mr. Morales inquired why the waitlist is 0. Ms. Jacobson explained that the School has been enrolling students on a rolling basis.

Discussion occurred regarding historical August enrollment and the fiscal impact enrollment has on the School.

8. HUMAN RESOURCES

Ms. Keller from LittleBird presented a Human Resources update regarding new hires and on-boarding. Ms. Williams stated that 4 full-time academic positions still need to be filled. She is in the process of condensing classes where she can.

Ms. Williams stated that 25 teachers left since June 2018, 48% of whom left for a better monetary opportunity. Other predominant reasons for leaving include: contract nonrenewal, proximity to home, and personal growth opportunity.

Ms. Kellar discussed HR's upcoming goals, which are: updating the organizational chart; streamlining the hiring and onboarding process; administering the new hire grid; facilitating certifications for 16 teachers who need to renew or apply; purging and upgrading hardcopy and digital personnel files; maintaining full compliance with DOH, DOE, and other governing bodies; ensuring strict compliance with the State and Personnel Handbook; and initiating an audit and purging of benefit enrollments and records.

9. FINANCE

Ms. Fernandez presented the finance update via Beam technology. As of June 30, 2018 the total collected revenue for 12 months is \$16,255,968 and the total expenses for 12 months are \$15,748,695. After total reconciliation of Title I and Title II, and the booking of special charter school aid (additional per pupil funds), the School's actual excess of revenue over expenses is \$506,272. The per pupil end of year reconciliation shows an amount of \$19,356.45 owed by the School. The audit package was submitted on August 27, 2018. The auditors will be on site to review files on September 6 and 7. Ms. Fernandez will also be on site to facilitate.

Mr. Medina presented a bid for updated technology in all classrooms. Based on this bid, the project would cost around \$75,000 over the course of 3 years (\$25,000/year). Currently \$150,000 of the budget is earmarked for technology.

Discussion occurred regarding who would receive the technology and what exactly it would be. Mr. Medina explained that he wanted to purchase Microsoft Surface, which is mobile technology for teachers that can be undocked. Teachers provided support for the initiative and input regarding specific needs in their classrooms. Mr. Medina agreed to create an online form to gather more input from teachers.



Ms. Eagen stated that the Board would need two additional bids before moving forward with any technology purchases. She asked Mr. Medina if it was his intention to purchase the technology prior to the September meeting so teachers could utilize it as soon as possible. Mr. Medina stated that it was. In response, Ms. Eagen suggested that the Board differ to a sub-committee to approve the winning bid. The sub-committee would consist of Mr. Morales, Mr. Witherspoon, Ms. Williams, Ms. Jacobson, and Ms. Eagen. The Board discussed.

- Mr. Rivera made a motion for the creation of a subcommittee to address the IT infrastructure need that will be comprised of the Head of School, Head of Operations, School Counsel, and the Board of Trustee Co-Treasurers with authorization to approve a contract not to exceed the line item for the budget for IT, for the school year 2018-2019. Mr. Hobson seconded. All were in favor.

10. FACILITIES AND SAFETY

Ms. Manion provided the Facilities and Safety updates on behalf of Raymond James.

Over the summer, the Facilities team conducted work on the following:

- Removed stained and torn carpets and replaced tile in 5 rooms;
- Installed 21 interior cameras and replaced 4 exterior cameras;
- Deep cleaned classrooms and offices;
- Repaired and discarded broken furniture; and,
- Distributed 100 new student desks.

Mr. James also oversaw the completion of an OSHA inspection on 8/23/18. There was one citation issued for correction (Industrial Code 59). The Facility received its permits for the HVAC units.

Ms. Manion reported that Safety and Security Officers received training on August 6 and August 7 in crisis intervention, de-escalation, and annual NYSED required training. State certificates were issued. On the job training was conducted August 8-10. 6 Summit Security Officers were fingerprinted and approved. One off-site cyberbullying incident occurred, and there are no other incidents to report.

11. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion stated that the NYSED Annual Report was submitted August 1. The majority of the NYSED CSO Renewal Application was submitted August 8. Benchmark 1 of the application is due October 15. The School's NYCDOE renewal hearing is on October 30 and the NYSED site visit will occur November 8. Ms. Manion will be submitting the Consolidated Application for ESSA-Funded Programs by August 31. The School is applying for Title I and Title II funding. She reminded the Board that the next scheduled meeting is for September 18 at 6pm.

12. ADJOURNMENT

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

13. EXECUTIVE SESSION