



MINUTES
Board of Trustees Meeting
September 25, 2018

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

PRESENT

Lourdes Putz, Chair
Manuel Morales, Co-Treasurer
Charles Hobson, Secretary
Karl Richards, Staff Rep
Evans Barreau, Parent Rep

GUESTS

Tanishia Williams, Head of School *via phone*
Mary Kenny, Minutes Transcriber
Shante Martin, Staff
Bryn WorriLOW, Staff
Kevin Morris, Jr., Staff
David Medina, Staff
Tamisha Johnson, Staff
Kathy Fernandez, Staff
Matthew Carenza, Staff
Raymond James, Staff
Sol Kang, Staff
Ryan Fuller, Staff
Kelsey Tilin, Staff

Val Jacobson, Head Of Ops
Ellen Eagen, Att.
Kelly Thomas, Staff
Lester Samson, Staff
Kate Manion, Staff
Laura Rackmill, Staff
James Stovall, Little Bird HR
Gale Dragone, Staff
Lisa Keller, Little Bird HR
Moe Lima, Staff
Brynn WorriLOW, Staff
Luke Hagen, Staff
Ryan Heyman, Staff

EXCUSED

Samuel Rivera, Vice-Chair; John Witherspoon, Co-Treasurer

1. WELCOME

The meeting was called to order at 6:15pm. Kelly Thomas presented a video of students discussing their participation in *Charta the Musical*. The performance was created over the summer to help incoming students acclimate to WCHS.

2. APPROVAL OF AUGUST 2018 BOARD MINUTES

The Board reviewed the Minutes.

- Mr. Morales made a Motion to approve the Board Minutes. Mr. Hobson seconded. All were in favor.

3. BURNING FLAME AWARD

Ms. Manion presented the Burning Flame Award to Sol Kang, ENL Department Leader. Ms. Kang has gone above and beyond in developing the ENL program. She stays after school frequently and ensures all students are receiving the services they need.

4. HEAD OF SCHOOL AND ACADEMY LEADER REPORT

a) First 30 Days

The Academy Leaders reported on the first 30 days of school. Curriculum Night provided families the opportunities to learn about PowerSchool, SUPA (Syracuse University Project Advance), Hero, and renewal. Families also met their students' teachers. Ongoing professional development has been focused on positive behavior intervention, effective co-teaching, goal-setting, and SNAS/ELL services. The SAT/PSAT will be held on October 10. Parent teacher conferences will be held on October 17 and October 18. The school will also be celebrating Hispanic Heritage Month throughout October. Special events will include food celebrations, special speakers, and will culminate with a school-wide dinner and dance on October 19.



b) Graduation Rates

Ms. Martin reported that fifteen students are participating in the School internship program. All participating students are on-track to graduate and have available periods. 12 students graduated during the summer. The June 4-year graduation rate has increased from 79.4% in 2017 to 82.3% in 2018. The August 4-year graduation rate dropped from 85.1% to 83.3%.

Ms. Martin stated that are under a third of Class of 2019 students are considered on-track to graduate based on credits required to graduate. Ms. Martin and guidance counselors have been meeting with families to encourage participation in APEX credit recovery and CDOS. Ms. Eagen asked why so many students are “off-track”. Mr. Brusca mentioned that not having summer school could have impacted the data. The SNAS team mentioned that some students might have suffered from over-testing in their junior year. Ms. Eagen requested that the Board receive regular updates regarding on-track and off-track students. Discussion occurred regarding grading policies, monitoring credits, and credits required for grade promotion.

Ms. Williams compared September 2017 and September 2018 STAR data across grade levels. She discussed interventions the school is utilizing for literacy growth, such as, Achieve3000, Kiddom, and vocabulary focus.

5. HEAD OF OPERATIONS REPORT

a) Historical Regents Data

Ms. Jacobson reviewed historical Regents data compiled by Mr. Brusca. She reported that students are taking the ELA Regents earlier, more students achieved College Readiness, and Algebra II increased by 5%. Living Environment, Earth Science, Chemistry and Physics all showed growth. The Latin Regents pass rate increased by 25%.

b) Recruitment and Enrollment

Ms. Jacobson reported that the attendance rate at the end of the 2017-2018 school year was 86.2%. The September attendance rate ranges from 84-86%. She stated that the school has been deploying social media and Google Ad Words campaigns in hopes of increasing enrollment. Ms. Jacobson reported that exit reports show students are leaving in order to enroll in DOE schools and YABC programs. Students also cite moving upstate or out of state. The FTE is 935. There are 960 students in ATS and 962 students in PowerSchool.

Ms. Manion presented a proposal to utilize Community LinkED’s recruitment services from October 1-November 29. The proposal would include assistance with home visits, attendance at community events and school fairs, and updates to the School’s recruitment materials. Community LinkED stated that they could enroll 10-20 students over the course of the two months. The total cost would be \$8,000, which would be covered in the Recruitment Coordinator and Materials budget lines. Ms. Eagen added that if the School enrolls one student it is worth the money. Discussion occurred.

- Mr. Morales made a Motion to approve CommunityLinkED for \$8,000. Mr. Hobson seconded. All were in favor.

6. STAFF ADVISOR TO THE BOARD

Karl Richards provided his email to staff. He reported that the new teacher laptops are in. He showed an example to the Board. Mr. Richards will be available to assist with setup.

7. HUMAN RESOURCES



James Stovall and Lisa Kellar spoke about the Human Resources Department's deployment of the Personnel Handbook, the hiring of new staff, and the off-boarding of non-returning staff. HR will host training regarding time and teacher certification policies. HR will also ensure that the budget has been aligned to the salaries and organizational chart. They are actively recruiting to fill staff vacancies.

8. FINANCE

Ms. Fernandez reported that the school owed \$19,000 in 2017-2018 for per pupil funding. As of July 31, 2018, the total revenue was \$1,395,734 and the total expenses were \$647,585. She explained that July expenses have historically been low. The total assets are \$13,700,000 and the total liabilities are \$10,100,000, which is primarily rent. Ms. Fernandez will be able to provide the month to date numbers next month.

The audit is ongoing and Ms. Fernandez has submitted all requested documents.

9. FACILITIES AND SAFETY

a) Facilities

Mr. James reported about emergency heating and cooling services for the rooftop elevator machine room. Electrical work is being conducted to repair a Verizon issue due to some flooding. New cameras have been installed. The School was awarded \$34,000 for the energy savings program.

b) Safety

Mr. James said that the School is in compliance with inspections and maintenance. There are two vacant Safety positions. There were three off-site student altercations in September.

10. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion is coordinating the renewal hearing which will be held on October 30, 2018. Speakers will include alumni, former staff, current staff and students, parents, Board of Trustees, and community members. Ms. Manion submitted the Title I and Title II applications and is looking into applying for Title IV as well. The NYSED site visit will occur on November 8. She is also in the midst of collecting site visit documents and completing Benchmark I, which is due October 15.

11. ADJOURNMENT

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

12. EXECUTIVE SESSION