



MINUTES
Board of Trustees Meeting
November 27, 2018

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

PRESENT

Lourdes Putz, Chair
Manuel Morales, Trustee
Samuel Rivera, Vice Chair
Karl Richards, Staff Rep.
Charles Hobson, *via phone*

GUESTS

Tanishia Williams, Head of School
Mary Kenny, Minutes Transcriber
Shante Martin, Staff
Lester Samson, Staff
Kate Manion, Staff
David Medina, Staff
Kathy Fernandez, *via phone conference*
Ayisha Gomez, Staff
Laura Rackmil, Staff
Swetha Gavirneni, Staff

Val Jacobson, Head of Ops
Ellen Eagen, Attorney, *via Beam*
Kelly Thomas, Staff
Kevin Morris, Jr., Staff
Luke Hagen, Staff
Tiffany Pratt, Staff
Matthew Carezza, Staff
Melissa Wade, Staff
Kristen Assenzio, Staff
Angelica Romero, Staff

EXCUSED

John Witherspoon, Trustee

1. WELCOME

The meeting was called to order at 6:04 pm.

2. APPROVAL OF OCTOBER 2018 BOARD MINUTES

The Board reviewed the Minutes.

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

3. BURNING FLAME AWARD

The Burning Flame Award was presented to Michael McCaffrey. He consistently engages students and fosters a nurturing relationship with his classes. He is always prepared during walkthroughs and writes excellent lesson plans. Mr. McCaffrey is also the School's esteemed soccer coach.

4. HEAD OF SCHOOL AND ACADEMY LEADER REPORT

Mr. Morris reported that first trimester interim assessments yielded positive results. Students are now preparing for Mock Regents. He said students participated in a mural installment, a hip-hop dance performance, and Student Council elections. The School also recognized the Transgender Day of Remembrance and performed *26 Pebbles*, a play about the devastating Sandy Hook Massacre. The School will continue to attend college trips and will conduct STAR Testing next month.

5. HEAD OF OPERATIONS REPORT

Ms. Jacobson is preparing student schedules for next trimester with the Data and Counseling Departments. Report cards and parent bulletins will be sent home soon. She is also creating a home visit protocol with counselors. Required fire, lockdown, bus, and Code Blue drills have been conducted. Operations vacancy interviews are ongoing. Ms. Jacobson introduced Ayisha Gomez, the School's new Recruitment Coordinator.



6. RECRUITMENT AND ENROLLMENT

Ms. Gomez reported on enrollment as of October 30, 2018. PowerSchool and ATS both show enrollments of 935. The FTE is 915. There is one student on the waitlist and seven are in the process of enrolling. There are 162 total applications for 2019-2020 at this time.

Twenty students are considered “no-show” or “never attended”. School staff are assessing options for these students, including YABC.

Ms. Gomez spoke about increased online advertising efforts. There are currently 40 RSVPs for the next open house. She has visited I.S. 291 and Bushwick Hyland Community Center and is the process of updating School brochures with new information on clubs and graduation requirements.

7. HUMAN RESOURCES

Ms. Manion reported on Little Bird’s behalf. HR is currently focusing on recruitment efforts. A Latin teacher has been recently hired and the Department is continuing to screen for Math and Science teachers. Little Bird is also working on health benefits, compliance, and training for new hires.

8. FINANCE

Ms. Fernandez reported that as of October 31, 2018, the total collected revenue is \$5,640,249, and the total expenses are \$4,984,213. The total excess of revenue over expenses is \$656,036. The total assets are \$15,500,000, with \$10,800,000 in the bank. Rent is \$8,757,064.

Ms. Fernandez told the Board that she sent her reports to Mr. Leleck for review. Ms. Eagen asked that they also be sent to the one or both of the Board Co-Treasurers for review prior to the monthly meetings.

Ms. Fernandez requested that Ms. Jacobson be added as a signatory for checks over \$5,000, as Ms. Fernandez is working off-site. Ms. Putz stated that one School Leader and one Board Member should always be available to sign checks. The Board discussed whether or not the Finance Handbook would need to be amended. If determined that the Finance Handbook needs amending, Ms. Eagen will send to the auditor for review before the December Board of Trustees meeting.

9. FACILITIES AND SAFETY

Ms. Manion reported on Raymond James’ behalf. She stated the following: graffiti has been cleaned up; lighting and heating system issues have been resolved; new logos have been placed around the building; and snow removal units are ready.

Ms. Manion stated that there were four physical altercations over the course of November. There have been no reports of truancy. The NYPD responded for two students who had off-property personal issues. Mr. Rivera said he will contact Mr. James with follow-up questions.



10. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion said that the School is awaiting NYSED's Site Visit Report and that she anticipates that the School will receive it by December or January. The School will be provided the opportunity to respond to NYSED with factual edits at that time.

Ms. Manion stated that she is expanding development efforts now that the renewal application process is complete. She is in the process of setting up the School Facebook page for donations, researching My Brother's Keeper, and creating end of year holiday cards.

11. ADJOURNMENT

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

12. EXECUTIVE SESSION