



**MINUTES**  
**Board of Trustees Meeting**  
**December 20, 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*  
Ryan Fuller, Staff  
Laura Rackmil, Staff  
Sol Kang, Staff  
Angie Helliger, Staff

Val Jacobson, Head of Ops  
Ellen Eagen, Attorney, *via Beam*  
Kelly Thomas, Staff  
Kevin Morris, Jr., Staff  
Lisa Kellar, Staff  
Ayisha Gomez, Staff  
Matthew Carenza, Staff  
Melissa Wade, Staff  
Kristen Assenzio, Staff  
Barbara Swietkowski, Staff

**EXCUSED**

John Witherspoon, Trustee

**1. WELCOME**

The meeting was called to order at 6:45 pm.

**2. APPROVAL OF NOVEMBER 2018 BOARD MINUTES**

The Board reviewed the Minutes.

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

**3. BURNING FLAME AWARD**

The Burning Flame Award was presented to Angie Helliger, Wellness Coordinator. Ms. Helliger is a Williamsburg Charter Alumnus and successfully organized the School's First Annual Holiday Toy Drive. This event provided \$2,000 worth of toys to local children in need.

**4. HEAD OF SCHOOL AND ACADEMY LEADER REPORT**

School Leaders reported on college applications, Mock Regents, Dress for Success Day, Student Council Meetings, Honor Roll, the Holiday Toy Drive, the Holiday Door Decorating Contest, and the Festival of Lights. WCHS is also participating in the NYSED School Climate Survey Pilot which will be collecting data about social emotional climates across a sample of 100 schools statewide.

Ms. Williams proposed three different math consultant packages from STEM Strategies Group, a company that provides instructional coaching to teachers and school leaders to improve pedagogy, school culture, and school-wide systems. The



Board discussed pricing and services. After deliberation, Mr. Rivera made a motion to purchase services from STEM Strategies Group for \$42,500. Mr. Morales seconded. All were in favor.

#### **5. STAFF ADVISOR TO BOARD**

Mr. Richards reminded staff about how to contact him. He wished everyone a wonderful and restful break.

#### **6. HEAD OF OPERATIONS REPORT**

Ms. Jacobson reported on Mock Regents and January Regents preparations, the March 2019 NAEP assessment, Microsoft Surface rollouts, coverages for vacancies, interviews and potential marketing proposals.

#### **7. RECRUITMENT AND ENROLLMENT**

Ms. Gomez stated that enrollment in PowerSchool and ATS is 933. The FTE is 916. 10 student enrollments are in process. The School has 237 applications for 2019-2020. The number of “no-show” students is down from 46 to 15.

Ms. Gomez recently hosted an open house with 18 families. Another one is scheduled for January 12. She continues to visit the Brooklyn Family Welcome Center. Ms. Gomez is developing middle school outreach and is planning to attend the Bedford Stuyvesant Community Center soon.

#### **8. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion introduced background information on Niche, the leading K-12 search site. A formal proposal will be provided to the Board in coming weeks and will be presented at the January meeting.

Ms. Manion also proposed amendments to the Williamsburg Charter High School Board Bylaws in order to be in compliance with NYSED Board regulations. Mr. Rivera moved to approve the following amendments to the Williamsburg Charter High School Board Bylaws and Code of Ethics:

- (a) Removal of “Faculty Representative” and/or “Faculty Advisor to the Board” from Article IV, Board of Trustees, Section B;
- (b) Removal of “part-time employees” from Article IV, Board of Trustees, Section 3.C;
- (c) Removal of “two Trustees” and addition of “three Trustees” from Article VI, Meetings of the Board, Section K.1;
- (d) Addition of “in compliance with Open Meetings Law” under Article VI, Meetings of the Board, Section K.3;
- (e) Addition of a period following “shall make reports of their doing to the Board of Trustees” under Article VI, Meetings of the Board, Section K.5;
- (f) Addition of “Nothing herein shall authorize the Board, or those acting on its behalf, to invest the corporation’s money, assets or funds in any manner proscribed by the New York State Constitution and/or any other law” under Article VI, Meetings of the Board, Section L.3;
- (g) Removal of “s” from the phrase “At such s a time as” under Article VIII, Chief Executive Officer Selection;
- (h) Removal of Section A.Fiscal Year under Article XI, Other Provisions;
- (i) Addition of “Education Law 2851t(2)(5)” under Article XI, Other Provisions, Section G;
- (j) Addition of “All bylaws require NYSED CSO approval” under Article XII, Amendment.



Mr. Morales seconded. All were in favor.

## **HUMAN RESOURCES**

Ms. Manion presented on Ms. Kellar's behalf. BEDS reporting is complete. Three vacancies have been filled and the HR Department is hoping to deploy an Internal IS system in January.

## **9. FINANCE**

Ms. Fernandez updated the Board via telephone. She reported that as of November 30, 2018, the total collected revenue is \$6,842,123 and total expenses are \$6,429,392. The total excess of revenue over expenses is \$412,732. Total assets are \$13,900,000 and rent is \$8,819,465.

## **10. FACILITIES AND SAFETY**

Mr. James stated that the elevators and school drinking water systems have been tested. The FDNY issued one building violation. Snow removal systems are in place. Ms. Putz asked if windows can be adjusted to only open a few inches. Mr. James stated that work is scheduled to be done over winter break.

Mr. James stated that the NYPD made two visits to the School. There were ten student altercations on the property and no reports of truancy. The Safety Department is fully staffed.

Mr. Rivera inquired about how the School communicated to parents following the pellet gun incident earlier in the day. The Board was provided copies of robocall transcripts. Ms. Jacobson said that she will issue a new robocall following approval from Legal Counsel. The new message will state that the building will be closed on December 21, 2019 out of an abundance of caution. Staff will be notified that the building will be open for two hours in the morning.

## **11. ADJOURNMENT**

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

## **12. EXECUTIVE SESSION**