



**MINUTES**  
**Board of Trustees Meeting**  
**January 29, 2019**

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

**PRESENT**

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

**GUESTS**

Tanishia Williams, Head of School  
Mary Kenny, Minutes Transcriber  
Shante Martin, Staff  
Lester Samson, Staff  
Kate Manion, Staff  
David Medina, Staff  
Kathy Fernandez, Staff  
Belnardina Madera, Staff

Val Jacobson, Head of Operations  
Ellen Eagen, Attorney, *via Beam*  
Kelly Thomas, Staff  
Kevin Morris, Jr., Staff  
Lisa Keller, Staff  
Natasha Taylor, Staff  
Matthew Carenza, Staff  
Tra-Vaughn James, Student

**1. WELCOME**

The meeting was called to order at 6:37 pm. Ms. Eagen introduced Tra-Vaughn James, a Senior, who is considering serving as a Student Advisor to the Board of Trustees. There will be an announcement to interested students who would like to sit in an advisory capacity. Ms. Eagen encouraged teachers to invite students to attend and participate in meetings. Ms. Williams stated that she would post information about attending Board of Trustee meetings in the Leaf.

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

The Board reviewed the Minutes.

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

**3. BURNING FLAME AWARD**

The Burning Flame Award was presented to Natasha Taylor for her work as a Student Life Associate. Ms. Taylor has been working for Williamsburg Charter for nine years.

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

**a. Summer School**

Ms. Williams presented the Board with a draft of the 2019 Academic Summer Calendar, which included a budget for summer school, the Summer Bridge Program, and various other activities. Ms. Eagen requested that a subcommittee review the budget with Ms. Fernandez before presenting to the Board for final approval. Ms. Fernandez stated that most of the items are accounted for in the budget, but she will review again.

- Mr. Hobson made a motion to have Mr. Morales and Mr. Witherspoon sit on a committee with Ms. Eagen, Ms. Williams and Ms. Fernandez to review the 2019 Academic Summer Calendar budget before the next Board Meeting. Mr. Morales seconded. All were in favor.

The Academy Leaders introduced and welcomed two officers from the Parent Leadership Committee. Ms. Martin discussed Regents Week, Spirit Week, various assemblies, Mock Regents, parent meetings for off-track students, Black



History Month preparations, academic conferences for Advisors, and upcoming Parent Leadership Committee meetings. 32 students have been accepted to SUNY and private schools. 25 students have completed Syracuse University Project Advanced (SUPA) courses.

## **5. HEAD OF OPERATIONS REPORT**

Ms. Jacobson presented the Niche.com proposal and recommended the Boost package, which would give the school a premium Niche profile, sponsored search, and Facebook promotion. She and Ms. Manion reviewed pricing and terms. The Board discussed the benefits of utilizing Niche.com and agreed that the proposal would help the school.

- Mr. Morales made a motion to approve Niche.com for one year, pending contract review from legal counsel. Mr. Witherspoon seconded. All were in favor.

Ms. Jacobson reported that WCHS administered 1,491 Regents Exams across 10 subject areas from January 22 through January 25. The Operations Department also oversaw the Regents room and proctor scheduling, proctor training, Regents parent communications, and printing and scanning of answer sheets. Operations also generated and disseminated Trimester 2 Progress Reports to parents, parent bulletins, and STAR Testing Scores. Ms. Jacobson is conducting an ongoing review and practice of Safety Protocols, including lock down drill table top exercises and AED/CPR training. She also reported that sports physicals were conducted, the Student Records Department achieved 100% immunization compliance, and that she is interviewing for a vacancy in the Operations Department.

## **6. RECRUITMENT AND ENROLLMENT**

Ms. Jacobson reported on behalf of the Recruitment Coordinator, Ayisha Gomez. Enrollment is 927 in PowerSchool and ATS. The FTE is 913. 13 enrollments are in-progress. The School has 297 applications for the 2019-2020 school year.

Ms. Gomez has been overseeing monthly open houses and visiting local community centers and schools throughout District 14. 10 families attended the open house on January 12. Ms. Jacobson stated that Ms. Gomez has a list of additional locations to visit in February.

## **7. HUMAN RESOURCES**

### **a. Teacher Evaluation Process**

Ms. Williams outlined the teacher evaluation timeline and process. Department Goal Setting will occur from January 7-25. The first coaching cycle ends February 1. Personal goal setting will occur from February 4-22. The first evaluation cycle will run from February 4-March 14. Probationary notifications will be disseminated on March 15. The second evaluation cycle will occur from March 18-May 31. Portfolio presentations and goals review will occur from June 3-28. Ms. Williams explained that the teacher evaluation process was shared to staff via the Leaf, email, and in a professional development.

### **b. Teacher Salaries 2019- 2020**

Ms. Eagen reminded staff that the Board recently decided to create an instructional pay scale unique to Williamsburg Charter to ensure budgetary stability and increase teacher attrition. Ms. Eagen stated that she will be overseeing a Teacher Advisory Subcommittee in partnership with Human Resources and Accountability to solicit input regarding the instructional pay scale and potential benefits packages for the 2019-2020 school year. She encouraged teachers and staff to participate.



Ms. Kellar reported that a compensation survey is underway and that this data will be provided to the New York City Charter Collaborative (NYCC). Certification fast tracking is ongoing and BEDS reporting is on schedule. She is continuing to work on staff recruitment and retention and is reviewing benefits package improvements.

## **8. FINANCE**

Ms. Fernandez reported that as of December 31, 2018, the total collected revenue is \$8,212,259 and total expenses are \$7,803,306. The total excess of revenue over expenses is \$408,953. Total assets are \$15,200,000. Rent is \$8,881,866.

Ms. Fernandez and Mr. Morales discussed the budget. Mr. Morales stated that the budget is based on an enrollment of 941 and that the school has been invoicing for less. He requested that all staff immediately inform Leadership of student concerns with the school in order to prevent any unnecessary transfers.

## **9. FACILITIES AND SAFETY**

### **a. Facilities**

Mr. James reported that repairs to the building facade will occur during the spring and that scaffolding will have to be erected at this time. Two circuit boards and a compressor unit were replaced in order to address heating and air conditioning issues. The following work will occur over mid-winter recess: the auditorium walls will be painted, classrooms will be stripped and waxed; handrails will be reinforced, window locks will be installed, and inventory and cleaning will be conducted throughout the building.

### **b. Safety**

Seven student altercations occurred on property. The EMS and NYPD both visited once. There were no reports of truancy in January.

## **10. ACCOUNTABILITY AND DEVELOPMENT**

### **a. Williamsburg Charter High School Renewal Charter Agreement**

Ms. Manion asked the Board of Trustees to approve the signing of the Williamsburg Charter High School Fourth Renewal Charter Agreement (Counsel for the Regents made this request as part of the paperwork supporting renewal; however no renewal decision has been issued.)

- Mr. Witherspoon made a motion to sign the Williamsburg Charter High School Fourth Renewal Charter Agreement. Mr. Morales seconded. All were in Favor.

Ms. Manion reported that on January 15 she led a community in coalition with the 90th Precinct, Leadership, Operations, Safety, and Guidance for parents and local constituents to address safety concerns arising from the pellet gun incident on December 20. 22 families attended. 96% of survey respondents reported that the meeting was helpful and the majority of families responded that they feel very safe at WCHS.

Ms. Manion stated that the Accountability and Development Department is overseeing Regents Appeals, Irregularities, and Invalidations; awaiting the NYSED Site Visit Report; updating the WCHS Community Covenant; developing fundraising policy clearly delineating the allocation of funds stemming from various school fundraisers; assisting with ongoing safety policy development; preparing for Civil Rights Data Collection due April 22; assisting with Title II



conference scheduling; and, considering fundraising opportunities for Spring 2019.

#### **ADJOURNMENT**

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

#### **11. EXECUTIVE SESSION**