



**MINUTES**  
**Board of Trustees Meeting**  
**February 26, 2019**

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

**PRESENT**

Lourdes Putz, Chair  
Manuel Morales, Trustee  
John Witherspoon, Trustee  
Karl Richards, Staff Advisor  
Tra-Vaughn James, Student Advisor  
Evans Barreau, Parent Rep.

**GUESTS**

Tanishia Williams, Head of School  
Mary Kenny, Minutes Transcriber  
Shante Martin, Staff  
Ryan Heyman, Staff  
Kate Manion, Staff  
David Medina, Staff  
Kathy Fernandez, Staff *via phone*  
Mo Lima, Staff  
Raymond James, Staff  
Jeremy Kronenberg, Staff

Val Jacobson, Head of Ops  
Ellen Eagen, Attorney, *via Beam*  
Luke Hagen, Staff  
Kevin Morris, Jr., Staff  
Lisa Keller, Staff  
Amaryllis Valentin, Staff  
Bryn Worrilow, Staff  
Lisa Kellar, Staff  
Gale Dragone, Staff

**EXCUSED**

Samuel Rivera, Trustee; Charles Hobson, Trustee

**1. WELCOME**

The meeting was called to order at 6:00 pm. Ms. Putz welcomed a new Student Advisor to the Board, Tra-Vaughn James.

**2. APPROVAL OF JANUARY 29, 2019 BOARD MINUTES**

The Board reviewed the January Minutes.

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

**3. BURNING FLAME AWARD**

The Burning Flame Award was presented to Jeremy Kronenberg, Theater Teacher, for always bringing energy and innovative instruction to his classes. Ms. Manion showed a short film she created about him for a Tony's Excellence in Teaching Award nomination.

**4. STAFF ADVISOR TO THE BOARD**

Mr. Richards stated that he participated in the Staff Advisory Subcommittee. During the meeting, staff discussed several topics including pay scale and benefits.

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

a. January Regents

Ms. Williams reviewed the January Regents pass rates. She reminded the Board that all students were invited to sit for the exams, which may account for the lower pass rate percentages. Ms. Putz asked how these scores compared to previous years and Ms. Williams reviewed this data.



Mr. Morris reported that interim exams were conducted in February; summer school postings are being advertised; mid-year evaluations are underway; Cycle I Coaching is complete; and, staff recruitment is ongoing.

Ms. Martin spoke about fundraising at each grade level. The senior class hopes to raise \$1,000 to assist with senior dues. Black History Month activities include trivia month contests and a school-wide Carnival parade. Students will also be attending a tour of Harlem and an art exhibit at the Met.

#### b. Website Update

Ms. Williams previewed the following: the new WCHS website, a WCHS highlights video, a student interview video, and staff pictures. The website will highlight academics, news, students, and the Board of Trustees.

Ms. Williams requested a discussion with the Board regarding money for student scholarships. In 2017-2018, WCHS used \$15,000 from an energy saving reimbursement.

#### c. College Report

Ms. Valentin reviewed College Readiness scores. She reported that 80% of seniors have applied to college. Each student who has applied to college has applied to an average of six schools. 25% of students who have applied to college have applied to private schools, and 50 students have received college acceptances. For comparison, 94% of the Class of 2018 planned to attend college after graduation.

### **6. SUMMER UPDATE**

Ms. Williams and Ms. Jacobson presented the summer school calendar. Ms. Williams stated that the building will be closed from June 28 – July 12. Summer classes will then be held Monday through Thursday with three sessions daily. Ms. Jacobson explained that non-instructional staff will work throughout the summer in support of summer school. Ms. Williams stated that 300 students are eligible for summer school.

### **7. HEAD OF OPERATIONS**

Ms. Jacobson reported that the Operations Department is preparing accommodations for NAEP testing on March 5. The teachers completed their NYC DOE School Surveys on February 13, and the Operations Department is prepared to release the parent and student school surveys as well. Mid-Year Evaluations for the Operations and Administrative staff are scheduled. Ms. Jacobson is continuing to interview for one vacancy in the Operations Department.

### **8. RECRUITMENT AND ENROLLMENT**

#### a. Enrollment

Ms. Jacobson reported on Ms. Gomez's behalf. Enrollment in PowerSchool is 912 and 911 in ATS. The FTE is 910. There are 12 enrollments in process. Ms. Jacobson reported that the School has received 375 applications for 2019-2020. Ms. Eagen requested a marketing update for the March meeting. Ms. Jacobson reminded the Board that the School just entered a contract with Niche.com, which will hopefully help with advertising and recruitment.

#### b. Recruitment



Ms. Jacobson reported that 23 families have RSVPed for the upcoming open house on March 9. She and Ms. Gomez sent out a MailChimp email blast to the School's enrollment mailing list. Several families attended and completed applications at the February 2 open house. Ms. Gomez visited several middle schools in the community as well.

## **9. HUMAN RESOURCES**

Ms. Kellar reported that she is considering a contract with LinkedIn. Offer letters and probation letters are ready for dissemination. Ms. Eagen reported that she and Ms. Manion hosted a Staff Advisory Subcommittee regarding the creation of a human resources survey. Topics will include pay scale, benefits, scheduling, and quality of life questions.

## **10. FINANCE**

Ms. Fernandez reported that as of December 31, 2018, the total collected revenue was \$9,616,545 and the total expenses were \$9,178,189. The total excess of revenue over expenses is \$438,355. The total assets are \$13,900,000. Rent is \$8,944,268.

The Board compared substitute teacher fees with the cost of permanent substitutes. Ms. Eagen stated that permanent substitutes are better for school culture than new substitutes on a regular basis.

## **11. FACILITIES AND SAFETY**

### **a. Facilities**

Mr. James provided an update on heating units and newly installed window locks. The Health Department visited recently and did not issue any violations. Mr. James proposed a \$30,000 Otis Elevator door lock for elevator code compliance. The Board agreed to sign the contract.

### **b. Safety**

Mr. James also provided an update on the new cafeteria security protocol. Students are now being scanned into the cafeteria. There were three student altercations on property and uniform compliance remains an issue. There are no vacancies in the Safety Department. Ms. Putz offered concerns regarding outsourcing staff. Mr. James assured her that the same employees from Summit Security are used regularly.

## **12. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion stated that she is still awaiting the NYSED Site Visit Report for edits. She is brainstorming scholarship fundraising ideas and will reach out to Building Hope. Ms. Manion is also working on policy updates, Niche.com website formatting, and she recently completed the Tony's Excellence in Teaching award nomination for Mr. Kronenberg.

## **13. ADJOURNMENT**

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

## **14. EXECUTIVE SESSION**