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
Tanisha 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**