



MINUTES
Board of Trustees Meeting
March 19, 2019

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

PRESENT

Lourdes Putz, Chair
Manuel Morales, Trustee
Samuel Rivera, Trustee
Karl Richards, Staff Rep.
Tra-Vaughn James, Student Advisor
Evans Barreau, Parent Rep.
Charles Hobson, Trustee *via phone*
Tatyana Clement, Student Advisor

GUESTS

Tanishia Williams, Head of School
Mary Kenny, Minutes Transcriber
Shante Martin, Staff
Ryan Fuller, Staff
Kate Manion, Staff
David Medina, Staff
Kathy Fernandez, Staff
Mo Lima, Staff
Raymond James, Staff
Ayisha Gomez, Staff

Val Jacobson, Head of Ops
Ellen Eagen, Attorney
Luke Hagen, Staff
Kevin Morris, Jr., Staff
Lisa Kellar, Staff
Aurelina Ramirez
Bryn WorriLOW, Staff
Cristian Brown, Student
Emily Jackowicz, Staff

EXCUSED

John Witherspoon, Trustee

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:10 pm.

a. The Burning Flame Award was presented to Ayisha Gomez, the WCHS Recruitment Coordinator. Ms. Gomez started her position mid-year and ambitiously stepped up to the plate to assist with the School's recruitment needs.

b. The Board of Trustees welcomed a new Student Advisor to the Board, Tatyana Clement, Junior.

c. Emily Jackowicz from the English Department introduced the Senior Student Council. The Senior Student Council recently participated in a bathroom beautification project which entailed decorating and adding feminine hygiene products to all bathrooms. The students thanked Juan from Facilities, who volunteered his time on weekends to help.

2. APPROVAL OF FEBRUARY 26, 2019 BOARD MINUTES

The Board reviewed the Minutes.

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

3. STAFF ADVISOR TO THE BOARD

Mr. Richards had a productive meeting with Ms. Putz and Ms. Eagen during which they discussed discipline issues, credit recovery, and uniforms. Ms. Putz and Ms. Eagen commended Mr. Richards for effectively communicating staff needs to the Board.

4. STUDENT ADVISOR TO THE BOARD



Mr. James stated that he plans on creating a student survey to solicit feedback regarding substitute teachers and math comprehension. Mr. James attended the School's recent open house and encouraged families to enroll their students at WCHS. He is interested in developing this year's Freshmen Shadow Program with Leadership.

5. HEAD OF SCHOOL AND ACADEMY LEADER REPORT

a. STEM Strategies Update

Ms. Williams stated that one math teacher left and that she may be requesting additional funds for the math department.

b. Black History Month Review and SAT/PSATs

Ms. Martin stated that 90 families attended the 5th Annual Black History Month Gala on March 8. Students will be taking the SATs and PSATs on March 27.

c. Women's "Herstory" Programs

Ms. Thomas highlighted WCHS' celebration of women throughout the building. Staff and students posed in a photobooth as Rosie the Riveter to foster empowerment. The student council now has over 50 members.

d. Evaluations

Mr. Morris reported that all classroom observations have been completed.

e. Summer School

Ms. Williams stated that internal postings for summer school have concluded. The School received the following applications:

Regents Proctor: 28
Summer APEX Teacher: 7
Summer Counselors: 4
Summer Regents Review: 25
Summer Regents Review Supervisor: 2
Summer School Intensives: 15
Summer School Principal: 6
Summer School Teachers: 38

The School will post externally for any remaining openings following the interview process.

6. HEAD OF OPERATIONS REPORT

a. Lottery Update

Ms. Jacobson stated that she conducted all mid-year evaluations for staff. The summer calendar for non-instructional staff has been finalized. Trimester 3 is underway. Report cards will be sent out on March 22. New York City Department of Education (NYC DOE) School Surveys have been disseminated. Ms. Jacobson invited the Board to attend the WCHS Lottery on April 2. The current PowerSchool headcount is 910. She and Ms. Williams discussed the number of students in each cohort on track to graduate and the number of students anticipated for summer school.



b. Marketing Materials

Ms. Jacobson provided a comprehensive marketing update regarding continued and newly implemented initiatives the School is undertaking to increase enrollment for the 2019-2020 school year. Non-digital strategies include: newspaper advertising, brochures, flyers, school and community center visits, and hosting open houses. Digital strategies include paid Google/YouTube and Facebook/Instagram advertising, purchase of a Niche Premium Profile, improved Google page optimization, and increased social media activity across all platforms. The Board asked if there is a way to find out where applicants heard about us. Ms. Manion responded that we are developing the tech tools to track the effectiveness of the social media.

7. RECRUITMENT AND ENROLLMENT

Ms. Jacobson reiterated that upcoming outreach events include a WCHS Open House on March 23rd and attendance at the NYC DOE High School Fair on March 30th and March 31st.

8. HUMAN RESOURCES

Ms. Kellar stated that she is currently reviewing mid-year evaluation data. Probation letters will be distributed March 25-31. She is working on scheduling follow-up professional developments for Transgender & Gender Non-Conforming School Inclusion and Youth Mental Health. An informative session about the School's 403b plan will be held on April 10. She is actively recruiting new staff candidates for 2019-2020. Mr. Rivera reminded Ms. Kellar that sexual harassment training is now mandatory.

9. FINANCE

a. Financials

Ms. Fernandez reported that as of February 28, 2019 the total collected revenue is \$10,918,104. The total expenses are \$10,527,891. The total excess of revenue over expenses is \$390,213. The total assets are \$15,100,000. Rent is \$9,007,000. Ms. Fernandez discussed School investments and Mr. Morales stated that he would like to be in contact with representatives from the School bank.

b. Budget

Ms. Fernandez discussed the impact of enrollment on the School budget. Ms. Eagen stated that the School should seriously evaluate whether or not the School's chartered enrollment should be adjusted to better serve the organization as a whole. Ms. Eagen asked that Mr. Rivera attend the next enrollment meeting.

10. FACILITIES AND SAFETY

a. Facilities

Mr. James reported on heating units, permits for scaffolding, elevator upgrades, two ECG notices to the owner, and a Health Department visit which resulted in no violations. No violations were issued during an FDNY visit.

b. Safety

Mr. James did not report any student altercations or truancy issues. Random bag inspections are ongoing and Mr. James' staff will be increasing attention to uniform compliance in the coming weeks.

11. ACCOUNTABILITY AND DEVELOPMENT



Ms. Manion stated that she has been working on the School's increased marketing efforts. She reminded the Board that the School Lottery will be taking place on April 2. Paul Leleck of Building Hope generously donated \$5,000 to support Senior scholarships. Ms. Manion is working on securing additional scholarship donations for the School. She sent a donation request letter to local major sports teams and is currently aggregating a list of local banks, businesses, former donors, and developers to reach out to. *Rachel Inquirer*, a YouTube series focusing on talented members of the community, will be using School space on April 28. Ms. Manion also reported that she will be submitting the Civil Rights Data Collection soon.

12. ADJOURNMENT

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

13. EXECUTIVE SESSION