



MINUTES
Board of Trustees Meeting
April 30, 2019

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

PRESENT

Lourdes Putz, Chair
Manuel Morales, Trustee
John Witherspoon, T. *via phone*
Karl Richards, Staff Rep.
Tra-Vaughn James, Student Rep.
Evans Barreau, Parent Rep.
Tatyana Clement, Student Rep.

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 *via phone*
Moe Lina, Staff
Raymond James, Staff
Angelica Romero, Staff
Nathen Archer, Parent

Val Jacobson, Head of Ops
Ellen Eagen, Attorney *via Beam*
Luke Hagen, Staff
Kevin Morris, Jr., Staff
Lisa Kellar, Staff
Barbara Swietkowski, Staff
Bryn Worrirow, Staff
Kelly Thomas, Staff
Emily Jackowicz, Staff
Curtis Jacquemain, Staff
Sol Kang, Staff

EXCUSED

Samuel Rivera, Trustee; Charles Hobson, Trustee

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:09 pm. Ms. Putz stated that all action items would be moved to next month's Agenda because of the lack of quorum due to Mr. Hobson's unexpected hospitalization.

2. BURNING FLAME AWARD

a. The Burning Flame Award was presented to Curtis Jacquemain, a Math teacher nominated by Mr. James. Ms. Williams commended Mr. Jacquemain for always helping in the hallways between classes. She thanked him for his commitment to the school over the past nine years and for always having a smile on his face.

3. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that on Tuesday, April 9, 2019, the Board of Regents voted to issue a full-term five-year renewal to Williamsburg Charter High School. Ms. Eagen emphasized the news, stating that recent renewals have been predominantly awarded for three year terms. She suggested that the school host a celebratory event in the fall. Ms. Manion stated that she will be inviting the Board of Regents to visit the school. A press release she sent out about the renewal was picked up and published in *Bushwick Daily* on April 23. Ms. Manion attended the NECESN Western NY Regional Conference in Buffalo on April 12 and spoke with David Frank, NYSED Board of Regents Authorizer, and Laura Hill, the WCHS NYSED liaison. Both are excited to work with the school. Ms. Manion reported that she coordinated a taping of *Inquirer Rachel*, a YouTube series featuring local innovators in the community. She will be submitting the CRDC report by May 6; coordinating a community forum in May; and, attending a fundraising professional development on May 15. She is also researching the upcoming Arts Graduation Pathway and information about Bark for Schools, a free online student activity monitoring application for G Suite. Mr. Morales thanked everyone for their hard work on the renewal and especially thanked Ms. Eagen. Ms. Williams presented the Board with cake.



4. STUDENT ADVISORS TO THE BOARD

Ms. Clement and Mr. James presented results of two student surveys regarding Regents examinations and substitute teachers. The majority of students felt that their Geometry classes inadequately prepared them for the Geometry Regents exam. Students also feel that having substitute teachers is impacting their learning.

5. STAFF ADVISOR TO THE BOARD

Mr. Richards is coordinating events for Staff Appreciation Week. He reminded staff that if they have any concerns he can be reached at krichards@thewcs.org.

6. HEAD OF SCHOOL AND ACADEMY LEADER REPORT

a. Instructional Observations and Feedback

Ms. Williams reported that 500 observations have been completed. Teachers received feedback in three domains and were provided with the school average to compare scores. Ms. Williams showed the instructional heatmap which visually demonstrates areas of strength and weakness.

Upcoming observations will pertain to compliance and professionalism. Ms. Eagen asked about the teacher contract renewal process. Ms. Williams stated that contract renewal decisions are based on noncompliance, call logs, Hero usage, lesson planning, professionalism, and student growth. It will take until June to review all data.

b. College Decision Day

The Academy Leaders will be hosting events and games to celebrate College Decision Day. Mr. Fuller was given a shout out for registering 115 students as new voters.

c. SLCs: May 8 & 9

Students and families will take the Social Emotional Climate Survey this month. The Spring Talent Show will be held on May 15.

d. Mr. Morris reported that Assistant Principal Week was held April 8-12 and that Ms. Williams treated them to lunch and candy. The ICT School Visit with the Charter Collaborative was held on April 12. Interim Exams were held on April 16 and 17. AP testing begins May 6. His team is preparing for the LOTE Mock Regents. Grade Level Assemblies were held April 8-11 and he would like to begin summer school student registration with counselors by April 18. 2019-2020 course selection will take place in May.

7. HEAD OF OPERATIONS REPORT

Ms. Jacobson reported that the NYC DOE Teacher, Student, and Parent Survey preliminary response rates exceeded 2018's response rates. She is collaborating with ENL and Academy Leaders to plan NYSESLAT and AP Examinations from May 5 to May 17. The 2019-2020 Admissions Lottery was conducted on April 2, 2019. 54 families signed in to the event with over 160 persons in attendance, including 28 staff members. 76 families "Accepted" an offer of admission that night and 20 families fully completed online registration packets on-site. Ms. Jacobson also reviewed the school's extensive outreach efforts before the lottery, including: the Vanguard mailing, Daily News/Tribune Email blasts, open houses, high school fairs, and paid social media and advertising campaigns.



8. RECRUITMENT AND ENROLLMENT

Ms. Jacobson reviewed the current enrollment. There are currently 910 students in PowerSchool and ATS. The FTE is 911.7. The school received 729 applications for the 2019-2020 school year. Mr. Morales asked if there is a way to estimate how many students will return in 2019-2020 per grade level. Ms. Jacobson said she could add a question about this to the climate surveys. Ms. Eagen said this data is important to the budget and our community.

9. HUMAN RESOURCES

Ms. Kellar updated the Board about the contract renewal process and provided a cash compensation and benefits summary. She also reviewed data points from the recently administered Staff Human Resources Survey, including staff opinions on instructional coaches, retention/longevity incentives, compensation/stipends, 403b savings, and health insurance.

10. FINANCE

a. Financials

Ms. Fernandez reported that as of March 31, 2019, the total collected revenue is \$12,170,391 and the total expenses are \$12,063,303. The total excess of revenue over expenses is \$107,088. Total assets are \$13,700,000. Rent is \$9,069,070.

b. Budget Update

Ms. Fernandez would like to discuss the budget numbers with the Finance Committee and may need to make adjustments to the budgeted enrollment.

c. Teacher Care Time Payout

The Board reviewed potential care time payout options. Ms. Eagen stated that a decision needs to be made before the next meeting. The Finance Committee agreed to meet and discuss.

11. FACILITIES AND SAFETY

a. Facilities

Mr. James reported that the elevators, HVAC units, and the school's façade have been inspected.

b. Safety

Mr. James reported that there have been ten student altercations, two NYPD visits, and no truancy reports. Safety officer evaluations were conducted on April 12. Ms. Eagen asked how operation uniform is going and Mr. James stated it is going well despite the unseasonably chilly weather. His team is sending emails home to students who are out of uniform compliance.

12. PARENT CONCERN

A parent in attendance stated that he has trouble communicating with his son's teachers and stated that classroom management in the school needs to improve. He spoke in support of one of his son's teachers. Ms. Putz thanked him for attending and expressing his opinion.

13. EXECUTIVE SESSION