



MINUTES
Board of Trustees Meeting
May 28, 2019

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

PRESENT

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

GUESTS

Tanishia Williams, Head of School
Ellen Eagen, Attorney *via Beam*
Mary Kenny, Minutes Transcriber
Kate Manion, Staff
Kathy Fernandez, Staff
Bryn WorriLOW, Staff
David Medina, Staff
Gale Dragone, Staff
Moe Lima, Staff
Raymond James, Staff
Jeremy Kronenberg, Staff

Val Jacobson, Head of Ops
Lester Samson, Staff
Kevin Morris, Jr., Staff
Luke Hagen, Staff
Lisa Kellar, Staff
Erminia Errante, Staff
Laura Rackmil, Staff
Luke Hagen, Staff
Belnardina Madera
Juan Martinez, Staff
Swetha Gavirneni, Staff

EXCUSED

Charles Hobson, Trustee

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:30 pm.

2. APPROVAL OF BOARD MINUTES

The Board reviewed the Minutes for March 19, 2019 and April 30, 2019.

- Mr. Rivera made a motion to accept the March Board Minutes. Mr. Morales seconded. All were in favor.
- Mr. Morales made a motion to accept the April Board Minutes. Mr. Rivera seconded. All were in favor. One abstention.

3. BURNING FLAME AWARD

The May Burning Flame Award was presented to Juan Martinez, Facilities staff. Ms. Williams called Mr. Martinez “Mr. Everything”. Ms. Williams emphasized Mr. Martinez’ excellent job in keeping the building safe, clean, and in great working order!

4. STAFF ADVISOR TO THE BOARD

Mr. Richards spoke on behalf of instructional staff regarding the timeline of contract delivery for the 2019-2020 school year. Mr. Morales assured those in attendance that contracts will go out once the budget is approved.

5. HEAD OF SCHOOL AND ACADEMY LEADER REPORT

Academy Leader Report

Mr. Samson reported on several items, including Mock Regents, Regents Review, Student Led Conferences, AP testing, Summer School registration, course registration, and staff recruitment fairs.



Head of School Report

Ms. Williams presented pictures from the Spring Talent Show. She stated that 35 students are currently on a leadership retreat to practice team and character building, public speaking, and strategic planning. The WCHS Parent Leadership Council received emergency preparedness training from the Governor's Office.

School Calendar

Ms. Williams reviewed the school calendar for 2019-2020, which includes 181 student school days, 9 professional days, and 188 staff days.

- Mr. Rivera made a motion to approve the 2019-2020 school calendar which will start on August 26, 2019 and end on June 29, 2020. Mr. Morales seconded. All were in favor.

Big Picture Learning Grant

Ms. Williams reported that the school received a for Big Picture Learning grant in the amount of \$350,000. Ms. Williams believes the tenants of Big Picture Learning align with our charter. Ms. Williams also stated that she is a Big Picture Principal. Ms. Eagen commended Ms. Williams for receiving this grant opportunity which will fund professional development, parent engagement, college preparation, leadership, advisory and onsite coaching/support.

6. HUMAN RESOURCES

Mr. Rivera expressed the Board's desire to move forward with the best for staff and teachers and Ms. Kellar reviewed proposed changes to HR in response to the surveys.

The Board discussed the following proposals:

- Health Insurance

Ms. Kellar recommended that the school switch from Aetna to Oxford Healthcare. Utilizing Oxford Healthcare will save the school money, provide lower premiums for staff, and supply additional perks such as a Flex Savings Account and gym membership reimbursement.

 - Mr. Morales made a motion to approve the recommended switch from Aetna to Oxford/UHC (Option #3) health insurance for the 2019-2020 school year with the dental and ancillary options. Mr. Rivera seconded. All were in favor.
- Care-Time Carryover

Ms. Kellar proposed a Care-Time Carryover policy which would allow all staff to carry over up to three days to the following contract year. Staff would have the option to be paid out for up to three days as well.

 - Mr. Morales moved to approve the Care Time Carry Over for 2019-2020 school year with a payout of \$125 a day for a maximum of three days for a total of \$375, or carry over those three unused days which will expire at the end of May 2021. Mr. Rivera seconded. All were in favor.
 - Mr. Rivera made a motion to continue the practice this year of up to three days of unused days paid out at the end of 2018-2019 school year which would be at a cost of no more than \$23,000. Mr. Morales seconded. All were in favor.

- Shorter School Day

Student Representative Tra-Vaughn James presented data in support of shortening the school day in part due to after school jobs, long commutes, homework, and after school activities. Ms. Manion reviewed additional staff survey data in support of shortening the school day. She stated that this would be a nonmaterial change that would have to be approved by our authorizer. Discussion occurred.

- Mr. Rivera made a motion to approve the revised school day schedule for 2019-2020 which would start at 7:55am and end at 3:10pm for staff, pending approval from the New York State Board of Regents. Mr. Morales seconded. All were in favor.

- Funding

Mr. Morales discussed the creation of an investment account to pay for a limited amount of objectives, such as, tuition reimbursement, longevity bonus, and other resources to be determined. He said that this discussion was in response to school survey data and thanked Ms. Manion and Ms. Kellar for putting it all together.

- Retirement Match

Ms. Kellar proposed increasing the 403b retirement match to 50% of 8% of gross salary (up from 50% of 4% historically). Ms. Eagen asked how this impacts the budget and Mr. Rivera said that if everyone participates in the program, the maximum cost would be \$110,000, which the budget allows for. The Board discussed ensuring this aligns with the budget in the future.

- Mr. Rivera made a motion for WCHS to support a retirement match of up to 50% of 8% for employee contributions to the 403b plan. Mr. Morales seconded. All were in favor.

- Salary

Ms. Kellar stated that staff who are certified and who are not on probation will receive a 3% increase for the 2019-2020 school year. She stated that the budget allows for it.

7. FINANCE

Ms. Fernandez reported on the budget based on a FTE of 924. The school has a revenue of \$17,600,000. Expenses are \$17,500,000. There is a surplus of approximately \$103,000. Total personnel costs are \$11,097,945.

Ms. Williams reported on new positions that the budget will support: Social Emotional Academy Leaders (4), Instructional Academy Leaders (2), Director of Guidance, Instructional Coaches (2), and Alternative Learning Lab Manager. Mr. Morales reiterated that the budget includes a salary increase of 3% for staff who are certified and are not on probation.

- Mr. Morales made a motion to approve the fiscal budget for the 2019-2020 school year. Mr. Rivera seconded. All were in favor.

Ms. Fernandez stated that she is working on the interim audit and reminded the Board that the FTE was calculated at 924, which is consistent with school enrollment. She estimates that the Per Pupil reconciliation will be around \$80,000.

8. HEAD OF OPERATIONS REPORT



Ms. Jacobson stated that the DOE survey response rates increased from 2017-2018 for teachers and parents. Her department is working on gathering records for the audit as well as preparing the school for upcoming testing.

9. RECRUITMENT AND ENROLLMENT

Ms. Jacobson reported on enrollment numbers. Enrollment is 907 in Powerschool, 907 in ATS, and there is an FTE of 910.98. There are 912 total applications for the 2019-2020 school year. There are upcoming open houses in May and June. 198 registrations have been completed, 71 are in process, and 14 students are on the waitlist.

10. FACILITIES AND SAFETY

a. Facilities

Mr. James discussed the need for new padding in the gym and showed different quotes from three vendors. He stated that there will be scheduled work to the exterior of the building and that the NYC Department of Health will be conducting inspections. The FDNY made a visit and issued one violation. Mr. James reported that both elevators are in working condition.

b. Safety

Mr. James reported that two additional Safety Officers have been assigned to trouble spots. He also reported that there were two student altercations and one truancy was reported.

11. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that she submitted the school's CRDC report. Title IV funding was approved for the school. She attended the Making the Jump to Major Gifts professional development at the Foundation Center on May 15. She solicited scholarship funding from a number of organizations. Ms. Manion is also attempting to assist Mr. Failla in finding a location for a student art show in the community. Ms. Eagen asked Ms. Manion to coordinate graduation invitations for school VIPs.

12. EXECUTIVE SESSION