



Williamsburg
CHARTER HIGH SCHOOL

**WCHS Board Meeting Agenda
June 22, 2016 at 6:30pm
Annual Meeting**

1. Welcome to Board Meeting
2. Budget Review and Approval
3. Academic Report
 - (a) Graduation statistics
 - (b) Disciplinary actions
4. Governance
 - (a) Voting of 16/17 Board Officers
 - (b) Board Meeting Dates 2016-2017
 - (c) Principal Search Committee
5. Approval of Board Minutes
6. Executive Session
 - (a) Personnel Matters



Williamsburg

CHARTER HIGH SCHOOL

Board of Trustees 2016-2017 Annual Meeting Executive Officers Election Ballot

Chair	
Lourdes Rivera-Putz	

Vice Chair	
Samuel Rivera	

Treasurer	
John Witherspoon	

Secretary	
Charles Hobson	



Williamsburg

CHARTER HIGH SCHOOL

Board of Trustees 2016-2017 Annual Meeting Executive Officers Election Ballot

Education
Lourdes Rivera-Putz
Marcenia Johnson

Committee on Trustees
Charles Hobson
Marcenia Johnson

Accountability and Finance
Samuel Rivera
Joseph Cardarelli

Executive
Elected Executive Officers

Development and Fundraising
Samuel Rivera
Charles Hobson



Williamsburg
CHARTER HIGH SCHOOL

**Board of Trustees Meeting Schedule
2016-2017**

1. July 19, 2016 at 6pm
2. August 23, 2016 at 4pm
3. September 20, 2016 at 6pm
4. October 18, 2016 at 6pm
5. November 22, 2016 at 4pm
6. December 20, 2016 at 6pm
7. January 24, 2017 at 6pm
8. February 28, 2017 at 6pm
9. March 21, 2017 at 6pm
10. April 25, 2017 at 6pm
11. May 23, 2017 at 6pm
12. June 20, 2017 at 6pm



Williamsburg

CHARTER HIGH SCHOOL

Student Admissions Department Enrollment Report Wednesday, June 22, 2016

Current Student Enrollment as of 06/22/16

Blackbaud grade levels- 927

9th -291

10th - 248

11th - 214

12th - 167

ATS cohorts - 925

9th - 292

10th - 247

11th - 213

12th - 173

**Number discrepancies in ATS and Blackbaud is based on cohorts and grades enrolled*

Current Enrollment	+ Matriculated	- Current Zero Attend	Total
920	7	6	927

2016-2017 Student Admission Lottery:

Accepted

9th- 200 Freshmen

127 Registered

Wait list

9th -341

10th - 87

11th - 35

12th - 10

Total - 473

Ongoing Task:

1. Preparing for the 2016-2017 Summer Bridge Program
2. Registration



MINUTES
Board of Trustees Meeting
May 24, 2016

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

PRESENT

Lourdes Putz, Chair
Marcenia Johnson, Trustee
David Fier, Staff Rep
John Witherspoon, Trustee
Evans Barreau, Parent Rep.
Belkis Sosa, Student Rep
Samuel Rivera, Vice Chair

GUESTS

Kathleen Gaffney, Principal
Ellen Eagen, School Attorney
Mary Kenny, Minutes Transcriber
Kathy Fernandez, Staff
Patrick Kern, Staff
Kate Manion, Staff
Princess Barimah, Staff
Darnell Pierre, Staff
Klaudia Clifford, Staff
Rosa Yenque, Staff
Vianey Camela, Staff
Alan Ambris, Staff

Graham Earle, Staff
Ryan Heyman, Staff
John Ballantyne, Staff
Kelsey Tilin, Staff
Ashley Vinti, Staff
Raymond James, Staff
Paul Leleck, Building Hope
Stephan Dukofsky, Staff
Nector Santiago, Staff
Seth Failla, Staff
Valerie Jacobson, Staff
Roberta Smith, Staff

EXCUSED

Charles Hobson, Trustee; Joseph Cardarelli, Trustee; Akil Bello, Treasurer; James Lema, Trustee;
The meeting was called to order at 5:05pm.

1. WELCOME TO BOARD MEETING

Ms. Putz welcomed everyone.

2. SUMMER SCHEDULE

Ms. Pierre requested a Board sub-committee conference call to discuss the summer calendar for non-instructional personnel. The call would involve the School Counsel, Finance, Human Resources, and Operations Departments.

3. ACADEMIC REPORT

Ms. Gaffney reported that the Math Regents are approaching and will be held on June 1st. Teachers will work with Seniors for extra credit and lab minutes. Regents Reviews will be held during 9th Period as well as on Saturdays.

Ms. Gaffney is conducting teacher and staff evaluations and providing feedback to staff. Recruitment continues to be an ongoing process.

Teacher Appreciation Week went well; the School threw an ice cream social gave the staff gifts. Students performed a keyboard recital and participated in a successful Poetry Slam. The Graduation will be held at Hunter College on June 23, 2016 at 5pm.

4. TEACHER, STUDENT AND PARENT REPORT

- Teacher Representative Report: Mr. Fier did not having anything to report.
- Parent Representative Report:
 - Mr. Barreau received a complaint from the parent of a student graduating early. The parent was concerned about the valedictorian selection process. Ms. Gaffney assured the Board that everything was done to policy.

- Ms. Gaffney also addressed another parental concern regarding the timing of graduation rehearsals and the Latin Regents. She stated that the scheduling is out of her control; however, the student will be able to rehearse with others who can't attend the first rehearsal.
- Mr. Barreau commented on an incident with the ELA Department where he claims they failed to communicate with a parent and spoke to students inappropriately. Ms. Putz asked to be contacted immediately if an incident like this occurs again.
- Student Representative Report:
 - Ms. Sosa reported that Seniors are getting ready for prom and graduation.
 - Juniors are taking the SATs and wrapping up college visit events. They are also actively involved in fundraising events.
 - Sophomores are participating in the Sure We Can Program which teaches students about recycling. Freshmen are active in the Advance Choir, Acting and Dance clubs. Ms. Sosa reported that the trip to Washington DC was a huge success. Everyone at the meeting agreed that trips are a huge opportunity for students and fundraising efforts should focus on this in the future.

5. HR UPDATE

- Pay Scale:
 - Ms. Barimah distributed several pay scenarios based on the DOE pay scale, with longevity increases built in.
 - Ms. Barimah recommended that the Board adopt Scenario I for the 2016-17 school year based on the budget and anticipated school enrollment.
 - Mr. Fier commented that Scenario 1 did not include 5-year longevity pay.
 - Mr. Leleck said the cost of the building is increasing and cuts will have to be made either in either operation or safety costs.
 - Mr. Fier also inquired about fundraising options. He is currently trying to write grants for the Math Department but thinks more needs to be done.
 - The Board discussed hiring an expert grant writer.
 - Ms. Barimah reminded the Board that contracts will be released shortly and that the 5-year longevity issue could be decided at a later time.
 - Ms. Barimah also confirmed that the School is doing 403b matching. Mr. Rivera stated that when the budget allows for it, the Board can contribute more.
 - The Board discussed staff at 4%, stipends, the costs of substitute teachers, and administrative costs of paper and copiers.

Mr. Rivera made a motion to approve Scenario I for instructional staff for the 2016-17 school year, with the caveat that a 5-year longevity bonus would be granted only if the budget allowed for it. Mr. Witherspoon seconded. All were in favor.

- Principal Search:
 - Ms. Eagen said the posting is on website and other employment platforms. It was drafted by Ms. Eagen and members of the Board. The WCHS Administration and Principal Search Committee contributed as well.
 - The posting aims to find someone who complements staff already at the School, as well as someone with experience in teaching, business, law and special education.
 - The School may rearrange existing positions if necessary.
 - Ms. Eagen encouraged those in attendance to share the posting on social media and added that the School has already received 12 resumes.
 - The first Principal Search Committee meeting will be held on May 25th.

- The goal is for the Board to select a candidate by August 1st or arrive at a transitional solution.

6. FACILITIES AND SAFETY UPDATES

- Facilities:
 - Mr. James reported on improvements to heating, air conditioning, carpets, water leaks and railings.
 - He said that the School received a violation from the Fire Department for the construction of new walls because plans weren't updated for public assembly. That work has been stopped for now.
- Safety:
 - Mr. James reported about two fights which were defused. He said that everything went as well as it could have given the circumstances. His team continues to constantly patrol the building.
 - He met with the captain of the 90th precinct at a police luncheon.

7. ENROLLMENT REPORT

- Staff Representative:
 - Ms. Pierre reminded the Board that she is a temporary spokesperson for non-instructional personnel and would like to add a non-voting representative on the Board.
 - Ms. Eagan said that this could be achieved only through an amendment to the by-laws and she would review and get back to the Board.
 - The Board discussed which personnel would be represented and Ms. Eagan reminded the Board that several groups have met with the Board before about issues and they have been resolved on a group by group basis. She mentioned that the Board must consider carefully whether it makes sense to have one representative representing all of the non-instructional staff.
- Enrollment:
 - Ms. Pierre said there are currently 930 students in the building and that the goal is for 980 in ATS next year. 67 students have registered for 9th grade out of 200 possible seats.
 - Ms. Pierre spoke about the Summer Bridge Program and the lottery. She said that the charter may need to be amended to change preferences.
 - The Board discussed diversifying the population by making ELLs a priority.

8. DEVELOPMENT & COMMUNITY OUTREACH UPDATE

- Recruitment:
 - Mr. Dukofsky spoke about Hunter College teacher recruitment outreach. He is hoping to be able to hire three Hunter College graduates. WCHS science teachers will host candidates during summer school. Hunter students will observe in the fall and their professors will hold professional developments here. Graduate students will also come to practice mock interviews, which will give the School access to resumes in all content areas.
 - Ms. Barimah said the School has other upcoming visits with Fordham, Queens College and SUNY Cortland.
 - The Board discussed the teacher shortage across the country. The School has twelve vacancies now and predicts that there will be 25 vacancies in July. Ms. Eagan spoke to the Board about headhunters who can find candidates on a fee basis. Ms. Eagan also asked staff to post positions to their alma maters.

9. ACCOUNTABILITY AND COMPLIANCE UPDATE

- Annual Report: Ms. Manion reported that she is working on the Annual Report, which is due August 1st and is collecting data from all parties involved. Ms. Eagen said the Report is crucial because it is the third year into the five year charter renewal.
- Ms. Manion introduced Allen Ambris, who is the new Data Associate.

10. APPROVAL OF APRIL BOARD MINUTES

Correction: Page Two, #8, last sentence, add the word, "be" to read: "Ms. Eagen said that the organization chart needs to *be* amended as well." Mr. Witherspoon made a motion to accept the April 2016 Board Minutes as amended. Ms. Johnson seconded. Mr. Rivera abstained. All were in favor.

The Board discussed the Ziegler proposal and Mr. Leleck recommended that WCHS move forward with this. Ms. Johnson asked if there would be some sort of donation from them and the Board discussed ways to fundraise, including galas, block parties, etc.

11. NEXT BOARD MEETING

June 23, 2016 at 2:00PM pending the ability to make quorum.

12. ADJOURNMENT

Ms. Johnson made a motion to adjourn. Mr. Witherspoon seconded. All were in favor.