



MINUTES
Board of Trustees Meeting
June 25, 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
Tra-Vaughn James, Student Rep
Karl Richards, Staff Rep.

GUESTS

Tanishia Williams, Head of School
Ellen Eagen, Attorney *via Beam*
Mary Kenny, Minutes Transcriber
Kate Manion, Staff
Kathy Fernandez, Staff
Ayisha Gomez, Staff
Belnardina Madera

Val Jacobson, Head of Ops
Lester Samson, Staff
Kevin Morris, Jr., Staff
Luke Hagen, Staff
Lisa Kellar, Staff
Matthew Cavente, Staff
Raymond James, Staff

EXCUSED

Charles Hobson, Trustee

1. WELCOME AND INTRODUCTIONS

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

2. BURNING FLAME AWARD

This month the Burning Flame Award was presented to Lisa Kellar. Ms. Williams emphasized Ms. Kellar's excellent work as a new Human Resources Manager.

3. HEAD OF SCHOOL AND ACADEMY LEADER REPORT

Head of School Report

Ms. Williams updated the Board on the following: CDOS, Senior Awards and Scholarships, student interviews and roundtable discussions, and Regents exams. The Academic Team recently hosted A Taste of Williamsburg, an event centered around providing incoming freshmen with a taste of various electives. The School received a Big Bang grant. Two students will join faculty on the trip. The School received two donated virtual reality headsets. Ms. Williams stated that she awarded all staff with years of service certificates and pins at the end of year luncheon. She thanked Ms. Jacobson for doing an amazing job with the Regents. The School will have 194 graduates.

Mr. Morris spoke about his male mentoring group, Bro, and their end of year assembly. It concluded with an anti-violence presentation and a talkback.

Head of Operations Report

Ms. Jacobson reported on administering approximately 3,500 Regents exams. Report cards were mailed home. Her team conducted an inventory of Microsoft Surfaces and submitted supply orders for the 2019-20 school year. Operations staff are preparing for summer school operations, interviewing for open positions, and conducting uniform policy reviews.

Ms. Gomez reported on recruitment and enrollment. Enrollment is 907 in PowerSchool and ATS. The FTE is 910.98. There are 835 applicants for the 2019-20 school year. 26 are in process and 11 are on the waitlist.



4. VOTING ITEMS

Approval of Board Minutes

The Board reviewed the Minutes for May 2019. Mr. Rivera added #12 Adjournment Motion.

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

Approval of Board Calendar

The Board reviewed the Calendar and made a change to the July date.

- Mr. Rivera made a motion to accept the Board Calendar. Mr. Morales seconded. All were in favor.

2019-2020 Board Elections

Ms. Manion announced that the Board slate is the same as it was in 2018-19. The Board voted and returned their ballots to Ms. Manion.

The Board slate was as follows:

- Lourdes Rivera-Putz, Chair;
- Samuel Rivera, Vice Chair;
- John Witherspoon, Co-Treasurer;
- Manny Morales, Co-Treasurer; and,
- Charles Hobson, Secretary

The Board Committees were approved as follows:

- Accountability and Finance: Samuel Rivera, John Witherspoon, Manny Morales
- Development and Fundraising: Samuel Rivera, Charles Hobson, Lourdes Rivera-Putz

Board Self-Evaluations

Ms. Manion provided the Board with Board Self Evaluation worksheets.

Facilities Proposals

1. International Fire Door
2. Security & Camera NY
3. Glenwood Construction Corp
4. S.R.Y. Architect Designs
5. N.C.I. Gym Pads

- Mr. Rivera made a motion to approve the five facilities proposals presented to the Board. Mr. Morales seconded. All were in favor.

Liability Insurance

Ms. Kellar asked to extend our current liability insurance plan before switching to AJ Gallagher Scholastic First. She wants to get clarification on a few things. She will report back in July.

7. FINANCE



Ms. Fernandez reported on finances. The revenue is \$14,677,859 and the expenses are \$14,831,440. There is a surplus of approximately \$172,870. Total assets are \$13,600,000 with a deferred rent of \$9,193,872.

The Board discussed the FTE and what money will be owed in November and deducted from the invoice.

Ms. Eagen asked Ms. Williams to present information about new hire salary requests to the Board. Ms. Williams stated that some candidates asked for more than the budget line. There are three requests at the moment and she will provide them for the Board.

Ms. Williams stated that their pay scales are based on experience. Ms. Eagen wants to ensure that the budget lines for positions are fair, and if a job description warrants a raise, that should be the budget line for that position. Ms. Putz agreed that it is the Board's fiduciary responsibility to stay within the budget. Ms. Williams said that moving forward she will present these as a "Requests for Salary Increase" rather than a "New Hire Request".

Mr. Morales spoke to the Board regarding a Signature Bank Account for investing assets. Mr. Rivera asked that he reach out to the representative and invite him to our next Board Meeting.

8. FACILITIES AND SAFETY

Facilities

The Board discussed proposed room changes in order to create an additional gym. Several scenarios were discussed. Ms. Williams will review and get back to the Board.

- Mr. Rivera made a motion to have the school go forward with the room change to add a physical education space with the understanding that the final decision will be presented at the next Board Meeting. Mr. Morales seconded. All were in favor.

Mr. James reported that there were no visits from the Buildings Department or Building of Health. One HVAC compressor was replaced. Two window leaks were fixed. Exterior wall repairs are ongoing. Summer work will consist of floors, painting, deep cleaning and power washing.

Safety

There was one student altercation on school property and two reported off property. There were no NYPD/EMS/FDNY visits. Mr. James said there is a request to interview and move two Summit Officers to in-house Safety Officers. Ms. Jacobson discussed reintroducing Yondr pouches and showed a short video. The Board discussed the necessity of the pouches and the costs to the school.

9. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion submitted Regents Appeals and testing invalidations. She is working on the school's summer reporting, including, the SSEC (formerly the VADIR), the Annual Report and Title Funding applications. She will be preparing nonmaterial changes for submission to NYSED, including, the bell schedule, handbooks, and organizational chart.

10. ADJOURNMENT

- Mr. Rivera made a motion. Mr. Morales seconded. All were in favor.