



MINUTES
Board of Trustees Meeting
August 27, 2019

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

PRESENT

Lourdes Putz, Chair
Charles Hobson, Trustee *via phone*
Manuel Morales, Trustee
Karl Richards, Staff Rep.
John Witherspoon, Trustee

EXCUSED

Samuel Rivera, Trustee

GUESTS

Lester Samson, Head of School I.A. Val Jacobson, Head of Ops
Ellen Eagen, Attorney Jaheem Bashir, Staff
Mary Kenny, Minutes Transcriber Shante Martin, Staff
Kate Manion, Staff Bao Nguyen, Staff
Kathy Fernandez, Staff Lisa Kellar, Staff
Matthew Carrenza, Staff Belnardina Madera,
Kelly Thomas, Staff Ivette Cruz, Staff
David Medina, Staff Tarran Mack, Staff
Angelica Romero, Staff Curtis Jacquemain, Staff
Charisse Johnson, Staff Raymond James, Staff
Ryan Heyman, Staff Tara Richards, Staff
Tamisha Johnson, Staff Arsonia Fisher, Staff
Fausto Gomez, Staff Luke Hagen, Staff
Aurelina Ramirez, Staff Jeanette Toomer, Staff
Melissa Wade, Staff M. Lima, Staff
C. James, Staff Ann Leghorn, Staff
Trisha Jerrick, Staff Ryan Fuller, Staff
Seth Failla, Staff Laura Rackmil, Staff
Taru Thompson, Staff

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:05 pm. The Board and staff members introduced themselves.

2. APPROVAL OF JULY BOARD MINUTES

- Mr. Morales made a motion to accept the July 30, 2019 Board Minutes. Mr. Witherspoon seconded. All were in favor.

3. HEAD OF SCHOOL AND ACADEMY LEADER REPORT

Mr. Samson and Ms. Thomas showed a Summer Bridge Program recap video. 160 freshmen students participated and 80 families joined the family dinners that were held over two nights.

Ms. Martin reported on Summer School. Ms. Martin stated that a total of 250 credits were recovered, which will increase the graduation rate. Ms. Martin reviewed the results of the Student School Climate Survey, which was administered to 171 students in May. Results were mostly positive. School leadership will be attending a feedback meeting with other schools involved with the NYSED School Climate Pilot in October.



Mr. Samson and Mr. Bashir provided an instructional update. Mr. Samson briefly discussed summer professional development sessions. The Board inquired about how teachers will be evaluated in 2019-2020. Mr. Samson clarified that staff who are providing instructional coaching will not be evaluating teachers as well.

Mr. Bashir provided a curriculum retreat update. Staff worked together on curriculum mapping and lesson planning. Mr. Bashir discussed the instructional coach model, which will consist of small group coaching and 1:1 coaching based on the individual's coaching plan. Mr. Bashir wants to ensure that teachers feel supported and explained how the instructional coaching program will be broken into trimesters.

Mr. Samson reported a successful welcome parade and first day of school.

4. HEAD OF OPERATIONS

Ms. Jacobson reported on Regents exams and August graduates. She conducted the Emergency Preparedness PD for teachers and staff. Operations staff are continuing to print and distribute student schedules, metrocards, student ID cards, lockers and locks and sell school uniforms via the School Store. Ms. Jacobson scheduled coverages for 1.5 PE Vacancies, .5 Spanish Language Vacancy, .2 Social Studies Vacancies. She is continuing to interview for Library/Media Coordinator and conducted Facilities and Tech Walk-throughs with Instructional Leadership to prepare classrooms across 8 floors for First Day of School.

5. RECRUITMENT AND ENROLLMENT

Ms. Jacobson reported that enrollment is as follows:

- PowerSchool – 979;
- ATS – 935 (due to DOE not opening yet);
- Full-Time Enrollment (FTE) – TBD.

There are 46 enrollments in process.

Ms. Jacobson discussed ongoing recruitment efforts, including advertising across the Daily News, Google, Facebook/Instagram, and Niche.com.

6. HUMAN RESOURCES

Ms. Kellar reviewed recent Human Resources benefits and quality of life changes the School has made over the past year for new staff. She also reported on new hires and internal promotions, sexual harassment training, and remaining open positions.

7. FINANCE

Ms. Fernandez stated that she submitted finance documents for NYSED.

The Board discussed adding Ms. Jacobson as a second signatory for checks over \$5,000.

- Mr. Morales made a motion to add Valerie Jacobson as the second signatory for checks over \$5,000. Mr. Witherspoon seconded. All were in favor.



Ms. Fernandez provided the finance update. Revenue is \$16,769,811.72 and expenses are \$16,858,586. The total deficit of revenue over expenses is \$88,774.33. Total assets are \$12,900,000 and deferred rent is \$9,256,273.67. The Board discussed per pupil funding and attendance rates. Ms. Eagen explained that despite the deficit, we are financially healthy.

8. FACILITIES AND SAFETY

Mr. James reported that one HVAC compressor was replaced and the exterior scaffolding is scheduled for removal on August 31. Elevators have been inspected and door lock monitoring devices were installed.

One student altercation occurred. There was one EMS visit due to a student tripping on a step. There were no NYPD visits. The FDNY came for an inspection. Safety Officers received PD on Crisis Intervention. Mr. James requested to add a long sleeve black shirt and a sweatshirt to the winter uniform.

9. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that the Title I Audit and Annual Reports were both submitted. She hosted an accountability overview professional development for teachers and staff. She stated that the School has a new NYSED liaison, Paula Orlando. In an introductory email, Ms. Orlando mentioned that the School would be receiving a site visit in the spring. Ms. Manion also mentioned that she will be submitting the School's Title application in the coming days and that she is working with a local cafe to host an art show for students.

10. ADJOURNMENT

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