



MINUTES
Board of Trustees Meeting
September 17, 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

GUESTS

Lester Samson, Head of School I.A.
Ellen Eagen, Attorney
Mary Kenny, Minutes Transcriber
Kelly Thomas, Staff
Kathy Fernandez, Staff
Tamisha Johnson, Staff
Belnardina Madera
Bao Nguyen, Staff
Ivette Cruz, Staff
E. Leyton, Staff
Erminia Errante, Staff
Kimberly Bobe, Staff
Natalie Naftel, Staff

Val Jacobson, Head of Ops
Kate Manion, Staff
Shante Martin, Staff
Luke Hagen, Staff
Shalanda Douglas, Staff
Barbara Swietkowski, Staff
Raymond James, Staff
Ryan Fuller, Staff
R. Creed Harry, Staff
Matthew Carezza, Staff
Jahi Bashir, Staff
Tara Richards, Staff

EXCUSED

Charles Hobson, Trustee

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:05 pm.

2. APPROVAL OF BOARD MINUTES

- Mr. Morales made a motion to approve the August 27, 2019 Board Minutes. Mr. Witherspoon seconded. There was one Abstention. All were in favor.

3. HEAD OF SCHOOL AND ACADEMY LEADER REPORT

Mr. Samson introduced new staff and updated the Board on the teacher evaluation process, STAR testing, data driven decision making, small group coaching cycles, classroom visits, scheduling, and upcoming events. The school recently hosted a senior parent night to assist families with the college application process. In October, the school will be celebrating Hispanic Heritage Month with a mixer, movie night and staff lunch. Mr. Samson also spoke about the new photography and fashion elective.

4. HEAD OF OPERATIONS REPORT

Ms. Jacobson stated that the September Parent Bulletin went out to families. She also reported on curriculum night, the upcoming website launch, NYSITELL training, invoicing training, and emergency drills. The updated School Safety Plan was included in the Board packets.

5. RECRUITMENT AND ENROLLMENT



Enrollment in PowersSchool and ATS is 958 and 957, respectively. The FTE is 913.55. The total applications for 2019-20 is now at 1008, with 6 in process and 17 on the waitlist. Attendance is 85.8%. Daily calls are being made to absent students. Ms. Eagen asked if the school is collecting exit data from students who transfer out. She stated that it is important for the school to have this data because student discharges impact teachers, services, and the budget. The Board discussed ways to address the waitlist.

6. HUMAN RESOURCES

Ms. Manion reported on behalf of Ms. Kellar. The Personnel Handbook has been updated and distributed. Professional development and training are ongoing. She is continuing recruitment outreach. Ms. Kellar also stated that the Human Resources Department is tracking certification and conducting performance evaluations.

7. FINANCE

Ms. Fernandez reported to the Board. The audit work has started. As of July 31, 2019, the total collected revenue was \$1,437,802 and expenses were \$1,429,053, with a surplus of approximately \$100,000. Total revenue over expenses is \$8,749. The total assets are \$10,600,000 with a deferred rent of \$9,311,359.

8. FACILITIES AND SAFETY

Ms. Manion reported on behalf of Mr. James.

Facilities

One HVAC compressor was replaced. The scaffolding in the front of the building has been removed. All summer repairs have been completed. The heating system is being prepped for winter.

Safety

There were two student altercations on school and property and there were no NYPD visits. There was one EMS visit and no FDNY visits. The school received a reduction on a fine for excessive alarms.

9. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that she held the Annual Title I parent meeting earlier in the evening. The School Safety Plan is available for review. She is discussing school space usage with local television crews. The website is near completion. Ms. Manion requested that the Board add the Head of Operations as a signatory for financial documents related to grants.

- Mr. Witherspoon made a motion to approve the Head of Operations authority to sign financial documents relating to grants by SED documents. Mr. Morales seconded. All were in favor.

10. ADJOURNMENT

Before the meeting adjourned, Ms. Eagen asked that everyone introduce themselves.

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