



MINUTES
Board of Trustees Meeting
October 15, 2019

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

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee
Charles Hobson, Trustee
Karl Richards, Staff Rep

GUESTS

Lester Samson, Head of School I.A.
Ellen Eagen, Attorney
Mary Kenny, Minutes Transcriber
Kelly Thomas, Staff
Kathy Fernandez, Staff
R. Johnson, Staff
Belnardina Madera
Bao Nguyen, Staff
Ivette Cruz, Staff
Luke Hagen, Staff
Jaheem Bashir, Staff

Val Jacobson, Head of Ops
Kate Manion, Staff
Shante Martin, Staff
Luke Hagen, Staff
Shalanda Douglas, Staff
Lisa Kellar, Staff
Raymond James, Staff
Ryan Fuller, Staff
R. Creed Harry, Staff
Matthew Carezza, Staff
Ann Leghorn, Staff

EXCUSED

Manny Morales, Trustee; John Witherspoon, Trustee.

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:05 pm. Ann Leghorn spoke about the school's National Coming Out Day celebrations on October 1 and ongoing inclusion initiatives at the school. Mx. Leghorn conducted 3 in-house professional development sessions with teachers, support staff, and safety officers on inclusive school practices as well as the Guidelines to Support Transgender and Gender Expansive outlined by DOE and Chancellor's Guidelines. Ms. Kellar will be contacting an outside organization to work with staff as well.

2. APPROVAL OF BOARD MINUTES

- Mr. Rivera made a motion to approve the September 2019 Board Minutes. Mr. Hobson seconded. One Abstention. All were in favor.

3. HEAD OF SCHOOL AND ACADEMY LEADER REPORT

Mr. Samson introduced new staff and updated the Board on teacher observations for Cycle 1, Department Team walks, One-to-One coaching, midterms and progress reports distribution. There is one Social Emotional Academy Leader vacancy. Mr. Samson and the Academy Leaders are preparing for staff professional development on November 4 and 5.

Two students have completed graduation requirements in the A-Lab, and many students are currently working on credit recovery. Teachers and staff are free to use relaxation space in the A-Lab if needed.

Mr. Nguyen provided a 9th Grade Team update. Students went to Six Flags Great Adventure for Fright Fest, visited the Ruben Museum, celebrated Hispanic/Latino heritage, and participated in Curriculum Night. He spotlighted Francis Monroc, a French Teacher, as well as Jasminda M., the highest 9th grade HERO points earner.



4. HEAD OF OPERATIONS REPORT

- Mr. Rivera made a motion to approve the Williamsburg Charter High School Safety Plan for 2019-2020 school year. Mr. Hobson seconded. All were in favor.

Ms. Jacobson stated that PSAT/SAT Day will be on October 16. Upcoming professional developments include CPR/AED training, crisis prevention training, and PowerSchool training. Progress reports were mailed home. Ms. Jacobson arranged coverages for approximately 4 vacancies: 0.2 CDOS, 1.5 Math, 1.5 ENL, and 0.2 Literacy.

5. RECRUITMENT AND ENROLLMENT

Enrollment is 958 in PowerSchool and 949 in ATS. The FTE is 933.4. The school's total application number for 2019-20 is 1047. 6 registrations are in process. Ms. Jacobson spoke about ongoing outreach efforts and open houses she and Ms. Gomez have attended.

6. HUMAN RESOURCES

Ms. Kellar discussed staff recruitment and hiring for vacancies. An AFLAC representative came to consult new and current employees. Ms. Kellar is arranging professional development for staff with the following organizations: The New York State Insurance Fund (NYSIF), Equal Employment Opportunity Commission (EEOC), and PFLAG (formerly known as the Parents and Families of Lesbian and Gays). These groups will be providing training on preventing injury in the workplace, respect in the workplace, and safe schools and gender spectrum, respectively. Ms. Kellar is continuing to work on certification and BEDS reporting.

7. FINANCE

Ms. Fernandez reported to the Board. As of August 31, 2019, the total collected revenue for the month was \$2,860,035. Expenses were \$2,499,778. The surplus was approximately \$360,257. The total assets are \$15,600,000 with a deferred rent of \$9,366,444.

Ms. Fernandez stated that there were no material findings in the audit.

- Mr. Rivera made a motion to approve the audit pending no issues raised by the Audit Committee. Mr. Hobson seconded. All were in favor.

8. FACILITIES AND SAFETY

Mr. James reported on Facilities and Safety. There were no visits from the Buildings Department. There was one visit from the Department of Health, who advised that the overhead stove fans needed to be cleaned. All heating units are ready for winter.

There were three student altercations on school property. There were no NYPD visits. EMS and FDNY each came once. The school received one violation on a science lab's eye washing station.

9. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion stated that she is working on edits to the school's Title funding application. She collected documents for the audit and Signature Bank. The website is nearing completion. She worked with Ms. Jacobson to improve the school's recruitment package with Niche.com. Ms. Manion met with Jon Thatcher, the Director of Schools and Community



Engagement at the New York Charter Schools Association (NYCSA). He was very impressed with the school. Ms. Manion hopes to work on grant applications for My Brother's Keeper and the Governor's No Student Goes Hungry Initiative.

10. ADJOURNMENT

- Mr. Rivera made a motion to adjourn. Mr. Hobson seconded. All were in favor.