



**MINUTES**  
**Board of Trustees Meeting**  
**November 19, 2019**

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

**PRESENT**

Lourdes Putz, Chair  
John Witherspoon, Trustee  
Manuel Morales, Trustee  
Karl Richards, Staff Rep.

**GUESTS**

Lester Samson, Interim Head of School  
Ellen Eagen, Attorney  
Mary Kenny, Minutes Transcriber  
Shalanda Douglas  
Rhonda Creed-Harry  
Tara Richards  
Christine Posillico  
Alexa Neretich  
Seth Failla  
Renee de Lyon  
Melissa Wade  
Ann Leghorn  
Victor Castillo  
Kathy Fernandez, *via phone*

Val Jacobson, Head of Ops  
Kate Manion  
Kelly Thomas  
Matthew Carezza  
Erminia Errante  
Jahi Bashir  
Melody Pink  
Trisha Jerrick  
Charisse Johnson  
Paola Castillo  
Jeanette Toomer  
Lisa Kellar  
Mariella Mercado  
Shante Martin  
Luke Hagen  
Ryan Heyman  
Belnardina Madera  
Kimberly Bobe  
Kristen Assenzio  
Angelica Romero  
Larry Balthazar  
Aurelina Ramirez  
Arsenia Fisher  
Benjamin Sigelman  
Janeese Parker  
Moacir Lima

**EXCUSED**

Charles Hobson, Trustee; Samuel Rivera, Trustee

**1. WELCOME AND INTRODUCTIONS**

The meeting was called to order at 3:00 pm. The New Intervention and Support Counselors, Kim Bobe, Victor Castillo, and Janeese Parker, introduced themselves.

**2. APPROVAL OF BOARD MINUTES**

- Mr. Morales made a motion to approve the October 15, 2019 Board Minutes. Mr. Witherspoon seconded. Two Abstentions. All were in favor.

**3. ALBERTO CRUZ GOLDEN APPLE AWARD**

Mr. Samson and Ms. Richards presented the inaugural Alberto Cruz Golden Apple Award to Trisha Jerrick, an Intervention and Support Counselor in her second year at Williamsburg Charter. Mr. Samson commended Ms. Jerrick for her consistent drive and dedication to the community.

**4. INSTRUCTIONAL COACHES BRIEF**

Mx. Leghorn and Ms. Creed-Harry provided the Board with an instructional coaching update. They discussed small group coaching sessions, professional developments designed, and professional developments attended. Mx. Leghorn and Ms. Creed-Harry have conducted 211 observations with feedback, 210 1:1 meetings, and 27 co-taught lessons or demonstrations. The instructional coaches also sent out a staff feedback survey soliciting suggestions on how to improve the program. As a whole, the survey shows that teachers are happy with the instructional coaching program but would like additional modeling and small group professional development in the future. Teachers appreciate the consistent



feedback and solutions-driven approach the coaches take. Ms. Eagen commended Mx. Leghorn and Ms. Creed-Harry for their work and explained that the instructional coaching positions were created in response to an anonymous staff survey in the spring and was an illustration of how feedback can better a program.

## **5. HEAD OF SCHOOL AND ACADEMY LEADER REPORT**

Mr. Samson reported that the second trimester will begin on November 21. He thanked staff for working hard to ensure student schedules would be ready. The fall parent teacher conference had a huge parent turnout. The following professional developments occurred on November 4 and November 5: using school data, co-teaching, the WCHS Classroom, classroom management, counseling team professional development, grade book, diversity and gender in schools, RTI, mindset, CPR/AED/First Aid, and BEDS.

The school also recently hosted a college and career panel, a healthy relationship workshop, a Halloween dance, a Top HERO Points party, a dance performance, and a college fair.

Ms. Thomas presented the 10th grade monthly spotlight. She featured two transfer 10th graders who are excelling at WCHS. Ms. Thomas also celebrated Gonzalo Romero, a long-term staff member of WCHS. He started as a substitute and has since served as a teacher, Grade Director, ISD/ISS Coordinator, and Alternative Lab Coordinator.

## **6. HEAD OF OPERATIONS REPORT**

Ms. Jacobson stated that the Operations Department is preparing for January Regents Exams, including training teachers and staff on NYC DOE Testing Protocols, ordering supplies and materials and coordinating with Instructional Leadership regarding Regents Review, and is printing schedules for Trimester 2 for distribution to students. The school conducted one Fire Drill, one Code Blue Drill, and one Bus Drill.

Ms. Jacobson thanked Ms. Manion for assisting with the website launch. Ms. Jacobson also proposed migrating the website from GoDaddy shared server to secure server hosted by CoCreators Group, and securing 3 hours per month of content updates, along with training for 3 months. The CoCreators Group proposal includes high speed hosting on a secure server, unlimited storage, daily backups and ongoing tech support.

- Mr. Witherspoon made a motion to approve the service agreement from CoCreators Group. Mr. Morales seconded. All were in favor.

## **7. RECRUITMENT AND ENROLLMENT**

Ms. Jacobson presented the Recruitment and Enrollment update on behalf of Ms. Gomez. Enrollment is 955 in PowerSchool, 954 in ATS, and the FTE is 938.36. There are 1089 applicants for 2019-20 and 13 enrollments in process. Mr. Morales thanked staff for their work improving the school's enrollment. Ms. Jacobson also commended staff for helping to retain students and welcoming new ones. She added that there will be an open house on December 7 and Ms. Gomez is continuing her outreach to middle schools. Ms. Jacobson previewed a new advertisement that will be running at all Williamsburg Cinemas Rated G, PG, and PG-13 screenings for 16 weeks.

## **8. HUMAN RESOURCES**



Ms. Kellar reported to the Board on staff recruitment, benefits, payroll, and compliance. The Human Resources Department will be facilitating PFLAG's Safe Schools Gender Inclusivity training on January 15, as well as the Equal Employment Office's Respect in the Workplace harassment and bullying training on January 27.

## **9. FINANCE**

Ms. Fernandez reported that the school received \$300,000 in Title funding for the last fiscal year. As of September 31, 2019, the total collected revenue for the month was \$4,321,979 and expenses were \$3,964,765, with a surplus of approximately \$360,257. The total assets are \$14,600,000 with a deferred rent of \$9,421,530.

Ms. Jacobson mentioned that she, Mr. Samson, and Mr. Bashir are evaluating the benefits of the Unified Classroom PowerSchool extension. This feature would aggregate lesson plans, grades, and notes into the PowerSchool portal and be shareable data for students, parents, and teachers. Ms. Eagen inquired about what separates this extension from Google Classroom. Mr. Bashir explained how it puts all data onto one platform. Ms. Jacobson said she would continue research and conduct surveys about whether or not this would be a value add for the school.

## **10. FACILITIES AND SAFETY**

Ms. Manion reported on behalf of Mr. James.

### Facilities

The heating system is running throughout the building. Heating is being repaired in rooms 809 and 631. The school has snow salt, a salt-thrower, two electric and battery-operated snow blowers, one dry vacuum on site. The Facilities Department also has a snow removal plan prepared in advance of the winter season. The skylights in the Cafetorium and Library are scheduled for removal. Light ballasts have been replaced throughout the building and burnt bulbs are being replaced as reported. The Fire Department visited to review the school's annual recordkeeping, permits, fire equipment, and to conduct the fire command station test. All records and equipment were up to date and no violations were issued. There was one Fire Department visit for an activated smoke detector caused by electrical work in room 201. The school was closed at the time of occurrence. There were no additional agency visits in November.

### Safety

There were six student altercations on property, and two student altercations occurred off property. The NYPD visited twice, once for a mediation, and once for a non-school related incident. EMS came for a trip and fall incident and three sports-related incidents. One Safety Officer position has been filled, leaving one Safety Officer vacancy. A final candidate will be presented for the Board's approval. The Safety Department conducted three random bag searches in November. Long sleeve shirt and sweatshirt options have been added to the school's uniform, which Mr. James hopes will improve uniform compliance over the winter. The 90th Precinct Transit and Housing police have been monitoring the area after school and reported 0 incidents for the month as of November 14.

## **11. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion reported that the Annual Report, which includes the Board-approved final audit, was submitted to NYSED on November 2. Ms. Eagen added that the audit has no deficiencies and the auditor commented positively on the school's progress over the years. Ms. Manion also reported that she completed and submitted the BEDS IMF submission along with the Title I final enrollment numbers.



In November Ms. Manion improved Google Ad campaigns on the back end, posted events to Yelp Business, Google, and Patch. She completed updates to enable the website launch on November 20. Ms. Manion also solicited donations for the Hispanic Heritage Celebration on November 23, launched the school's #GivingTuesday campaign for senior scholarships which has raised \$810 so far, and started the school's holiday donation campaign. She will be attending the NYC Solar Schools Education Program training on November 25, is coordinating a holiday art show at Demi-Monde Cafe, and is working with the New York Charter Schools Association to improve relationships with electeds in the area.

## **12. ADJOURNMENT**

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

## **13. EXECUTIVE SESSION**