



MINUTES
Board of Trustees Meeting
December 18, 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, Head of School I.A.
Ellen Eagen, Attorney
Mary Kenny, Minutes Transcriber
Shalanda Douglas
Tara Richards
Raymond James
Lisa Kellar
Natalie Naftel
Bao Nguyen
Fausto Junior Gomez

Val Jacobson, Head of Ops
Kate Manion
Belnardina Madera
Matthew Carezza
Jahi Bashir
Aurelina Ramirez
Kathy Fernandez
Ryan Fuller
Ivette E. Cruz

EXCUSED

Charles Hobson, Trustee; Samuel Rivera, Trustee

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 5:06 pm.

2. APPROVAL OF BOARD MINUTES

- Mr. Morales made a motion to approve the November 19, 2019 Board Minutes. Mr. Witherspoon seconded. All were in favor.

3. ALBERTO CRUZ GOLDEN APPLE AWARD

Mr. Samson awarded Bao Nguyen with the Alberto Cruz Golden Apple Award for the month of December.

4. HEAD OF SCHOOL AND ACADEMY LEADER REPORT

Mr. Bashir stated that the staff holiday party was a success. He attended the Big Picture Learning Conference alongside Mr. Samson. The 360 Leadership Team Survey was sent out to staff on December 17. He also provided updates on the Master Schedule Committee, an Honor Roll assembly, Regents Reviews and curriculum realignment.

Mr. Nguyen showed a monthly photo recap of the Class of 2023, which included photos from a dance performance, football practice, the fall college fair, field trips, the Honor Roll Assembly, the HERO Rewards Pop-Up Shop, and the End of Trimester 1 assembly. Mr. Nguyen stated that 32% of the Class of 2023 is on the honor roll. He highlighted a Class of 2023 student, Seon King, who wants to be a child psychiatrist when she grows up. Mr. Nguyen also spotlighted Michael Byars, a third year Student Needs and Academic Services (SNAS) teacher.

5. HEAD OF OPERATIONS REPORT



Ms. Jacobson stated that the website was launched on November 15. Staff will be receiving on-site PowerSchool training on January 30-31 and March 4-5. She has been scheduling coverage for the following vacancies: 1 Physical Education, 1 SNAS/Math, 1 ENL/Literacy, and .2 CDOS. The mid-year evaluation process for non-instructional staff has begun. Individual meetings with supervisors will continue through February. The school received a PowerSchool Unified Classroom demonstration with teachers, a subscription that would cost \$14,931 for the first year and then \$6,251 annually.

Mr. Samson added that last year's trimester transcripts will need to be updated as soon as possible so that they are properly aligned for college admissions. Mr. Samson asked the Board to approve the hiring of a PowerSchool consultant group by the name of Student Ed Information to complete this work. Ms. Fernandez added that there are sufficient funds in the budget for this.

- Mr. Morales made a motion to approve the hiring of Student Ed Information to audit the issuing of credits under PowerSchool (up to the amount of \$5,000). Mr. Witherspoon seconded. All were in favor.

Ms. Jacobson discussed possible ways of implementing the school's goal of 1:1 technology by 2025. The e-rate FY2020 budget could assist with cache devices, wireless access points, software and maintenance for the above, but would not cover the following: an upgraded phone service (from existing T1 to fiber-optics), an active directory server, hardware including additional student Chromebooks and mobile carts/cabinets, and professional development. Ms. Eagen asked to see a detailed five-year 1:1 technology plan.

6. RECRUITMENT AND ENROLLMENT

PowerSchool and ATS both show an enrollment of 961. The FTE is 942.27. There were 1111 total applicants for 2019-20. 1 enrollment is in process. 31 families attended an open house on December 7. Operations and Recruitment offices are continuing visits to middle schools and are looking into billboard ads that would be shown by select subway entrances in multiple languages.

7. STUDENT SUPPORT SERVICES AND SCHEDULING

Ms. Richards provided an overview of the work she has been completed since becoming the school's Student Support Services and Scheduling Manager.

She announced that guidance counselor Larry Balthazar has been promoted to Department Lead of the Guidance Department. Ms. Richards stated that all course scheduling for 2019-20 is complete. In addition, 12th graders are now scheduled for a minimum of five courses in order to assist them with achieving Advanced Regents Diplomas. Ms. Richards introduced Maria Frazier, a College and Career Coordinator who joined the school in the fall of 2019. Ms. Frazier discussed FAFSA workshops, college visits, college fairs and SAT day.

8. HUMAN RESOURCES

Ms. Kellar introduced Adrian Caballero, the school's new Social Emotional Academy Leader. Ms. Kellar stated that Yahaira Alcantara would be returning on January 6 as a parental leave replacement for Ms. Martin. Ms. Kellar onboarded a new guidance counselor to cover another parental leave through April 2020. She will be attending charter school recruitment fairs in the coming months and is interviewing for 1 Intervention and Family Support Counselor, 1 Math teacher, 1 Physical Education teacher, and 1 ENL teacher.



Ms. Kellar also stated that the school now has a dedicated meditation and lactation room located in room 819 which can be scheduled through a link in the Daily Leaf. The room will be managed by herself and the school's Wellness Coordinator, Angie Helliger.

9. FINANCE

Ms. Fernandez reported that as of November 30, 2019, the total collected revenue for the month was \$7,102,873 and expenses were \$6,705,606 with a surplus of approximately \$397,267. Total Assets are \$14,600,000 with a Deferred Rent of \$9,531,701.

10. FACILITIES AND SAFETY

Mr. James reported that the school received two visits from the Department of Health. There were no violations issued either visit. One HVAC control board required replacement for a heating unit. All units are functional. Six light ballasts need to be replaced in hallways and in front of the building. The Facilities Department is prepared for snow emergencies that may occur.

Mr. James also reported that there were six student altercations on property over the course of the month. One incident involved a pocket knife, which was confiscated. Three student altercations occurred off property. Parents were notified, and meetings and mediations were conducted as follow-up. There were no NYPD visits to the school over the month; however, the school now asks NYPD to be present at school dismissals. There were no EMS or FDNY visits. The Safety Department is fully staffed at this time.

Ms. Putz spoke about elevator issues that she has noticed during visits to the school. She commended all staff for their professionalism when dealing with students who are disrespectful. Ms. Putz will be discussing the issue further with leadership.

11. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion submitted requested edits to the 2019-20 Title application to NYSED. She is continuing improvements to the website and is making adjustments to Google Ads. Ms. Manion sent out electronic holiday cards and is sending out physical cards to school neighbors on December 20. The school's #GivingTuesday campaign raised \$1,345 towards student scholarships. The school should find out in mid-January if the funds were matched. Ms. Manion made a GoFundMe Charity page to solicit ongoing donations. She is also reaching out to local business owners about hosting fundraising events at their establishments.

12. ADJOURNMENT

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

13. EXECUTIVE SESSION