



MINUTES
Board of Trustees Meeting
March 31, 2020 at 6pm

The meeting was held virtually via GoogleHangout.com

PRESENT

Samuel Rivera, Trustee
Manuel Morales, Trustee
Karl Richards, Staff Advisor
Lourdes Putz, Chair
John Witherspoon, Trustee

GUESTS

Lester Samson, Head of School
Valerie Jacobson, Head of Operations
Ellen Eagen, School Counsel
Mary Kenny, Minutes Transcriber
WCHS constituents

EXCUSED

*Charles Hobson, Trustee (deceased)

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:10 pm. Mr. Rivera greeted the Board and staff. He thanked the teachers, non instructional staff, and administration for stepping up and adapting to remote instruction during these unprecedented times.

Mr. Rivera announced that the Board, in partnership with WCHS Leadership, opted to create a continuity of learning plan for the period between April 9-17 that will allow for our students to continue to be engaged and for our staff to have a reprieve. He stated that Mr. Samson would be rolling out details about what that looks like over the next few days. Staff will have tasks to complete during this time but will not be tied to the confines of our regular daily remote learning programming.

Mr. Rivera stated that instructional staff will be paid through their contract periods.

The Board tabled approval of the February 25, 2020 Board Minute for a later meeting.

2. ALBERTO CRUZ GOLDEN APPLE AWARD

Mr. Samson presented David Medina with the Alberto Cruz Golden Apple Award for the month of March for tirelessly working to get Chromebooks to our students in need.

3. HEAD OF SCHOOL

Mr. Samson reported that instructional staff have received training on remote learning instruction and support. Attendance is being collected via daily Advisory assignment "Do Nows". This measure shows a Do Now participation average of 84.4% for the first week. The student support team is providing social

emotional support via phone check ins, emails, and office hours. Advisors are also requesting that parents complete the NYC School Survey during these calls.

Mr. Samson stated that the academic leadership team is continuing work on the master schedule for 2020-21. The school lottery will be held virtually on April 2 at 6pm. He also reported that senior spirit week will be celebrated online and multiple constituents are working together to ensure our students have laptops.

4. HEAD OF OPERATIONS REPORT

Ms. Jacobson reported that the deadline for lottery applications is April 1. She asked the Board to formally declare the number of available 2020-21 seats for each grade: 320 for 9th grade; 17 for 10th grade; 36 for 11th grade; and 0 for 12th grade. Ms. Jacobson stated that WCHS traditionally approves 300 seats for 9th grade; however approximately 20% of those admitted do not attend in the fall and the hope is that increasing the available seats to 320 will account for this. The Board agreed to increase the number of available seats from 300 to 320 for 9th graders.

Ms. Jacobson provided a COVID-19 operations report. The website now has a COVID-19 portal aggregating all updates to families and staff. The portal has updates on the WCHS remote learning program, technology, available social emotional supports, and community resources, including ways to access free wireless and food across the city.

5. FINANCE

Ms. Fernandez reported that as of February 29, 2020, the total collected revenue for the period was \$11,510,725 and expenses were \$10,778,985 with a surplus of approximately \$731,740. Total Assets are \$16,400,000 with a deferred rent of \$9,696,957.

Ms. Fernandez said that WCHS received both the per pupil funds and the IDEA funds.

Mr. Rivera said that the Board's top priority is to serve as fiduciary of the finances and he stated that WCHS is in healthy fiscal shape. Mr. Morales agreed and said that the school will continue to listen to elected officials and directives from our authorizer regarding future payments.

11. ACCOUNTABILITY AND DEVELOPMENT

As part of the WCHS Title Audit, Ms. Manion made draft revisions to the school's Parent and Family Engagement Policy in collaboration with the Parent Leadership Council. Ms. Manion requested the Board approve the following language addition to the Parent and Family Engagement Policy:

PART IV, PARENT AND FAMILY ENGAGEMENT COORDINATION AND INTEGRATION

Williamsburg Charter High School will coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant federal, state and local laws and public programs, and conduct other programming and resources such as utilizing WCHS' parent resource center located on site, conducting monthly Parent Leadership Council meetings, issuing monthly parent bulletins, and having an on-site Parent Coordinator who serves as a direct contract for parents.

Ms. Eagen stated that this policy memorializes practice already in place at the school.

- The Board agreed to add the language with no objections.

Ms. Manion reported that she submitted WCHS' COVID-19 Continuity of Education Plans to NYSED. This plan includes a teletherapy protocol that is HIPPA-compliant according to directives from the NYC DOE.

Ms. Manion stated that the NYSED Check-In Site Visit has been postponed due to the COVID-19 environment. She reiterated that all WCHS COVID-19 notices are located online on the COVID-19 portal at www.thewcs.org/covid-19. Ms. Manion applied for the NYC Charter Center COVID-19 Grant for \$30,000. She requested 36 Chromebooks and 75 hotspots for students in need.

12. ADJOURNMENT

Ms. Eagen reiterated Mr. Rivera's message regarding the instructional staff reprieve between April 9-17. She stated that the Board will be working closely with Mr. Samson and the instructional team to develop what student engagement will look like during those days. Mr. Samson will follow-up with details later in the week.

Ms. Manion urged staff to send ongoing questions and concerns to covidconcerns@thewcs.org.

Mr. Rivera added that this is a stressful and tough time for everyone and thanked all for attending. Mr. Rivera motioned to adjourn the meeting.