



MINUTES
Board of Trustees Meeting
May 26, 2020

The meeting was held virtually via GoogleHangout.com

PRESENT

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

GUESTS

Lester Samson, Head of School I.A.
Ellen Eagen, Attorney
Over 48 Teachers, Parents & Support Staff

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber
Kathy Gaffney, Prospective Trustee

EXCUSED

*Charles Hobson, Trustee (deceased)

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:05 pm. Ms. Putz welcomed everyone.

2. APPROVAL OF BOARD MINUTES

John Witherspoon motioned to approve the April Board Minutes pending review from the School Counsel. Manny Morales seconded. All were in favor.

3. ACADEMICS - COVID-19 UPDATE

Lester Samson reported that revisions to the remote learning plan were rolled out to teachers. Teachers have been participating in the remote professional development series. Modifications in light of COVID-19 were made to the teacher evaluation process to promote equity in light of the unforeseen circumstances. The 2020-21 master schedule should be finalized by summer break. Teacher recruitment is ongoing. The 2020-21 curriculum scope and sequence should be finalized by June 2.

Mr. Samson reported that the school has hosted virtual Zumba, cooking classes, meditation, and movie nights. Mr. Samson will be hosting a Quaran-Tea Time to provide additional support for students and staff.

Ms. Martin provided an update for Class of 2020 events. She and a team of staff created a college acceptance Instagram page highlighting the colleges our seniors will be attending in the fall. The College Office has been hosting weekly Google hangouts. Senior Awards Night will occur virtually on June 18 at 5pm. The Senior Committee is hosting a movie night and senior party virtually as well. She will be hosting a Senior Town Hall Q&A to review outstanding issues for seniors. Graduation planning is still in development and staff are working on a senior tribute video.

Instructional Coaches Ann Leghorn and Rhonda Creed-Harry provided an overview of remote learning including examples of instruction as well as student work. Ms. Leghorn and Ms. Creed-Harry provided examples of Pear Deck Text Slides, highlighted and annotated instruction, and real world application lessons. They also showed examples of how teachers are engaging students despite our asynchronous model. When asked how WCHS is tracking attendance, Mr. Samson added that attendance and engagement are included in PowerSchool.

4. HEAD OF OPERATIONS REPORT -COVID-19

Ms. Jacobson reported that she is leading the school's Re-Entry Committee with Mr. Samson. The Committee will consist of Board, Leadership, Admin, Staff, Family, and Student stakeholders and will have Academic and Operations Subcommittees. The school is closely following available guidance from FEMA, CDC, WHO, NYS, NYC DOH and is developing multiple planning scenarios.

The school hosted its annual enrollment lottery on April 2, 2020. The student accepted 320 9th grade students, 17 10th grade students, 36 11th grade students, and 0 12th grade students. 132 registrations are in process.

As of April 24, 2020, there were 954 students listed in PowerSchool.

11 families attended our virtual open house on April 25 and 34 families attended on May 8. Additional virtual open houses and registration help sessions with Operation Team members are forthcoming.

Ongoing recruitment efforts include updating Google Ad Words and social media ads, email blasts, and ad placement in Brooklyn Family Magazine's online graduation edition.

The Board discussed follow-up with families who rescinded their applications. Operations staff will make calls to see why students did not follow-through.

The COVID-19 portal on our website continues to serve as the communications hub of our school.

5. FINANCE

The Paycheck Protection Program (PPP Loan)

Mr. Morales provided a brief overview of the PPP Loan. Ms. Eagen added that the school is working closely with our auditors to properly document our participation in the program.

Ms. Fernandez reported that as of April 2020, the total collected revenue for the period was \$14,149,246 and the expenses were \$13,516,203, with a surplus of approximately \$633,043. The total assets are \$13,800,000 with a deferred rent of \$9,807,128.

The school's per pupil funding report will be submitted June 1. Mr. Rivera stated that he is working with Ms. Fernandez and Ms. Kellar on our health care benefits renewal.

6. ACCOUNTABILITY AND DEVELOPMENT

NYSED Remote Check In Update

Ms. Manion reported that the school is undergoing NYSED CSO check-in monitoring. The Parent Leadership Council (PLC) and Board of Trustees met with our liaison, Paula Orlando, earlier in the evening for focus group discussions. Ms. Orlando will be virtually visiting on June 8. Ms. Manion is completing the self-evaluation for submission prior to the visit. Melody Pink, Parent Coordinator, discussed the parent focus group discussion. Ms. Pink stated that Ms. Orlando asked about school safety and the accommodations for students with special needs

during remote learning. Ms. Putz thanked Ms. Pink and reiterated that WCHS wants to make sure that every parent has their voice heard and is happy to partner with Ms. Pink to set up additional workshops for parents of students with special needs through her advocacy organization, United We Stand.

7. ADJOURNMENT

Mr. Witherspoon moved to adjourn. Mr. Morales seconded. All were in favor.

8. EXECUTIVE SESSION