



MINUTES
Board of Trustees Meeting
ANNUAL MEETING
June 23, 2020

The meeting was held virtually via GoogleHangout.com

PRESENT

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

GUESTS

Lester Samson, Head of School I.A.
Ellen Eagen, Attorney
Over 40 Teachers, Parents & Support Staff

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber
Kathleen Gaffney, Potential Trustee

EXCUSED

John Witherspoon, Trustee; *Charles Hobson, Trustee (deceased)

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:05 pm. Ms. Putz asked Mr. Rivera to run the meeting due to technical difficulties. He thanked everyone for working hard during this crisis.

2. APPROVAL OF BOARD MINUTES

Mr. Rivera explained the purpose of meeting minutes for those who may be unfamiliar. Mr. Rivera stated that the May 2020 Board Minutes have been reviewed by the School Counsel. Mr. Rivera also stated that Ms. Gaffney, who is a potential trustee, will not vote as she is not officially a trustee.

- Manny Morales motioned to approve. Lourdes Putz seconded. All were in favor.

3. ACADEMICS - COVID-19 UPDATE

Lester Samson thanked the Board for the opportunity to be Interim Head of School this year. Cap and gown pick up went smoothly today thanks to participating staff and safety officers. Graduation and diploma pickup will occur on June 29. Summer school planning and staffing is underway. Work continues on the 2020-21 school year master scheduling and staffing. Mr. Samson included materials about a mathematics curriculum purchase for future reference. He also provided an overview of staff and student social and emotional health activities including Zumba, meditation, cooking classes, and movie night.

4. HEAD OF OPERATIONS REPORT-COVID-19

Ms. Jacobson stated that the WCHS Re-Entry Committee consisting of Board, Counsel, Leadership, Admin, Staff, Family, and Student stakeholders continues to meet regularly. Student and parent surveys have been distributed.

Ms. Jacobson stated that she is awaiting the needs of the new math curriculum prior to proposing additional technology. The school has 370 Chromebooks, 351 of which are functional and 8 laptop carts. Ms. Jacobson pointed out that this inventory was inadequate prior to remote learning. 318 Chromebooks were distributed as of

May 15, 2020, leaving 33 in inventory. Students are still requesting technology and we will monitor technology requests for summer school.

Student registration and verification is ongoing. The Operations team is conducting outreach to students and families who cancelled, declined, rescinded, or withdrew applications.

The Recruitment Coordinator is planning for the Summer Bridge Program which is anticipated to take place in July. Ongoing recruitment efforts include updating Google AdWords and social media campaigns, email blasts, and an ad placement in Brooklyn Family Magazine Graduation Edition which reaches approximately 105,000 families.

The school continues to utilize its COVID-19 portal as its communications hub. Summer school remote learning updates will be placed on the portal.

5. FINANCE

Mr. Rivera thanked staff for their dedication to the school in the difficult COVID environment. He states that the Board is taking the uncertain financial climate very seriously. He said that the school has a strong financial position and that the Board will be transparent about any changes that may need to be made at the school. Mr. Rivera also commended our parent coordinator, Melody Pink, for her work leading the Parent Leadership Council (PLC). He said that the PLC meeting had great engagement with families.

Ms. Fernandez delivered the tentative budget and asked the Board if they had any questions. The Board decided to discuss further in a Finance Committee meeting.

Ms. Eagen reminded the Board that our insurance policy is up for renewal and needs Board approval. She suggested the Board opt for a supplemental data protection policy that would cost \$4,000. Data protection, she noted, is especially important in this new era where we are relying more than ever on using and accessing information through computers and technology.

- Mr. Rivera motioned to approve. Mr. Morales seconded. All were in favor.

6. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that the school completed its NYSED Check-In Visit with Paula Orlando on June 8. Ms. Orlando met with the Leadership and Special Population focus groups.

Ms. Manion stated that it was the Annual Board of Trustees meeting, and requested that the Board submit their board evaluations and board election slate via email. The Board also reviewed the 2020-21 Board Calendar.

Ms. Manion stated that she was beginning her July reporting work which includes the SSEC and Annual Report.

Ms. Eagen spoke about new rules for data privacy which will go into effect later this summer. Mr. Rivera thanked Ms. Manion, Ms. Kenny, and Ms. Eagen who have been valuable assets to the Board and Administrators.

7. ADJOURNMENT

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

8. EXECUTIVE SESSION

