



MINUTES
Board of Trustees Meeting
July 28, 2020

The meeting was held virtually via Google Meets.

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee
Manuel Morales, Trustee
John Witherspoon, Trustee

GUESTS

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

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

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:10 pm. Ms. Putz welcomed everyone.

2. APPROVAL OF BOARD MINUTES

Ms. Putz motioned to approve the June Board Minutes pending approval by School Counsel. Mr. Witherspoon seconded. All were in favor.

3. ACADEMICS

Lester Samson provided a summer update. 274 students are enrolled in summer school and 235 are enrolled in APEX Credit Recovery. The school is collaborating with United We Stand to lead the Summer Leadership Program, a program designed to help students learn about summer employment opportunities. The 9th Grade Summer Bridge Orientation was held on July 27 and attended by 130 families virtually. The Summer Bridge Program will commence the first week of August.

Professional Development will start August 17. Remote instruction will occur September 8 through 11 and hybrid instruction will run from September 14 through June 25, 2021. Parents can opt for their students to be fully remote. School Counsel and Ms. Manion will be overseeing the accommodations process for staff requesting to work remotely.

4. 2020-2021 SCHOOL CALENDAR

Mr. Samson reviewed the school calendar. Discussion occurred over the NYC DOE calendar which has yet to be released. The official school year will run from September 8 through June 25, 2021. He asked for the Board to approve.

- Mr. Morales made a motion to approve the 2020-21 School Calendar pending review by School Counsel and acknowledging that the School Calendar may need to be revised in light of the COVID environment. Mr. Witherspoon seconded and all were in favor.

5. FINANCE

Ms. Fernandez reported:

The total collected revenue as of May 2020 is \$15,438,246. Total expenses are \$14,791,806. Excess totals are \$646,440. Rent is \$9,862,213. All Per Pupil Funding monies have been received. The August Per Pupil will be estimated at 951 instead of 963. The PPP Funding and interest payable (\$14,262.61) was recorded in May 2020. Mr. Morales is working closely with the accountants to monitor PPP Funding guidance.

Mr. Rivera addressed staff regarding staffing changes. He stated that the Board wants to be transparent about reductions in school funding and that the school may have to reduce staffing. Ms. Eagen stated that non-teaching staff would be informed by August 15 regarding any change in position. She also added that the school will be as supportive as possible during any transitions.

Approval of 2020-21 Budget

- Mr. Rivera made a motion to approve the 2020-21 Budget pending School Counsel's review and acknowledging that the Budget might need to be revised in light of the COVID environment. Mr. Witherspoon seconded. All were in favor.

6. ACCOUNTABILITY AND DEVELOPMENT

a. Annual Report

Ms. Manion discussed the Annual Report, due August 3. The Board was presented with draft documents. Ms. Manion explained that the report was completed in collaboration between the School Counsel, Head of School, Head of Operations, Human Resources Manager, and Accountability Manager. Ms. Eagen thanked Ms. Manion for putting it together.

- Mr. Morales made a motion to approve the Annual Report pending School Counsel's review. Mr. Rivera seconded the motion. All were in favor.

b. Reopening Plan

Ms. Manion reviewed WCHS' Reopening Plan. The Board Chair, School Counsel, Head of School, Head of Operations, and Accountability Manager have been attending weekly New York Charter Schools Association webinars with the NYS authorizers. On July 13, the Department of Health (DOH) issued Interim Guidance for In-Person Instruction and the Board Chair attested to reading the document. On July 17, the New York State Education Department (NYSED) issued 145 page reopening guidance.

Following DOH and NYSED mandates and guidance from our authorizer on NYCSA webinars, WCHS created a reopening plan that will be posted to our website by July 31. This plan will be reviewed by School Counsel prior to posting and can and will be amended. Reopening plans are considered "approved" by the authorizer upon posting and schools will be contacted if there are issues. Ms. Eagen noted that the plan can iterate based on change in facts and circumstances as the COVID issues unfold this fall.

- Mr. Morales made a motion to approve the WCHS Reopening Plan pending School Counsel's review. Mr. Witherspoon seconded the motion. All were in favor.

c. CSBM ESSER and Title I Funding

Ms. Manion presented for Board approval the hiring of Charter School Business Management (CSBM) to complete WCHS' Elementary and Secondary School Emergency Relief (ESSER) funding application as well as the school's Title I, Title II, Title III, and Title IV applications for a total cost of \$8,000. Ms. Eagen stated that this will help Ms. Manion complete other tasks by the end of August. Ms. Putz agreed and asked for a motion to approve.

- Mr. Rivera made a motion to approve the hiring of CSBM for completion of the WCHS ESSER funding application as well as the school's 2019-20 Title I, Title II, Title III, and Title IV funding applications. Mr. Morales seconded. All were in favor.

d. BOARD MEMBER APPROVAL

Ms. Manion requested that the Board of Trustees approve the following motion proposing Kathy Gaffney as a Board of Trustees member, following submission of her Board of Trustees application and approval from the NYSED CSO:

The Williamsburg Charter High School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Kathy Gaffney as a member to its Board of Trustees, with a term expiring on April 2023, pending approval by NYSED. The resolution approving Kathy Gaffney is adopted upon NYSED's approval.

John Witherspoon motioned to approve. Manny Morales seconded. All were in favor.

e. INSURANCE

Ms. Eagen also informed the Board that WCHS' insurance policies have all been renewed.

7. HEAD OF OPERATIONS REPORT - COVID-19

Ms. Jacobson reported that the Re-Entry Committee continues to meet regularly. The Committee is closely following available guidance from FEMA, CDC, WHO, NYS, NYC DOH.

The Committee has developed multiple planning scenarios.

Stakeholder feedback is being solicited. Out of 497 parent survey responses, 43.5% were comfortable with a fully remote learning platform; 17% were comfortable with full in-person instruction; and 57.1% were comfortable with hybrid instruction. Out of 96 staff survey responses, 67% of staff were comfortable with a fully remote learning platform; 17% were comfortable with full in-person instruction; and 52% were comfortable with hybrid instruction.

Mr. Samson stated that he and Ms. Jacobson will collect additional hybrid model feedback. Parent and staff forums will be held for discussion. Students will be surveyed again, noting that students were last surveyed in June.

8. ADJOURNMENT

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

9. EXECUTIVE SESSION