



MINUTES
Board of Trustees Meeting
September 29, 2020

The meeting was held virtually via Google Meets.

PRESENT

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

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, School Attorney
69 Teachers & Support Staff

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 7:10 pm. Ms. Putz welcomed everyone and thanked staff for stepping up during this difficult time.

2. ACADEMICS

Chromebooks

Mr. Bashir stated that the school's Chromebooks are still on backorder. Administration is looking at other vendors. All Grades 10-12 students who requested technology prior to the start of the year have received laptops. 34 more students in those grade levels have requested laptops since the start of school and still need technology. 200 9th graders have put in requests for a Chromebook.

Transcripts

Counselors are in the process of updating all transcripts. This work will be continued annually.

Regents Exemptions Data

Mr. Richards submitted the WCHS Regents Exemptions Data report to the state. It details the number of students who received Regents exemptions as a result of the 2019-20 COVID environment.

In-Person Student Instruction

Mr. Nguyen reported that as of September 29, 90 9th Grade students are receiving in-person instruction and 85 are receiving remote.

The challenges of this model include scheduling and staffing of instructional support for in-person learning students (students need to see their teachers); physical copies of work for both in-person and remote learning students; lack of Chromebooks; and, adapting to school systems. Mr. Nguyen, Ms. Ramirez, and Ms. Naftel discussed the early challenges of navigating in-person instruction during this environment.

Mr. Bashir stated that a 9th Grade Dashboard will be created as a hub for all 9th grade assignments. The instructional schedule is being reassessed. School systems workshops will be available at Back to School Night.

The Board discussed concerns and solutions to the challenges.

3. OPERATIONS

Ms. Jacobson discussed attendance and showed rates by grade level. The school average is 82%, up from 80% in September 2019. She stated that attendance could be lower in part due to ATS delays as a result of the delayed NYC DOE start. It is also due to lower student participation. Ms. Gaffney reminded everyone that the goal for attendance is 90%. Ms. Eagen asked how student outreach is recorded into PowerSchool.

Ms. Eagen asked Mr. Bashir how WCHS will quantify student progress from the spring. Mr. Bashir responded that progress will be measured through testing: STAR testing, mid-term assessments, final exams, in-class assessments, PSAT, and SAT.

Ms. Jacobson stated that the NYC DOE calendar has been released and asked the Board if they were interested in making any changes to match the NYC DOE calendar. No changes were requested.

Due to shipping delays, the additional Chromebooks still have not arrived. Discussion occurred. Mr. Morales and Mr. Witherspoon agreed to work with Ms. Jacobson to find an alternative solution.

4. COVID SAFETY & EMERGENCY PREPAREDNESS UPDATES

Ms. Manion presented a chart of daily screening participation numbers since the start of school. Noncompliant staff members have been sent follow-up reminders. Safety Officers are monitoring staff completion prior to arrival. The daily screening survey spreadsheet color codes who is allowed to come in and who cannot come in.

Ms. Eagen thanked Ms. Jacobson and Ms. Manion for creating the daily screening form. This saved the school from purchasing a \$10,000 app.

SAFETY

Ms. Manion presented for Mr. James. Safety Officers have prioritized daily temperature screening checks for all staff, students, and visitors upon entry to the building.

There was one report of a student exhibiting inappropriate conduct off-property.

FACILITIES

Daily sanitizing and nightly disinfecting is ongoing. One air conditioning and heating compressor was replaced. One air conditioning and heating motor was replaced. The Department of Buildings and Insurance found an issue with a faulty boiler room pipe. It has been repaired.

5. RECRUITMENT AND ENROLLMENT

Ms. Jacobson stated that enrollment is 974 in PowerSchool and 978 in ATS. The FTE is 951. She explained that the ATS number may be off due to the delayed DOE opening. Ms. Eagen asked Ms. Jacobson to monitor them closely.

There are 998 applications for 2020-21. 253 applications have been verified. 44 students are currently on the waitlist and 4 seats were offered. 25 enrollments are in process.

There will be a virtual open house on October 3 at 10am. A New York Daily News email blast was sent out on September 29 to 63,957 people in 15 zip codes.

6. FINANCE

Ms. Fernandez reported that as of July 2020, there is a total revenue of \$1,410,033 and \$1,591,499 in expenses. There is a difference of \$181,460 due to the estimated allocation of accrued payroll expenses. The total assets are \$18,100,000. Deferred rent is \$9,964,849.

Ms. Fernandez said she is working on the audit and everything is on time.

7. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion announced that Ms. Gaffney's Board of Trustees application was accepted by the NYSED Charter School Office. She welcomed Ms. Gaffney to the Board.

Ms. Manion requested approval of the Data Security Policy and Parent Bill of Rights in relation to education law 2D. Ms. Eagen explained the law and the need for these policies. Both will be posted to the website.

- Ms. Kathy Gaffney made a motion to accept the Data Security and Privacy Policy and Parent Bill of Rights. John Witherspoon seconded. All were in favor.

Ms. Manion requested that the Board formally approve all action items taken between the months of February and August 2020. These action items include approval of meeting minutes from each month. Ms. Manion explained that the school's bylaws state that the Board must have a minimum of five members and that the Board has been short one member since Mr. Hobson's passing in February. Ms. Manion stated that the Board is now at quorum with Ms. Gaffney's Board approval.

- Mr. Witherspoon made a motion to approve the action items from February to August. Ms. Gaffney seconded. All were in favor.

Ms. Manion requested approval of the August 2020 minutes.

- Mr. Rivera made a motion to approve the minutes. Mr. Morales seconded. All were in favor.

Ms. Eagen added that she and Ms. Manion oversaw the accommodation request process. They designed an equitable process and rarely denied any requests. This took many hours of scrutinization. Ms. Eagen gave kudos to the Accountability office and commended Mr. Bashir for stepping up as Head of School during this difficult time.

8. ADJOURNMENT

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

9. EXECUTIVE SESSION