



**MINUTES**  
**Board of Trustees Meeting**  
**November 24, 2020**

**The meeting was held virtually via Google Meets.**

**PRESENT**

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

**GUESTS**

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

Val Jacobson, Head of Ops  
Mary Kenny, Minutes Transcriber

**EXCUSED:** John Witherspoon, Trustee

**1. WELCOME AND INTRODUCTIONS**

The meeting was called to order at 6:08 pm. Ms. Putz welcomed everyone.

**2. APPROVAL OF MINUTES**

- Mr. Morales made a motion to approve the October 2020 minutes. Ms. Gaffney seconded. All were in favor.

**3. ACADEMICS**

Mr. Bashir discussed the passing/failure rate of the students. As a result, adjustments to the 2020-21 Incomplete Policy were made and will be implemented December 1. Any student who receives an incomplete will receive a letter from their teacher explaining what work has to be completed in order to receive credit for the course. Academic counselors will schedule meetings with students to discuss their incompletes and academic progress. All work must be completed by the due date on the contract in order for students to receive credit for the course. Students will also receive support in advisory and during teacher office hours.

Mr. Bashir reviewed the Trimester 2 schedule, which will include 95 minute classes, two short breaks, and a 30 minute lunch break daily. Classes will utilize 45 minutes of live instruction and 50 minutes of classwork, with assignments due at the end of class. Asynchronous learning will occur on Wednesdays.

Parent and student meetings were held to address questions and concerns regarding the new schedule. Mr. Bashir also presented Trimester 2 information at the November Parent Leadership Council (PLC) meeting.

- Ms. Gaffney made a motion to approve the Trimester 2 Schedule. Mr. Morales seconded. All were in favor.

Mr. Bashir noted that WCHS shifted to remote learning three days earlier than planned in response to Mayor De Blasio's closure of NYC DOE schools. Ms. Eagen explained that WCHS was not required to follow the district as a charter school in a private building; however, the Board opted to out of an abundance of caution.

Senior Class Data

120 out of 252 seniors are on track to graduate. 33 seniors will be unable to graduate in June. 99 were programmed for classes they need to recover credit. These students can potentially graduate in June if they pass all of their classes. 16 students will graduate in June if they pass their APEX classes and all T1-T3 classes. Mr. Bashir assured the Board that he will provide this data monthly.

#### **4. OPERATIONS**

Ms. Jacobson stated that the schoolwide attendance rate as of November 13 is 77.6%. Outreach efforts include daily auto-calls, weekly letters, Grade Team outreach, Operations followup with pending and zero attendance students, and Attendance Team outreach to students with low percentage attendance. Ms. Jacobson is creating a virtual home visit protocol and will be conducting advisory training on Advisory Questions of the Day.

The Board discussed incentives to increase attendance and options for students who need more than four years to graduate. Ms. Eagen reiterated that the school cannot invoice for students over the age of 21. Programs such as YABC were discussed for overage students.

Ms. Jacobson provided a technology inventory overview. 414 of 586 laptops have been loaned to students. 11 are being repaired. An additional shipment of 360 laptops is being delivered to the school in one week. 963 are still on backorder. The Board asked about tech support. Ms. Jacobson stated that teachers and students can contact the Technology Manager for assistance. Mr. Bashir added that the Social Emotional Academy Leaders have reached out to all students to ensure their technology needs are met.

#### **5. COVID SAFETY AND EMERGENCY PREPAREDNESS UPDATES**

Ms. Manion reported that late on Sunday, November 15, an individual self-reported a positive case of COVID-19. Following DOH protocol, leadership immediately took action and asked students and staff who may have been exposed to the individual to stay home on November 16. After careful investigation, it was learned that the individual contracted COVID-19 after leaving school on Tuesday, November 10, and did not return to the building. No one in the community was exposed. NYC Test and Trace did not contact the school.

##### **a. SAFETY**

Ms. Manion reported on Mr. James' behalf. There was one incident off-property involving freshmen. The incident was resolved on-property with the parties involved. There was one NYPD courtesy visit during which no issues were reported. Safety Officers now use mounted touchless infrared non-contact digital temperature thermometers with fever accurate alarms at the entrances of the building.

##### **b. FACILITIES**

All heating units are operational except in rooms 532 and 315. Those units are being repaired. There was one visit from FDNY on November 18. Mr. James took a Fire Life Safety Director on-site test to clear a violation issued on October 10. Deputy Fire Life Safety Director Tamisha Johnson will take her on-site test soon. No fines or fees were issued. Elevator, school fire sprinkler, standpipe and smoke detector tests occurred today. Salt and snow removal equipment are ready and on standby.

#### **6. RECRUITMENT AND ENROLLMENT**

Ms. Jacobson presented. Enrollment is 979 in PowerSchool and ATS. The FTE is 963. There are 3 pending discharges and 17 long term absences. 57 students have applied for 2021-22.

Ms. Gomez attended the Leadership Prep Ocean Hill Middle Academy Virtual High School Fair on November 18 and conducted a virtual open house on November 14. 7 people attended. The next open house is scheduled for December 5. Media outreach includes customization of the SchoolMint application page and use of Google Ads and Adwords.

The Common Application launched on November 9.

#### **7. FINANCE**

Ms. Fernandez reported that as of October the revenue is \$5,646,346 and expenses are \$5,098,485. There is an excess of \$541,860. Total assets are \$20,000,000. Rent is \$10,107,499.

#### **8. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion presented. NYSED Annual Report Progress Towards Goals were submitted on November 2. The NYSED

School Building Closure form was submitted on November 19 and Ms. Manion notified the school's CSO liaison that WCHS was shifting to remote learning. The NYS Department of Health Daily Survey is submitted daily. She is compiling updates for the Safety Plan on the website. The ESSA Fiscal Transparency report is due November 30.

The video of Mr. Kronenberg's Acting 2 Final Production for Verbatim Theatre was shared with the Board. The school has raised \$4,875 for a WCHS family in need. This family will also receive any funds raised on #GivingTuesday. Mr. Ferguson was recently featured on The Grio segment: Educating While Black.

Ms. Manion renovated the PLC page and fixed broken video links.

#### **9. PARENT LEADERSHIP COUNCIL (PLC)**

Ms. McFadden provided a November PLC meeting recap. The meeting was held on November 19. The PLC asked all parents to attend this meeting. 159 parents participated. Agenda items included the State of our School and Changing Tide, a PLC Parent Pledge, school statistics and the new schedule for Trimester 2. Ms. Pink shared community resources and announced the winners of the Harvest raffle. The December raffle theme will be Home for the Holidays.

#### **10. ADJOURNMENT**

Mr. Morales made a motion to adjourn the meeting. Mr. Rivera seconded the motion. All were in favor.