



**MINUTES**  
**Board of Trustees Meeting**  
**December 15, 2020**

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

**PRESENT**

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

**GUESTS**

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

Val Jacobson, Head of Ops  
Mary Kenny, Minutes Transcriber

**1. WELCOME AND INTRODUCTIONS**

The meeting was called to order at 6:05 pm. Mr. Rivera welcomed everyone to the last Board meeting of 2020 and expressed gratitude for everyone's resilience in a challenging year.

**2. APPROVAL OF MINUTES**

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

**3. STRINGS OF MERCY**

Mr. Ferguson introduced students from Strings of Mercy, the WCHS house band, who gave a moving performance. He said these students set the tone for creativity in the classroom.

**4. ACADEMICS**

Mr. Bashir provided an academic overview. Academic Counselors and Advisory Teachers are meeting with each student to monitor their progress. Administration will check in with teachers the second week of January to discuss credit recovery. Mr. Bashir reviewed senior class data. He said that students will have the opportunity to utilize APEX as a tool to graduate.

Mr. Bashir noted that WCHS shifted to remote learning on November 19. Leadership will determine if this will continue for T2 by January 4. The COVID portal will be updated if there are any changes. Serving students with special needs and at-risk students continues to be a priority. Mandated counseling occurs on Wednesdays. All IEP meetings are being held virtually and are on track. Ms. Gaffney asked for the data of students with IEPs who are not on track and Mr. Bashir said he will follow up with the board.

**5. PARENT LEADERSHIP COUNCIL (PLC)**

Roxanne Liverpool provided a December PLC meeting recap. The meeting was held on December 10 and 196 parents participated. Agenda items included: a year in review featuring collaborations with school leadership; discussion of the student-led Toys for Tots campaign; and a visit from Believe and Inspire, a nonprofit that provides support for students in areas such as resume writing, banking, college admissions, and financial aid.

**6. OPERATIONS**

Ms. Manion reported that school wide attendance is up 3% since November. Efforts to increase attendance include daily auto-calls, emails, weekly letters, and virtual home visits. WCHS has a total of 606 laptops in inventory. 568 are loaned out to students. 14 are in need of repair. 250 hotspots have been ordered.

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

Ms. Manion reported that WCHS is not in a cluster zone and there have been no new cases of COVID. She reviewed the policy changes to red and orange cluster zones. There were no policy changes made to the yellow zone. Ms. Manion reviewed materials from a New York State Department of Health webinar that presented testing options for schools and limited-service laboratory (LSL) partnerships. At this time, WCHS is unable to be a test site.

### **a. SAFETY**

Ms. Manion stated that no student issues have been reported. There were no NYPD/NYFD visits in December. Temperature checks and screenings continue for those in the building. The security camera in Elevator 2 is in need of repair.

### **b. FACILITIES**

All heating units are operational and are on timers. A semiannual fire alarm equipment inspection and test was conducted on November 24. No issues were reported. An elevator inspection was also conducted on November 24. A two-way voice communication defect was corrected and will be filed with the New York City Department of Buildings (NYC DOB). Snow salt and snow removal equipment are available and ready for snow emergencies. The school's annual water back flow was tested on December 10 and will be updated with the NYC DOB.

## **8. RECRUITMENT AND ENROLLMENT**

Enrollment is 980 in PowerSchool and ATS. The FTE is 959.5. There are 3 January graduates, 3 pending discharges and 17 long term absences. 87 students have applied for 2021-22.

Recruitment continues with open houses and participation in high school fairs. Ms. Jacobson and Ms. Gomez are conducting middle school outreach to feeder schools. The Common Application launched on November 9.

## **9. FINANCE**

As of November 30, 2020, the revenue is \$7,046,680 and expenses are \$6,354,185, with an excess of \$692,495. Total assets are \$18,800,000. Rent is \$10,155,049.

The Not for Profit Property Tax Exemption Application was submitted on December 2.

## **10. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion stated that she received a draft of our check-in visit report from the NYSED check-in visit in June. Factual revisions are due on December 18. Per the February 2020 Notice of Concern, WCHS will continue to work on increasing ELL enrollment and will update the CSO regarding its ELL enrollment. WCHS will also continue to engage with members of the school community regarding bullying prevention and will ensure that all staff and teachers are aware of the school's DASA policy and receive appropriate DASA training.

The Safety Plan is being updated. Community holiday cards will go out this week. Ms. Manion continues to update the website and will post updates to the COVID portal over the break if necessary.

Mr. Rivera spoke about the impending blizzard predicted for December 16 and said that school leadership will reach out if anyone in the community needs assistance with power loss, etc.

Ms. Eagen asked Mr. Bashir and Ms. Jacobson to evaluate reasons to stay remote if WCHS is not in the yellow zone (requiring testing) in the coming year. One piece of data is the pass/fail rate in the COVID remote learning environment. She asked school leadership to give the Board an analysis of the data examining reasons to stay remote. Mr. Rivera agreed that it is our responsibility as a charter school to make the decision and said that the Board is ready to have this conversation.

The meeting ended with a beautiful video showcasing theater teacher Jeremy Kronenberg and his husband singing moving renditions of classic holiday carols.

## **11. ADJOURNMENT**

Ms. Gaffney made a motion to adjourn the meeting. Mr. Witherspoon seconded the motion. All were in favor.