



MINUTES

Board of Trustees Meeting

April 27, 2021

The meeting was held virtually via Google Meets at 5:10pm.

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

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF MINUTES

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

3. ACADEMICS

Mr. Bashir presented the Academics Report. 150 Seniors are on track to graduate. 60 seniors are on track to receive Advanced Regents diplomas. 34 additional students have potential to earn an Advanced Regents Diploma. 121 students failed at least one class in Trimester 2. 52 students signed up and 27 completed at least one course. WCHS will be running a Trimester 1 Credit Recovery Night School. 52 students have signed up. 27 students completed at least 1 course. 8 students recovered all of their Trimester 1 credits.

149 students have applied for college. 43 students have been accepted into one or more colleges. 11 students do not have a post secondary plan. A team of staff members is continuing to work with these students to plan. 10 students plan to attend trade school, join the military, or work. 5 students plan on taking a gap year or are not interested in college or post secondary assistance. All parents are aware and support the student's post secondary plan. 149 students applied to CUNY. 26 have been accepted so far. 70 students applied to SUNY and 13 have been accepted so far. The school is planning to hold another FAFSA workshop for families.

Teacher observations are happening now and will be completed by mid May and work has begun on the master schedule for next school year. The building is reopening for students for one day a week in-person learning on April 28. Mr. Rivera mentioned he was Zooming from the school building and that everything looks ready for students to return.

4. OPERATIONS

Ms. Jacobson presented the Operations Report. Operations staff collaborated with Facilities and Safety to prepare the building for teacher and staff return on Wednesday April 21, and student return on April 28, 2021. Teachers and student schedules and room assignments for in-person learning have been prepared. Ms. Jacobson is analyzing the results of the Trimester 3 Selection Form for Phase 2 of Reopening. She is preparing Operations Team annual reviews in TeachBoost, including evaluation rubrics and electronic portfolios for May 2021.

Ms. Jacobson presented a proposed 2021-22 school year calendar to the Board which includes 180 instructional days. Ms. Manion added that the DOE calendar has not been released yet. Ms. Jacobson also stated that the proposed start of school date is a bit later than usual in anticipation of last minute COVID guidelines that may be released over the summer. Ms. Putz asked for a motion to approve the proposed calendar pending any changes after the DOE calendar is released.

- Ms. Gaffney made a motion to approve the proposed calendar pending changes that may be made following the release of the NYC DOE calendar. Mr. Witherspoon seconded. All were in favor.

Ms. Jacobson reviewed COVID positivity rates. The NYC 7-day percent positive rate is 3.56% as of April 24. The 7-day percent positive rate in 11206 where the school is located is 5.34%. According to NYS, the NYC COVID positivity rate is 2.4%. She noted that NYC and NYS calculate their numbers differently but that overall there is a downward trend.

The April attendance rate is 76%, which is down slightly from March at 76.7%. Operations staff continue outreach efforts through daily calls, emails and texts, weekly letters, bi-weekly team meetings, advisory outreach, attendance case conferencing and Grade Team outreach, and through individual phone calls and virtual outreach meetings. There has been an attendance increase for the Class of 2020+.

Ms. Jacobson also presented the laptop inventory. 629 laptops are currently loaned out to students. There are 620 laptops in stock at WCHS and 45 laptops are in need of repair.

5. COVID SAFETY AND EMERGENCY PREPAREDNESS UPDATES

Ms. Manion stated that the NYC DOE has updated their health screening form to reflect updated quarantining and vaccination protocols for schools in shared spaces. She explained that WCHS is awaiting more information from the NYC DOH regarding updated health screeners for schools in private spaces and that she will be updating the form shortly.

6. SAFETY

Mr. James reported that there were no reports of cyber incidents and there have not been any reports of criminal activity at the local Morgan Avenue subway station. The NYPD transit and 90th Precinct were alerted about the school's reopening and time schedule. Daily temperature screening was conducted for staff and visitors.

7. FACILITIES

Mr. James stated that the school is prepared for air conditioning service when needed. All classroom window screens were repaired. All classroom windows were installed with locks to allow 4.5 inches of required opening space. Covid PPE supplies are available for students and staff. Repairs were made to the schools' city water pump. There are no leaks at this time. A FDNYt hearing is scheduled for May 14 due to unwarranted alarms which is a fineable violation.

8. ENROLLMENT AND RECRUITMENT

Ms. Jacobson reported that enrollment is 970 in both PowerSchool and ATS. The FTE is 958.3. She discharged 4 January graduates. There is 1 graduate pending. Operations staff are conducting outreach to 12 students with zero attendance. The 2021-22 admissions lottery was conducted in English and Spanish on April 12 at 6pm. Approximately 196 people attended. There are 330 incoming 9th grade seats, 25 incoming 10th grade seats, 25 incoming 11th grade zeats, and 0 incoming 12th grade seats. The school received 415 9th grade applications, 29 10th grade applications, 23 11th grade applications, and 7 12th grade applications as of the April 1 lottery deadline, for a total of 474 applications. 143 registrations are currently in progress for the 2021-22 school year.

Ms. Jacobson and Ms. Gomez are continuing to host virtual open houses and conduct outreach to feeder middle schools. On April 17, 35 people attended the virtual open house. The next is scheduled for May 1. WCHS participated in the March 20 NYC Charter Center Citywide Virtual Charter School Fair. The school is currently running a "Why WCHS?" video campaign across social media platforms. On April 1 a lottery application email blast was sent in English and Spanish to 1110 families on the WCHS email list. The blast had 256 (26.58%) opens and 26 (8.81%) clicks. The NYC Charter Center Common Application will remain open through summer 2021 along with NYC Charter Center marketing campaigns. The school is continuing to conduct social media marketing via Google Ads, YouTube, Facebook, Instagram, and Niche.com.

9. FINANCE

Ms. Fernandez reported that as of March 31, 2021 the collected revenue is \$13,082,719. The total expenses are \$11,402,595. The excess of revenue over expenses is \$1,680,124. Total assets equal \$20,000,000 and the deferred rent is \$10,345,249.

Ms. Fernandez stated that the PPP Loan Forgiveness application has been completed and will be sent to Mr. Morales for review before submission. Ms. Eagen stated that WCHS will be receiving \$147,000 from the dissolution of the Southside Charter High School. Ms. Fernandez will confirm receipt.

10. HUMAN RESOURCES

Ms. Manion proposed the renewal of the current Care Time policy which allows for staff to carry over three days of Care Time or be paid out for up to three days of Care Time. More staff are eligible for this benefit than in previous years so it could potentially be costlier. It would cost the school \$40,158.10 if all eligible staff members chose this benefit. If the Board opted to instead pay out for two days or one day the costs would be \$27,080.17 and \$13,625, respectively.

- Mr. Rivera made a motion to approve the continuation of the current policy of allowing staff to carry over up to three days of Care Time or be paid out for up to three days of Care Time. Ms. Gaffney was second. All were in favor.

11. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion elaborated on the “Why WCHS?” video campaign promoting the school. 10 videos were created by staff members (Social Emotional Academy Leaders, teachers, a guidance counselor, an instructional coach, and an Intervention and Family Support Counselor) and two videos were created by students. Two videos are completely in Spanish. She is partnering with the WCHS DASA Coordinator, Victor Castillo, for an anti-bullying social media and website campaign. The Spring accommodations process is ongoing.

Ms. Manion stated that WCHS utilized a live Spanish translation feature for our lottery. Mr. Caballero translated. Ms. Jacobson, Ms. Johnson, and Ms. Manion are looking into additional options for Zoom for families with additional interpretation and language needs (sign language, Fulani, Haitian Creole, Arabic, French, Gujarati, and Greek).

There are two potential film shoots in the works. All funds above cost would be donated to this year’s senior scholarships. One film is a high school comed about students competing to win senior superlatives with cast members from Comedy Central, MTV, NBC’s Bring That Funny, and The Onion. The second is a short film about coordinating a quinceañera. This film is produced by local art school graduates who work for Sesame Street.

12. PARENT LEADERSHIP COUNCIL

Ms. McFadden stated that the next PLC meeting will be on April 29, 2021 at 6pm. All are welcome to attend. The PLC will have guest speakers from El Puente and Restoration Plaza. These two community organizations offer many programs to students and parents.

The Board answered questions in the chat regarding senior dues and graduation venues. They decided to meet again April 22 to further discuss these issues.

12. ADJOURNMENT

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

13. EXECUTIVE SESSION