



MINUTES
Board of Trustees Annual Meeting
June 15, 2021

The meeting was held virtually via Google Meets at 5:06pm.

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
47 Teachers, Parents & Support Staff

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber

1. WELCOME

Ms. Putz welcomed everyone and congratulated staff members for wrapping up another school year. She commended staff for their work and said that the recent check-in visit with NYS went well.

2. APPROVAL OF BOARD MINUTES

Ms. Gaffney made a motion to approve the minutes pending approval by school counsel. Mr. Morales seconded the motion. All were in favor.

3. ACADEMICS

Mr. Bashir stated that Trimester 3 grades were finalized on Friday, June 11. Counselors are in the process of qualifying students for graduation. Students will receive information about whether or not they meet graduation requirements via email. They will also receive information about when and where to pick up caps and gowns. Students and families can find the most up to date information on PowerSchool. Graduation will be held at Grover Cleveland Field on June 28 at 11am. Ms. Martin, Ms. Jacobson, and Ms. Johnson are trying to set up free PCR testing on site at the school on Friday, June 25 from 4-7pm.

Mr. Bashir provided a college update. A College Recognition Assembly was held today. 149 students applied to college. 79 applied to SUNY. 35 were accepted into one or more SUNY colleges. 152 applied to CUNY. 110 were accepted into one or more CUNY colleges. 77 applied to a private college. 55 were accepted into one or more private colleges. 15 students are electing to take a gap year, join the military, enter a trade school, or will be working; their parents are aware. 10 students who are on track to graduate do not have a post secondary plan. The school has attempted to contact those 10 students through multiple avenues including email, phone calls, and meetings.

Mr. Bashir stated that summer school will run from July 7-July 29. Trimester 1 will run from July 7-July 13; Trimester 2 will run from July 15-July 31; and Trimester 3 will run from July 23-July 29. 214 students are registered. 52 students are interested in coming in for in-person days. The following courses will be offered: English 9, English 10, English 11, Earth Science, Living Environment, Algebra I, Geometry, Global 10 US History, Physical Education, and Total Body. There will be two in-person days per trimester. In-person days will be on the 2nd and 4th day of each trimester. Social emotional activities will take place in person and virtually for students.

Mx. Leghorn provided a Spring Star Testing update. Testing began on May 24 during synchronous advisory classes. Makeups were held during advisory and in-person and virtually on Wednesdays. Data will be sent to students and families with report cards.

Mx. Leghorn presented the following Star Testing Completion Rates:

- 9th Grade - 71% in Reading, 67% in Math
- 10th Grade - 65% in Reading, 60% in Math
- 11th Grade - 65% in Reading, 59% in Math
- 12th Grade - 53% in Reading, 28% in Math (adjusted to count only students enrolled in math class)
- Total - 64% in Reading, 54% in Math

Mx. Leghorn presented the Star Testing Reading Percentile Rank Data:

- 9th Grade
 - 20% (33 students) At/Above,
 - 13% (21 students) On Watch,
 - 26% (43 students) Intervention,
 - 42% (69 students) Urgent Intervention
- 10th Grade
 - 26% (47 students) At/Above,
 - 17% (31 students) On Watch,
 - 24% (43 students) Intervention,
 - 33% (59 students) Urgent Intervention
- 11th Grade
 - 32% (41 students) At/Above
 - 19% (24 students) On Watch
 - 27% (35 students) Intervention)
 - 22% (29 students) Urgent Intervention
- 12th Grade
 - 23% (31 students) At/Above
 - 13% (17 students) On Watch
 - 25% (34 students) Intervention
 - 39% (53 students) Urgent Intervention

Mx. Leghorn also presented the Star Testing Math Percentile Rank Data:

- 9th Grade
 - 59% (92 students) At/Above,
 - 8% (12 students) On Watch,
 - 8% (12 students) Intervention,
 - 25% (39 students) Urgent Intervention
- 10th Grade
 - 58% (97 students) At/Above,
 - 10% (17 students) On Watch,
 - 11% (19 students) Intervention,
 - 21% (35 students) Urgent Intervention
- 11th Grade
 - 65% (75 students) At/Above
 - 11% (13 students) On Watch
 - 9% (10 students) Intervention)
 - 16% (18 students) Urgent Intervention
- 12th Grade
 - 57% (33 students) At/Above
 - 14% (8 students) On Watch
 - 7% (4 students) Intervention
 - 22% (13 students) Urgent Intervention

Mx. Leghorn stated that the Student Growth Percentile (SGP) for all grade levels falls in the Moderate Growth range for both Reading and Math. They presented Star data trends and next steps. Completion rates declined in both Reading and Math compared to winter. As a result, they are extending makeup testing through June 24 (end of Spring testing window)

during all regular advisory, ELA, and Math classes. Student Growth Percentile increased in 10th and 11th Grade Reading and 11th Grade Math. Literacy Intervention classes made tremendous growth compared to nationwide peers and compared to general 9th grade classes (72% SGP, +25% compared to 9th grade). Mx. Leghorn thanked Ms. Camela for leading successful targeted, small-group interventions.

4. OPERATIONS

Ms. Jacobson presented the Operations report. Operations staff are preparing schedules and student rosters as well as coordinating training and proctors for the June 2021 Regents Exams. 229 in-person students are scheduled for the exams. Ms. Jacobson and Charter School Business Management (CSBM) prepared WCHS' ESSR 2 grant submission. An ESSR2/ARP-ESSR Grant Town Hall and feedback meeting was held on June 3. The Fiscal Year (FY) budget is ready for approval. Teacher contracts and at-will rate of pay agreements effective August 16 will be issued in the coming days. Open benefits enrollment will take place June 21-28 ahead of July 1 effective date. Ms. Jacobson completed Operations Team reviews in TeachBoost, which include evaluation rubric and electronic portfolios. She stated that the NYC DOE calendar is now out. The NYC DOE start of school is September 13. Asynchronous instruction will take place on Election Day (November 2) and Lunar New Year (February 1). The NYC School Survey deadline has been extended through Friday, June 18. As of Monday, June 7, WCHS has a 22% family response rate, 20% student response rate, and 77% teacher response rate.

Ms. Jacobson reviewed additional funding streams through restricted grant applications: American Rescue Plan Act & Elementary & Secondary School Emergency Relief Fund (ARP-ESSER), Coronavirus Response & Relief Supplemental Appropriations Act 2021 (CRRSA-ESSR2). The purpose of both is to safely return students to in-person instruction; maximize in-person instruction time; operate schools and meet the needs of students; purchase educational technology; address the impacts of the COVID-19 pandemic on students, including interrupted instruction/learning loss and the impacts on low-income students, children with disabilities, English language learners, and students experiencing homelessness; implement evidence-based strategies to meet the needs of students' social, emotions, mental health, and academic needs; offer evidence-based summer, afterschool, extended learning and enrichment programs.

An A-133 single audit will be required as the school will be receiving over \$750,000 in federal funds. WCHS has been allocated \$2,385,805 for ARP-ESSR for the period of May 13, 2020 through September 30, 2024 and \$1,062,313 for CRRSA-ESSR2 for the period between May 13, 2020 and September 30, 2023. In total, the school has been allocated \$3,448,118.

Ms. Jacobson presented COVID positivity rates. As of June 7, 2021, the COVID-positivity rate in New York City is 0.71%. The COVID positivity rate in the 11206 zip code is 0.44%. The rolling 7-day average as of June 7 in New York State is 0.4%.

Ms. Jacobson stated that the attendance rate dipped slightly from April to May. The April attendance rate was 76.6% and the May attendance rate was 76%. Attendance outreach efforts continue.

Ms. Jacobson reviewed the laptop inventory. WCHS has 1,294 laptops total. 657 are currently loaned to students. 587 laptops are remaining in stock and 51 laptops are broken or are in need of repair. WCHS also has 250 wifi hotspots, 96 of which have been distributed.

5. SAFETY AND FACILITIES

Mr. James presented the Safety and Facilities reports. There were no reports of cyber incidents in the month of June. The Department of Health visited the school on May 5. There were no findings and no violations were issued. There were no visits from the NYPD. Safety officers conducted daily temperature screenings for staff and visitors. Safety Officers are scheduled to take the required State security 8 hour annual training. The school's contracted security company, Summit Security, has merged with Allied Universal Security. They have sent the school an updated proposal which has not been presented for approval at this time. This would be in the event that any outside security staff are required. Air conditioning units are prepared and available for use. Merv-13 filters have been installed as required. The ECB hearing regarding an unwarranted fire alarm has been rescheduled from June 1 to July 27. The ECB hearing regarding the

sprinkler and standpipe record keeping has been cancelled and will be rescheduled. The building is fully disinfected and sanitized.

6. ENROLLMENT AND RECRUITMENT

Ms. Jacobson provided an enrollment update. Enrollment is 968 in PowerSchool and ATS. The FTE is 958. There are 657 applicants for 2021-22 and 121 are registered. 35 people attended the April open house and 18 attended the May open house. WCHS will be running an ad in the graduation edition of Brooklyn Family Magazine in June. The magazine has 35,000 subscribers via print and email. The NYC Charter Center Common Application will remain open through summer 2021 along with NYC Charter Center marketing campaigns. WCHS continues to utilize social media marketing as well. Ms. Rivera-Putz suggested looking into Spanish radio/TV station advertisements to help with ELL enrollment.

7. FINANCE

Ms. Fernandez provided the finance report. She presented the 2021-22 budget of \$17,675,906, which includes revenue and expenses, grants, salary increases, and benefits. The PPP forgiveness loan application was submitted. The interim audit began May 24.

Mr. Rivera addressed the proposed budget. He stated that the Board understands that everyone has gone through a challenging year and the Board would like all staff to receive a 5% increase. The Board also understands that healthcare is a big concern given the current environment and stated that the school would be absorbing the 25% increase in premium costs. Mr. Rivera strongly advised everyone to join the plan.

- Mr. Morales made a motion to approve the budget pending review of the revisions. Mr. Rivera seconded. All were in favor.

8. HUMAN RESOURCES

Ms. Manion provided the Human Resources update and summarized the benefits renewal process. She stated that WCHS received an Oxford/UHC benefits plan renewal quote showing a 25% price increase. The Board delegated benefits renewal to the Board Committee. WCHS administered a faculty and staff benefits survey. Leadership and Board reviewed the survey responses that showed a preference for maintaining benefits plans and networks and a preference for limiting out of pocket costs (deductibles/co-pays) and employee benefits premiums. Using this information, the Board Committee made the decision to renew WCHS' existing benefits plan as is and absorb the cost of the premium increase for each plan level for the 2021-22 school year with the following understandings: employees who keep their same plan will not see a change in their semi-monthly benefits payroll deduction; and, WCHS will create a 3-5 year plan to contain benefits premium costs by exploring gradual employee contribution increases, establishing Health Savings Accounts, level funding, and joining a PEO or establishing a consortium.

Ms. Manion stated that instructional contracts will be sent to staff by Friday, June 18 and at-will rate of pay letters will be distributed by Friday, June 25.

9. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion provided the Accountability and Development report. Spring Star testing data must be submitted to SED by June 30 as part of SED's new Local Assessment Plan reporting requirement. Ms. Manion will submit after all STAR data has been aggregated.

The SED visited the school for a virtual check-in visit on June 14 and will be visiting again on June 16. On June 14, our liaison, Paula Orlando met with school leadership from 8:30-10am, observed 2 classrooms, debriefed with Mr. Bashir between visits, and met with the Board from 4:30-5:30pm. Ms. Orlando's questions pertained to the school's remote learning environment, school climate, improvements since the last visit, ELL enrollment, the bilingual program, diversity, equity, and inclusion, school data, staff retention, college and career readiness, learning gaps, and whether or not WCHS is working with any community organizations. The second part of the visit will take place on Wednesday, June 16 in order for Ms. Orlando to virtually pop into some in-person classrooms. Ms. Manion echoed Ms. Jacobson's earlier statements about ESSR funding and stated that the plan must be posted to the school website by July 1.

Ms. Manion announced that it was the Board's annual meeting and asked the Board to complete self-evaluations and to submit their votes for the 2021-22 board elections: Lourdes Rivera-Putz - Board Chair; Samuel Rivera-Vice Chair; Kathy Gaffney-Board Secretary; Manny Morales-Co-Treasurer; John Witherspoon-Co-Treasurer. All candidates ran unopposed. Trustees completed their ballots and self-evaluations. Ms. Manion calculated the results and Ms. Rivera-Putz was elected as Board Chair; Mr. Rivera was elected as Vice-Chair; Ms. Gaffney was elected as Secretary; Mr. Morales and Mr. Witherspoon were elected as Co-Treasurers. Ms. Manion also presented the 2021-22 board calendar.

Ms. Manion stated that the SSEC (formerly VADIR) report is due in July. This report collects data about the school climate and serious incidents. The Annual Report is due August 1. The Progress Towards Goals are due October 1 and the financial documents are mostly due November 1.

Ms. Manion also stated that she is speaking with Viacom about a potential graduation speaker. A small film shoot occurred on June 4-5 that generated a donation of approximately \$950 to be used for 2020-21 senior scholarships. Ms. Manion thanked Mr. James for volunteering to work on a Saturday to keep school costs low.

9. PARENT LEADERSHIP COUNCIL

Ms. McFadden presented on behalf of the PLC. The last PLC meeting of the year will be held on June 17. They will have guest speakers from the Marcy Lab School and U.S. Navy who will be presenting information about alternatives for students who do not attend college. Other topics will include how to apply for government jobs and tips for returning to in-person learning.

10. ADJOURNMENT

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