



MINUTES
Board of Trustees Meeting
May 25, 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
57 Teachers, Parents & Support Staff

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber

1. WELCOME

Mr. Rivera thanked everyone for joining the meeting. He stated that board meetings are an excellent forum to learn what is happening in the school community.

2. VOTING ITEMS

Ms. Manion presented all voting items together. The Board reviewed the April Minutes.

- Mr. Morales made a motion to approve the April Minutes. Ms. Gaffney seconded. All were in favor.

Ms. Manion requested approval from the Board to update the COVID screening questions per NYS guidance. She showed the current screening questionnaire that has been used since the beginning of the year and stated that NYS no longer requires asymptomatic, fully vaccinated people to quarantine following travel. Ms. Manion asked the Board to replace, “In the past 14 days, have you traveled internationally or returned from a state that was identified by New York State as having widespread community transmission of COVID19 (other than just passing through the restricted state for less than 24 hours),” with, “As of April 10, asymptomatic travelers entering New York from another country, US state, or territory are no longer required to test for COVID-19 or quarantine. Any symptomatic travelers, even those fully vaccinated, must immediately self-isolate, contact their health care providers, and get tested for COVID-19. If you have traveled recently, are you experiencing COVID symptoms?” The Board reviewed the changes and made a motion.

- Ms. Gaffney made a motion to approve the updated COVID screening questionnaire. Mr. Morales seconded. All were in favor.

Ms. Manion stated that Walgreens offered to host a COVID-19 vaccination clinic on site. It would benefit all members of the school's community ages 12 and up. The community would include students, staff, and members of student and staff households. It would be ZERO cost for the school and/or its community members. For minors/students, a registration link would be shared with parents through an email from the school. Ms. Manion requested that the Board tentatively approve a Walgreens On-Site Clinic at WCHS pending review from legal. The Board discussed the proposal. Ms. Eagen stated that the school supports science and that this could be an excellent way to support our community.

- Mr. Morales made a motion to approve the Walgreens On-Site Clinic subject to legal review. Ms. Gaffney seconded. All were in favor.

Ms. Manion presented the Human Resources report. On May 5, all staff were given information about remaining Care Time. Staff have been provided with the option to carry over up to 3 days of Care Time or receive payout for up to 3 days of Care Time. On May 14, instructional staff received intent to return or probation letters. Contracts will be distributed in June following approval of the 2021-22 budget. The Human Resources Department received benefits quotes for the 2021-22 school year. Ms. Manion requested that approval of 2021-22 benefits renewal be delegated to the Human Resources Committee. The HR Committee would review all proposals and thoroughly review the comparison of costs.

Ms. Eagen also requested that the HR Department create and distribute a benefits survey to all staff to collect staff input this week. Ms. Putz said she would be happy to join the committee.

- Mr. Witherspoon made a motion to approve the delegation of benefits renewal to the HR Committee. Mr. Morales seconded. All were in favor.

3. ACADEMICS

Mr. Bashir presented the college report. 149 students have applied to college. 70 students applied to SUNY. 26 students were accepted into one or more SUNY colleges. 152 students applied to CUNY. 96 were accepted into one or more CUNY colleges. 77 students applied to a private college and 50 were accepted into one or more private colleges. 15 students plan on taking a gap year, joining the military, entering a trade school, or working. The parents of these students are aware and parent discussions continue. 10 students are on track that do not have a post secondary plan. In those instances, multiple emails have been sent out, phone calls have been made, and advisors have tried to reach out. A FAFSA workshop was held for families and two assemblies were held for students called “Life After High School” and “College Award Letters”. 176 students are currently on track for June graduation. 26 students were added to the on-track for graduation list after completing Trimester 2 incompletes. 12 more students may be considered on-track pending their success in Trimester 2 Evening School. Up to 40 students may be eligible for graduation following summer school. 60 students are on track to earn an Advanced Regents Diploma. Trimester 2 Recovery Evening school has begun and 32 students have signed up to participate. Mr. Bashir anticipates we could have an August graduation rate of 86.4%.

Ms. Eagen discussed the 2019 Charter Performance Framework. She stated that it includes five and six year graduation rates, so if students need more than four years to graduate, the school should ensure students have the time and supports needed to receive a pedagogically sound education. The Board discussed programs for five and six year students that do not have a stigma attached to them. Mr. Bashir noted that there is room in the budget for a fifth year counselor.

Mr. Bashir provided a graduation ceremony update. A graduation student/parent meeting was held on May 4. A graduation preference survey was distributed. Survey results indicate that most survey participants prefer an outdoor ceremony without a refund and would not mind presenting negative COVID results in order to attend. Based on these results, the school pursued an outdoor ceremony option and was able to secure the Grover Cleveland Athletic Field. The NYC DOE has approved the permit as well.

Mr. Bashir stated that summer school planning has begun. Students will have the option to participate in-person and remotely. Counselors have begun meeting with parents to register students. The following courses will be offered: Algebra, Living Environment, Earth Science, Physical Education, English 10 and 11, Geometry, Global History, US History, and APEX. A credit recovery parent meeting is scheduled for June 1.

Mr. Bashir noted that teacher observations are almost complete. Master scheduling has begun for next school year. Summer School PowerSchool setup is in process. End of year STAR Math and Reading testing begins on May 24 during all advisory classes. Data will be presented in June.

4. OPERATIONS

Ms. Jacobson reported that the NYC School Survey planning and administration is underway. The survey will run from May 10-June 11. FY22 budget planning is ongoing. She is also working on ESSR2 and ARP-ESSR grant development. She received benefits renewal quotes and will be working with the HR Committee. New benefits will be effective July 1. Ms. Jacobson is in the midst of completing Operations team reviews in TeachBoost. She presented the 2021-22 school year calendar which will have 180 instructional days. She stated that the DOE start date is September 13. DOE schools will also have asynchronous instruction on Election Day, November 2, and will have off for Lunar New Year on February 1.

Ms. Jacobson reviewed additional funding streams via ARP-ESSR and CRRSA-ESSR2. The school was allocated \$2,385,805 for ARP-ESSR and \$1,062,313 for CRRSA-ESSR2. An A-133 single audit will be required as the school will likely be receiving over \$750,000 in federal funds.

Ms. Jacobson reviewed COVID positivity rates. The NYC rate is 1.44% as of May 17. The COVID positivity rate in 11206 is 1.39% as of May 16. The NYS COVID positivity rate is 0.9% as of May 18. Attendance for the month is 76%.

Attendance outreach continues. 656 laptops are currently on loan to students and 588 are remaining in stock. 50 are broken or are in need of repair. Ms. Gaffney asked if students will bring their devices in on the first day of school and Ms. Jacobson said yes.

5. SAFETY

Mr. James stated that there were no reports of any cyber incidents. The NYPD visited the school on May 21. No alerts were given. The NYPD transit and 90th Precinct were visible during in-person student dismissals. Daily temperature screenings were conducted for staff and visitors.

6. FACILITIES

Mr. James stated that all air conditioning units are prepared and available for use. One defective water pump has been repaired. School energy savings for the month are \$1,193.80. A Department of Buildings inspection took place on May 7. A violation was issued for an elevator door closer issue and a defective fifth floor hallway call button. The Otis elevator company is working on corrections presently. An FDNY building inspection took place on May 1 and May 6. A violation was issued for Failure to Produce Licensed Plumber Maintenance Agreement for Standpipes and Sprinklers and Failure to Maintain Fire Command Station. Both violations are being corrected and there are no fines associated with the violations at this time. The building is fully disinfected and sanitized.

7. ENROLLMENT AND RECRUITMENT

Ms. Jacobson reported that enrollment is 968 in both PowerSchool and ATS. The FTE is 958. She discharged 4 January graduates. One graduate is pending.

Ms. Jacobson and Ms. Gomez are continuing to host virtual open houses and conduct outreach to feeder middle schools.

8. FINANCE

Ms. Fernandez reported that as of April 30, 2021 the collected revenue is \$14,656,960. The total expenses are \$12,718,869. The excess of revenue over expenses is \$1,938,091. Total assets equal \$21,000,000 and the deferred rent is \$10,392,799.

Ms. Fernandez stated that per pupil funding has increased for FY 22. The PPP Loan Forgiveness Application is complete and is awaiting Board approval. The interim audit started on May 24. Ms. Eagen asked if the Finance Committee met with our auditor, Joe Ciorciari. Ms. Fernandez confirmed that she will be arranging a meeting between Mr. Ciorciari and the Board. Ms. Eagen stated that the school would likely have to complete an additional special audit due to the increase in federal grant monies.

9. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion stated that Spring STAR testing data must be submitted to SED by June 30. This is part of the new Local Assessment Plan reporting requirement of schools. Data will not be shared and will be used as a baseline and hopefully show growth in subsequent years. The SED Check-In visit is approaching and will take place on June 14. WCHS' liaison, Paula Orlando, stated that the focus questions will mainly concern updates, growth and development, remote/hybrid instruction implementation, following up on next steps and issues from last monitoring visit, potential revisions, and any notices of concern or deficiency if applicable. The visit will include a meeting with the Board. Ms. Manion will send a proposed schedule by June 1. A requirement of the ARP-ESSR funding is that schools must post plans to their websites by July 1. Schools also need to collect public comment from parents, teachers, and other stakeholders on plans and take such comments into account in development of plans. Ms. Manion stated that an email stated that, "The Department will not be developing a template or collecting plans referenced in the state budget language." The Board's Annual Meeting will take place in June. The Board will complete self-evaluations and elections. The Annual Report is due August 2. Progress Towards Goals are due October 1 and the finance submission is due November 1.

Ms. Manion stated that the school unexpectedly lost Juan Martinez, a beloved member of the Facilities Department. She created a GoFundMe to cover medical and funeral costs. The fundraiser has raised \$875 so far. A small film shoot has been confirmed for June 4-5. Monies raised will provide additional funds for 2020-21 senior scholarships.

10. PARENT LEADERSHIP COUNCIL

Ms. Hardy stated that the next PLC meeting will be on May 27, 2021 at 6pm. There will be speakers from Riseboro Community Partnership and Junior One Hundred.

11. ADJOURNMENT

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

12. EXECUTIVE SESSION