



MINUTES
Board of Trustees Meeting
August 17, 2021

The meeting was held at 198 Varet Street, Brooklyn, NY 11206 at 6:19pm.

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee (via phone)
Manuel Morales, Trustee
Kathleen Gaffney, Trustee (via video conf)

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, School Attorney
Ivette Cruz
Raymond James
Belnardina Madera
Katie Manion
Over ten additional participants via video conference

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber
Ahmed Duwalk (via video conf)
Reuben Dilworth
Kathy Fernandez
David Medina

EXCUSED: John Witherspoon, Trustee

1. WELCOME

Ms. Putz welcomed everyone.

2. APPROVAL OF BOARD MINUTES

The Board will approve the July minutes at the September Board of Trustees meeting.

3. ACADEMICS

Mr. Bashir presented the Academics report. He intends to make updates to the website to make it more user friendly. Scheduling is complete and student schedules will go live on August 18 in PowerSchool. He and Ms. Jacobson hosted a Parent Town Hall on August 12. 111 participants attended. They will host Town Halls weekly every Thursday until October. Staff professional development has begun and will take place until school begins September 9. 70 students signed up for the Freshmen Bridge Program next week. Families and staff have been messaged about the school's full re-opening. Mr. Bashir and Ms. Jacobson will continue to monitor COVID positivity numbers moving forward. 11 students will graduate in August and a small ceremony will take place in the cafeteria on August 27.

4. OPERATIONS

Ms. Jacobson presented the 2021-22 District and Building Safety Plan for approval. The Safety Plan has been sent to the Board and posted on the website for public comment.

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

Ms. Jacobson added that a guest speaker from the NYPD spoke at the Parent Town Hall on August 12. She is preparing plans, schedules, rooms, supplies, and trainings for the 2021-22 school year. The E-Rate equipment and network upgrade is in process and the first installation took place on July 22. The Wireless High Density Axispoint install is complete. Additional are on order. The internet bandwidth increase still needs to be installed. The router/firewall/switch upgrade has been completed. The Emergency Connectivity Funding (ECF) application was submitted on August 13. The ECF application requests 250 wifi hotspots and 25 Surfaces tablet/laptops for the period between July 2021 and June 2022. WCHS will be launching a 1:1 laptop program for 2021-22. All new students will be assigned a school laptop and headphones for their WCHS career. Returning students who have yet to sign out a school laptop will be assigned one as well. Ms. Jacobson and Mr. Bashir are conducting interviews for the HR Manager vacancy and are gathering quotes for HR outsourcing and/or search firms. Operations staff are planning implementation of Canvas, Swipe, GOGuardian, website revisions, and PowerSchool data dashboards. Ms. Jacobson requested that the Board ratify the approval of Swipe.

- Mr. Morales made a motion to ratify the approval of Swipe. Ms. Gaffney seconded. All were in favor.

Ms. Jacobson presented laptop inventory for the Board's review.

5. COVID SAFETY & EMERGENCY PREPAREDNESS UPDATES

Ms. Jacobson presented the CDC's Indicators and Thresholds for Community Transmission. Kings County is considered to have high levels of community transmission. The New York State (NYS) seven day COVID positivity average in New York City (NYC) is 2.6% and 2.5% in Kings County. The NYC seven day rolling average in NYC is 3.28%. 90% of tested cases in NYC are the Delta Variant. The seven day rolling average in 11206 is 4.14%. 42.7% of residents in 11206 are vaccinated. Ms. Jacobson reviewed the CDC's recommendations for school reopening.

Ms. Jacobson stated that Walgreens is unable to accommodate WCHS for an on-site vaccination program due to an unanticipated increase in demand. She will continue to seek additional opportunities. She met with NYC DOH to request a mobile vaccine pop-up van. Although they are currently booked through August, NYC DOH will keep the school updated on availability. Ms. Jacobson also met with BRI, a community health organization offering mobile vaccination sites at charter schools. She and Ms. Manion are working on a COVID-19 Vaccine promotion and education campaign.

a. SAFETY

Mr. James reported that there was one cyber incident that resulted in an NYPD visit to the school. The Board is already aware of this. Daily temperature screenings are conducted for staff and visitors. All Safety Officers received NY State training on August 16 on the following subjects: role of a school security officer, de-escalation techniques, ethics and conduct, and communications and public relations. The Safety Department is fully staffed.

b. FACILITIES

Mr. James reported that air conditioning units are being utilized and are on a daily timer. All school lighting is being repaired. An ECB hearing was held on July 27 for an unwanted fire alarm. The school received a fine of \$750. The building's summer maintenance and refurbishment plan is on schedule for the school's opening day. The fire standpipes and sprinklers are functional and passed inspections for the month.

Mr. Morales provided an update on leasing the property next door for the creation of a sports center. He stated that the Board is in the process of negotiating a lease and is looking to hire an architect to oversee the project. He is hoping the gym could be available by September of 2022. Ms. Eagen stated that this would need two motions from the Board.

Ms. Eagen stated that the Board received a lease from the property owner's attorney and that the Board would like to hire a real estate attorney to look at it.

- Mr. Morales made a motion to hire a real estate attorney and proceed with the lease negotiations. Ms. Gaffney seconded. All were in favor.

Ms. Eagen stated that the Board has to issue an RFP for an architect. The board will review three options in the community.

- Mr. Morales made a motion to issue an RFP for architectural services. Ms. Gaffney seconded. All were in favor.

Mr. Rivera thanked everyone for all of their efforts in this endeavor because it will add a huge value to the school.

6. ENROLLMENT AND RECRUITMENT

Ms. Jacobson stated that enrollment is 755 in PowerSchool and 925 in ATS. The discrepancy is because 183 students are pre-registered in ATS. The estimated FTE is 958. She reviewed the admissions lottery and SchoolMint Applications. There is a deficit of 161 applications from this time last year. A virtual tour was held on July 21. 87 families attended. Additional open dates for 2021-22 will be announced shortly. Marketing efforts continue. Bilingual radio ads are currently airing on LaMega (97.9 and 93.1). Ms. Jacobson requested that the Board consider a \$14,250 ad campaign that would air on the Hot 97 morning show. The Board reviewed the prospective ad reach and campaign results. Discussion occurred. The Board thinks that radio is a great approach for the school to try out.

- Mr. Morales made a motion to approve the budget for the Hot 97 morning show ad campaign. Ms. Gaffney seconded. All were in favor.

7. FINANCE

Ms. Fernandez provided the finance update. As of June 30, 2021, the total collected revenue for the period is \$17,521,933 and the total expenses for the period are \$15,632,192. The total excess of revenue over expense for the period is \$1,889,741. This amount is pending audit adjustments. The forecast budget surplus for the year is \$1,431,912.

Ms. Fernandez announced that the PPP loan has been forgiven for \$2,000,000. Mr. Rivera and Mr. Morales thanked everyone for working on this.

8. HUMAN RESOURCES

Ms. Manion reviewed updates to the proposed Remote Work Policy for Noninstructional Staff.

- Mr. Morales made a motion to approve the Remote Work Policy for Non Instructional Staff. Ms. Gaffney seconded. All were in favor.

Ms. Manion stated that staff received the Personnel Handbook and training on August 17.

9. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion stated that there was a Charter School Office Liaison change. Our liaison, Paula Orlando, will be taking on a few new projects within the Charter School Office necessitating them to rebalance her liaison portfolio. Our new CSO liaison will be Paolo Giovine, a veteran member of their team. Before leaving, Ms. Orlando requested that the school streamline its SEDREF titles. The school is still awaiting the check-in visit report from the spring. The school Annual Report was submitted August 1. Progress Towards Goals are due October 1. Finance documents are due November 1. WCHS is entering year 3 of its charter. The school will receive a mid-term site visit this year.

Ms. Manion introduced Mr. Ahmad Duwaik, a DOE educator for ten years and who helped create a charter school. He is doing curriculum work and stated that he would love to join the WCHS Board and help the students. Mr. Morales said that Mr. Duwaik has a lot of talent and welcomed his decision.

- Mr. Morales made the following motion: *The Williamsburg Charter High School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Ahmad Duwaik as a member to its Board of Trustees, with a term expiring on August 2024, pending approval by NYSED. The resolution approving Ahmad Duwaik is adopted upon NYSED's approval.* Ms. Gaffney seconded the motion. All were in favor.

Ms. Eagen reminded the Board that once the resolution is submitted to the authorizer for approval, the state has 45 days to approve or deny the trustee.

10. ADJOURNMENT

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