



## **MINUTES**

### **Board of Trustees Meeting**

### **April 12, 2022**

**The meeting was held via Google Meets at 6:06pm.**

#### **PRESENT**

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

#### **GUESTS**

Jahi Bashir, Head of School  
Mary Kenny, Minutes Transcriber  
Over 33 Virtual Participants

Val Jacobson, Head of Operations  
Ellen Eagen, Legal Counsel

**EXCUSED:** Ahmad Duwaik, Trustee

#### **1. WELCOME**

Ms. Putz welcomed everyone to the meeting.

#### **2. APPROVAL OF MARCH 2022 BOARD MINUTES**

- Ms. Gaffney made a motion to approve the March Board Minutes pending school counsel review. Mr. Rivera seconded. All were in favor.

#### **3. ACADEMICS**

Mr. Bashir is working on a school improvement plan that will analyze data for academics and safety. He is working on scheduling and planning for next school year. He has a meeting with PowerSchool to work on programming. The summer school calendar has been created. It will take place in-person. School athletes were honored at a school pep rally and the school is hosting competitions in Advisory to encourage student engagement. Students will be participating in a series of testing this spring: STAR, NYSESLAT, AP exams and Regents. Students will be given Regents prep and practice exams. School leadership has been creating celebratory events for staff including the holiday party in April and weekly staff events. Staff will be participating in a few surveys: Intent to Return, Leadership 360, and the NYSED CSO teacher surveys. School leadership are forming several student committees to review different school policies including the use of cell phones. He is also preparing for the Midterm Visit during the first week in May.

166 students are currently on track for graduation in June (compared to 143 last month). 22 out of 55 current fifth year seniors are currently on track to graduate in June.

#### **4. COLLEGE AND CAREER UPDATE**

The College and Career Department continues with weekly newsletter, CCR Classes, and college and university visits. Students will be attending a college fair on April 25 at St. Francis College and will be visiting Pace in May. Decision Day will be celebrated on May 4. 138 students have applied to CUNY and 82 applied to SUNY and/or Privates. 119 students have been accepted into one or more colleges. The CCR Team is meeting with juniors and student acceptances are being celebrated on social media.

#### **5. OPERATIONS**

Ms. Jacobson reported that she prepared and submitted the FY22 Per Pupil Billing Invoice #6 with an FTE of 950.815 awaiting approval. She also collaborated with instructional staff to prepare for Regents Field Testing, AP Exams, and NYSESLAT Testing in May 2022. Ms. Jacobson is also collaborating with Counseling, SNAS, ENL, and LOTE Departments to prepare for June Regents Exam orders, proctor training, schedules, rooms, and testing accommodations for June 1 and June 15-23 Regents Exams. Operations staff prepared for the 2022-23 admissions lottery and have been registering students for next year. She is collaborating with instructional leadership and Finance for the FY22 budget process.

Ms. Jacobson presented the 2022-23 school year calendar and requested approval pending release of the NYC DOE

Calendar.

- Ms. Gaffney made a motion to approve the 2022-23 school year calendar pending the NYC DOE calendar. Mr. Rivera seconded the motion. All were in favor.

Ms. Jacobson discussed the NYC School Survey. Parents, students, and teachers have until April 15 to complete. As of April 1 the response rates were as follows 73% teachers, 26% parent/guardians, and 72% students. The NYSED Charter School Office is also surveying the same demographics. Parents, students, and teachers have until May 1 to complete their surveys.

## **6. LAPTOP & WIFI INVENTORY**

Ms. Jacobson reported that 970 of 1,294 laptops are loaned to students. 55 are reported lost and 67 are broken. 131 of 250 hotspots have been distributed to students.

## **7. COVID UPDATES**

Ms. Jacobson stated that COVID transmission in Kings County is considered Low; however, the percent positive and total number of cases are increasing. The 7-day new case rate per 100,000 people is 133.54 in NYC and 149.9 in Williamsburg/Bushwick. The 7-day percent positive rate in 11206 is 3.4%. 60.58% of eligible residents in 11206 are fully vaccinated. 85% of tested cases are Omicron (BA.2 subvariant) and 15% are Omicron (non-BA.2). Ms. Manion stated that PCR testing continues weekly. Students will be receiving at-home test kits to take over spring break.

## **8. FACILITIES/SAFETY**

Mr. James stated that the Department of Health responded to the school on March 7. All points needing correction were rectified. A water leak ensued on April 6 and 7 due to drain clogging in the school's water system. Hand air dryers will now replace the school's paper towels in student bathrooms. During spring break the Facilities team will be conducting floor work and deep cleaning. The Facilities team has added 188 Varet Street to their cleaning schedule. The building's heating system is still activated due to cold weather.

Mr. James reported that there was one student altercation on property. A mediation was conducted and there are no further issues to report. There was one EMS visit to the school due to a sick student. The NYPD did not come to the school in April. NYPD safety checks were conducted on Bushwick Ave and White Street during dismissals. There was one student altercation off property. The school received a proposal for the approval of installation of cameras in blind areas around the school and to upgrade recording storage to 30 days.

Mr. Morales reported that he filed with the Department of Buildings and that the architect received pricing from a contractor. The Board reviewed a rendering of the facade. Discussion over pricing and the gym flooring occurred.

## **9. ENROLLMENT AND RECRUITMENT**

Ms Jacobson stated that enrollment is 970 in PowerSchool and ATS. The FTE is 950.8. Per Pupil Billing Invoice #6 was submitted. The enrollment lottery was held on April 4. There were 330 seats available for 9th grade. 183 people attended, 162 via Zoom and 21 in-person. 23 people volunteered. 129 registrations are in progress; 4 accepted; and, 42 are completed/verified, for a total of 175. 17 people attended an open house on Saturday, April 2, and 24 RSVPed for the open house on April 9. The next open house will be May 7. Outreach efforts continue via email blasts, attendance at middle school fairs, online social media marketing, participation in Schneps Media advertising, and via bus and radio ads.

## **10. FINANCE**

Ms. Fernandez reported that as of February 28, 2022 the total collected revenue is \$12,338,118. Total expenses are \$11,994,450. The surplus of revenue over expenses is \$343,668. The Board reviewed assets and liabilities and Ms. Putz asked that the report be sent to the Treasurer a week before the Board meeting in the future. Ms. Eagen said we received the audit package for review.

## **11. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion stated that the WCHS Midterm Site Visit will be May 6 or first week of June. She requested May 5 but that date was unavailable. Midterm visit documents were sent out April 1 and originally due April 8. An extension request was submitted and granted. Materials are now due April 27. The in-person visit will consist of classroom observations and focus groups (teacher, student, board, and leadership). The school's liaison, Paolo Giovine, will be attending with a consultant. Ms. Manion would like to submit preliminary adjustments to the organizational chart as part of submission if

possible. She displayed the current organizational chart. Ms. Manion reviewed draft self-evaluation benchmark ratings. WCHS received a complaint from OSHA regarding the recent water leak at the school. The response was originally due April 15 and an extension was granted for April 21. Open Meetings Law (OML) remote meetings have been extended through April 15, this is the final extension. Amendments to OML were made with the NYS budget. Organizations have 60 days to adopt the new OML policy. More details will be forthcoming. It seems as though the Board will be allowed to have some Board members remote as long as there is a quorum of trustees in-person at the school. Ms. Manion, Ms. Jacobson, and Ms. Fernandez are working with CSBM to complete upcoming ARP-ESSER deadlines. The Education Stabilization Fund reporting is up next. The WCHS Holiday Party was successfully held on April 1 at Pine Box. Ms. Jacobson and Mr. Bashir also recently drafted a letter to parents and students regarding the subway shooting in Sunset Park. Borough President Reynoso is unable to speak at graduation on June 28; however, she and Ms. Johnson are pursuing a WCHS alumni. A film crew is interested in using school space in August.

## **12. PARENT LEADERSHIP COUNCIL**

Ms. McFadden announced that there are three PLC meetings left in the school year and that her son will be graduating in June. The next meeting will be on April 28 at 6:00pm and all are welcome to attend. Guest speakers will be from Building Beats and STEM from Dance. Building Beats is a free program that teaches students the fundamentals of DJing, mixing, cutting, scratching, sound effects, and more. STEM From Dance is a program that uses dance to empower, educate, and encourage girls as the next generation of engineers, scientists, and techies. The May PLC meeting will take place on May 26 at 6:00pm and will feature guests from The Marcy Lab School and The Animation Project (TAP). The Marcy Lab School prepares young adults from diverse backgrounds for full-time careers in software engineering. It is a free one-year program that provides textbooks, laptops, and a small stipend to students. TAP nurtures the social and emotional growth of young people using digital arts technology as a therapeutic medium and workforce development tool. Trainees of this free program engage with industry professionals and are prepared for internships and jobs at top animation studios. Students are able to participate in paid virtual programs as well.

## **13. EXECUTIVE SESSION**

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