

**MINUTES**  
**Board of Trustees Meeting**  
**January 25, 2022**

**The meeting was held via Google Meets at 5:05pm.**

**PRESENT**

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

**GUESTS**

Jahi Bashir, Head of School  
Ellen Eagen, School Attorney  
Over 35 Virtual Participants

Val Jacobson, Head of Operations  
Mary Kenny, Minutes Transcriber

**1. WELCOME**

Ms. Putz welcomed everyone to the meeting.

**2. APPROVAL OF DECEMBER BOARD MINUTES**

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

**3. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion announced that Ahmad Duwaik has been approved by NYSED and is in attendance at the meeting. Mr. Duwaik introduced himself. Ms. Manion also stated that Mr. Morales would no longer be serving on the Board and will be assisting the school with the purchase of the gym next door. The Board thanked Mr. Morales for his service to the school and Mr. Morales stated that he is happy to be continuing to work with the team in a new capacity. Ms. Manion also mentioned that the Board is looking for staff and student advisors to the Board and will be announcing more information shortly.

NYSED requested a few changes to the Annual Report. The following changes have been made: financial disclosure form correction, direct link to NYS report card, detailed list of FOIL records based on SED example, added instructional hours to calendar. The following documents are being updated: district safety plan and fire inspection report. WCHS' liaison from 2020-21 stated that the check-in visit report would be coming soon. The Civil Rights Data Collection (CRDC) portal opened on December 13. The report is due February 28. Ms. Jacobson and Ms. Manion also completed and submitted clarifications to the ARP/ESSER application.

Ms. Manion also stated that Governors Ball 2022 has been announced for June 10-12 at Citi Field. She will request to participate in the festival's volunteer program to fundraise for student scholarships for the Class of 2023. The WCHS Holiday Party will be rescheduled for a later date.

**4. ACADEMICS**

Mr. Bashir presented the Academics report. The January Regents have been canceled. Students will receive regular instruction during that week. The PSAT has been rescheduled. Midterms were administered and progress reports will go out on February 28. Virtual parent teacher conferences will take place on February 2 and 3. STAR Testing will be administered February 9-11. There are 36 students currently approved for remote instruction, not including 5th year seniors. SWIPE is up and running. The school has been reinforcing restorative practices and rewarding positive behavior. Improved arrival and dismissal procedures have been implemented, including increased bag checks. There will be Canvas training for teachers on January 31.

There are 213 seniors. 149 are on track to graduate. 205 may graduate with recovery options. There were 4 January graduates. 56 students are considered 5th year seniors. 31/56 are engaged. The College and Career office continues to send out a monthly newsletter. A second trimester class is in place. FAFSA workshops are scheduled and college and university tours continue. Students have applied to college and are starting to create a post graduation plan. Student acceptances are being highlighted on social media.

## **5. OPERATIONS**

Ms. Jacobson presented the Operations report. Trimester 2 Progress Reports will be issued on January 28. Her team is preparing the FY22 Per Pupil Billing Invoice #6. The estimated FTE is 953.5. The 2022-23 Enrollment Projections due on January 27. Operations staff are preparing schedules and communications for the virtual parent teacher conferences on February 2 and 3. Ms. Jacobson coordinated the Canvas training on January 31, collaborated with Data and Counseling Departments to submit January Regents Exemptions, and is continuing to look for staff to fill the HR Manager, Paraprofessional, Speech Pathologist, and Hall Monitor vacancies. She also needs additional coverage for teacher vacancies. Parent Town Halls were hosted on January 3, January 6, and January 20 at 6pm. There was remote instruction on December 10, December 13, December 14-23, and January 3-14. In-person instruction resumed January 18. PowerSchool Dashboards and Swipe implementation are in process. WCHS has 1,294 laptops on its inventory list. 990 laptops are loaned to students, 164 are in stock, 50 are reported lost, and 90 are broken or are in need of repair in stock. 119/250 hotspots have been distributed.

## **6. COVID SAFETY AND EMERGENCY PREPAREDNESS UPDATES**

Ms. Jacobson reported that local COVID-19 transmission is considered “High”. The 7-day rolling COVID-positivity average in NYC is 21.06% and 11.31% in 11206. The COVID-19 vaccination rate in 11206 is 56.75%. The Omicron variant appears in 70% of tested cases in NYC and the Delta variant appears in 28% of cases in NYC. COVID-19 cases, hospitalizations, and confirmed deaths are trending downward.

Ms. Manion reported that NYC DOE weekly PCR testing continues. BioReference Labs is now permitted to test 20% of unvaccinated or vaccinated students. 86 students were tested on January 21. WCHS received 1048 test kits. Additional kits are expected from the state. Students and staff are provided with at-home tests if they show symptoms or are deemed as a close contact. She continues to submit to the NYS COVID Report Card daily and submits cases to NYC DOH for contact tracing as applicable. NYS has issued new guidance regarding the length of quarantine for staff who test positive for COVID-19. Quarantine has been reduced from 10 days to 5 days for asymptomatic staff or staff with improved symptoms. The NYC DOE has yet to release their guidance but has stated that they will be following the state. Vaccine education campaigns continue. Most recently a spokesperson from the NYC Department of Health spoke to parents at a Town Hall. The vaccine information page on the COVID Portal has been updated as well.

## **7. FACILITIES**

The Board discussed the purchase of 188 Varet Street to create a gym. The closing date is February 10. Manny Morales proposed the creation of a WCHS LLC. The Board discussed how the LLC would function. Ms. Eagen stated that she is not providing counsel on this matter. Mr. Morales added that the attorneys hired for this project work with other charter schools on facilities-related projects. The Board agreed that the Operating Agreement for the creation of WCHS LLC had to be approved before February 10.

- Mr. Witherspoon made a motion to approve the WCHS LLC Operating Agreement. Ms. Gaffney seconded the motion. All were in favor.

Mr. James reported that a new electrical outlet was installed in preparation for the new kiln in the art room. The school’s fire pump is scheduled for repair in order to fix the packing seals that have become worn. Building inspections were conducted for inclement weather for potential frozen pipes during school closures. The school’s Department of Buildings hearing for a boiler room infraction was adjourned until February 4. The infraction was corrected. New stage lighting and curtains were installed in the auditorium.

## **8. SAFETY**

Mr. James reported that all FDNY certifications are up to date, including: FLSD, Deputy Fire Life Safety Director, Standpipe, Sprinkler, Supervisor of Fire Alarms, Super Fuel and Piping, and Non-Production Chemical Laboratories. Two new Safety Officers have been hired. There were two student altercations reported off property. There was one NYPD visit for a student/parent mediation. There were no ECB, DOB, or DOH visits to the school. There was one EMS visit to the school. Bag checks were conducted throughout the month.

## **9. ENROLLMENT/RECRUITMENT**

Ms. Jacobson reviewed enrollment. Enrollment is 989 in both PowerSchool and ATS. The FTE is 956.3. This includes two pending discharges and 30 students with zero attendance. Since July 1, 89 students have been discharged and 39 have stated they will not attend. This does not include January graduates. 4 people attended the January Open House, the next one is scheduled for Saturday, February 5, 2022. The lottery deadline is April 1, 2022 and will be held on April 4, 2022 at 6pm. Enrollment efforts continue. WCHS is participating in middle school fairs including the Virtual IncludeNYC event on January 29, the Virtual EAst New York Middle School of Excellence’s High School Fair on February 3, and the New York City Charter School Fair on March 3-6. A Daily News email blast is going out in January and WCHS will be in the Brooklyn Family Magazine School Supplement in February and March. WCHS is also

participating in Schneps Media Charter School Guides and engaging in continued online marketing. Bus and radio ads will begin soon as well.

#### **10. FINANCE**

Ms. Fernandez reported that as of November 30, 2021, the total collected revenue for the period is \$7,606,184. The total expenses for the period are \$7,465,419. The total excess of revenue over expenses for the period is \$140,766. Ms. Fernandez reviewed cash/assets and liabilities/accounts payable.

#### **11. PARENT LEADERSHIP COUNCIL**

Ms. McFadden reported that the January PLC Meeting included a visit from Growing Up NYC, an NYC organization that provides families with access to information about city services, programs and resources. They presented information about job training, financial counseling, housing and legal help for immigrants. The next meeting will be February 17 at 6PM. Their special guest will be the National Alliance on Mental Illness.

#### **12. HUMAN RESOURCES**

Ms. Manion reviewed recent HR initiatives and then introduced Manny Morales' Gym Project Manager Proposal. Ms. Eagen reiterated that Mr. Morales is no longer serving as a trustee and will now begin work on the facility project. Mr. Morales reviewed the scope and services from his circulated proposal. He estimates that this project will take approximately a year to complete and requested payment of \$60,000 for work between now and June and then \$5,000/mo thereafter. Ms. Eagen explained that the Board needs to indemnify Mr. Morales and his company should there be any liability in regard to the purchase of the building. Ms. Putz asked for a motion.

- Ms. Gaffney made a motion to approve the proposal of Mr. Morales as the Gym Project Manager Project for the facility purchase, construction and occupancy. Mr. Rivera seconded. All were in favor.

#### **13. MOTION TO CLOSE**

- Ms. Gaffney made a motion to close. Mr. Rivera seconded. All were in favor.