



**MINUTES**  
**Board of Trustees Meeting**  
**June 21, 2022**

**The meeting was held on Google Meets at 5:40 pm.**

**PRESENT**

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

**GUESTS**

Jahi Bashir, Head of School  
Mary Kenny, Minutes Transcriber

Val Jacobson, Head of Operations  
Over 36 Virtual Participants

**EXCUSED:** Ahmad Duwaik, Trustee; Kathleen Gaffney, Trustee

**1. WELCOME**

Ms. Putz welcomed everyone and wished them a happy first day of summer.

**2. APPROVAL OF May 17, 2022 BOARD MINUTES**

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

**3. ACADEMICS**

Mr. Bashir updated the Board and congratulated the WCHS Teacher of the Year, Alexandra Sherman. Regents testing is underway. Graduation will take place on June 28. Summer school in-person sessions start on July 11. Scheduling for next year is 50% complete. There are a number of teacher vacancies that need to be filled.

**4. SENIOR DATA**

Mr. Bashir reported that 179/211 students have met all graduation requirements. 98 students are awaiting Regents test completion and/or credit recovery. Six 5th-year students have met their requirements. Three are pending. There are 23 potential August graduates.

**5. COLLEGE AND CAREER UPDATE**

Mr. Bashir stated 138 students have been admitted to CUNY and 82 to SUNY/private colleges. The College and Career team is currently working on the second audit for graduation.

**6. OPERATIONS**

Ms. Jacobson reviewed the 2022-23 benefits proposal, which renews WCHS' previous health plan at an 11% increase. WCHS' benefits broker was able to reduce the increase from 22% to 11%. This option would not increase out of pocket costs for employees. Competitive alternatives from other carriers did not offer substantial enough savings and/or improved benefits to justify changing over. Ms. Jacobson asked the Board for approval.

- Mr. Rivera made a motion to approve the renewal of our existing health plan. Mr. Witherspoon seconded. All were in favor.

Ms. Jacobson asked the Board to approve the issuance of teacher, counselor, and social worker contracts for 2022-23 with a 5% COLA increase for all. The Board discussed whether the budget supports a higher increase; however, the Board opted to stay at 5%.

- Mr. Rivera made a motion to approve the issuance of teacher, counselor and social worker contracts for 2022-23 with a 5% salary increase. Mr. Witherspoon seconded. All were in favor.

**7. WCHS 2022-23 SCHOOL CALENDAR**

Ms. Jacobson stated that the 2022-23 NYC DOE calendar is now available. She went over differences between the NYC DOE calendar and the 2022-23 WCHS calendar. August 29, 2022 will be the first day of school and there is a planned total of 181 school days.

#### **8. COVID UPDATES**

Ms. Jacobson reported that the Kings County level of transmission is medium. Positive cases and hospitalizations are decreasing; however COVID cases are still high across the city. The school continues to take precautions by wearing masks, testing and staying home if sick. The Board also reviewed the vaccination rates, transmission levels, and variants of concern in 11206.

#### **9. FACILITIES/SAFETY/NEW GYM UPDATE**

Mr. Morales reported that the 188 Varet Street is insured and the BSA application has been submitted. Ms. Jacobson helped collect documentation. New York City Council Member Jennifer Gutierrez met with Mr. Morales via Zoom and offered to write a letter of support for the new facility. She said that local athletic teams are interested in renting out the space. The Board reviewed renderings of the building's facade and will meet together to decide on colors. Mr. Morales reported that Paul Grossman will sign an affidavit for WCHS to create two entrances from the school into the gymnasium. Mr. Morales learned that another buyer made an offer for \$4.8 million.

Mr. James reported that the air conditioning has been turned on. Units have been placed on timers to maintain a 70 degree temperature throughout the building. One air conditioning condenser motor requires replacing. Light ballast replacements were conducted on all floors. Disinfecting and sanitizing of high touch areas around the school continues throughout the building. The school received three proposals for cleaning services and he recommends staying with Kleanix. Mr. James received four proposals to install eight cameras and upgrade the school's storage and recording information to 90 days. He is also preparing to present a proposal to upgrade the school's new media center and to conduct any filing that may be required. Mr. James is going to get back to the Board with more information regarding the storage upgrade as well as the media center.

Mr. James reported that there were two verbal incidents and four physical altercations. There were no EMS visits to the school but the NYPD conducted one routine check. Safety checks were conducted periodically on Bushwick Ave and White Street during dismissal.

#### **10. ENROLLMENT AND RECRUITMENT**

Ms. Jacobson reported that enrollment is 963 in PowerSchool and ATS. The FTE is 950.815 based on the last invoice for the year. This number includes four pending discharges. The Board reviewed data on the lottery admission numbers by grade. Ms. Jacobson said that recruitment efforts are continuing.

#### **11. FINANCE**

Ms. Fernandez reported that as of April 30, 2022 the total revenue is \$15,442,658. Total expenses are \$15,118,078. The excess of revenue over expenses is \$324,579. The estimated surplus for the year is \$447,053. The Board reviewed assets and liabilities. Ms. Fernandez reported that most of the files and documents have been submitted for the audit process.

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

Ms. Manion thanked the Board for ratifying WCHS' benefits renewal. Staff keeping their current plans do not have to log in and make any changes to their plans. Information regarding Care Time payout or carryover has been sent out to staff. Intent to renew letters were sent out and contracts should be going out next week. WCHS hired a new HR Manager, Joyce Leung Lee, who will be starting next month.

#### **13. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion stated that Open Meetings Law COVID regulations have been extended until July which allowed for this meeting to be remote. WCHS' midterm site visit was on June 10. The Board met with SED and the consultant on June 27. SED met with leadership, students, and teachers, and visited a variety of classrooms. Due to some board absences, Ms. Manion rescheduled the annual meeting until July. Board elections and evaluations would take place then. The SSEC report is due on July 26 and the Annual Report is due August 1. The State Budget Reporting Survey is due July 1 and the Title 1 application is due August 31. Ms. Manion is working on updating the school's SAM.gov account in order to receive a new UEI code. Hero

Films/DOE teacher Benjamin Ducoff would like to use the school to film from July 17-31. He can donate \$5,000 to the school. Hero Films is an after-school paid internship program connected to SYEP that hires students as production assistants across different departments on set. He is willing to involve the WCHS community.

#### **14. PARENT LEADERSHIP COUNCIL**

Ms. McFadden thanked everyone for their involvement in the Parent Leadership Council. The next PLC meeting will be on June 23. Guest speakers from Made in NY and NYC Financial Empowerment Center will be presenting. This will be Ms. McFadden's last meeting as her son is graduating. The PLC donated gift cards to three graduating students to help pay for school supplies in college. The Board thanked Ms. McFadden for her service on the PLC.

#### **15. MOTION TO ADJOURN**

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

#### **16. EXECUTIVE SESSION**