



MINUTES

Board of Trustees Meeting

October 20, 2021

The meeting was held via Google Meets at 6:05pm.

PRESENT

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

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, School Attorney
Over 22 Virtual Participants

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF SEPTEMBER BOARD MINUTES/SPECIAL BOARD MEETING MINUTES

- Ms. Gaffney Made a motion to approve the September Board Minutes. Mr. Witherspoon seconded. All were in favor.
- Mr. Witherspoon made a motion to approve the Special Board Meeting Minutes on October 4, 2021. Ms. Gaffney seconded the motion. All were in favor.

3. ACADEMICS

Mr. Bashir reported that teachers have begun using Canvas. Additional training will be provided in November for teachers and parents. STAR testing was administered for math and reading. Admin reviewed the first report today to see what interventions are needed. SAT testing was completed last week. 33 Students have been approved for remote learning. Some seniors are working on APEX courses. Midterms Exams will be administered this week from October 20 - 22. Progress Reports will be distributed on October 27, 2021. Clubs and sports have started. Virtual Parent Teacher Conferences will be held on November 3 and 4. Professional Development Day is November 2, 2021. Teacher evaluations will begin on November 1, 2021.

4. COLLEGE AND CAREER UPDATES

Mr. Bashir stated that College and Career updates will be provided monthly moving forward. A newsletter will go out monthly in English and Spanish as well. College and Career Readiness classes will be mandatory for grades 9, 11, and 12. Students will use the Naviance system to learn how to navigate the college application process. FAFSA workshops have started.

5. OPERATIONS

Ms. Jacobson reported that Canvas parent login codes and instructions were sent to families and additional training will be provided. Operations staff prepared schedules, rooms, supplies, and proctors for PSAT Day on October 13. Progress Reports for Trimester 1 were prepared for mailing on October 27 and virtual Parent Teacher Conferences will take place on November 3 and 4. Six fire drills and one lock down drill were conducted. All students received lockers and WCHS locks via Advisory. Ms. Jacobson stated that the FY22 Per Pupil Billing Invoice #3 was submitted on September 30. The Round 1 Emergency Connectivity Funding (ECF) application was submitted on August 13. The Round 2 ECF Application Submission Period is September 28-October 13. iPads were distributed to teachers to assist with remote instruction. Students who need laptops receive them during lunch. Ms. Jacobson said that interviews/coverages for vacancies continue. Implementation of several applications are on-going (Canvas, Swipe, GoGuardian, website, PowerSchool).

6. LAPTOP AND WIFI INVENTORY

Ms. Jacobson reported that 949/1,294 laptops are loaned to students. 241 remain in stock. 69 are broken. 97/250 wifi hotspots have been distributed.

7. ATTENDANCE

Ms. Jacobson reported that the attendance rate is 86.1% as of October 20. The 9th grade is meeting the attendance goal of 90%.

8. COVID POSITIVITY RATES

Ms. Jacobson reported that Kings County is still in the red according to the CDC. New York City is at 1.54% and the 11206 zip code is 1.89%. Vaccination rates in the 11206 zip code is 50.62%.

WCHS currently has in-person learning and submits to the NYS COVID report card portal daily. Students and staff are practicing 3 feet of social distancing, wearing masks, and completing COVID screenings daily. The school has an on-site nurse and leadership is encouraging student vaccination.

BioReference Labs began implementation of NYC DOE Student COVID-19 Screening Testing Program on October 15. 10% of WCHS' unvaccinated students with consent forms are eligible for weekly testing. Leadership conducted mandated vaccination status collection for staff and students participating in high risk sports. All staff members at WCHS have now had at least one dose of the COVID-19 vaccine. Ms. Jacobson and Ms. Manion met with NYC DOH to request a mobile vaccine pop-up van. Vaccine sites are currently booked through August. Leadership is also working on a COVID-19 vaccine promotion and education campaign.

9. SAFETY

Mr. James reported that there was one incident reported at the school for the month and two incidents reported off property. There were no NYPD visits to the school Daily temperature screenings were conducted. Three student bag checks were conducted with minor findings. One Safety Officer was terminated and one was hired.

10. FACILITIES

Mr. James stated that 13 Merv HVAC filters are scheduled to be changed throughout the school. He is preparing to convert the building to heat. The boiler room Department of Buildings (DOB) violations were corrected. He is awaiting information about the DOB hearing. The FDNY five year Standpipe & Sprinkler hydrostatic inspection was conducted with the FDNY and Master Plumbing and passed the inspection. A proposal was submitted to renovate the 2nd floor teachers' lounge flooring and furnishings.

Ms. Eagen asked the Board to approve the engagement of a land use attorney for oversight of variances applicable to the use of 188 Varet Street for a gym.

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

11. ENROLLMENT AND RECRUITMENT

Ms. Jacobson stated enrollment is 975 in PowerSchool and 978. The estimated FTE is 925.869. There is one pending discharge and 40 students with zero attendance. There have been 47 discharges and 38 no-attend students since July 1. The reconciliation was submitted for 2020-21 with an estimated FTE of 958. The 2021-22 admissions lottery was conducted on April 21 at 6pm with 196 attendees. The number of incoming 9th grade seats is 330.

Ms. Gomez attended the high school fair at Middle Village Prep on October 6, 2021. There were 71 attendees and 51 people signed up for the WCHS mailing list. The admissions office coordinated a virtual open house on Saturday, October 2. 7 people attended. The 2022-23 lottery application launched on September 1. 19 applications have been received so far.

Other recruitment efforts include exploring an iHeart Radio campaign, meeting with a Brooklyn Nets sales rep for advertising collaboration, and the launch of a bilingual radio ad that ran from September 6-October 3 on Amor-97.9 &

La Mega-93.1. A Hot 97 Morning Show ad campaign is currently running Monday through Friday from 6-10am. Online marketing efforts continue through Facebook, Instagram, Google Ad Words, YouTube, and Niche.com. The launch of the Charter Center Common Application, ongoing email blasts and the Vanguard postcard mailing should help as well.

12. FINANCE

Ms. Fernandez reported that as of August 31 the total collected revenue is \$1,477,878. Total expenses are \$1,186,881. The total excess of revenue over expenses is \$129,058.

Mr. Morales informed the team that Ms. Fernandez and the accounting firm are almost through the auditing process and have found no discrepancies. He thanked everyone for their work.

13. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion stated that the Annual Report Progress Towards Goals and financial submissions are due November 1. WCHS has not yet received the SED check-in report from 2020-21. Material submissions to the charter are due December 1 to SED. The BEDS report was submitted October 6. The Staff Snapshot is due November 17.

The Board was shown highlights from the Governor's Ball Fundraiser led by Charisse Johnson. The school raised \$14,831.41 for senior scholarships Ms. Johnson thanked all involved for a wonderful outcome.

Mr. Bashir, Ms. Jacobson, and Ms. Manion met with the NYCSA Community Engagement Manager, Natasha Cherry-Perez, to discuss advocacy and engagement on September 30. The NYCSA Conference will be October 20-22.

14. PARENT LEADERSHIP COUNCIL

Ms. Pink introduced the new Parent Leadership Council: Cheryl McFadden, President; Evelis Rivera, Vice President; Jasmine Montalvo, Treasurer. Ms. McFadden stated the next parent meeting will be held on October 28, 2021 and will include the Division of Youth and Family Justice FAP as a guest speaker. Their organization provides support for families in distress.

15. ADJOURNMENT

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