



MINUTES
Board of Trustees Meeting
July 20, 2021

The meeting was held at 198 Varet Street, Brooklyn, NY 11206 at 6:26pm.

PRESENT

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

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, School Attorney
Ivette Cruz
Raymond James
Belnardina Madera
Katie Manion

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber
Majid Zarnfar
Renee de Lyon
Kathy Fernandez

EXCUSED: Manuel Morales, Trustee; Kathleen Gaffney, Trustee

1. WELCOME

Ms. Putz welcomed everyone back to the building.

2. APPROVAL OF BOARD MINUTES

Mr. Rivera made a motion to approve the June 15, 2021 Minutes pending approval by school counsel. Mr. Witherspoon seconded the motion. All were in favor.

3. ACADEMICS

Mr. Bashir presented the Academics report. There were 206 June graduates, 199 from the Class of 2021, 7 from the Class of 2020+. 19 students may graduate in August. Summer school will run from July 7-July 29. Trimester 1 classes took place July 7-July 13. Trimester 2 classes run from July 15-21. Trimester 3 classes will be July 24-July 29. There will be two in-person days per trimester. Social emotional activities will be provided in-person and virtually. Summer sports camps will take place in August. There will be a basketball summer camp between August 2-6 from 9am-1pm and a soccer summer camp from August 9-13 from 9am-1pm. The Summer Bridge Program will take place August 23-26. Summer school enrollment for Trimester 1, 2, and 3 is 239, 277, and 285 respectively. 220 students passed T1 of summer school and 115 students failed, which is a 65.7% passing rate. Other upcoming academic priorities are scheduling, filling vacancies, implementing CANVAS, website updates, testing, and August professional development for staff.

4. OPERATIONS

Ms. Jacobson provided a June 2021 Regents report. 229 students were eligible for the Regents. 110 students registered for the English Language Arts Regents. 86 students were absent. 11 students scored above a 65 (46%). 106 students registered for the Living Environment Regents. 74 students were absent. 15 students scored above a 65 (47%). 146 students registered for the Algebra I Regents. 122 students were absent. 3 students scored above a 65 (12%). 81 students registered for the Earth Science Regents. 62 were absent and 0 students scored above a 65. The Board discussed the results.

Operations staff prepared rooms, schedules, security, operations posts, meals, nursing services, transportation, auto-calls and supplies for in-person summer school. 403 students were registered for summer school in PowerSchool. Attendance for the in-person days was as follows: 44 students were present on July 8; 20 students were present on July 12; 25 students were present on July 16; and 22 students were present on July 20. A reopening town hall meeting was held on July 15. A speaker from the Department of Health attended and provided vaccine education for the families in attendance. She is in the process of preparing reopening schedules, rooms, supplies, and training for the 2021-22 school year. E-rate equipment and network upgrade is in process. The first installation will be on July 22. School leadership is

conducting interviews for the Human Resources Manager vacancy. They are also planning implementation of Canvas, Swipe, GoGuardian, website revisions, and PowerSchool data dashboards.

Ms. Jacobson presented three student attendance/lateness and COVID-19 screening bids and proposed the purchase of Swipe. The amount of the purchase was approved by the Finance Committee in the review of the 2021-22 budget and ESSR2 grant. Ms. Eagen stated that she will review the terms and conditions and look into the privacy policy. A decision will be made as soon as possible and will be ratified at the next meeting.

Ms. Jacobson reviewed COVID data. The CDC's Covid Data Tracker ranks Kings County as having "Moderate" community transmission as of July 13. The 7-day rolling average in NYC is 1.33% as of July 12. The 7-day average in the 11206 zip code is 2.18%. The COVID-19 vaccination rate in 11206 is 44.19%. The 7 day average in NYC according to NYS data is 1.1%.

Ms. Jacobson also reviewed attendance data. Attendance for the month of June was 77%. The year to date average is 77.8%.

5. COVID SAFETY & EMERGENCY PREPAREDNESS UPDATES

Ms. Manion stated that Walgreens is unable to accommodate WCHS for an on-site vaccination program due to unanticipated increase in demand. WCHS will seek additional opportunities. Mayor DeBlasio does not anticipate any changes to mask requirements for NYC DOE schools. School leadership is awaiting information from SED to inform the school's reopening plan for the fall.

6. SAFETY

Mr. James reported that there were 0 cyber incidents in the month of July. There were no NYPD or FDNY visits. Daily temperature screening was conducted for staff and visitors. Safety Officers are scheduled to take an in-person State Security annual training on August 16. Topics will cover non-violent crisis intervention, NYS security protocols and de escalation techniques. The Safety Department is seeking to hire four new candidates to fill open positions for the 2021-22 school year.

7. FACILITIES

Mr. James stated that the air conditioning units are being utilized and are on a daily timer. One HVAC blower motor needed replacement in room 321. There is a ECB Hearing date scheduled for July 27 for an unwarranted fire alarm. An ECB hearing was conducted on July 13 for sprinklers and standpipe keeping. There is no ruling at this time. The building is fully disinfected and sanitized. A summer schedule is prepared for the building to include repainting all bathrooms throughout, light bulb replacements, filter and vent cleaning, routine floor maintenance, and building disinfecting. The fire standpipes and sprinklers are functional and passed inspections.

8. ENROLLMENT AND RECRUITMENT

Ms. Jacobson stated that enrollment is 759 in PowerSchool, 883 in ATS, and the FTE is TBD. 206 students were discharged and 124 students are pre-registered incoming freshmen in ATS. The enrollment goal is 250 students for 9th grade. There are 157 verified applicants, 19 completed registrations and 54 in progress.

There was a virtual tour on July 21 from 1-2pm. 87 people were in attendance. Ms. Gomez will be hosting in-person registration help sessions on July 23 and July 26. There will be outdoor appointments in designated time slots. There is a possibility of bilingual radio ads. Online marketing efforts continue.

9. FINANCE

Ms. Fernandez provided the May financial update. The total revenue is \$16,012,678. Total expenses are \$14,082,230. The excess is \$1,930,448. The per pupil funding has been received. Ms. Fernandez reported that all paperwork has been submitted for the PPE Loan Forgiveness. The end term audit has been finalized with a Board call set up for Monday.

Ms. Eagen stated that the Board is considering renting the space next door for \$16,000 a month on a concurrent lease. The renovations will cost about \$3,000,000. Construction would likely not begin until the winter when prices are lower. Ms. Eagen estimates that the gym cost would equal about ten or eleven additional students. The attractiveness of having

that space could potentially encourage enrollment. Mr. Bashir said that it would be a great opportunity for our students. Ms. Putz asked for a motion.

- Mr. Witherspoon made a motion to approve pursuing a lease from the landlord to rent the space adjacent to the school to renovate it for sports opportunities. Mr. Rivera seconded. All were in favor.

10. HUMAN RESOURCES

Ms. Manion reported that instructional contracts were sent to staff on June 18. Non-instructional rate of pay letters were sent to staff on June 25. All deadlines were met.

Ms. Manion presented a proposed policy for remote work for non-instructional staff. Ms. Eagen and the Board discussed the policy. Ms. Eagen stated that she and Ms. Manion would make adjustments based on feedback for next month's Board meeting.

Ms. Eagen expressed appreciation for Mr. Bashir on the Board's behalf for his exceptional work as an Interim Acting Head of School throughout the 2020-21 school year. She stated that the Board would like to make a resolution to remove "Interim Acting" from his title.

- Mr. Rivera made a motion to remove "Interim Acting" from Mr. Bashir's title and to welcome him as our Head of School. Mr. Witherspoon seconded the motion. All were in favor.

11. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that WCHS submitted Spring STAR testing data to SED on June 23 as part of SED's new local assessment plan reporting. It was due June 30. Following last month's board meeting, WCHS' SED liaison, Paula Orlando, completed the second part of the check-in visit. She observed two in-person classrooms, one ELL classroom and one Math classroom. The school's SSEC submission (formerly VADIR) was submitted on July 19. It was due July 26. One instance of harassment was reported. There were no other serious incidents. The Annual Report is due August 1. Progress Towards Goals and financial documents are due in October and November, respectively. Viacom was not able to provide a graduation speaker but is open to partnering in the future. Ms. Putz complimented WCHS staff for putting together a wonderful graduation ceremony. Ms. Manion is vetting a space usage inquiry. Ms. Eagen added that Board development is in progress. The Board has several prospects in mind and will get together to discuss.

12. ADJOURNMENT

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

13. EXECUTIVE SESSION