



**MINUTES**  
**Board of Trustees Meeting**  
**May 17, 2022**

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

**PRESENT**

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

**GUESTS**

Jahi Bashir, Head of School  
Mary Kenny, Minutes Transcriber

Val Jacobson, Head of Operations  
Over 32 Virtual Participants

**1. WELCOME**

Ms. Putz welcomed everyone and said that Mr. Rivera will be hosting the meeting.

**2. APPROVAL OF APRIL 12, 2022 BOARD MINUTES**

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

**3. ACADEMICS**

Mr. Bashir reported that Regents Review has started for all classes leading to Regents examinations. Progress Reports were distributed to students on May 20. Parent/teacher conferences will be held on May 24 and 25. STAR Testing will take place from May 25 through May 27. Graduation is on June 28. Summer School planning has started and staffing is almost complete. Counselors have been reviewing grades. Teacher Appreciation Week took place and everyone enjoyed the events. WCHS has begun a partnership with Wellfare, a community program offering healthy food options for food insecure households in New York City.

**4. SENIOR DATA**

Mr. Bashir reported that 186/211 students are on track to graduate. Seven still need Regents to graduate. 22/52 fifth year students are working towards graduation.

**5. COLLEGE AND CAREER UPDATE**

Mr. Bashir reported that the weekly newsletter continues to go out and CCR classes are being held. A Senior NHS College Mentee program was created to assist juniors with the college application process. Colleges and universities are continuing to visit WCHS. Juniors attended a college fair on April 25 at St. Francis College. Students will be visiting Pace later in May. The College and Career office celebrated National College Decision Day on May 4 with raffles, games, music, and light refreshments. 138 students have applied to CUNY, 82 have applied to SUNY and/or Privates. 147 students have been accepted into one or more colleges so far. 129 students have made their postsecondary decisions. The CCR Team continues to meet with juniors and student acceptances are continuing to be celebrated on social media.

**6. OPERATIONS**

Ms. Jacobson reported that operations staff are:

- Distributing 2 at-home COVID-19 test kits per week to each student until further notice;
- Issuing and mailing Trimester 3 Progress Reports on May 20 and creating Parent-Teacher Conference Schedules for May 24 (4-7pm) & 5/25 (2-4pm) virtual conferences;
- Conducting Reviews of Operations Staff, including E-Portfolios, Goals, Evaluation and Self-Evaluation Rubrics in TeachBoost?
- Continuing to collaborate with Counseling, SNAS, ENL, and LOTE Departments to prepare June Regents Exam orders, proctor training, schedules, rooms, testing accommodations, Mock Regents copies, and Regents Review session room assignments for June 1 and June 15-June 23 Regents Exams;

- Conducting ongoing outreach and student registration for 2022-23;
- Collaborating with Instructional leadership and Finance for FY23 budget process and benefits renewal process;
- Conducting interviews for HR Manager, Security Officer, Data Coordinator, and vacancies;
- Assisting in BSA process for gym expansion at 188 Varet Street;
- Awaiting final reimbursement amounts for E-Rate 2019, 2020, and 2021 following approval; and,
- Preparing for NYSED Board of Regents Authorizer visit on June 10, 2022.

## **7. LAPTOP & WIFI INVENTORY**

Ms. Jacobson reported that 966/1,276 laptops are loaned to students. 60 are reported lost and 49 are broken. 132/250 wifi hotspots have been distributed to students.

## **8. CDC COVID UPDATES**

Ms. Jacobson reported that Kings' County level of transmission is medium with positive cases rapidly increasing as of May 12. Everyone is encouraged to continue wearing masks at all times and follow all COVID safety protocols. Ms. Jacobson then reviewed data throughout the city, including vaccine rates and Omicron variant rates.

## **9. FACILITIES/SAFETY**

Mr. James reported that floor waxing is being rescheduled for the weekend of May 21 and 22. The work will be conducted to redo previous work that went unfinished. A preventative maintenance schedule is being prepared for the building. Facilities is accepting new proposals for the upcoming school year's cleaning service. Mr. James recommends adding a maintenance handyman to the service agreement for 2022-23. The staff lounge also received a makeover and stairwells A and C were painted.

Mr. James reported that there was one verbal incident and two physical altercations. There were no EMS visits to the school. NYPD conducted one routine check. NYPD Safety checks were conducted periodically on Bushwick Ave and White Street during dismissal. The FDNY visited on May 12 and conducted their bi-annual building inspection with no violations issued. Bag checks were conducted throughout the month with no findings resulting in any disciplinary action.

Mr. Morales asked the Board to meet with the architects to approve the final drawings of the facade. He said that he has filed with the Department of Buildings who gave an objection. This started the Board of Standards and Appeals process. Mr. Morales explained that the BSA application has lots of parts, the engineers have done an environment report. He will apply for the bond with Build NYC in July and then the architects will start soliciting bids for construction. Mr. Duwaik asked Mr. Morales to put everything in writing and present this to the Board. Ms. Fernandez also asked to meet with him.

## **10. ENROLLMENT AND RECRUITMENT**

Ms. Jacobson reported that enrollment in PowerSchool and ATS is 966. The FTE is 950.815. The last invoice for the year was accepted. Ms. Jacobson compared enrollment from last year. Outreach efforts continue through print, digital and online marketing.

## **11. FINANCE**

Ms. Fernandez reported that as of March 31 the total revenue is \$13,914,099. Total expenses are \$13,560,833. The excess of revenue over expenses is \$353,266. The total surplus for the year is \$447,053. The Board reviewed assets and liabilities. The interim audit testing is scheduled for May 23. This year, a federal single audit is required for all Title funding sources including ESSER, CRRSA-ESSER2 and ARP ESSER.

## **12. HUMAN RESOURCES**

Ms. Manion reported that Regents Review addendums went out last week. Intent to Return letters will be distributed to teachers the week of June 1. The HR team is meeting with the school's current benefits coordinator to review options for 2022-23 benefits plans. More information regarding contracts will be released soon.

## **13. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion presented information about Open Meetings Law Provision 103-a, which goes into effect June 9 and expires on July 1, 2024. The law allows public bodies to "use videoconferencing to conduct its meeting pursuant to the requirements of

this article provided that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend.” Ms. Manion asked for a motion to approve the WCHS Open Meetings Law Provision 103-a Resolution allowing the use of OML Provision 103-a in order to allow the use of videoconferencing flexibilities.

The resolution states:

- WCHS Trustees who are remote will be identified in the meeting minutes and be heard/seen/identified.
- Meeting notice will include that videoconferencing will be available, and will detail where the public can view and/or participate and where require documents and records will be posted/available.
- WCHS will record and post Board of Trustees meeting within five business days on website and make it available for a minimum of five years. Meetings will be transcribed upon request.
- Members of the public will be able to participate via videoconference and participate the same as if they were in person.
- WCHS will utilize videoconferencing technology that will allow access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act and corresponding guidelines.
- WCHS will define “extraordinary circumstances” as disability, illness, medical reason, caregiving responsibilities, and/or travel relating to themselves or a family member, or any other significant or unexpected factor or event which precludes the trustee’s physical attendance.
- Mr. Duwaik made a motion to approve the resolution which will allow us to use the Open Meeting Law. Ms. Gaffney seconded. All were in favor.

Ms. Manion stated that the NYS CSO will be visiting in-person on June 10 from 8am-5pm. This is WCHS’ first in-person visit since school renewal. Pre-visit collection documents were submitted on May 6. The Board of Regents approved for Emergency Action at its May meeting a temporary expansion of the existing process to appeal to graduate with a lower score on a Regents Examination. The purpose of this expansion is to provide flexibility to students taking Regents Examinations in the 2021-22 and 2022-23 school years in meeting assessment requirements for a diploma. Ms. Jacobson, Ms. Fernandez, and Ms. Manion worked with CSBM to complete revisions to ARP-Homeless Children and Youth Grant. This was approved on May 11. The Class of 2022 graduation speaker will be Taiquan Coleman, Class of 2014. He’s currently a Director Of Constituent Services for the New York City Council. He graduated from the University at Albany, SUNY where he studied American History, and is a current graduate student at The New School studying Public and Urban Policy.

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

Ms. McFadden stated that the next PLC meeting will be on May 26. All are encouraged to attend. A representative from the Marcy Lab, an alternative college that prepares students for careers in software engineering, will be presenting. A representative from the Animation Project, an organization which gives students opportunities to learn animation and 3D, will be speaking as well.

#### **13. MOTION TO ADJOURN**

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