



MINUTES

Board of Trustees Meeting

July 26, 2022

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

PRESENT

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

GUESTS

Jahi Bashir, Head of School
Mary Kenny, Minutes Transcriber
Ellen Eagen, School Counsel

Val Jacobson, Head of Operations
Over 16 Virtual Participants

EXCUSED: Ahmad Duwaik, Trustee

1. WELCOME

Ms. Putz welcomed everyone.

2. ACADEMICS

Ms. Jacobson reported on behalf of Mr. Bashir. Summer school is running from July 7 through August 3. There were 157 students with 264 course registrations in Session 1, 190 students with 337 course registrations in Session 2, and there are 217 students with 446 course registrations in Session 3, which starts July 27. Sessions 1 and 2 were in-person and Session 3 will be remote. The last day of summer school is August 3. The master schedule is 94% complete. Grades 10-12 students will be loaded by Friday, July 29. Grade 9 students will be loaded in the first week of August. Professional development planning, instructional adjustments, and media center renovation plans are in progress. Future items to discuss include the NWEA Map Test, use of metal detectors, a proposed update to the teacher start time (7:45am), renaming of the media center, and WCHS Remote Option planning. Ms. Jacobson reviewed important dates coming up. School will start on August 29. 187/210 seniors graduated in June (89%). There were 118 Regents Diplomas and 41 Advanced Regents Diplomas. 9/49 5th year seniors graduated in June. There are 3-15 possible August graduates. 245 seniors are currently enrolled in the Class of 2023.

3. OPERATIONS

Ms. Jacobson reviewed the 2022-23 budget draft and a proposal for the CompuPhone phone system. The year to date attendance is 81.9%. Ms. Jacobson reviewed attendance outreach, including: daily calls, emails, texts; weekly letters; grade team meetings; advisory outreach such as daily reminders, raffles/prizes, and wake-up calls; attendance case conferencing and grade team outreach; individual phone calls and outreach meetings; home visit referrals; and summer outreach to long term absent students. She stated there was an attendance increase seen in June across all grades and for the class of 2021+. Ms. Gaffney suggested having monthly attendance awards per grade.

4. COVID UPDATES

Ms. Jacobson reported that community transmission in Kings County is currently High. The percent positive rate in the last seven days is 14.2%. Ms. Jacobson reviewed New York City Department of Health guidance for high alert levels. The 7-day percent positive rate in 11206 is 8.53%. The vaccination rate in 11206 is 61.59%. Omicron is present in 100% of tested cases in NYC. 67% are BA.6 subvariant, 17% are BA.4, 11% are BA2.12.

5. FACILITIES

Mr. Morales reviewed facade options for 188 Varet Street. The Board and leadership agreed that the third facade option in green would be best. He stated that the BSA approval process is ongoing and that a public hearing would be scheduled. The hearing will be held remotely and will need to be posted in three newspapers. Mr. Morales stated that WCHS now understands that a nonmaterial revision request should have been submitted to NYSED earlier into this process. He and Ms.



Manion are putting a package together for submission to the state. The request will be ready in September. Mr. Morales added that the project has the support of Council Member Jennifer Gutierrez. The school will plan to host a virtual open house of the space in the fall. Mr. Morales also stated that bonds financing will probably begin in November.

6. APPROVAL OF JUNE 21 BOARD MINUTES

- Mr. Rivera made a motion to approve the Board Minutes pending school counsel review. Ms. Rivera-Putz seconded. Ms. Gaffney abstained.

7. BUDGET DRAFT 2022-23

Discussion regarding the third budget draft occurred. Ms. Eagen stated that the budget submission to the state is not due until November and that the school could benefit from that time to review the budget. Ms. Manion asked Ms. Jacobson which aspects of the budget she needs approval of. Ms. Jacobson proposed approval of a 5% salary increase for non-instructional staff members. Ms. Rivera-Putz stated that additional discussion with co-treasurers would be needed prior to making additional decisions about salary increases. Jeremy Kronenberg, theater teacher, asked about the decision making process behind the cost of living increases. The Board provided insight and Ms. Eagen proposed lump sum bonuses for teachers. Ms. Eagen introduced Joyce Leung-Lee, the school's new HR Manager, and stated that she would be working on addressing some of these concerns.

8. COMPPHONE PHONE SYSTEM

- Mr. Rivera made a motion to approve the purchase of the CompPhone phone system. Ms. Gaffney seconded. All were in favor.

9. FINANCE

Ms. Fernandez reported that as of May 31, 2022 the total revenue is \$17,049,373. Total expenses are \$16,700,459. The excess of revenue over expenses is \$348,915. The estimated surplus for the year is \$447,053. The Board reviewed assets and liabilities. Ms. Fernandez attended an audit committee meeting to determine how WCHS is advancing in the interim audit. The auditor reviewed all books and files. There were no findings as of March 2022, however, he has some suggestions moving forward. He will conduct additional testings for April, May, and June.

10. HUMAN RESOURCES

Ms. Jacobson thanked Ms. Eagen for introducing Ms. Leung Lee. Ms. Jacobson stated that the personnel handbook revisions are in process. All-staff professional development and new hire orientation planning is ongoing. Contract issuance and renewals are in process. The Human Resources Department will be focusing on staff recruitment.

11. ACCOUNTABILITY

Ms. Manion stated that OML COVID provisions were extended until mid August, which allowed for this remote meeting to take place. She presented the 2022-23 Board Election Slate:

- Lourdes Rivera-Putz - Board Chair
- Samuel Rivera - Vice Chair
- Ahmad Duwaik - Co-Treasurer
- John Witherspoon - Co-Treasurer
- Kathy Gaffney - Secretary

Ms. Manion requested approval of the 2022-23 election slate.

- Ms. Gaffney made a motion to accept the election slate. Mr. Rivers seconded. All were in favor.

Board elections and self evaluations occurred. All officers were elected to the same positions. Ms. Manion stated that the SSEEC report was submitted on July 25. The annual report is due August 1. The State Budget Reporting Survey was submitted for July 1 and the Title I application is due August 31. Ms. Manion reiterated what Mr. Morales said earlier and



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stated that the school would have to submit a nonmaterial revision request for the purchase of 188 Varet Street. The Grants Gateway Document Vault was updated and she is working to update the school's SAM.gov account but is having trouble. HERO films is currently shooting "Yaniv" at the school. They agreed to donate \$7,500 for the use of space that will be donated to the class of 2023 scholarship funds.

12. ADJOURNMENT

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

13. EXECUTIVE SESSION