



MINUTES

Board of Trustees Meeting

October 25, 2022

The meeting was held on Google Meets

PRESENT

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

EXCUSED: Ahmad Duwaik, Trustee; Kathleen Gaffney, Trustee

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF BOARD MINUTES

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

3. ACADEMICS

Mr. Bashir presented. Students attended a field trip to Washington DC where they toured Howard University and visited the African American Museum. Students will be attending a trip to Six Flags soon. The WCHS sports teams are off to a strong start, the Boys Soccer, Boys Basketball, and Girls Volleyball teams are undefeated and the Boys Football team is 3-1. Hispanic Heritage Month is being celebrated via a community dinner and student performances. Upcoming student supports include domestic violence awareness and drug awareness.

Teachers are receiving instructional coaching via coaching cycles and small group coaching. Teachers will receive formal observations (one announced with observation and debrief) and two will be unannounced. Staff will be receiving DEI training via Courageous Conversations and Future Leader Incubators. Mr. Bashir is in the process of scheduling trainings. Credit recovery will begin on November 1 and will take place during zero period, period 9, and evening high school.

Math and literacy schedules are being scheduled based on STAR test scores. The Response to Intervention Guide has been revised and final edits are almost complete. Several efforts to improve teacher morale are ongoing, including a hard reset for administrators, faculty/staff, and students. Daily meetings are available with administrators to address any issues that may arise. More uniforms have been ordered and the issue will be addressed in advisory. Progress Reports were distributed on October 21 and Parent/Teacher Conferences are scheduled for October 25-26. The SAT/PSAT took place on October 12. Thirty Regents Appeals were submitted to the state. There are currently 239 seniors. 136 are on track to graduate in June and 79 are on track to graduate in August. 106 students are in credit recovery. All students are participating in Naviance for college and career readiness.

4. OPERATIONS

The Operations Department has collaborated with the College and Career Readiness (CCR) and Special Needs and Academic Services (SNAS) to administer 392 PSATS and 153 SATs for a total of 545 students tested. They have also created student WCHS locker assignments, locker locks and policies for distribution by advisors and issued progress reports to students and mailed them to families. The Operations team has also created schedules and communications for the virtual parent teacher conferences on October 25 and 26. Recruitment is ongoing for IT Student Data Systems Coordinator, Recruitment Coordinator, Safety Officers, and Safety Manager. The following teacher vacancies are being covered: 1 Science, 1 Health, 1 PE, 1 Social Studies, 3 SNAS, and 0.2 ENL. 1 soft lockdown drill and 2 fire drills will take place prior to December 31.

Ms. Jacobson asked for Board approval to contract with JC Protection to solve the immediate need of filling safety officer vacancies and to cover daily absences.

- Mr. Rivera made a motion to approve the bid with JC Protection. Mr. Witherspoon seconded. All were in favor.

5. LAPTOP AND WIFI INVENTORY

Ms. Jacobson reported that 950 of 1,142 laptops are loaned to students. There are 28 laptops broken or in need of repair. 152 of 250 wifi hotspots have been distributed.

6. COVID-19

NYC.gov data shows decreasing city-wide COVID positivity and hospital rates. Kings County is stable but zip code 11206 rates are on the rise. The Board reviewed vaccination rates across the city and variant concerns.

7. FACILITIES

Mr. Morales provided an update on the new gym. The project was presented to the Community Board Land Use Committee and it was unanimously approved. The Community Board then formally approved it. Soon the school will hear back from the Board of Standards and Appeals. The engineers are working on an environmental review of the site. Mr. Morales will apply for the bond before November 22.

Mr. James reported that the building has been converted to heat. Preparations for the winter have been made. Salt is available and the snow blower batteries have been charged. The building's fire command station phone lines are being upgraded. All exit door alarms have been inspected and repairs were made. A secondary door entry buzzer was installed at the main door to add an additional layer of security when entering the building.

8. SAFETY

Mr. James reported that there were two physical altercations on property. There were no EMS, DOH, or ECB visits to the school. FDNY visited on October 11 to address a past alarm condition. Bag checks occurred throughout the month with no major findings. Three Safety Officer positions are available. One person is on sick leave until December 2022. There has been one resignation and one termination of a new hire.

9. ENROLLMENT/RECRUITMENT

Ms. Jacobson reported that enrollment is 982 in PowerSchool and 985 in ATS. The estimated FTE is 930.775. Students are continuing to enroll as families complete the registration process. Recruitment is ongoing. Email blasts, radio ads and online marketing continue to reach various audiences.

10. FINANCE

Ms. Fernandez reported that the total collected revenue is \$3,033,755 and the total expenses are \$2,980,678. The excess of revenue over expenses is \$53,077. The Board stated that they met with the auditors today. The report showed no major findings. Pending items are being worked on and a final draft will be submitted.

Ms. Manion asked for a motion to formally approve the 2022-23 budget that was tentatively approved over the summer.

- Mr. Witherspoon made a motion to approve the 2022-23 budget. Mr. Rivera seconded the motion. All were in favor.

11. HUMAN RESOURCES

Ms. Leung-Lee welcomed new hires and asked the Board to review the salary audit proposals. Discussion occurred. The Board agreed to revisit the issue.

Ms. Leung-Lee spoke of the need for a Human Resources Generalist position. The Board discussed whether this position was in the organizational chart and if the line was included in the budget. The Board agreed to discuss further in Executive Session.

12. ACCOUNTABILITY/DEVELOPMENT

Ms. Manion reported that the NYC Executive Order 242 allowed for the continuation of remote Board meetings. She welcomed Marcenia Johnson and Sabrina Philson, two previous Board members interested in re-joining the Board. The Board reviewed Ms. Johnson's credentials and Ms. Manion asked for a motion to approve.

- Mr. Witherspoon motioned on behalf of the Williamsburg Charter High School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the

application in its entirety, has voted to select Marcenia Johnson as a member to its Board of Trustees, with a term expiring on October 2025, pending approval by NYSED. The resolution approving Marcenia Johnson is adopted upon NYSED's approval. Mr. Rivera seconded. All were in favor.

The Annual Report Progress Towards Goals and Finance submission is due November 1. The BEDS IMF is due November 14. Giving Tuesday will take place on November 29. Ms. Jacobson, Mr. Bashir, and Ms. Manion will meet with the New York City Charter Center on December 8 to learn more about local electeds.

13. PARENT LEADERSHIP COUNCIL

Ms. Pinks introduced the new PLC President, Seleste Burns, who spoke about the upcoming PLC Meeting with special guest presenter Brooklyn Educational Opportunity Center. She encourages all to attend on October 27 at 6pm.

14. EXECUTIVE SESSION

- Mr. Witherspoon made a motion to close. Mr. Rivera seconded. All were in favor.