



**MINUTES**  
**Board of Trustees Meeting**  
**July 18, 2023**

**The meeting was held via Google Meets.**

**PRESENT**

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

**GUESTS**

Jahi Bashir, Head of School  
Valerie Jacobson, Head of Operations  
Katie Manion, Minutes Transcriber  
Jeremy Kronenberg, Staff Advisor  
Over 33 Virtual Participants

**EXCUSED**

Sabrina Philson, Trustee

**1. WELCOME**

Ms. Putz welcomed everyone to the meeting.

**2. APPROVAL OF MAY BOARD MINUTES**

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

**3. ACADEMICS**

Mr. Bashir stated that Brooklyn Charter School (BCS) students are in the building and participating in their summer school program. 202 students are enrolled in the WCHS summer credit recovery program. 34 students are participating in sports camps. Offerings include softball/baseball, soccer, dance, track and field, volleyball/weight training, flag football, and yoga. Freshman Summer Bridge will take place from August 16-18. Grade level orientations have been scheduled. Summer Regents Review in sessions for Algebra and Global History will be scheduled the week before the August Regents. SY 2024 planning is ongoing. In the school improvement plan, teachers requested additional ENL support, so Mr. Bashir has added one additional ENL teacher line to the budget. Literacy focuses include vocabulary instruction, formulaic writing, and guided/close reading. WCHS is moving towards Common Assessments. Midterms and final exams will mirror a Regents exam in terms of structure and rigor. Staff will receive professional development in August. Mr. Bashir is also reviewing room and space utilization.

Parent Town Hall meetings will take place on August 1 and August 24. Back to school night will be held on October 5. Other important dates include:

- August 8: Department Leaders Return;
- August 14: New Staff Orientation;
- August 15: Faculty/Staff Return;
- August 16-17: Regents Exams;
- August 18: WCHS Family Event;
- August 21: Faculty/Staff Professional Development; and,
- August 28: First Day of School for Students.

192/231 seniors graduated in June including 3 5th year seniors and 2 early graduates. 15 students have the potential to graduate in August.

Mr. Bashir stated that a metal detector survey was circulated to faculty/staff, students, and parents. There were 124 responses, 59 from parents, 37 from faculty/staff, and 28 from students. Of those responses, 84% would like WCHS to continue utilizing metal detectors if procedures can be put in place to speed up the process. A plan is being developed to improve the metal detector scanning process.

#### **4. HUMAN RESOURCES**

Ms. Manion requested approval to delegate the finalization of 2023-2024 salary structure to a subcommittee consisting of the Head of School, Head of Operations, School Counsel, Finance Manager, and Board Member(s). This will allow the salary audit team additional time to assess and verify data needed to inform budgetary decisions. Ms. Putz stated that Mr. Rivera and Ms. Philson could be available for the subcommittee if approved.

- Mr. Witherspoon made a motion to delegate the finalization of the 2023-2024 salary structure to a subcommittee consisting of the Head of School, Head of Operations, School Counsel, Finance Manager, and Board Member(s). Ms. Johnson approved. All were in favor.

#### **4. OPERATIONS**

Ms. Jacobson stated that the NYC DOE made revisions to their school calendar that they had just released. Ms. Jacobson compared the WCHS calendar to the NYC DOE calendar and there is just one change. The DOE added the Monday after Good Friday as a holiday to their calendar. Ms. Johnson is requesting to add that to the WCHS calendar to provide consistency for families who may have students in multiple schools. WCHS would still be in line with the required number of days.

- Mr. Witherspoon made a motion to add an additional day off, Monday, April 1, 2024, to be in line with the NYC DOE calendar. Mr. Rivera seconded. All were in favor.

Ms. Jacobson discussed WCHS' outdated camera system and the need for updated technology. The existing camera system is over 10 years old and contains multiple systems from multiple vendors, limited access, and recording capabilities.

She presented three bids for a new camera system from Main Micro (\$77,648), GHA (\$189,973), and Pioneer Business Systems (\$110,000), and three bids for camera installation from Pioneer Business Systems (\$8,300), Main Micro (\$72,250), and Cube Builders Group NY (\$30,000). Ms. Jacobson is recommending Main Micro for the purchase of the new camera system and Pioneer Business Groups for installation. The costs would be covered by WCHS' capital budget. Ms. Jacobson, Mr. Witherspoon, and Mr. Crews, Technology Manager, discussed their reasoning for the recommendations, including staffing, cost, and services. Ms. Putz questioned why the cost of installation would have been so high with Main Micro and Mr. Crews explained that their installation team is outsourced, which is why the cost is much more affordable with Pioneer Business Groups. Additional discussion occurred.

- Mr. Witherspoon made a motion to approve the purchase of a new camera system with Main Micro and the installation with Pioneer Business Groups. Mr. Rivera seconded. All were in favor.

Ms. Jacobson met with Mr. Witherspoon to review three website development proposals from Educational Networks (\$4,200/year with \$300/year maintenance fee), AmericanEagle.com (\$65,000 one-time fee, \$150/hr copy editing, \$1,785 monthly maintenance), and Xposure LLC (\$7,500 one-time fee, \$400 monthly maintenance).

- Mr. Witherspoon made a motion to move forward with selecting Educational Networks for \$4,200/year with \$300/year maintenance fee pending school counsel's review of the contract. Ms. Johnson seconded. All were in favor.

Ms. Jacobson and Mr. James reached out to 6-8 cleaning companies and three responded with quotes: Executive Cleaning Services (\$25,500), Sentry Maintenance (\$26,640), and Diamond Power (\$22,975). Ms. Jacobson and Mr. James are

recommending Executive Services due to their extensive experience with charter schools, and variety of services. If approved, Executive Cleaning Services would start August 1.

- Mr. Witherspoon made a motion to proceed with Executive Cleaning Services beginning August 1. Ms. Johnson seconded. All were in favor.

## **6. FACILITIES**

Mr. James reported that there were no Department of Health, Environmental Control Board, or Fire Department of New York visits to the school for the month. One compressor unit and two control boards for air conditioners were replaced. New tiles were installed in the cafeteria.

## **7. GYM UPDATE**

Mr. Morales reported that Mr. Bashir and Ms. Jacobson presented at a hearing with the Board of Standards and Appeals (BSA) on July 11. The BSA had no objections to the school's permit; however, the Department of Environmental Protection had a late request to do air quality testing in the school. The Board cannot grant WCHS a permit until they receive the DEP report. The BSA has scheduled WCHS for a next hearing on September 18 or 19. Architectural drawings and logistics are still moving forward.

## **8. ENROLLMENT AND RECRUITMENT**

Ms. Jacobson reported that enrollment is 716 in both Powerschool and ATS. The FTE is 926.425. The Board reviewed a summary of each cohort's enrollment. WCHS received 538 applications for the 2023-24 school year. Currently 105 applications have been completed and verified, 38 are in progress, and an additional 122 seats were offered. Online and social media ads are running across channels. The Recruitment Coordinator met with a Google Ads specialist on July 12. In-person registration sessions will be held from 9am-1pm on Tuesdays, Wednesdays, and Thursdays from July 18-August 10. WCHS will be featured in the Daily News Back to School Special. WCHS will also be in three Brooklyn family ads from August-October.

## **9. FINANCE**

Ms. Fernandez reported that the total collected revenue for the period is \$18,062,569. The total expenses are \$17,861,453. The total excess of revenue over expenses is \$201,116. The Board reviewed the finance report showing total assets and total liabilities. Ms. Fernandez said the interim general audit and 403b audit are in progress.

## **10. STAFF ADVISOR TO THE BOARD**

Mr. Kronenberg stated that he would like to create and circulate a culture and climate survey to teachers and staff. He created an artifact document with running information for the Board of Trustees and suggested that the school organize a Board/staff meet and greet event to promote community. Mr. Kronenberg would like to develop an efficient means of collecting information from staff for the Board. He also would like to streamline communication systems.

## **11. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion provided a summer reporting update. The School Safety and Educational Climate (SSEC) survey report is due on July 24. Ms. Manion thanked Rodney Guzman, WCHS Dean of Students, for his assistance completing the report. The WCHS Annual Report is due on August 1. Ms. Manion circulated Disclosure of Financial Interest forms to the Board via DropboxSign. The WCHS renewal application is due on August 15. Anyone who would like to submit a letter of support is welcome. The WCHS Title I application is due on August 31, CSBM is completing. WCHS has recently been interviewed by AMNY, the Economist, and Chalkbeat. GROW, WCHS' anti-gun violence coalition, would like to host an anti-gun violence event in October with other local charter schools.

## **12. ADJOURNMENT**

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