



MINUTES
Board of Trustees Meeting
October 25, 2023

The meeting was held in person at 198 Varet Street, Brooklyn, NY at 6:00 pm

PRESENT

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

GUESTS

Jahi Bashir, Head of School
Valerie Jacobson, Head of Operations
Mary Kenny, Minutes Transcriber
Jeremy Kronenberg, Staff Advisor
Additional staff in-person and online

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF SEPTEMBER BOARD MINUTES

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

3. ACADEMICS

Mr. Bashir provided a brief update about STAR, PSAT, and SAT testing. Students are excited about the homecoming pep rally, dance, and supporting WCHS' athletic teams. Classes with teacher vacancies are being covered by WCHS staff. Instructional staff are working on standards, curriculum, pacing guides, and teaching materials. The Teacher of the Month for October is Ryland Frost and the Staff Person of the Month is Carlyle James.

WCHS is preparing for the upcoming site visit. A checklist was created. Mr. Bashir, Ms. Jacobson, and Ms. Pink met with a representative from the New York Charter School Association to prepare and receive recommendations. The school deployed a student letter writing campaign and will be hosting student assemblies to inform the community about the visit. Mock walkthroughs are planned and there will be time for staff to attend chat and chews with administration. There will also be time to discuss particulars during the November 7 professional development.

Ms. Holford reviewed in more detail how teachers will prepare, including: updating bulletin boards, lesson planning, creating word walls, and deploying instructional strategies and learning walks with feedback. A mock audit showed areas of bright spots and areas of growth. Mr. Kronenberg complimented the new translation earbuds for ELL students. Ms. Eagen reminded leadership that renewal visits focus on the whole charter term, not just what is happening right now. She suggested that administration schedule time with the liaison before the visit to review enrollment, vacancies, and the budget. Ms. Eagen also suggested that technology be checked prior to the visit.

Ms. Holford stated that Formal Observations - Round 1 have been announced. Danielson training is available after school for teachers, so far 8 teachers have participated. Teachers are analyzing student work in professional learning communities, they are currently conducting mid term analysis and department SMART goals. CANVAS Lunch 'n' Learn sessions are available for teachers. 17 teachers are participating, 6 of whom are new.

Mr. Bashir reviewed upcoming dates and events. Staff professional development will be held on election day, November 7. Trimester 1 finals will take place between November 28-30. Veterans Day will be observed on Friday, November 10. There will be no school. Thanksgiving break will take place November 22-24. Mr. Bashir reported that there are 203 seniors.

4. OPERATIONS

Ms. Jacobson has prepared the FY2024 budget and marketing proposals; created and disseminated information for teachers and parents to participate in virtual parent teacher conferences on October 24 from 4-7pm and October 25 from 2-4pm; and, generated and distributed Trimester 1 Progress Reports on October 12. Ms. Jacobson is collaborating with Academy Leaders, Accountability Manager, Parent Coordinator, and SNAS Coordinator to prepare faculty, staff, and the facility for the renewal site visit on November 8 and 9. Recruitment is ongoing or Data Systems Coordinator, Safety Officers, and Safety Manager. Ms. Jacobson stated that teacher vacancies and leave replacements are being covered.

5. FACILITIES

Mr. James stated that heating units are functioning properly. ConEdison is preparing to work on the school's electric feed from the street to the interior of the building. They will also be sealing all open spaces that leak water during heavy rainfall. No violations from FDNY, ECB, DOB, or DOH have been reported for the month. One heating unit control board and service was conducted for the 8th floor hallway and room 407 units 7-3 and 5-6. Some air conditioning units will need to be replaced for summer 2024.

6. RECRUITMENT AND ENROLLMENT

Ms. Jacobson reported that in June, Powerschool/ATS enrollment was 908 with an FTE of 922.90. As of October, Powerschool/ATS enrollment is 775 and the FTE is 770.551. She explained that lower enrollment is due to lower enrollment in schools citywide, additional charter schools in Bushwick with similar offerings, feeder middle school closures, feeder middle school grade expansions, the incident on February 8, family relocations, and teacher vacancies. WCHS currently has 78 SchoolMint applications and if all matriculate, enrollment will be 848. Additional recruitment efforts will continue, including social media ads, radio announcements, in-person events, and weekly email blasts.

7. GYM UPDATE

Mr. Morales stated that the architect has four contractors viewing the area. They are preparing bids for the Board's approval. Afterwards, the school will start the financing process and begin construction.

8. FINANCE

As of August 31, 2023 total collected revenue is \$3,247,413. The total expenses are \$3,060,151. The excess of revenue over expenses is \$187,261. The Board reviewed the breakdown of assets and liabilities. The budget will be submitted as part of the Annual Report and the independent audit has to be approved. The Board discussed meeting this week to review and finalize the budget and Ms. Eagen will seek advice from CSBM on using the contingency line.

9. HUMAN RESOURCES

Ms. Manion asked for approval of HR Manager candidate Jerry Kloss. He has interviewed with a number of people at the school. Ms. Eagen added that there was a second qualified candidate who would be a good fit, James Fantau, if needed, and suggested that the Board approve his hiring in the event that Mr. Kloss did not accept the position.

- Mr. Rivera made a motion to approve the recommendation of candidate Jerry Kloss for HR Manager. Mr. Witherspoon seconded. All were in favor.
- Ms. Johnson made a motion to approve the second candidate, James Fantau for HR Manager. Mr. Witherspoon seconded the motion. All were in favor.

Ms. Manion said the salary audit corrections were still in process.

10. STAFF ADVISOR TO THE BOARD

Mr. Kronenberg reported that he continues to be available for any questions for the Board from staff. He showed pictures from the recent school trip to Broadway and shouted out staff members and departments, including, Ryland Frost, Carlyle James, the ENL, SNAS, Intervention and Literacy Department, and the Instructional Coaches for their work improving ENL strategies and technology.

11. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that Benchmark 1 for the school's renewal application was submitted on October 3. Next steps include submission of a nonmaterial revision to the Code of Conduct, submission of supplementary info and materials, and the school site visit on November 8 and 9 with the NYSED CSO. The WCHS Title I parent meeting will be held in

the fall. Additional items for the annual report are due on November 1, including the school's progress towards goals, fiscal audit, and budget. The Economist's short film featuring WCHS should be released in the coming weeks. Giving Tuesday fundraising is on the horizon.

12. PARENT LEADERSHIP COUNCIL

Ms. Pink and Ms. Bowens invited everyone to the next PLC meeting on October 26. The meeting will have a guest speaker from the NYC Children's Family Assessment Program. Ms. Pink introduced the newest members of the PLC: Denise Turner, Lucia Martinez Jimenez, and Kaneesha Hodge. Ms. Johnson stated that she enjoyed the last meeting and found it very informative for families.

13. ADJOURNMENT

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

14. EXECUTIVE SESSION