



**MINUTES**  
**Board of Trustees Meeting**  
**August 29, 2023**

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

**PRESENT**

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

**GUESTS**

Jahi Bashir, Head of School  
Valerie Jacobson, Head of Operations  
Mary Kenny, Minutes Transcriber  
Over 35 Virtual Participants

**EXCUSED:** Marcenia Johnson, Trustee

**1. WELCOME**

Ms. Putz welcomed everyone to the meeting and wished everyone an amazing start to the new school year.

**2. APPROVAL OF APRIL BOARD MINUTES**

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

**3. ACADEMICS**

Mr. Bashir reported on summer events including Community Day, Freshman Bridge/Orientation and Parent Town Hall Meetings. Back to School Night will take place on September 26. Scheduling for teachers and students is ongoing and leadership is working to fill vacancies. The academic team is working to prepare high-leverage instruction for the school year and is focusing on school efficiency, social emotional and parent engagement.

Senior Class Data

The 2023 graduation rate is 87.6%, which includes 13 August graduates.

**4. SAFETY UPDATE**

Ms. Jacobson reported that metal detectors continue to be in use and student bag checks continue. The NYPD has maintained a presence before school, during dismissal, and along the White Street corridor. WCHS has 10 safety officers and three additional (and more as needed) are requested from JC security each day to cover safety officer absences. Students continue to be dismissed by floor. Two safety officers are assigned to the first floor each day. Ms. Jacobson showed results of a recent metal detector survey: 83.9% are in favor and 16.1% are not. An additional metal detector survey will be administered in the fall.

Ms. Jacobson presented capital budget items for review, including proposed furniture, equipment, and leasehold improvement items. Ms. Jacobson did not request approval at this time. WCHS' current internet provider may be going out of business. The school is currently on a month-to-month plan. WCHS was approved by E-rate for \$84K at a 90% discount for internet service with the vendor for July 1, 2023 - June 30, 2024. The school's E-rate consultant advised WCHS to switch vendors through June 30, 2024. E-rate will file the proper forms to switch.

**5. OPERATIONS**

Ms. Jacobson reported that there is an HR Manager vacancy and would like to contract with LHH for executive search services. WCHS has already successfully contracted with them for temporary resume screening services and there will be

no cost unless one of their candidates is hired. This is already included in the budget under consulting fees. The Board decided to review candidates first and then decide.

## **6. FACILITIES**

Mr. James reported that there was an FDNY inspection with no violations. A heating/cooling system on the third floor needs replacing. An ECB hearing is scheduled for September 7 regarding a violation.

## **7. RECRUITMENT AND ENROLLMENT**

Ms. Jacobson stated that enrollment is 839 in PowerSchool and 809 in ATS. The ATS enrollment only includes pre-registered students. The FTE is estimated at 926. Students continue to enroll. The Board reviewed data by cohort. Open houses will now include virtual tours. The lottery is scheduled for April 2, 2024.

WCHS' recent recruitment efforts include attendance at neighborhood block parties, school fests, high school fairs and the Family and Youth Fair Support Pop Up. WCHS will be increasing its online and social media presence.

## **8. FINANCE**

Kathy Fernandez reported. She stated that this report is a draft as of June 30 and the final report will be presented following the audit. Revenue is \$19,726,723 and expenses are \$20,251,151. There is a deficiency of \$524,428. Ms. Fernandez said that the school is still expecting revenue from the Title and ESSR/ARP grants. The general audit and 403b audits are in progress.

## **9. HUMAN RESOURCES**

Ms. Manion provided an update on the salary audit and contracts. Instructional staff received hard copies of their contracts on August 15. Staff with salary or title inquiries have been asked to complete a staff concern form. KM and EKE are investigating individual cases and will determine whether salary is correct via parameters created by administration. Adjustments will be made in the coming weeks and instructional staff who receive amended salaries will receive updated agreements and back pay dated from the start of the contract period (August 16). Non-instructional staff will receive updated rate of pay agreements following approval of the percentage increase.

## **10. STAFF ADVISOR**

Mr. Kronenberg stated that he and Ms. Eagen meet weekly to discuss staff concerns. He believes staff's current concerns focus around salaries and safety. He will continue to share victories and school wide successes.

## **11. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion reported that the SSEC report was submitted on July 29. She thanked Mr. Guzman for his help. The WCHS annual report was submitted on August 1. Next steps include submission of progress towards goals, the audit, and 2023-24 budget on November 1. The WCHS renewal application was submitted on August 15. Benchmark 1 is due October 3. Nonmaterial revisions and supplementary information and materials will be submitted soon. The WCHS title funding applications will be submitted on August 31. The Economist is interested in filming at the school the first week of September. They would like to feature the school's community response to the events on February 8. The Brooklyn Paper is interested in featuring Ms. Helliger's Back to School GoFundMe. Fall GROW planning with other charter schools is ongoing.

## **12. PARENT LEADERSHIP COUNCIL**

Ms. Pink stated that Monique Bowens will continue as PLC President and that an election for other positions will be held soon. The next PLC meeting will be on September 28 at 6pm and all Board members are invited to attend virtually. Ms. Pink stated that the back to school field day was a huge success and showed photos of community members participating.

## **13. ADJOURNMENT**

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

## **14. EXECUTIVE SESSION**