



**MINUTES**  
**Board of Trustees Annual Meeting**  
**June 20, 2023**

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

**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  
Over 33 Virtual Participants

**1. WELCOME**

Ms. Putz welcomed everyone to the meeting.

**2. APPROVAL OF MAY BOARD MINUTES**

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

**3. ACADEMICS**

Mr. Bashir stated that Regents testing and credit recovery (APEX) are happening now. Summer school programming, including summer school credit recovery and summer sports camp, is in place and ready to start in July. 2023-24 school year planning includes implementation of the school improvement plan, reviewing academic programming, as well as making updates to intervention, literacy, discipline, and special education. Mr. Bashir will also be making Community Covenant updates and reviewing room and space utilization.

End of year student celebrations, including the athletic banquet and senior awards, took place last week. \$17,500 was awarded in student scholarships. Mr. Bashir provided an athletics recap for the year. The Boys Soccer team made it to the championship in the fall and spring. The Boys Volleyball team made it to the playoffs. The Girls Volleyball team won the championship in the fall and lost the championship in the spring. The Girls Basketball team made it to the playoffs for the first time in 11 years. The Boys and Girls Track team earned second place in the Five Borough City Championship. The Flag Football team made it to the playoffs during both seasons and the Boys Baseball and Basketball teams made it to the semi-finals.

The NYPD Options Program was a success at the school and will return next year. A number of students attended a Youth Leadership Council at Gracie Mansion to discuss school safety along with Detective Claudine Smith and Officer Roberto Polafargue.

Senior Data

175/231 seniors are on-track for June graduation. 2 5th year seniors are also eligible for June graduation. 8 students are enrolled in APEX and 7 students need a Regents to graduate.

**4. OPERATIONS**

Ms. Jacobson is in the process of issuing Trimester 3 grade verifications, report cards, and various mailings and overseeing end of year close-out tasks for teachers, staff, and students. She is planning for SY 2023-24 and summer school and is overseeing the preparation of rooms, permits, supplies, and schedules. Reviews are being scheduled for

operations staff. The June Regents are being administered. Ms. Jacobson oversaw the completion of staff training, schedules, and testing accommodations. Student recruitment is ongoing. Instructional leadership, operations leadership, and finance are collaborating on the FY24 budget and hiring for the next school year.

#### Revision of 2023-2024 School Year Calendar

Ms. Jacobson stated that the NYC DOE made updates to the school year. She would like to amend the WCHS calendar to match the DOE calendar to assist families who have siblings in other schools. The changes would include: no school on November 22 and March 29, and moving Spring Break to the week of April 22-30. The Board asked if this would impact the total required days of instruction and Ms. Jacobson said it would not.

- Mr. Witherspoon made a motion to amend the 2023-2024 school calendar. Mr. Rivera seconded. All were in favor.

### **5. WEBSITE DEVELOPMENT**

Mr. Bashir will circle back to the Board with updated information on website bids and feedback from Mr. Witherspoon and the Technology Manager, Paul Crews.

### **6. FACILITIES**

Mr. James reported that there were no FDNY, DOH, or ECB visits to the school for the month. The building's roof generator and fire command station are fully functional with the exception of the Verizon 2-way elevator connection. Verizon is currently making repairs. One condenser fan motor for AC unit 1-4 (serves room 127) and one fan motor for AC unit 4-3 (serves room 424) need replacement. All other packaged HVAC units are reported functional. A ductless mini AC unit used in the IT room also requires replacing. Attempts to repair the ductless mini AC were made; however due to wear and tear, it cannot be fixed.

### **7. GYM UPDATE**

Ms. Manion stated that there were no updates from Mr. Morales for this month's meeting.

### **8. ENROLLMENT AND RECRUITMENT**

Ms. Jacobson reported that enrollment is 908 in both Powerschool and ATS. The FTE is 926.425. The Board reviewed a summary of each cohort's enrollment. WCHS received 509 applications for the 2023-24 school year. Currently 93 applications have been completed and verified, 54 are in progress, and an additional 103 seats were offered. 2 families attended an open house on June 10. Online and social media ads are running across channels. WCHS will be featured in the June 18 Daily News email blast and the Brooklyn Family Magazine Graduation Special.

### **9. FINANCE**

Ms. Fernandez reported that the total collected revenue for the period is \$16,332,429. The total expenses are \$16,318,588. The total excess of revenue over expenses is \$13,840. Ms. Fernandez expects to end the period with an estimated surplus of \$447,053. 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. HUMAN RESOURCES**

Ms. Manion reported that intent to renew letters have been distributed to staff. 65/75 letters have been returned from teachers: 62 indicated they would return, 0 said they would not be returning, and 3 stated they were not sure. Open enrollment is running from June 12 through June 23. The salary structure for the 2023-24 school year is still being finalized and more information will be provided soon. A special board meeting may need to be scheduled in order to approve the salary structure. Mr. Kronenberg and the Board discussed the timing of open enrollment given the 2023-24 salary structure has not been released. Mr. Rivera and Ms. Putz agreed that this is an issue that can be improved upon in the future.

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

Ms. Manion introduced Mr. Kronenberg and said this would be his first meeting serving as Staff Advisor to the Board. Ms. Putz welcomed Mr. Kronenberg and he thanked everyone for their support. He mentioned several initiatives that he would like to implement. He plans on creating a running document with monthly updates for the Board and a Google Form for staff to share triumphs, questions and concerns, ideas, actions, and initiatives with leadership and

administration. He is also interested in sending out a climate survey to assist with planning for the 2023-24 school year. The Board thanked Mr. Kronenberg.

## **12. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion stated that it was the annual board meeting and that the board would be voting on board positions for the 2023-24 school year, reviewing the board calendar, and completing board evaluations.

Ms. Manion presented the 2023-24 board election slate:

- Lourdes Rivera-Putz, Board Chair
- Samuel Rivera, Vice-Chair
- John Witherspoon, Treasurer
- Sabrina Philson, Secretary
- Marcenia Johnson, Trustee

After reviewing the election slate, the Board completed their self-evaluations and voted via a Google Form provided in the chat.

- Lourdes Rivera Putz was elected Board Chair. Samuel Rivera was elected Vice-Chair. John Witherspoon was elected Treasurer. Sabrina Philson was elected Secretary. Marcenia Johnson will continue as a trustee.

Ms. Manion presented the 2023-24 board calendar. All meetings will be the third Tuesday of the month at 5:30pm unless otherwise noted.

- Tuesday, July 18, 2023
- Tuesday, August 22, 2023\*
- Tuesday, September 19, 2023
- Tuesday, October 17, 2023
- Tuesday, November 21, 2023
- Tuesday, December 19, 2023
- Tuesday, January 16, 2024
- Tuesday, February 27, 2024\*
- Tuesday, March 19, 2024
- Tuesday, April 16, 2024
- Tuesday, May 21, 2024
- Tuesday, June 18, 2024

The first part of the WCHS renewal application is due on August 15. The application is not available yet. Ms. Manion solicited letters of support from staff. WCHS will be featured in Chalkbeat Magazine and potentially in an Economist documentary in the fall. Brooklyn Charter School (K-5 school) will be utilizing WCHS space for summer school from July 5-August 4. 80 students will be participating in the program. BCS will be providing the school with a donation.

## **13. PARENT LEADERSHIP COUNCIL**

Ms. Bowen reported that the last PLC meeting of the school year will occur on June 22. Speakers from the Brooklyn Educational Opportunity Center and NYC Civic Engagement Commission will be present. Both organizations offer a wide variety of programs that would benefit our families.

Ms. Pink shared photos from the WCHS dress and suit giveaway for students, staff and parents and a video recapping the year's "glows".

## **14. ADJOURNMENT**

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