



**MINUTES**  
**Board of Trustees Meeting**  
**March 18, 2025**

**PRESENT**

Lourdes Putz, Chair  
Sabrina Philson, Trustee  
Marcenia Johnson, Trustee  
John Witherspoon, Trustee  
David Medina, Trustee

**GUESTS**

Valerie Jacobson, Head of School  
Mary Kenny, Minutes Transcriber  
Ellen Eagen, Legal  
Additional Staff (27)

**1. WELCOME**

Ms. Putz thanked everyone for coming and called the meeting to order at 5:35pm.

**2. ACCOUNTABILITY AND DEVELOPMENT AND APPROVAL OF FEBRUARY BOARD MINUTES**

Ms. Manion reported. She formally memorialized that at the February 26, 2025 board meeting, the Williamsburg Charter High School (WCHS) Board of Trustees approved the following:

1. Effective March 15, all WCHS employees, who have been employed prior to March 1, will receive a 3% salary increase on their base salary. This is not a prorated increase.
2. WCHS will pilot a new Care Time policy, which will allow staff to be paid out for up to five accrued Care Days at their full salary rate by August 15, 2025. Staff can still opt to carry over up to three care days, combine options, or utilize all Care Days. The success of the pilot will be evaluated over the summer.

Ms. Manion confirmed that Mr. Medina's board application has been accepted by the New York State Education Department. The Board will resume having board calls bi-weekly beginning March 31. The WCHS lottery will take place on April 2 at 6pm. Ms. Manion invited trustees to attend. She also requested approval of the February Board minutes.

- Mr. Witherspoon made a motion to approve the February Board Minutes pending counsel review. Ms. Philson seconded. Mr. Medina Abstained. All others were in favor.

The NYSED Check-In Visit is tentatively scheduled for the afternoon of Thursday, May 8. The Civil Rights Data Collection is now due April 7, 2025.

**3. ACADEMICS**

Ms. Jacobson discussed upcoming important dates:

- March 4: Faculty Yearbook Photos;
- March 5: Spring Sports Media Day;
- March 10-11: Final Exams;
- March 11: Spring Regents Review Begins;
- March 12: PSAT (Grade 10) SAT (Grade 11) Trips/Remote Asynchronous (Grade 9 and 12);
- March 13-14: Final Exams/Make-ups;
- March 14: End of Trimester 2 and Pi Day Celebration;
- March 17: Trimester 3 Begins;
- March 18: Trimester 2 Grades Due by 8am and Credit Recovery Group 4 Begins;
- March 19: Trimester 2 Grade Verifications Due by 12pm and Virtual 25-26 Electives Selection Assembly in Advisory;
- March 21: Trimester 2 Report Cards Released to students;

- March 25: In-Person 25-26 Electives Fair during lunch periods;
- March 26: Virtual 25-26 PowerSchool Electives Selection Tutorial Assembly in Advisory and Annual Rally Against Violence with NYAGV;
- March 27: Virtual Parents Association Meeting at 6pm; and,
- March 28: School Closed - Eid al-Fitr.

Ms. Jacobson proposed a draft 2025-26 calendar that mirrors the NYC DOE calendar:

- School Closed: June 30-July 4 (except for Facilities); Non-Instructional staff get 6 additional floating vacation days to be used by August 15, 2025; Instructional staff get 6 vacation days on the following Fridays (July 11, July 18, July 25, August 1, August 8, and August 15);
- Summer School: July 14 - August 6, 8am-3pm, Monday-Thursday;
- Teachers Return for Professional Development: Monday, August 18, 2025;
- August Regents Exams: Tuesday, August 19 and Wednesday August 20;
- Freshman Bridge Program: TBD;
- First Day of School: Wednesday, August 26, 2025;
- Last Day of School/Rating Day: Friday, June 26, 2026;
- August PD Needs: Restorative Practices Advisory Circles, Danielson Rubric for Teachers, The WCHS Advisor Role, Co-teaching, Curriculum and Lesson Planning, DASA, Mandated Reporter, PLCs and Data Dive.

After discussion and questions from the Staff Liaison, the Board decided to hold a special meeting to review and approve the calendar.

Upcoming instructional programs include a Student Council-led travel program with EF Educational tours that would take place during Spring Break 2026 or Summer 2026/2027. A survey will be sent out soon to gauge interest among staff and students. The Student Council is also leading the American Cross Blood Drive in May 2025. WCHS has been invited to attend the NY Liberty Sports Career Day and Panel at the Barclays Center on May 29.

Ms. Jacobson discussed Intervisitation feedback. By June 2025, classrooms should show student-centered learning skill mastery. Short-term benchmarks include: three points of instructional observation and feedback (coach, instructional supervisor and department leader); tailored adult learning sessions; data-driven PLCs; more student feedback, self-assessment, strategic student groupings, student-centered activities, student co-creation of anchor charts, learning spaces; more real-world connections (math), project-based learning (entrepreneurship), cross-curricular opportunities (social studies, ELA), PDs for next year (interdepartmental and PBL, curricular planning time in August). The March 27 Lunch 'N Learn focused on student discourse and questioning and discussion techniques. There will be a follow-up with a series of curriculum, instruction, and assessment professional developments in March.

The February Teacher of the Month is Dr. Collins and the Staff of the Month is Ms. Pratt. Ms. Jacobson offered congratulations to both.

The Board viewed a Pi Day video created by students and congratulated all involved.

#### **4. SENIOR DATA**

Ms. Jacobson said that there are no changes to report until grades for T2 and credit recovery are finalized. She highlighted recent college acceptances.

#### **5. OPERATIONS**

Ms. provided an Operations update. She is planning Spring Regents Review and creating Proctoring Schedules, trainings, exam orders, supplies, scantrons, accommodation rooms, and room assignments with Data, SNAS, and Counseling Department for the June Regents Exams. Trimester 3 schedules, Trimester 2 grade verifications and report cards have been issued. The DOE Teacher survey was administered on March 12, the DOE Student and Parent Surveys continue through April 4. Ms. Jacobson is leading the Scheduling Team to prepare the 2025-26 Master Schedule and Student Course Selection screens. The Course Selection Fair will take place on March 25 and selections will be made in Advisory on March 26. Per Pupil Invoice #6 will be submitted on March 25. A soft lockdown drill will take place this week, which will total 11 for 2024-25. There will be one drill in May. Non-instructional staff evaluations and

E-portfolios continue in TeachBoost February through May. 17 sections are covered internally. Recruitment continues for one science teacher/coach, two PE teachers, and one SNAS vacancy. WCHS continues to pilot the “No Cell Phone Zone” pilot through Trimester 3 which has been encouraged by Governor Hochul’s proposal for a statewide ban. Ms. Jacobson continues to review the 2025-26 budget with Finance and the Board Committee.

## **6. PARENT LEADERSHIP COUNCIL**

Ms. Pink reported. The next PLC meeting will be held on March 27 at 6pm. Presenters include the Art Academy of Cincinnati College of Art & Design and ImmSchools. ImmSchools will present post-secondary options for immigrant students. Ms. Pink will hold a raffle and Ms. Jacobson will present school news.

## **7. FACILITIES**

Mr. James updated the Board. There were no visits from the FDNY, ECB, or DOB. The Department of Health visited the school and reported one issue with an electrical outlet that serviced a kitchen heating unit. The outlet was repaired. Both elevators and all heating units are in working order. A proposal was submitted to replace two air conditioning units for Room 518 and Room 430. At this time the cooling systems in both rooms are not in working order. Cement work repairs are being scheduled for the school’s sidewalk. At this time, no scheduled work has been submitted by ownership for the building’s exterior wall facade.

## **8. SAFETY**

Mr. Edmond gave a report. Morning entry and dismissal procedures continue to be a success. The Smith Detection bag machine was serviced on February 4. There were three EMS Visits. One was a non transport, two were a transport. NYPD continues to provide coverage for morning arrival and dismissal on Bushwick Avenue and White Street. Mr. Edmond continues to attend weekly online meetings with the 90 Precinct Commanding Officer and YCO.

## **9. RECRUITMENT AND ENROLLMENT**

Ms. Gomez reported. There are 663 students in PowerSchool. Seven new students have enrolled since last month. There are 238 applications for the April lottery. The most recent Open House had twelve families in attendance. There will be a performing arts tour on March 22. Ms. Gomez hosted 30 8th graders from Hyde Leadership Middle School earlier in the day. WCHS will attend a charter school fair at Bedford Stuyvesant New Beginnings High School on March 29. The WCHS student canvasser program starts March 19. Marketing in-progress includes the NY Post Charter School Special and Vanguard Postcards.

## **10. FINANCE**

Ms. Fernandez reported. As of January 31, 2025 the total collected revenue is \$9,531,230. The total expenses are \$9,443,293. The total of revenue over expenses is \$87,937. Next month the school will see a deficit, but this was projected in the budget. WCHS has not used any money from the reserve, but moving forward, the school will start dipping into it. Ms. Fernandez also noted that finance has started the 403b audit. She then reviewed the details of assets and liabilities.

## **11. HUMAN RESOURCES**

Mr. Kloss reported. There was one new Operations hire in February. There were zero separations. One instructional employee is currently on leave. HR continues to recruit for Physical Education, SPED, and Safety positions. Mr. Kloss and Ms. Offei chose GoCo for a new HRIS based on its enhanced recruiting and onboarding ability, ease of use, employee experience, and integration with ADP. HR completed its audit of all current employee files, worked with Finance on the Care Day pilot program, worked with Facilities to switch to in-house cleaning staff, and worked with Sam to transition the Operations annual review process to HR in the coming school year. Mr. Kloss met with the school’s benefits broker, Brown and Brown, for an initial 2025-26 benefits discussion. He also received a new workers compensation quote from ADP and is waiting on an additional quote from Gallagher.

## **12. STAFF LIAISON**

Mr. Kronenberg reported. He thanked Ms. Philson for attending the BHM Gala and providing ideas for a Visual Arts fundraiser. Mr. Kronenberg also congratulated Mr. Dilworth and all staff members who contributed to the school’s successful Pi Day event. The school recently participated in and hosted a number of recent events for middle schoolers and potential students. WCHS will host Melody, Motion, and Mud, an event featuring several of WCHS’ arts

programs, a middle school visit, and a middle school tour. Mr. Kronenberg suggested the school hire a Development/Alumni/Events Coordinator. Upcoming events include Duo Murder Mystery Comedies, Met Opera field trip, Addams Family musical, Hell's Kitchen trip, AMDA Master Class, and a Broadway Performer Master Class.

### **13. MOTION TO CLOSE**

Mr. Witherspoon made a Motion to Close. Ms. Johnson seconded. All were in favor.