



MINUTES
Board of Trustees Meeting
November 28, 2023

The meeting was held via Google Meets videoconference.

PRESENT

Samuel Rivera, Trustee
Sabrina Philson, Trustee
John Witherspoon, Trustee

GUESTS

Valerie Jacobson, Acting Head of School
Mary Kenny, Minutes Transcriber
Ellen Eagen, School Counsel
Additional staff online

ABSENT: Lourdes Putz, Chair; Marcenia Johnson, Trustee

1. WELCOME

Mr. Rivera welcomed everyone to the meeting. He announced that Ms. Jacobson would be serving as Interim Head of School.

2. APPROVAL OF OCTOBER BOARD MINUTES

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

3. ACADEMICS

Ms. Jacobson presented upcoming important dates. Regents Review sessions began on November 13. Trimester 1 exams are taking place November 28-30. End of Trimester 1, final exam make-ups, and Trimester 2 schedule distribution will occur on December 1. Trimester 2 begins on December 4. Parent report card pickup will take place on December 12 from 5-7pm.

Other upcoming events include:

- College and Trade Fair - November 15;
- Pre-Thanksgiving Dinner - November 20, 4-7pm;
- Thanksgiving Holiday (no school) - November 22-24;
- Parent Leadership Council Flea Market - November 28, 10am-3pm;
- Parent Leadership Council Family Potluck - November 30, 5-8pm;
- Faculty/Staff Holiday Party - December 8; and,
- Senior Sleepover - December 15.

The October Teacher of the Month was Lee Burchett. The October Staff of the Month was Renee de Lyon.

Mr. Giscombe provided an instructional update. Round 1 announced formal observations are taking place. 40 teacher observations have been completed to date. 75% of teachers are scoring a 2.8% or higher, which is within the Effective range (2.8-3.4). In November, teachers received professional development on restorative practices, literacy strategies, RTI, remote class setup, and AED and CPR. On November 16, 14 teachers, 5 of whom are new teachers, participated in a MasteryConnect Lunch 'n' Learn session. The next Lunch 'n' Learn will feature co-teaching strategies. Danielson after school professional development continues to take place weekly on Mondays.

Mr. Giscombe discussed STAR testing results. Literacy classes are in place for grade 9 and 10 students who are 3 or more grade levels behind. Teachers are providing in-class support based on STAR skill reports. Teachers will receive professional development on STAR testing soon. The Board reviewed STAR Testing results on Math and English literacy by grade.

Ms. Jacobson stated that WCHS had its NYSED Renewal Site Visit on November 8 and 9. It consisted of classroom

observations, student, teacher, special populations, leadership, and board focus groups. The public hearing was held on November 8. Speakers included current and former staff, students, and parents. Next, WCHS will receive a NYSED Site Visit Report and NYSED will make its recommendation to the Board of Regents. WCHS is hoping for a five-year renewal. Ms. Philson thanked the community for their support and hard work.

4. SENIOR DATA

Ms. Martin updated the Board on senior class data. There are currently 203 seniors, 102 of whom are on track for graduation. All students are equipped with June graduation plans. Plans include current classes, credit recovery, APEX courses, and night school with partner organization, YABC. 8 students have completed Advanced Regents Diploma requirements. 86 students meet Regents Diploma requirements. 48 students will be eligible for Advanced Regents Diplomas following the January Regents. 121 students have completed Regents testing requirements and may meet diploma requirements after completing a special appeal. So far, there are 21 SUNY applicants, 33 CUNY applicants, and 19 private applicants. College Q&As take place during 6th and 7th period lunch. Thursday virtual parent workshops are available for parents. There will also be a FAFSA Parent Workshop on January 11 and 13.

5. OPERATIONS

Ms. Jacobson has prepared exam orders for the January Regents exams, Spring NYSESLAT and NYSITELL. She is collaborating with Data, Counselors, and Academy Leaders to prepare Regents Exam rosters and tailored Regents Review plans based on past exam scores and Item Analysis Reports. 8 emergency readiness drills were conducted ahead of the December 1 deadline. 4 more are scheduled before June 24, 2024. Recruitment and coverage for teacher vacancies and leave replacements, Safety Manager, and Safety Officers is ongoing. Ms. Jacobson has collaborated with Recruitment Coordinator, PLC, Accountability Manager, and Board Committee to create a student recruitment marketing timeline and task list. There are currently 1,505 laptops in stock. 1,003 are loaned to students. 170 laptops have been reported as lost and 310 are broken. The Board reviewed proposals for a new internet service, as WCHS' current provider may be going out of business. The Board decided to vote on the proposal for Skywire at \$1,999 per month for one year and then move to Verizon using E-rate.

- Mr. Witherspoon made a motion to move forward with Skywire Internet Service Network for \$1,999 per month. Ms. Philson seconded. All were in favor.

6. FACILITIES

Ms. Manion presented on behalf of Mr. James. The school's heating and air conditioning repairs and replacement costs will depend on the unit. Most of the units have reached their 15 year life expectancy. Repair and replacement costs include:

- \$11,000 heating and cooling unit;
- \$1,200 condenser motor;
- \$874 blower motor; and,
- \$625 control switch.

An FDNY inspector visited the school on November 8 for a building re-inspection and found no defects or violations. All previous violations were cleared. A Department of Health inspector visited the school's kitchen. No defects or violations were issued. Con Edison will complete the installation of LED low voltage energy saving light fixtures by December 9.

7. ENROLLMENT & RECRUITMENT

Ms. Jacobson reported that enrollment is 775 in Powerschool and ATS. The FTE is 775.801. A number of recruitment initiatives are ongoing, including: advertising via bus route ads, cinema screen ads, radio ads, social media ads, and print and online ads; in-person events with community organizations; in-person high school airs at local middle schools; in-person open houses; in-person school tours for middle schools; weekly email blasts; mailings to local middle school counselors; mailings to NYC DOE mailing list; seeking proposals for online lead generation services; and seeking proposals for marketing/branding/reputation management services. 57 student registrations are in-process, 25 are waitlisted.

8. FINANCE

Ms. Fernandez reported that as of September 30, 2023 the total collected revenue was \$4,872,405. Total expenses for the period was \$4,655,422. The total excess of revenue over expenses was \$216,913. The Board reviewed the breakdown of assets and liabilities.

9. HUMAN RESOURCES

Ms. Manion welcomed WCHS' new HR Manager, Mr. Jerry Kloss. He introduced himself to the Board. Ms. Manion reported that instructional salary corrections will be entered by the next payroll.

10. STAFF ADVISOR

Ms. Manion announced that Mr. Kronenberg is currently out on leave; however, he is still accessible via email.

11. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion discussed the WCHS renewal application. A nonmaterial revision to the school's Code of Conduct has been submitted to NYSED. Letters of support from students, faculty, staff, alumni, and community members were also sent to the school's liaison. The NYSED CSO Site Visit took place on November 8 and 9. The visit consisted of art, math, social studies, science, ENL, ELA ICT, and Spanish classroom visits and teacher, leadership, student, and board focus groups. The renewal hearing took place on November 8, a recording is available for anyone interested in viewing. Ms. Manion thanked all attendees and speakers. Next renewal application steps include research and rectification of any fingerprinting issues and submission of the FDNY inspection certificate.

The WCHS annual report progress towards goals, audit, and budget were submitted on November 1. WCHS also submitted factual corrections to the school's Midterm Site Visit report regarding board quorum and fingerprinting for review. The school's CSPR Title IV Data Collection Survey was submitted. The Title I Supplement Not Supplant Survey and Comparability Reports have been approved. The school's BED IMF report was submitted on November 17.

The Economist short film WCHS participated in has been released. \$505 has been raised so far for WCHS' Giving Tuesday scholarship fundraiser. WCHS will host a toy and clothing drive in December in support of migrant families. Media have been invited to Mr. Revello's Pre-Thanksgiving Dinner and Ms. Pink and the PLC's Flea Market and Holiday Potluck.

12. PARENT LEADERSHIP COUNCIL

Ms. Manion reported that Ms. Pink held the PLC Flea Market Resource Fair earlier in the day and it was a big success. The next event will be the PLC Potluck dinner on November 30 at 6pm. There will be music, food, and prizes. The guest speaker will be New York City Department of Health and Mental Hygiene First Deputy Commissioner and Chief Equity Officer, Dr. Torrian Easterling. Dr. Easerling will be presenting information about the Young Doctors Project. All are welcome.

13. ADJOURNMENT

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