



**MINUTES**  
**Board of Trustees Meeting**  
**October 23, 2024**

**PRESENT**

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

**GUESTS**

Valerie Jacobson, Acting Head of School  
Mary Kenny, Minutes Transcriber  
Ellen Eagen, Legal  
Additional Staff (28)

**EXCUSED** Samuel Rivera, Trustee

**1. WELCOME**

Ms. Putz welcomed everyone and called the meeting to order at 5:30 PM.

**2. APPROVAL OF SEPTEMBER BOARD MINUTES**

- Ms. Philson made a motion to approve the September Board Minutes pending counsel review. Ms. Johnson seconded. All were in favor.

**3. ACADEMICS**

Ms. Jacobson presented a list of upcoming events:

- School Closed- Rosh Hashanah: October 3 and 4
- Midterm Exams: October 8-11
- Hispanic Heritage Celebration & Performance: October 9
- School Closed- Indigenous People's Day/Italian Heritage Day: October 14
- Senior Assembly with Senator Salazar: October 15
- Credit Recovery Group 1 Start Date: October 15
  - 78 students are enrolled in 132 classes
- PSAT 8/9 (Grade 9) & PSAT/NMSQT (Grade 11) and Advisory Trips/Remote Asynchronous Instruction (Grades 10 and 12): October 16
- Progress Reports Released: October 18
- Parent-Teacher Conferences: October 23 and 24
- Virtual PLC Meeting: October 30
- NHS Halloween Festivities: October 31
- School Closed for Diwali: November 1
- Regents Review Begins: November 11

Ms. Jacobson also provided updates on school partnerships. The Youth Leadership Council with NYPD will begin October 30. New Yorkers Against Gun Violence returns in November. Ms. Jacobson showed highlights from the school's visit with Senator Salazar and the New Yorkers Against Violence Benefit Dinner in which Shante Martin and the school were honored.

Instructional learning walks were conducted with the instructional coach to triangulate data and provide feedback and support to teachers on PIPs. 21 teachers attended a Lunch 'n' Learn on October 22. Staff worked on student centered practices. The November Lunch 'n' Learn will focus on literacy across contents. December will focus on differentiation and ENL and SPED strategies. Informal observations for English, Math, Social Studies, and Science departments are complete. Staff received feedback from these. ENL staff will attend a professional development on November 17 on differentiation as part of the school's partnership with the Collaborative for Inclusive Education.

#### **4. PARENT LEADERSHIP**

Ms. Pink presented. The WCHS Flea Market will take place on October 25. The following community partners and vendors will be in attendance: representatives from Senator Julia Salazar's Office, M&S Bakery, U.S. Army, Brooklyn Educational Center (BEOC), Community Counseling & Mediation (CCM), Greenpoint YMCA, WICK Against Violence, St. Nicks Alliance, Bridge Street, Health First, Woodhull Hospital, US. Navy, NYC Civic Engagement Commission, Youth Services Coordination, The Hope Program, Bard Micro College, US Air Force, DIASPORA, Emerald Grey Designs & Ties, Rise Project, Miracle Stylz Hair & Beauty Product. The next PLC meeting will be held on October 30. A representative from the NY Civics Engagement Commission and Community Counseling and Mediation will present.

#### **5. OPERATIONS**

Ms. Jacobson and operations staff have created proctoring schedules, trainings, rosters, room assignments, and Rock the Regents Prep for January Regents Exams and have generated, printed, and distributed Trimester 1 Progress Reports to students and parents. Operations staff have also created programs, schedules, agendas, and auto-calls for Parent Teacher Conferences. Vacancies are being covered internally for 21 sections. Recruitment for one Spanish Teacher, one SPED teacher, one Science Teacher/Coach, and one CCR Teacher/Coordinator is ongoing. The school has conducted 9 emergency readiness drills, including two soft lockdown and 7 evacuation drills. Staff will receive CPR/AED training on November 5. A WCHS representative attended the NYC Charter Center Cell Phone Policy Panel with guest speaker and author Jonathan Haidt. WCHS plans to continue the "No Cell Phone Zone" pilot through November. The Board discussed how the pilot is going and how phones are being collected/distributed at dismissal. Ms. Jacobson will provide additional survey data regarding the plan to the Board.

#### **6. FACILITIES**

Mr. Morales provided an update about the gym with the understanding that the project may need to be paused due to school enrollment. If the project were to continue, the FDNY would need clarification on an issue and that an agreement would need to be put in place regarding the easement between the two buildings prior to signing an agreement with a contractor. Ms. Eagen reiterated that the Board will be having conversations offline with CSBM about how to move forward and to best support the community due to the school's current financial position. She and Mr. Rivera thanked for Mr. Morales for his work on the project thus far.

Mr. James reported that the school's Local Law 11 facade inspection will be due in 2025. Scaffolding will be placed outside of the school and repairs will be made to the building; however, repairs will not interfere with any school activities. The landlord will manage the scaffolding project and any necessary repairs. The building's heating system has been prepared for winter. The NYC Parks and Sanitation Departments are in the process of installing a new tree in front of the building and will be conducting maintenance to existing trees. The Department of Health visited the school on October 17. No findings or issues were reported.

#### **7. SAFETY**

Mr. Edmond reported that morning entry and dismissal procedures continue to be a success. No weapons have been found, only a hair pic and glass bottles. The school had one visit from the NYPD. The NYPD continues to provide coverage for dismissal on Bushwick Avenue and White Streets. There was one DGA Panic Alarm System test. On October 9 a successful soft lockdown drill was conducted. It took 11 minutes to complete. On October 14 the x-ray bag scanning machine was serviced by Smiths Detection. Mr. Edmond will be attending a roundtable hosted by WBLs/NYCPS at Taino Towers. The topics of anti-bullying, mental health, anti-violence, crime prevention, and conflict resolution will be discussed.

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

Ms. Jacobson reported that the Recruitment Committee is brainstorming ideas to raise enrollment. Current marketing and recruitment efforts continue. Enrollment is 633 in PowerSchool and ATS. The FTE, pending NYC DOE approval, is 658.9. The October billing document was submitted. There are 17 registrations in progress with 106 on the waitlist. The majority of the waitlist consists of students who are in 11th and 12th grades, grades which do not have many available seats. Recent recruitment highlights include canvassing local businesses, food pantries, community centers, community boards, and enrollment centers; presenting at local middle schools and community events; sending out the

Taradel Postcard mailing and email blast; upcoming marketing on iHeart media and SBS Radio (La Mega Spanish streaming); middle school tours; and a recent Open House on October 19 that 3/18 families with RSVPs attended.

## **9. FINANCE**

Ms. Fernandez reported that for the period ending August 31, 2024, the total collected revenue was \$3,265,037. The total expenses are \$2,893,218. The total revenue over expenses is \$371,819. The Board reviewed the breakdown of assets and liabilities. Ms. Fernandez said the general audit is still in progress.

## **10. HUMAN RESOURCES**

Mr. Kloss reported that Human Resources has been addressing employee relations issues relating to benefits, employment verifications, demographic updates, and scheduling. In September three certified instructional staff, one instructional support staff, and two operations staff were hired. There were three instructional separations and one operations separation. Two staff members, one instructional and one instructional support, are currently on leave. The 2024-25 Personnel Handbook was approved for distribution and acknowledgement. HR utilized a professional development session to introduce the handbook, go over some key elements, and introduce additional HR legislation passed this year. Mr. Kloss verified the proper setup of the school's lactation room on the 8th floor. The new 2024-25 lateness policy was rolled out. Mr. Kloss attended a half day benefits workshop in Manhattan to get additional ideas from other companies and HR executives. Recruiting is being done through Indeed and NYC Charter Schools using HR's allotted budget to sponsor job postings for increased attraction.

## **11. STAFF LIAISON**

Mr. Kronenberg summarized recent feedback from the first School Improvement Committee meeting. Staff noticed positive improvements in cell phones, improved school culture, positive celebrations, and student government. Mr. Kronenberg also noticed an improved culture of staff appreciation and culture of learning. The Committee is targeting goals and needs for improved day to day operations and student outcomes. He is hoping that additional tasks can be delegated in subcommittees and hopes that the Board can become further involved in school improvement initiatives.

## **12. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion stated that the Board annual meeting will be held in November along with an in-person meet and greet. The school will conduct Board elections and self-evaluations. The annual report's progress towards goals, budget, and audit are due on November 1. The school has raised \$17,085 thus far in the school year. \$16,900 was raised through two film shoots in August and September and \$185 was from the community fundraiser in the fall. A third film shoot was tentatively scheduled for October but fell through. The same film crew is interested in filming for three to four days between October 29 and November 7. The fundraising committee met on October 16. Three people attended. Ms. Manion encouraged others to join, even if by email. Ms. Manion is considering additional fundraising avenues.

## **13. ADJOURNMENT**

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