



MINUTES
Board of Trustees Meeting
December 19, 2023

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee
Marcenia Johnson, Trustee
John Witherspoon, Trustee

GUESTS

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

ABSENT: Sabrina Philson, Trustee

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF NOVEMBER BOARD MINUTES

- Mr. Witherspoon made a motion to approve the November Board minutes pending counsel review. Mr. Rivera seconded. Two abstained and all others were in favor.

3. ACADEMICS

Ms. Jacobson provided an overview of upcoming events:

- Events on December 20:
 - Holiday Assembly 9:15-10:00 am;
 - Meet & Greet 10:00 am-12:00 pm;
 - Holiday Caroling 12:00-12:40 pm;
 - NHS Holiday Craft Fair 2:00-3:00pm;
- Ugly Sweater Day - December 22;
- December Birthdays Celebration - December 22;
- Winter Recess - December 25- January 1;
- Trimester 2 MidTerm Exams - January 9-11;
- Trimester 2 MidTerm Exam Makeup - January 12;
- Trimester 2 Midterm Grades Due - January 16;
- Trimester 2 Progress Reports - January 19;
- Regents Exams - January 23-26;
- School Closed January 15 - Martin Luther King Day;
- Senator Salazar Visit - January 19;
- Staff PD Day, No Student Attendance - January 29; and,
- Parent-Teacher Conferences January 30 and 31.

55 round one announced formal observations are complete to date. 76% of teachers scored a 2.8 or higher, which is within the Effective range (2.8 – 3.4).

Recent teacher/staff professional development include:

- December 12: December Lunch ‘n’ Learn - differentiation models and engagement Strategies - 24 teachers in attendance;
- Trimester 2 Instructional Coaching: small group coaching & classroom intervisitation: focus on student intellectual engagement;
- December 6: ILit PD - pilot program for literacy/intervention classes;
- December 6: PLCs - looking at student work with a focus on T1 Finals; and,

- Danielson After School PD: weekly on Mondays (Focus on student intellectual engagement & student centeredness in instruction).

There are 273 students on the Trimester 1 honor roll. 96 students are on the honor roll, 86 students are on the High Honor Roll, and 91 are on the Principal's List.

A schoolwide Honor Roll assembly is scheduled for January (in person and virtual). A restorative conversations professional development was held on Wednesday, December 14 with teachers and staff. 42 students attended the senior sleepover. 13 staff members chaperoned. There was a Brooklyn College tour on December 6. SUNY Onondaga visited the school on December 7. 6 applications were submitted. Students received a military information session on December 13. 18/19 students who attended the workshop are interested in pursuing it. SUNY hosted an application workshop on December 14. 40 students attended and initiated or continued their applications. 2 students submitted applications during the workshop.

102/200 seniors are on track to graduate. All students are equipped with a graduation plan. 35 students have applied to SUNY schools; 64 have applied to CUNY schools, and 24 have submitted applications to private schools. 8 students have received acceptances. 11 students are enrolled in the Spring 2024 College Now program.

4. OPERATIONS

Ms. Jacobson issued Trimester 1 Report Cards and conducted the Parent Report Card Pick Up Event on December 12 from 5:00-7:00 pm with various resource tables for families. She collaborated with Data, Counselors and Academy Leaders to create, mail, and distribute January Regents exam letters to students/guardians. Ms. Jacobson also collaborated with SNAS and Ops team to generate Regents Exam room rosters, exam scantron sheets, testing accommodations lists, proctoring schedules and proctoring training. The updated website with Educational Networks is in process. Ms. Jacobson is overseeing recruitment and coverage for teacher vacancies and leave replacements, including for the Safety Manager, and Safety Officers. Ms. Jacobson also collaborated with the Recruitment Coordinator, Parent Leadership Council, Accountability Manager, and Board Committee to create a student recruitment marketing timeline and task list.

TECHNOLOGY INVENTORY

1,202/1,505 laptops are loaned to students. 322 are reported broken. 175 are reported lost. 50 replacement Chromebooks have been ordered along with 10 LG Createboards, 20 Macbooks, and 5 Surfaces.

5. FINANCIAL

Ms. Fernandez reported that the total revenue for the period is \$6,630,793. The total expenses for the period is \$6,344,626. The total excess of revenue over expense is \$286,167. The Board reviewed the breakdown of assets and liabilities.

6. FACILITIES

Mr. James reported that the Con Edison light exchange program is ongoing and should be complete by January. All heating units are in working order. The school sustained no flooding from recent weather events; however, ConEdison did make drainage repairs.

7. RECRUITMENT AND ENROLLMENT

Ms. Jacobson reported that enrollment is 776 in Powerschool and 778 in ATS. The FTE is 774.435. There are 29 registrations in process and 16 more offered. Open houses occur once a month. The lottery will be on April 2, 2024. Recruitment efforts continue.

8. HUMAN RESOURCES

Mr. Kloss reported that he has been going through the Personnel Handbook for compliance. He is in the process of updating and learning all systems. He's met with NYU to establish a relationship for new recruits to the instructional staff. He's also digitizing old files. Ms. Putz welcomed Mr. Kloss to the school.

9. STAFF ADVISOR

Mr. Kronenberg congratulated Ms. Pink on being the Staff of the Month and Mr. Fuller as Teacher of the Month! He said that the school has shown a wonderful sense of community with the Alvin Ailey trip, toy drive, senior sleepover and caroling. He encouraged everyone to reach out to him with any concerns.

10. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported on the salary audit. Instructional staff have received salary updates. Leadership staff will be evaluated soon. Cover letters and updated contracts will be sent out. Next steps include long term measures such as opportunities for bonuses, merit-pay, expanded benefits, tuition reimbursement, and establishing competitive pay scales. Fingerprinting issues noted as part of the renewal process have been researched and identified. WCHS still has to submit the FDNY inspection certificate. Ms. Manion thanked donors to the school's Giving Tuesday scholarship campaign. \$1,035 was raised. Ms. Manion thanked Ms. Eagen for her generous donation. The school will also be hosting a toy and clothing drive in December with Brooklyn Charter School to support migrant families.

11. PARENT LEADERSHIP COUNCIL

Ms. Pink reported that the PLC Flea Market Resource Fair was a success and raised \$402. Vendors sold food, crochet items, jewelry and hosted information booths. The PLC Potluck Dinner included special guest speaker Dr. Easterling who spoke about the Young Doctor Project. Ms. Bowen invited everyone to the next PLC meeting on December 21 with guest speakers from the Fifth Avenue Committee. The Fifth Avenue Committee's mission is to incorporate social, emotional, economic and racial justice in New York communities across the city.

12. ADJOURNMENT

Ms. Putz wished everyone a safe and wonderful holiday.

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