



**MINUTES**  
**Board of Trustees Meeting**  
**April 16, 2024**

**PRESENT**

Marcenia Johnson, Trustee  
Sabrina Philson, Trustee  
John Witherspoon, Trustee

**GUESTS**

Valerie Jacobson, Acting Head of School  
Mary Kenny, Minutes Transcriber  
Ellen Eagen, Legal Counsel  
Additional Staff (20)

**EXCUSED:** Lourdes Putz, Chair; Samuel Rivera, Trustee

**1. WELCOME**

Ms. Philson welcomed everyone and called the meeting to order at 5:54 PM. The agenda was reviewed. Approval of board minutes was moved to Accountability and Development.

**2. ACADEMICS**

Ms. Jacobson reviewed upcoming important dates:

- April 1: School Closed - Easter Holiday
- April 2: Admissions Lottery
- April 5: NYC DOE School Surveys Close
- April 10: School Closed- Eid
- April 16-18: T3 Midterms
- April 18: Poetry Slam for National Poetry Month
- April 19: Make Up Testing Day
- April 22-30: Spring Recess
- May 3: Trimester 3 Progress Reports
- May 7-8: Virtual Parent Teacher Conferences

The March Teacher of the Month is Tiffany Hampton. The March Staff Person of the Month is Allison Witkowski.

Ms. Jacobson reviewed Trimester 2 Honor Roll data. The WCHS Honor Roll consists of 3 categories: Honor Roll (overall average GPA of 85% or higher), High Honor Roll (overall average GPA of 90% or higher), and Principal's List (overall GPA of 95% or higher). The data is as follows:

- Honor Roll (80 total)
  - 9th grade: 21
  - 10th grade: 20
  - 11th grade: 24
  - 12th grade: 15
- High Honor Roll (67 total)
  - 9th grade: 12
  - 10th grade: 22
  - 11th grade: 14
  - 12th grade: 19
- Principal's List (100 total)
  - 9th grade: 8
  - 10th grade: 20
  - 11th grade: 27
  - 12th grade: 45

Ms. Jacobson summarized recent events, including: Trimester 2 Honor Roll celebrations on April 11 and 12, Lottery night on April 2, and the National Poetry Month Poetry Slam on April 18.

Ms. Jacobson reported that round two unannounced observations are in progress. Teachers will receive their final Danielson scores, ratings, and actionable feedback and next steps. Trimester 3 midterms and mock Regents exams in core content areas are in progress. Last round of updated bulletin boards are complete. Teachers and staff have received professional development on Trimester 23 academic data deep dives in their PLCs using the ATLAS protocol. Lunch 'n' Learn session #6 focused on tech tools for student engagement and differentiation. Danielson training occurs after school every Monday. June 6 will be a non-instructional professional development day. There will be a teacher showcase of learning event in the morning.

114/198 seniors are on track for graduation. There are two early graduates. 84 students are off track. 38 off track students could possibly graduate in June with credit recovery and APEX. 9/38 students also need a Regents. 22 off track students could possibly graduate in August. 26 students are very off track and will not be able to graduate in June or August.

College acceptances are delayed because of FAFSA. College decision day is scheduled for May 15. 107 students took the PSAT and 183 students took the SAT.

### **3. OPERATIONS**

Ms. Jacobson is preparing the 2024-25 course catalog and scheduling timeline. 2024-25 student course selection will take place during Advisory beginning May 1. Counselor follow-up will occur during lunch periods May 8-12. Summer school 2024 staffing, planning, and course registration is in progress. FY2025 budget development is ongoing with Finance and HR. The new website photoshoot will take place May 8 by Educational Networks. Operation and staff reviews are taking place and will be stored in TeachBoost. She is collaborating with the College and Career Readiness, SNAS, and instructional teams to prepare June Regents Review and exams, rosters, rooms, schedules, and AP and NYSESLAT testing schedules. The DOE Teacher Survey was administered on February 13. 89% of teachers responded. Student and parent survey administration ends April 19. 16% of parents and 51% of students have responded. The Board discussed incentives to get more parents involved.

### **4. NEW GYM UPDATE**

Mr. Morales said he will have a contract with the contractor for the Board's review within the next week. He stated that the project's attorney and her team switched firms (with a 20% rate decrease). Mr. Morales asked if the Board approval was required. Ms. Eagen advised that it should not be a concern if it is the same attorney. Mr. Morales confirmed. Ms. Putz will sign the approval.

### **5. FACILITIES**

Mr. James reported that an FDNY inspector visited the school on April 28 and issued one violation for the elevator communication system. Corrections are in process. There were no visits in April from the Department of Health, the Department of Buildings, or the Environmental Control Board. Air conditioning units and compressors in rooms 414 and 502 were replaced. The air handling units have reached their 15 year life expectancy throughout the building. There was one water leak in room 532 as a result of heavy rain conditions. The leak was due to an issue with the connecting roof at 210 Varet Street. The building owner was advised and agreed to make the necessary repairs. A spring recess facilities deep cleaning and disinfecting plan is scheduled.

### **6. RECRUITMENT AND ENROLLMENT**

Enrollment is 766 in PowerSchool and ATS. The FTE is 770.755. Ms. Eagen stated that while the school mentioned low enrollment during the renewal visit, the auditor suggested that WCHS ensure this notice is in writing. Ms. Jacobson recounted steps taken, including, social media advertising in-print and online, radio advertising, cinema screen advertising, bus route advertising, in-person events with community organizations, high school fairs at local middle schools, open houses, school tours for middle schools, weekly email blasts, and mailings to local middle school counselors. Brochures and postcards have been updated for the school's NYC DOE mailing list distribution. The Board reviewed upcoming Open House dates. Ms. Jacobson stated that enrollment is trending down 3% across the country and 3.3% in New York since the pandemic began. thanked everyone for their hard work in this endeavor. Ms. Philson suggested including all of the school's enrollment efforts in the notice. Ms. Manion confirmed she had a notice drafted and would include the school's initiatives.

So far, there are 393 applications for 2024-25. 31 are verified, 20 are complete, and 196 seats have been offered/accepted. 48 registrations are in process and 34 are waitlisted.

## **7. FINANCE**

Ms. Fernandez provided a draft report for the month. As of February 29, the total revenue is \$12,104,883 and the total expenses are \$12,965,539. The total deficit of expenses over revenue is \$860,657. She noted that this number will change once all the account receivable allocations and all the expenses for the period are recorded. The interim audit is scheduled for May 8 with PKF O'Connor Davies.

## **8. HUMAN RESOURCES**

Mr. Kloss stated that a Workplace Violence Prevention Law employee training will be sent out by the end of the week. This training will become part of new hire onboarding as of May 1. A majority of staff have completed the OCFS Mandated Reporter training. This training is now part of new hire onboarding. New insurance rate from the school's carrier will be out at the end of April. The broker will go out to market on all lines of insurance. There were 0 new hires in March and 3 instructional terminations. One instructor is currently on leave. Mr. Kloss is looking to implement additional recruiting strategies through Indeed in anticipation of additional staff openings for the new year. Indeed and the New York City Charter School hiring events have been the main source of new employees. Staff have been asking if a small bank of remote days could be possible in the new year. The Board also discussed compensation for working events throughout the year and referral incentives for new candidates. Mr. Kloss will follow up with the administration on these issues.

## **9. STAFF ADVISOR**

Mr. Kronenberg provided recent feedback from staff. Cell phones are continuing to be disruptive in class. Teachers have mentioned wanting more staff interaction, professional development time, and re-implementing a student advisor to the Board. He also is collecting data about a potential school improvement committee. Staff have mentioned wanting more transparency regarding salary and compensation time. He mentioned an overview of the organizational chart and how changes are made to it could be helpful. Mr. Kronenberg has put together a school climate survey, Ms. Manion will be sending it out for him. He also suggested a full-time development/fundraising position. Mr. Kronenberg invited the Board to upcoming events, including:

- Poetry Slam - April 18
- Choir Performance - May 6 and May 10
- Visual Arts Showcase and Brooklyn Ceramics Tour - May 17 and 18
- Little Mermaid - May 22 and May 23
- Scooby Doo Interactive Mystery - May 30

Ms. Johnson asked Mr. Kronenberg to send the Board a calendar of upcoming events. Ms. Philson said the Board is looking at fundraising. Ms. Eagen added that fundraising would be helpful to address ongoing concerns regarding the school's technology infrastructure. Ms. Fernandez, Ms. Jacobson and Mr. Crews will meet to discuss technology needs.

## **10. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion presented. Approval of March minutes was moved to the May meeting. The WCHS liaison had a few renewal follow up questions to which Ms. Manion was responsive. She anticipates that the school's renewal application will be presented at the May 6 Board of Regents meeting. WCHS will submit a notice of lower than anticipated enrollment to NYSED. The Civil Rights Data Collection was submitted. The Title II Survey and Free and Reduced Price enrollment submissions are in progress. The school's second annual anti-gun violence rally was held on March 27. Bushwick Daily, News12, and a CUNY student reporter attended. Ms. Manion partnered with Bushwick Ayuda Mutua to collect clothing and toiletries for asylum seekers. Donations were delivered for distribution at May Day Space on April 6.

## **11. PARENT LEADERSHIP COUNCIL**

Ms. Pink reported that the next PLC meeting will be held on April 18 at 6:00pm. There will be guest speakers from Brooklyn Neighborhood Services and Stride New York. The PLC will raffle off two Amazon gift cards. All are invited to attend. Ms. Pink showed a video of the lottery Resource Fair.

## **12. ADJOURNMENT**

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