



MINUTES
Board of Trustees Meeting
April 29, 2025

PRESENT

Sabrina Philson, Trustee
John Witherspoon, Trustee
David Medina, Trustee

GUESTS

Valerie Jacobson, Head of School
Ellen Eagen, Legal
Mary Kenny, Transcriber
Additional Staff (23)

EXCUSED

Lourdes Putz, Chair
Marcenia Johnson, Trustee

1. WELCOME

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

2. APPROVAL OF MARCH MINUTES

- Mr. Witherspoon made a motion to accept the March minutes pending legal review. Mr. Medina seconded. All were in favor.

3. ACADEMICS

Ms. Jacobson reviewed upcoming events in April and May:

- April 22 - #TravelWithCharter EF Virtual Meeting
- April 23 - P/SAT Make-Ups and Shark Tank Assembly
- April 25, 28, and 29 - T3 Midterm Exams
- April 26 - Student Recruitment Open House
- April 29 - Intermediate Theater Performance
- April 30 - T3 Midterm Grades Due, Dress for Success Workshop and Prom Giveaway, and Intermediate Theater Performance
- May 1 - Poetry Slam and Open Mic, Group 5 Credit Recovery Begins
- May 2 - T3 Progress Reports Released to Students, Teacher Formal Observations Due
- May 5-9- Teacher Appreciation Week
- May 7 and 8 - Student-Led Conferences
- May 8 - NYSED State Visit
- May 9-15 AP Exams
- May 12 - Faculty vs Staff Sports Games
- May 19-23 - STAR Testing in Math and ELA Classes
- May 20 - NY Blood Drive with Student Council
- May 28 - Athletics Awards Banquet

There are 244 students total on the school's Honor Roll lists. 90 are on the Principal's List, 70 are on High Honor Roll, and 84 are on the Honor Roll. Terri-Ann Mattadeen is the Teacher of the Month. Ryan Lee is the Staff of the Month.

Ms. Jacobson presented the 2025-26 calendar for Board approval. Ms. Jacobson reported that a feedback form was circulated and that she met with the Staff Advisor and leadership to determine what concessions could be made. The consensus reached was to (1) move forward the first day of school to Monday, August 25 and add December 22 and 23 to Winter Break; (2) focus on concentrated professional development week of August 18-22 and include remote sessions wherever available; and (3) add remote professional developments wherever possible throughout the year. Remote instructional days were considered; however schools are not able to offer remote instructional

days outside of an emergency setting.

Ms. Philson asked for a motion to approve the 2025-26 School Calendar.

- Mr. Medina made a motion to approve the 2025-2026 School Calendar. Mr. Witherspoon seconded. All were in favor.

4. SENIOR DATA

Ms. Martin reported. There are 213 students in the Class of 2025. There is one early graduate for the Class of 2026. 137 students are on track to graduate, up from 127 last month. 45 students are slightly off track, down from 50 last month. 31 students are severely undercredited, down from 36 last month. 123 students completed all five Regents. Six students qualify for CDOS credential towards a Superintendent Determination and two qualify for a Plus 1 Exam. 24 students can potentially earn an Advanced Regents diploma. There are 48 5th year seniors. One graduate finished requirements in January. A number of senior fun events are coming up including prom and trips to Kalahari and Six Flags. The valedictorian is Roslyn R. and the Salutatorian is Kezia B.

5. OPERATIONS

Ms. Jacobson reviewed the Operations team's projects, including:

- NYSED Annual Visit;
- Regents Review, proctoring schedules, trainings, exam orders, room assignments;
- Trimester 3 Progress Reports;
- DOE Survey administration;
- 2025-26 Master Schedule and student course selection;
- Emergency readiness drills;
- Non-instructional staff evaluations and E-portfolios in TeachBoost February through May;
- Covering vacancies internally (17 sections) while recruiting for 1 Science Teacher/Coach, 1 PE Teacher, 1 SNAS Vacancy;
- Continuing the "No Cell Phone Zone" pilot; and,
- Reviewing budget and completing 2025-26 Budget with Finance Dept and Board Committee.

Ms. Jacobson and Mr. Crews presented a proposal for LG Create Boards. They also reviewed bids from other vendors. Ms. Philson asked for a motion to utilize TDSynex for the accrual of 53 LG Boards in total.

- Mr. Witherspoon made a motion to accept TDSynex for the accrual of 56 LG Boards. Mr. Medina seconded. All were in favor.

6. PARENT LEADERSHIP COUNCIL

Ms. Pink showed photos from the lottery and family resource event. The next PLC meeting will be held May 29 and will include visitors from the Campaign Against Hunger and a raffle. On April 30, Ms. Pink, in collaboration with Woodhull Hospital, will hold a Dress for Success event and Prom Giveaway.

7. FACILITIES

Mr. James reported that two air conditioning units were replaced and two more have burnt out. All air conditioning units filters are being replaced and systems flushed. The units are presently available for use. A new in-house Facilities staff has been trained and started working at the school on April 27. At this time, no scheduled work order has been submitted by ownership for the school's exterior wall facade.

8. SAFETY

Mr. Edmond stated that entry and dismissal procedures continue to be a success. There were two EMS visits and two transports. The NYPD continues to provide coverage for morning arrival and dismissal. Mr. Edmond attends weekly meetings with the 90th Precinct Commanding Officer and YCO. He is also attending the 2nd Quart Neighborhood Safety Coalition and NYPD PBBN borough-wide meeting on May 1.

9. ENROLLMENT/RECRUITMENT

Ayisha Gomez reported. Powerschool and ATS both show 663 student enrollment. FTE shows 658.2. Two new students have enrolled since the last meeting, one in 10th grade, one in 11th grade. 330 students applied for the lottery, 255 of whom applied for 9th Grade.

There were three open house events in April with hands-on activities. Ms. Gomez received positive feedback and is planning to hold more of these events. The student canvassing program was implemented. Students visited IS 318, MS 582, IS 347/348, and JHS 162 and handed out flyers. They also visited supermarkets, train stations, and pizza shops, and left flyers on cars, and helped make phone calls after the lottery. Ms. Gomez attended a high school fair on March 29 and will be attending the Graham Avenue Fiesta. Marketing in progress includes ads in the New York Daily News and El Diario and on bus shelters.

10. FINANCE

Ms. Fernandez reported. The total collected revenue is \$10,654,995. The total expenses are \$10,936,539. The total deficit is \$281,544. The 403b audit is in process and the Interim Audit starts May 5.

11. HUMAN RESOURCES

Mr. Kloss reported. There was one operations hire and one operations separation in March. One instructional and two operations employees are on leave. Executive Cleaning Services were given a 30 day notice to discontinue service. In-house facilities staff were trained beginning on April 14 while students were on spring break. The NYC Charter Center continues to provide guidance to uncertified teachers. Mr. Kloss worked with staff to complete mandated reporter training through OCFS, worked with Finance to roll out 3% salary adjustment for all staff, and worked with student recruitment to set up student canvassers. HR sent out Spring Athletics addenda, Spring Regents review addenda, and an additional stipend for Department Leaders to perform observations for instructional staff. Staff recruitment for 2025-26 school year has begun.

12. STAFF ADVISOR

Mr. Kronenberg thanked Ms. Jacobson, Mr. Rivera, and Ms. Manion for discussing the 2025-26 calendar and considering staff suggestions. Mr. Kronberg reiterated that great events are happening including Shark Tank, the Poetry Slam, and upcoming Addams Family Musical on May 21 and 22. The AMDA came in and did a workshop with students. They were impressed with our student engagement. The Met's *Salome* outreach staff also commended our choir and theater and dance students. Additional ideas for next year from the School Improvement Committee include additional Care Time, sports programming, and further shaping the school's identity.

13. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported. The Civil Rights Data Collection was submitted on April 7. The 2025-26 Survey of Charter School Enrollments and Poverty Status Report was submitted on April 22. NYSED will come for a check-in visit on Thursday, May 8. Prior to the visit, Ms. Manion will submit an action plan and schedule with a sampling of core classes. During the visit, Jennifer Marshall from NYSED will lead a leadership focus group, visit a number of classrooms, and have a follow-up meeting with leadership. The school has raised \$35,905. There was a recent film shoot on April 27 that yielded a \$5,000 donation. There may be a film shoot on May 4 with the same group. The Security Reimbursement Program application is due on May 14. This will be completed by CSBM.

14. MOTION TO ADJOURN

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

