

**MINUTES**  
**Board of Trustees Meeting**  
**May 28, 2024**

**PRESENT**

Lourdes Putz, Chair  
Sabrina Philson, Trustee  
Marcenia Johnson, Trustee  
Samuel Rivera, Trustee

**GUESTS**

Valerie Jacobson, Acting Head of School  
Mary Kenny, Minutes Transcriber  
Ellen Eagen, Legal Counsel  
Additional Staff (39)

**EXCUSED:** John Witherspoon, Trustee

**1. WELCOME**

Ms. Putz welcomed everyone and called the meeting to order at 6:00 PM.

**2. APPROVAL OF MARCH AND APRIL BOARD MINUTES**

- Ms. Philson made a motion to approve the March Board Minutes. Mr. Rivera seconded. Ms. Johnson abstained. All others were in favor.
- Ms. Philson made a motion to approve the April Board Minutes. Ms. Johnson seconded. All were in favor.

**3. ACADEMICS**

Ms. Jacobson presented upcoming dates:

- Visual Arts Showcase - May 17 from 3-5pm and May 18 from 10am-3pm
- Student vs Staff Athletic Games at Williamsburg Community Center - May 20 at 6pm
- Teacher Showcase Prep - May 22
- STAR Testing - May 20-24
- Summer School Registration - May 20-May 31
- Spring Musical - May 22 at 3pm and May 23 at 5pm
- Memorial Day - No school on May 27
- Science Fair - May 30
- Virtual PLC Meeting - May 30 at 6pm
- Senior Prom - May 31 at Terrace on the Park
- Professional Development - June 6

Round 2 of unannounced teacher observations are complete. Teachers received final Danielson scores, ratings, and actionable feedback/next steps. 82% of teachers (53/65) received effective or highly effective, 18% (12/65) received developing. Teachers who scored below a 2.7 will be afforded a third observation if requested. Performance Improvement Plans (PIPs) will be considered for teachers in need of support as well as targeted/strategic instructional support for next school year.

Teachers have completed Restorative Practices Module 5. Staff have been working on their teacher showcase preparation in their professional learning communities. Danielson after school training is now complete for the year. The teacher showcase will be held on June 6 during the staff professional development day.

Ms. Martin presented senior data. 138 seniors are on track for graduation and 59 are off track. 14/138 need one to two Regents to graduate. 18/59 off track students may graduate in June with credit recovery and APEX. 19/58 off track could graduate in August. 22/58 are very off track with extreme attendance issues. There are 39 5th year seniors. 8/39 are in a program such as YABC, APEX, or are enrolled in classes. 4/39 are enrolled but are not

on-track for a June graduate. 19/59 have been unresponsive despite multiple attempts to contact them. 8/59 will age out in August, but one may graduate in June or August.

There have been 98 total college acceptances. 42 students have committed to a college or university.

#### **4. OPERATIONS**

Ms. Jacobson presented the operations report. She is preparing the 2024-25 school year via creation of the 24-25 course catalog and scheduling timeline. Student course selection will take place during Advisory on May 1. Counselor follow up will occur during lunch periods from May 8 through May 12. Students may enter additional course requests at that time. The Data department will then create the master schedule. Ms. Jacobson is also working on summer school 2024 staffing, planning, and course registration. Operations continues to collaborate with finance, human resources, and other applicable departments for FY2025 budget development. The new website photoshoot will take place on May 29 by Educational Networks. Operations and staff reviews have taken place and are in TeachBoost. Ms. Jacobson continues to collaborate with CCR, SNAS, and instruction for June Regents Review and Regents exams. Rosters, rooms, schedules, and AP and NYSESLAT testing schedules have been prepared.

Ms. Jacobson proposed the renewal of the school benefits package, updates to the bell schedule for 2024-25, and implementation of a new cell phone policy.

- **Benefits Plan-** WCHS will renew existing benefit plans as is and absorb the cost of the premium increase for each plan level for 2024-25. The Board reviewed the details of the renewal plan and made a motion to approve.
  - Ms. Johnson made a motion to approve the Oxford/UHC Benefit Plan. Ms. Philson seconded. All were in favor.
- **Bell Schedule for 2024-25** - WCHS will submit a non-material change to the charter to shorten class time on Wednesdays from 35 minutes to 30 minutes in core classes so that professional development can run for 100 minutes. This bell schedule would include 210 minutes of instruction per course per week which is above the NYS requirement of at least 180 minutes per week.
  - Mr. Rivera made a motion to approve the proposed bell schedule for 2024-25. Ms. Philson seconded. All were in favor.
- **Cell Phone Policy** - Ms. Jacobson proposed amendments to the school electronic policy which would require students to turn in their phones at the start of the school day or lock them away in a pouch. A survey was sent out to parents, students, and staff. Parents and staff largely agreed with the policy and students disagreed. The Board noted low survey participation and asked that more feedback be gathered prior to moving forward on this.

#### **5. NEW GYM UPDATE**

Mr. Morales worked with the architect to find an alternative solution to permanent easement. The new plan is to install a small lift elevator to ensure accessible entry to the mezzanine as well as reduce the second floor occupancy. The Board will meet separately to discuss further.

#### **6. FACILITIES**

Mr James stated that HVAC air filters have been replaced. Elevator car #1 is out of service and parts required to repair are on backorder. WCHS will participate in the Con Edison NY Demand Response program to reduce energy usage.

#### **7. RECRUITMENT AND ENROLLMENT**

Enrollment is 758 in Powerschool, 759 in ATS, and the FTE is 770.5. There have been 151 discharges since July 1. 435 applications have been submitted for the 2024-25 school, 81 of which have been verified.

Recent marketing efforts included canvassing local businesses, community boards, and enrollment centers. Mr. Usher participated in the Scholes Street Community BBQ on May 27 and will attend the Community Board 3 meeting on June 21. Mr. Usher will also attend School Counselor Association meetings. Marketing and outreach for schoolwide events continues to take place on social media. The Recruitment Department is working on utilizing student participation. A

senior assisted with the Recruitment Department this past spring. Art students will be working on “Proud parent of...” bumper stickers and/or banner ads as well as video testimonials

Open houses were held on April 6 and May 18. The next one is scheduled for June 15. 21 attended in April, 11 attended in May, and 57 RSVP'd for June. 30,260 Vanguard postcards were sent out to 15 zip codes, ads in Brooklyn Family, New York Family, and Queens Family Magazines will run June in print and online, and radio ads continue to be run on El Amor and La Mega radio stations. Social media ads continue. The Recruitment Department continues to solicit online testimonials via Niche.com and will utilize free marketing opportunities from the NYCSA.

## **8. FINANCE**

As of March 31, 2024 the total collected revenue was \$13,365,855. The total expenses are \$15,291,077. The total deficiency is \$1,925,222. Ms. Fernandez reviewed in detail total assets and total liabilities with the Board.

## **9. HUMAN RESOURCES**

Ms. Manion presented on behalf of Mr. Kloss. Workplace Violence Prevention Law training and OCFS Mandatory Reporter training are now part of new hire employee onboarding. Renewals on insurance rates have been provided by Operations. Looking into STD options and an HSA product with the broker. There was one new instructional in April and one termination. Two operations employees are currently on leave. Mr. Kloss proposed additional recruiting strategies through Indeed and is waiting to see if the budget will support them. A new contract was secured with an outside recruiter at a 20% fee to aid in the search for a Safety Manager. Mr. Kloss negotiated the current LHH contract down to 20% from 25%. Mr. Kloss held a hiring event in conjunction with the ceramics and pottery workshop. Outside audits have begun. The BKD annual audit is ongoing. He is currently working with finance on the 403b audit. Open enrollment preparation is ongoing. Mr. Kloss is meeting with ADP to see about getting EDI feed into PPI from data entered into ADP. Changes to NYLL 206-c are effective June 19. Employee breaks of up to 30 minutes to express milk will now be paid by the employer for up to 3 years after birth.

## **10. STAFF ADVISOR**

Mr. Kronenberg circulated a school climate survey to staff and Ms. Manion synthesized initial data for trends. He has met with administration to discuss updates to cell phone usage in school, changes to the Wednesday professional development schedule, suggestions for the advisory program, and reinstating a student advisor to the board/student government. A number of great events are coming up. Mr. Kronenberg thinks a student climate survey could be helpful as well. He would also like to reinstitute a school improvement committee.

Ms. Manion summarized data from the school climate survey. School strengths include interim leadership, improved morale and school climate across the 2023-24 school year, interdepartmental collaboration, schoolwide events, and school operations. Areas that could be improved include school communication, policy enforcement, community and stakeholder engagement, and the number of school wide events. Staff recommended the implementation of more student events and opportunities for outside engagement, strengthened partnerships with the community, and examination of school policies and school adherence to them. Staff also requested an improved contract process and more time for professional development.

## **11. ACCOUNTABILITY**

Ms. Manion stated that factual corrections to the draft renewal site visit report have been reviewed and submitted. Most corrections were accepted by the NYSED CSO. On June 3, WCHS will have a brief meeting with the NYSED CSO and will learn what charter term recommendation WCHS will be receiving at the June 10 Board of Regents meeting. PAR forms will be sent out to staff. Corrections to the ESF desk audit are due on June 13. Updates requested are not substantial. The Title II Survey and FRPL enrollment form have been submitted. Title allocation revisions have been submitted by CSBM.

## **12. PARENT LEADERSHIP COUNCIL**

Ms. Pink stated that the next PLC meeting will take place on May 30 at 6pm. A representative from the Made in New York Animation Project (TAP) will present information about their non-profit therapy, education, and workforce development program. The second presenter will be from Camba Leap, an LGBTQ+ nonprofit helping young people thrive in their communities. The third presenter will be from Educated Little Monsters, a local music nonprofit.

Ms. Manion showed a video created by Mr. Kronenberg showing highlights from the school production of the *Little Mermaid*.

### **13. ADJOURNMENT**

Ms. Philson made a motion to close. Ms. Johnson seconded. All were in favor.