



MINUTES
Board of Trustees Meeting
June 24, 2025

PRESENT

Lourdes Putz, Chair
Sabrina Philson, Trustee
John Witherspoon, Trustee
David Medina, Trustee

GUESTS

Valerie Jacobson, Head of School
Ellen Eagen, Legal
Mary Kenny, Transcriber
Additional Staff (25)

EXCUSED

Marcenia Johnson, Trustee

1. WELCOME

Ms. Putz thanked everyone for coming and called the meeting to order at 5:35pm. Ms. Putz stated that the Approval of May Minutes and the Ratification of May Voting Items would be moved under the Accountability presentation.

2. ACADEMICS

Ms. Jacobson provided an overview of school events in June:

- May 30- BCAT Artist Talk and Silent Auction with community and Senior Prom at Terrace on the Park;
- June 2-4 - Senior Final Exams and Biology/Earth Space/Geo Final Exams
- June 5 - No School
- June 6 - PD Day
- June 9 - Senior Grades Due
- June 10 - Biology and Earth/Space Science Regents Exams
- June 11 - Geometry Regents Exam
- June 12-13 - Final Exams
- June 13 - Senior Awards Dinner at 6pm
- June 16 - Make-Up Exams
- June 17-18- Regents Exams
- June 18 - T3 Grades Due by 8am, Grade Verifications Released
- June 19 - Juneteenth, No School
- June 20-25 - Regents Exams
- June 23 - Grade Verifications Due
- June 26-27- Rating Days
- June 27 - Graduation, End of T3
- June 30-July 4 - School Closed (Except Facilities)
- July 8 - Financial Literacy Class with Brooklyn Neighborhood Services starts
- July 14-July 25 - Summer School (Monday-Thursday)

Ms. Jacobson stated that a number of year-end feedback surveys were disseminated, including, an Advisory Survey, a Student Course Survey, a Teacher Reflection Survey, a 360 Feedback Survey, and a Cell Phone/Electronics Policy Survey. August and 2025-26 professional development planning is ongoing. Ms. Jacobson is also reviewing policies relating to Course Catalogue and Grading, Community Covenant and PBIS, Scholarship Applications, Credit Recovery, APEX, Summer School, the Teacher Observation Process, the Instructional Coaching Model, and the Teacher Mentorship Program.

Jonathan Perez is the Teacher of the Month. Stacy Lyamets is the Staff Person of the Month.

Ms. Jacobson presented photos from the Athletics Award Banquet, the Teacher Showcase of Learning, the Boys' Volleyball Championship, the Senior Awards Banquet, and College Decision Day.

3. SENIOR DATA

Ms. Martin reported. The school hosted a College Decision Day celebration on May 28. 92 students have made their postsecondary decisions. 150/213 seniors are currently scheduled to graduate in June. Some additional students may be eligible to graduate, pending Regents scores. 53 students only need to pass one additional Regents exam to graduate. Ms. Martin provided a credit recovery synopsis.

4. PARENT LEADERSHIP COUNCIL

Ms. Pink stated that the last PLC meeting of the 2024-25 school year took place on June 12. Mark Davis, Assistant Director of Admissions at Bloomsburg, Lock Haven and Mansfield Commonwealth University spoke to parents. 50 families attended the meeting.

5. OPERATIONS

Ms. Jacobson said that the Operations Department has been hard at work generating T3 grade verifications, distributing report cards and STAR assessment letters, planning and overseeing summer school registration, coordinating Regents Review sessions, and developing the 2025-26 Master Schedule. HR is interviewing for vacant positions. WCHS is reviewing materials relating to NYS' cell-phone ban and cell-phone policy surveys are being reviewed. The school will approve a policy in compliance with NYS regulations prior to August 1. School leadership and the Finance Committee are meeting regularly to make cuts to the 2025-26 budget in order to significantly reduce the budget deficit.

6. FACILITIES

Mr. James reported that the Department of Buildings conducted an elevator inspection on June 17 and issued two non-safety violation warnings for elevator signage and updated test tags. Sealing work was conducted on the second floor roof skylights. Two new air conditioning units are being installed to replace two burned out units on the roof. Facilities deep cleaning is scheduled for the first week of July.

7. EXECUTIVE CONSULTANT

Mr. Rivera thanked the Board and staff for their commitment to WCHS students and for reaching out to him with thoughts, questions, and suggestions for the 2025-26 school year. Mr. Rivera provided a thorough synopsis of the school's financial position and noted the need for budget reductions and increased enrollment to address the school's deficit. He stated that the Board has been very transparent in regard to finances and yet they have still prioritized staff salary and Care Time needs despite the financial hurdles. The school is working diligently to present a neutral budget for the upcoming year. To address this, both personnel and nonpersonnel cuts will need to be made. While the school strived to avoid personnel cuts, enrollment has not yet significantly increased. The resulting finances were presented at the May meeting. Mr. Rivera said in the coming days, the school will be evaluating all available data and will be making adjustments to ensure the school is operating on a healthy budget. He stated he is available to answer any questions.

8. ENROLLMENT AND RECRUITMENT

Ms. Gomez reported that enrollment is 663 in Powerschool and 660 in ATS. The estimated FTE is 658.249. The Board reviewed enrollment by each grade. The school received over thirty applications since the May meeting, which makes 337 total thus far.

14 families attended the June Open House on June 14. Recent outreach includes attendance at CB4 Shape Up Bushwick, the Family Game Night by ReForum Consulting in Flatbush, the Bushwick-Hylan Community Center Carnival, and Unity in the Community at Urban Assembly Unison. Ms. Gomez also coordinated visits with JHS 126, Northside, IS 318, and neighboring businesses and CBOs. She also attended a Bushwick Community Partnership meeting and is re-engaging with IS 291. Ms. Gomez also provided an overview of recent marketing efforts.

9. FINANCES

Ms. Fernandez reported. The total revenue is \$12,818,775. The total expenses are \$13,752,200. The total amount of expenses over revenue is \$933,425 and the current projected deficit, before adjustments, is \$1,600,000. She reviewed the breakdown of assets and liabilities.

The 403b audit has been completed. The interim audit was completed with “no findings.” The general audit is scheduled for August 27.

10. HUMAN RESOURCES

Mr. Kloss reported. In May there were three Operations hires in and two Operations separations. Two Operations employees are currently on leave. The school is continuing to work the new in-house facilities cleaning staff. HR worked with the school’s broker to finalize the 2025-26 benefits renewal. A survey was sent out to gauge staff interest in an employee-paid short term disability policy. UNUM requires at least 10 enrollments to write the insurance. The agreement will be reviewed by Counsel and the HR Committee. HR updated the WCHS history and summary on all job postings for a fresh look. Mr. Kloss spoke with the school’s 403b vendor for options regarding options for student loan payments. HR assisted Finance with the 403b audit and continues to recruit teachers for the upcoming year.

11. STAFF LIAISON

Mr. Kronenberg stated that the School Improvement Committee continues to meet to discuss ideas for the 2025-26 school year, such as ways to increase alumni engagement. He thanked everyone for a great year and for allowing him the opportunity to serve as the staff liaison.

12. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion requested that the Board ratify items approved in May, as more trustees were present at the June meeting and the items reviewed were significant. Ms. Manion requested that the Board ratify the approval of the April Board minutes and to ratify the request to approve a 3% salary increase starting August 16, 2025 for all faculty and staff employed as of that date. Ms. Manion also requested that the Board ratify the approval of renewing the school’s existing benefits plans as is and absorbing the cost of the premium increase for each plan level for the 2025-26 school year.

Ms. Putz asked for a Motion to approve the Ratification of May Approvals and the April Board minutes.

- Mr. Witherspoon Made a Motion. Ms. Philson seconded. Mr. Medina abstained. All others were in favor.

Ms. Manion stated that a 360 Leadership Survey was circulated to staff. Ms. Marshall from the New York State CSO followed-up from the school’s check-in visit with fingerprinting questions from the 2023-24 school year and certification questions from the 2024-25 year. Clarifying documentation was provided to the authorizer. 2025-26 Title I planning has begun. The SSEC report is due mid-July. The portal opens in June. The Annual Report is due August 1. Disclosure of Financial Interest forms have been circulated to the Board via Dropbox Sign.

WCHS is partnering with the Brooklyn Cyclones on August 29. The school utilized funds from a recent film shoot to purchase 150 tickets at \$13/each. A representative from WCHS will be able to throw out the first pitch and have a parade prior to the game. Tickets will be distributed to the first 150 community members to claim. Additional tickets will be available for purchase. WCHS will raffle off the opportunity to throw out the first pitch as a fundraiser (\$5/entry). The school is also accepting donations to purchase t-shirts for the event via Zelle or PayPal.

The school has raised \$37,905. A film shoot is scheduled for June 15 and the company will donate \$2,000 for the space usage. Ms. Manion is planning to submit an application for the Walentas grant, which is due on August 1.

13. MOTION TO ADJOURN

Ms. Putz wished everyone a safe and cool summer.

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