



MINUTES
Board of Trustees Meeting
June 25, 2024

PRESENT

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

GUESTS

Valerie Jacobson, Acting Head of School
Mary Kenny, Minutes Transcriber
Ellen Eagen, Legal Counsel
Additional Staff (37)

1. WELCOME

Ms. Philson welcomed everyone and called the meeting to order at 5:30 PM. She stated that she would be conducting the meeting on behalf of Ms. Putz.

2. ACCOUNTABILITY

Ms. Manion addressed 2024-25 school position cuts and next steps for employees affected. There will be a streamlined application process for employees in cut positions interested in re-applying for open positions. The Board Finance Committee will meet weekly to discuss additional revenue streams for the school. There is now a Board Feedback form available on the website (www.thewcs.org/our-story/board-of-trustees) for staff to utilize at any time. Moving forward, the School Improvement Committee will be reinstated in collaboration with the Staff Advisor to the Board. Ms. Eagen and Ms. Jacobson invited all staff to participate in the School Improvement Committee.

The Board's annual meeting will take place on July 16. At that meeting board positions, self-evaluations, and approval of the 2024-25 board calendar will take place.

WCHS received a full five-year renewal term on Tuesday, June 11. The school met Benchmarks 2-9 and was marked as "approaching" for Benchmark 1 - Student Performance and Benchmark 10 - Legal Compliance. The data used for renewal was from over the course of the 2019-2024 charter term and up through the time of the site visit in November.

The SSEC report is due on July 22. Mr. Guzman is compiling data now. The Annual Report is due August 1. The ESF Desk Audit was submitted on June 13. The Title office had questions regarding one section and edits will be submitted this week. Ms. Jacobson, Ms. Fernandez, and Ms. Manion are meeting with CSBM on June 28 to discuss the 2024-25 Title funding application.

A friend of Ms. Manion's is interested in conducting a small film shoot at the school. The crew would be 10-12 people. She will find out more about the project's budget and insurance.

3. APPROVAL OF MAY BOARD MINUTES

- Ms. Johnson made a motion to approve the May Board Minutes. Mr. Rivera seconded. All were in favor.

4. ACADEMICS

Ms. Jacobson presented important dates in June:

- Senior Final Exams- June 5 and 7
- Senior Grades Due- June 10
- Regents Exams- June 4 and June 14-25
- Athletics Awards Banquet- June 11
- Alumni College Panel- June 12

- Faculty/Staff Awards Ceremony- June 12
- Senior Awards Dinner- June 21
- T3 Final Exams- June 11-14
- T3 Grades Due- June 18
- T3 Grade Verification- June 20
- PD Day- June 6
- School Closed for Eid- June 17
- School Closed for Juneteenth - June 19
- T3 Report Cards- June 26
- Graduation- June 27 at Hunter College at 11am

The May/June Teachers of the Month are Jalen Fraser and Angelica Trujillo. The May/June Staff Person of the Month are Melissa Wade and Charisse Johnson. The Teacher of the Year is Ryan Fuller.

2024-25 school year planning is ongoing, which includes: summer school and summer enrichment, August and school year professional development, school-wide events, and curriculum planning. Ms. Jacobson is working to get WCHS a Seal of Biliteracy (due December 1) and a Seal of Civic Readiness (due August 1). She is also working to expand WCHS' CDOS Credential.

Ms. Jacobson discussed the re-implementation of the School Improvement Committee for the 2024-25 school year. She is working with the Staff Advisor to the Board to engage stakeholders including teachers, department leaders, parents, operations, leadership, and the Board to participate. Ms. Jacobson is also hoping to establish subcommittees, build upon School Improvement Committee work from the 2022-23 school year, and prioritize short-term and long-term initiatives.

The Board viewed highlights from the Teacher Showcase of Learning Event, the Athletic Awards Banquet, the Senior Awards Banquet, and the Alumni College Panel.

5. SENIOR CLASS DATA

Ms. Martin reported that 158 students have met graduation requirements, which would bring the graduation rate to 78%. There are two early graduates from the Class of 2025 and six 5th year graduates from the Class of 2023. Ms. Eagen explained how the graduation rate is calculated.

6. COLLEGE DATA

Ms. Martin stated that there have been 111 college acceptances: 66 SUNY, 150 CUNY, and 75 from private schools. 104 students have committed to a college or university, 8 students are joining the military, and 13 will attend trade school.

7. OPERATIONS

Ms. Jacobson reported that she has been collaborating with SNAS and Ops teams to prepare June Regents Exam rosters, scantrons, letters, room assignments, autocalls, trainings, and proctoring schedules. The 2024-25 master schedule, room assignments, and teaching assignments based on student course requests and teacher preferences survey is being prepared. She is working on summer school 2024 staffing, planning, course registration, and schedules. Late registration based on Trimester 3 grades runs from June 24 through June 26. FY2025 budget development is ongoing. Ms. Jacobson is awaiting videos and social media content from photoshoots with Educational Networks and Schola. Operations and staff reviews are ongoing in TeachBoost. She also conducted the grade verification process for generating Trimester 3 report cards and Spring STAR assessment result letters for mailing.

Ms. Jacobson presented cell phone survey results. Out of 212 responses (77 staff, 98 parents, 37 students), 75% agree that cell phones are a distraction. 63% agree with a proposed Yondr system to lock up the devices. Ms. Jacobson asked the Board to authorize the purchase of Yondr pouches at \$27 per pouch for a total cost of \$27,230 after shipping and fees. The Board discussed the costs, the benefits, and the life expectancy of the pouches. Ms. Eagen reiterated that

there would be a bidding process (although this is a specialty item). Mr. Rivera stated that he did not think the purchase of these pouches was fiscally responsible at this time.

8. FACILITIES

Mr. James reported that all of the school's HVAC air conditioning units are operational. Both elevators are working. One water leak was reported. This occurred due to an ice build up on a cooling unit on the second floor roof setback. This has been corrected. No energy saving demands were requested from the ConEdison NY Demand Response program. A new proposal was submitted for the contracted cleaning company Executive Cleaning Services. Three new proposals were also submitted. No issues have been reported with the new HVAC cooling unit on the 5th floor roof setback.

9. RECRUITMENT AND ENROLLMENT

Ms. Jacobson reported that enrollment is 758 in Powerschool and 759 in ATS. The FTE is 770.5. There were 151 total discharges throughout the year.

Extensive recruitment initiatives are ongoing, including: canvassing local businesses, community boards, enrollment centers; marketing and outreach for schoolwide events on social media; student-led initiatives such as bumper stickers and video testimonials; open houses; in-print and online advertising; mailings; and radio ads.

10. FINANCE

Ms. Fernandez reported. As of April 30, 2024 the total collected revenue was \$14,585,828. The total expenses were \$16,899,385. The total deficiency is \$2,313,557. Ms. Fernandez reviewed total assets and total liabilities. The deficit will be reduced when pending revenue from ESSER and Title grants are collected. The Board discussed cash reserves, funds for the new gym, and the budget for 2024-25 based on projected enrollment and changes in grant funding.

11. HUMAN RESOURCES

Mr. Kloss and Ms. Offei held an open enrollment presentation on June 6. A representative from Aflac was available to speak to staff about supplemental gap benefits. Several staff expressed interest. There were 0 instructional hires in May and 0 instructional terminations. 1 operations employee was terminated. One operations employee is on leave. Open enrollment was successfully held from June 12 through June 21. Mr. Kloss and Ms. Offei are continuing to work with staff who missed the deadline to update their benefits in ADP. Contracts were updated and sent out to staff for the 2024-25 school year. Staff received a reminder to return them by June 26. PIPs were distributed to staff based on their overall Danielson evaluation scores. Mr. Kloss and Ms. Jacobson informed staff of discontinued positions and invited them to apply for open roles on the school's website. There have been three resignations to date.

12. STAFF ADVISOR

Mr. Kronenberg reported that staff morale has dipped following the position cuts. Ms. Eagen reassured those in attendance that there would never be retaliation towards staff raising concerns and feedback and added that the re-established School Improvement Committee will be a great space to express them. Ms. Philson took several questions and statements from staff regarding budget cuts. Ms. Philson expressed her gratitude for staff's honesty in this difficult situation. Mr. Kronenberg expressed concern over fundraising efforts since enrollment is low. Mr. Rivera thanked him and responded that student recruitment remains a priority. Ms. Eagen stated that the school is run by the administration in collaboration with the staff and encouraged staff collaboration. The Board serves as oversight. The Finance Committee and School Improvement Committee is proof that the Board wants transparency and accountability.

13. PARENT LEADERSHIP COUNCIL

Ms. Pink presented photos from the PLC's prom and graduation dress giveaway. The June PLC meeting took place on June 20. Representatives from Primerica and Brooklyn Neighborhood Services presented. Both organizations presented about financial literacy. Ms. Pink announced that she received the 2023-24 New York State Charter School Community Parent Award.

14. ADJOURNMENT

Ms. Philson thanked everyone for staying strong and said she is looking forward to the end of year celebrations. Ms.

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