



MINUTES
Board of Trustees Meeting
July 30, 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 (30)

1. WELCOME

Ms. Putz welcomed everyone and called the meeting to order at 5:45 PM.

2. APPROVAL OF JUNE BOARD MINUTES

- Mr. Rivera made a motion to approve the June Board Minutes pending counsel review. Ms. Johnson seconded. All were in favor.

3. ACADEMICS

Ms. Jacobson reviewed upcoming important dates:

- Summer School - July 18-31
- Summer School Grades Due - July 31
- Summer School Report Cards Issued - August 1
- August Rock the Regents “Cram-a-palooza” Tutoring - August 15
- All Faculty/Staff Professional Development - August 16-23
- Earth Science Lab Practical - August 16
- August Regents Exams - August 20-21
- Freshman Bridge Program - August 22-23
- Family Fun Day and Resource Fair - August 23
- August Graduation - August 23
- First Day of School - August 26
- School Closed for Labor Day - September 2
- Sophomore & Junior Parent/Student Orientation - September 5
- Freshman Parent/Student Orientation - September 9
- Senior Parent/Student Orientation Breakfast - September 14
- STAR Testing (in class) - September 9-13
- SNAS Parent Orientation- September 17
- ELL Parent Orientation - September 19
- Virtual PLC Meeting - September 27

Ms. Jacobson also discussed 2024-25 school year planning and initiatives. Summer school took place July 8-31 from 8am to 3pm. 182 students participated in addition to 30 who used APEX Credit Recovery. The WCHS No Phone Zone policy was piloted during summer school. All students turned in phones prior to going through metal detectors. Brooklyn Neighborhood Services will be providing a financial literacy program for 16 students throughout the summer (Tuesdays from 10am to 12pm July 9 through August 13). Planning is ongoing for: August and school year professional development; school-wide events; and, Advisory, College and Career Readiness, Next Gen Biology and Earth/Space Science curriculums. WCHS is submitting applications for additional diploma seals. The Seal of

Biliteracy application is due December 1. The Seal of Civic Readiness application is due August 1. WCHS is also working to expand its CDOS credential offerings.

Ms. Jacobson reported that 249 students were on the Trimester 3 Honor Roll: 41 in 9th grade; 63 in 10th grade; 66 in 11th Grade; and, 79 in 12th Grade.

4. SENIOR CLASS DATA

Ms. Martin reviewed graduation data. 160/193 students graduated on June 27, 2024. 152 students graduated with the class of 2024. 2 class of 2025 students graduated early. 5 5th-year students graduated. 19 students have the potential to graduate in August, 7 of whom only need a Regents to graduate.

5. COLLEGE DATA

Ms. Martin reviewed WCHS graduates' college and career plans:

- 2-Year Private - 2
- 4-Year Private - 35
- SUNY 4-Year - 10
- SUNY 2-Year - 3
- CUNY 4-Year - 41
- CUNY 2-Year - 31
- Trade School - 17
- Military - 5
- Employed - 11
- No Decision - 7

Ms. Martin announced that the New Yorkers Against Gun Violence (NYAGV) Education Fund invited Williamsburg Charter High School to be an honoree at their annual benefit dinner on October 8.

6. OPERATIONS

Ms. Jacobson is continuing to collaborate with SNAS, Data, and Operations teams to prepare August Regents Exam rosters, scantrons, letters, room assignments, auto-calls, trainings, and proctoring schedules. The 2024-25 Master Schedule and room and teaching assignments are being prepared based on student course requests and teacher preferences. Administration continues to work on FY2025 budget development. Educational Networks will be providing videos and photos for the new website shortly. Schola provided a new school promotional video. Operations and staff reviews in TeachBoost are ongoing. A draft of a revised School Safety Plan and District Safety Plan are available for public comment on the website. Feedback should be emailed to vjacobson@thewcs.org. Community Covenant updates will be submitted to NYSED once approved.

Ms. Jacobson stated that the cell phone removal pilot went into effect on July 29. The policy is a result of a letter signed by 41 teachers, stakeholder surveys, research, and comparable policies going into effect at city and possibly state-level. Cell phones are collected from students at the beginning of each day and returned at the end of the day. Parents can call the Main Office at 718-782-9830 to contact their child during the day. One of the current challenges is that it is a time-consuming effort with 100 students. Ms. Jacobson foresees it becoming difficult with additional students. The phone collection process will be fine-tuned in coming weeks. Ms. Jacobson would still like to consider the purchase of Yondr pouches should funds become available. Moving forward, a new policy will be formalized when the Community Covenant review process is complete and approved.

7. FACILITIES

Mr. James reported that the school's HVAC air conditioning units are operational. Both elevators are in working order. An FDNY inspection was conducted in the school's science labs with two minor findings. The eyewash station log and door signage were both corrected. There were no energy savings requests from ConEdison's NY Demand Response program. A new proposal has been submitted for the upcoming school year from the Executive Cleaning Service.

8. RECRUITMENT AND ENROLLMENT

Ms. Jacobson reported that school recruitment efforts continue through social media, print and online publications, online and print mailings, radio advertising, cinema, bus routes, and in-person events. Mr. Myers has been diligently spreading school promotional materials throughout the community and expanded targeted areas.

There are 90 verified 9th grade registrations and 26 verified 10th and 11th grade registrations. Enrollment stands at 713. The school hopes to enroll 160 more 9th graders. The Board discussed the seriousness of the enrollment and Ms. Fernandez confirmed that enrollment is lower than expected. The current enrollment estimate for the fall is 766 and adjustments will need to be made to the current budget.

9. FINANCE

Ms. Fernandez reported. As of May 31, 2024 the total collected revenue was \$16,571,105. (88% from per pupil and 12% other). The total expenses were \$18,529,737. (66% personnel, 10% contracted services, 17% rent, 2% utility and 10% other). The total deficiency is \$1,958,632. Ms. Fernandez said the deficit will likely go down; however, revenue is still lower than estimated. Ms. Fernandez reviewed total assets, total liabilities, audits and ARP ESSER 3 budget.

10. HUMAN RESOURCES

Mr. Kloss reported. Graduation materials were handed out on June 27 and attendance was monitored for all staff. Open enrollment choices were set up in ADP and PPI. FSA enrollments have been set up in BRI Benefits. In June, one new instructional staff member was hired. Two instructional staff resigned. One operations employee is currently on leave. Signed 2024-25 contracts have been received from all but two staff members. The HR Department and leadership worked together to offer continued employment to seven staff members in discontinued positions. Four are pending based on interviews and renewed credentials. Paid lactation breaks in New York State went into effect on June 19. There has been no additional clarification to the frequency of breaks beyond “reasonable need”. Mr. Kloss is using summer down time to organize and conduct internal audits.

11. STAFF ADVISOR

Mr. Kronenberg thanked the Board for attending a staff town hall the week prior. During the call, a variety of topics were discussed, including: enrollment and programming, community engagement, alumni, department-wide weekend events with open houses and block parties, communication clarity, board visibility, HR transparency, cell phone policies, Student Advisors to the Board, and tools for streamlined communication, including the use of a Google Form.

12. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that the annual board meeting is scheduled for August. Board elections and self-evaluations will take place. The SSEC Report was submitted with Mr. Guzman on July 11, ahead of the July 22 deadline. The Annual Report is due August 1. The ESF Desk Audit was approved. CSBM is completing WCHS’ 2024-25 Title funding application. The stakeholder collaboration/consultation meeting will occur soon. ARP amendments have been completed by CSBM. Ms. Manion submitted the SEAL of Civic Readiness application on behalf of Ms. Wade and Ms. Jacobson on July 30.

20th anniversary planning is ongoing. The school is working on branding, social media campaigns, and a potential block party or fundraising gala. Carlyle James designed a 20th anniversary logo. Ms. Manion will work on a fundraising appeal letter campaign. A film shoot is scheduled for August. The film company will make a \$7,500 donation to the school.

Ms. Johnson also asked that all eligible students be encouraged to register to vote ahead of the November election.

13. ADJOURNMENT

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