



MINUTES
Board of Trustees Meeting
August 28, 2024

PRESENT

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

GUESTS

Valerie Jacobson, Acting Head of School
Mary Kenny, Minutes Transcriber
Additional Staff (24)

ABSENT

Samuel Rivera, Trustee
John Witherspoon, Trustee

1. WELCOME

Ms. Putz welcomed everyone and called the meeting to order at 6:05 PM.

2. APPROVAL OF JULY BOARD MINUTES

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

3. ACADEMICS

Ms. Jacobson presented upcoming important dates:

- Freshman Bridge - August 22
- Virtual Parent Town Hall - August 22 at 12pm
- Family Day - August 23 from 12-3pm
- First Day of School - August 26
- School Closed for Labor Day - September 2
- Sophomore and Junior Parent and Student Orientation - September 5 a 6pm
- Freshman Parent and Student Orientation - September 9 at 6pm
- Senior Parent and Student Orientation Breakfast - September 14 at 10am
- STAR Testing (in-class) - September 9-13
- SNAS Parent Orientation - September 17 at 6pm
- ELL Parent Orientation - September 19 at 6pm
- Virtual Curriculum Night - September 25 at 6pm
- Virtual PLC Meeting - September 27 at 6pm

Ms. Jacobson presented upcoming initiatives for the 2024-25 school year:

- WCHS "No Phone Zone" Pilot Program;
- Partnership with Brooklyn Neighborhood Services Financial Literacy and Chase Bank;
- Expanded Honors, AP and SUPA Program;
- Rock the Regents Campaign;
- School-wide monthly themes and PBIS;
- Monthly College & Career speakers in collaboration with Club Adam;
- Curriculum Updates in Advisory, College & Career Readiness, Next Gen Science: Biology and Earth/Space Science;
- The Seal of Biliteracy (application due December 1);
- The Seal Civic Readiness (submitted August 1 and approved by NYS);
- CDOS Credential expansion; and,

- Schoolwide Committees: School Improvement, Student Government, Student Recruitment, Attendance, Fundraising, Sunshine, and Middle School.

4. SENIOR CLASS DATA

Ms. Jacobson stated that the 2024 graduation rate is now 84% with August graduates.

5. OPERATIONS

Ms. Jacobson administered the August Regents Exams and coordinated scoring, compliance rosters, scantrons, letters, room assignments, auto-calls, training, and proctoring schedules. The 2024-25 Master Schedule has been finalized. This includes built-in common planning periods by departments. Teacher schedules were issued by the first day of professional development and schedules were issued by Family Day. Teacher vacancies have been covered internally (10 sections). Ms. Jacobson continues to recruit for one ELA teacher, one Science teacher, one Academic Counselor, one Counselor Leave replacement, and one College and Career Teacher/Coordinator. Emergency Readiness Training was conducted for all staff. A drill schedule has been set per NYS requirements. Community Covenant updates are ready to be submitted to NYSED. Ms. Jacobson reviewed revisions to the School Safety Plan and District Safety Plan. The Safety Plan was posted to the school website. Families will receive notice one week prior to any lockdown and trauma drills. Support counselors are on hand, if needed. Ms. Philson asked that the PLC discuss the revisions at their next meeting.

- Ms. Philson made a motion to accept the School Safety Plan and District Safety Plan. Ms. Johnson seconded. All were in favor.

The cell-phone removal policy is going well. Ms. Jacobson would like to consider purchases of phone pouches should funding become available.

6. FACILITIES

Mr. James reported. The school's HVAC units are operational. Both elevators are in working order and passed their annual inspection with the Department of Buildings. No energy savings demands were requested from the ConEdison NY Demand Response Program. Three proposals are being prepared to refill the test holes at 188 Varet Street. There have been no visits from the FDNY, NYPD, EMS, DOB, or ECB.

7. SAFETY

Desmond Edmonds, the school's new Safety Manager, was introduced. He reviewed cell phone collection and arrival and dismissal protocols. He believes the procedures are working well and he looks forward to fine-tuning the processes.

8. RECRUITMENT AND ENROLLMENT

Ms. Jacobson reported that extensive recruitment and enrollment efforts continue. Enrollment is 686 in PowerSchool and 686 in ATS. The FTE needs to be determined. WCHS hopes to enroll an additional 150 freshmen. The goal is to have 818 students by BEDS day in October. The Recruitment Committee meets weekly. Ms. Jacobson said that recruitment and enrollment is a top priority for the school.

9. FINANCE

Ms. Fernandez presented a draft financial report through June 30, 2024. The final financial report will be ready following completion of the audit. The total collected revenue was \$17,886,227. The total expenses were \$20,199,648. The total deficiency is \$2,313,421. This should be reduced after the ARP-ESSER funding is approved and recorded. Ms. Fernandez discussed the impacts of per pupil funding on school revenue. The Board then reviewed total assets and total liabilities.

10. HUMAN RESOURCES

Mr. Kloss rolled out a new school position focusing on student recruitment and community outreach. In July, there were zero instructional hires; however, multiple positions are starting in August. These are roles that were filled internally from employees in discontinued positions. In July there were zero instructional terminations and two operations terminations. Multiple school positions were discontinued as of July 16. One operations staff member and

one instructional employee is on leave. A new Safety Manager started in August. Mr. Kloss is updating the 2024-25 personnel handbook which will be rolled out in August. HR is building electronic files for staff and archiving separated employees. The Form 1-9 audit binders with old forms no longer need to be retained. The Mandated Reporter training audit has been completed.

12. STAFF ADVISOR

Mr. Kronenberg will be resuming weekly board meetings with Ms. Eagen and Ms. Manion. He reported that staff are enthusiastic about the new cell phone policy. He will be conducting a temperature check regarding how scheduling has gone. He looks forward to participating in school improvement meetings and is inspired by additional committees being offered. He is looking forward to the Board Meet and Greet. A new Student Advisor to the Board would be helpful. Mr. Kronenberg reminded staff that a Google Form is available should anyone have questions or concerns for the Board. He would also like to revisit financial incentives for staff. The Board discussed the issue and Ms. Fernandez said she will be happy to meet with him.

13. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that the annual board meeting has been rescheduled for September 18 at 2pm. This will consist of a Board meet and greet from 1:30-2pm, Board elections and self-evaluations, and approval of the 2024-25 calendar. The annual report was submitted on August 1. Progress towards goals, budget, and audit are due November 1. The ESF Desk Audit was approved. CSBM is completing the 2024-25 title application. The stakeholder meeting was held on August 22. The Seal of Civic Readiness application was approved. 20th anniversary planning continues. Ms. Manion will begin an appeal campaign in the fall. The school received a \$7,500 donation for filming between August 7-9. There may be an additional film shoot in September which could result in up to a \$9,400 donation. The WCHS community happy hour fundraiser at Pine Box raised \$185. Mr. Failla is interested in offering donation-based art classes. Ms. Manion is also exploring fundraising opportunities with local businesses.

Ms. Manion presented stakeholder information regarding Title funding. The school was allocated the following:

- Title I: \$288,139
- Title II: \$27,205
- Title III: \$11,501
- Title IV: \$25,165

\$270,874 of Title I funding will be spent on professional salaries for an at-risk social worker (\$42,658), College Coordinator (\$33,361), Reading Specialist (\$62,681), ELA Instructional Coach (\$24,040), Science Instructional Coach (\$23,760), 13-14 teacher stipends (\$71,764), Social worker stipend (\$6,300), and Academic Counselor (\$6,300). \$9,700 of Title I funding will be allocated to supplies and materials for homeless students (\$6,700) and family engagement (\$3,000). Indirect costs are \$7,575. Title II funding will be allocated to teacher stipends for Math, Science, Social Studies, and English Department Leaders (\$6,801/each for a total of \$27,205). Title III funding will be allocated for supplemental tutoring for ELLs (\$3,876), and ELL professional development from the Collaborate for Inclusive Education (\$7,625). Title IV funding will be allocated to stipends for the Athletic Director (\$10,000), Health Department Leader (\$9,000), and Afterschool Coaches (\$3,675 and \$2,490).

14. ADJOURNMENT

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