

MINUTES
Board of Trustees Meeting
September 24, 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
Additional Staff (28)

1. WELCOME

Ms. Putz welcomed everyone and called the meeting to order at 5:35 PM.

2. APPROVAL OF AUGUST BOARD MINUTES

- Ms. Johnson made a motion to approve the August Board Minutes pending counsel review. Ms. Philson seconded. Mr. Witherspoon and Mr. Rivera abstained. All others were in favor.

3. PARENT LEADERSHIP

Ms. Pink showed off the new PLC slogan, “Parents are the Secret Sauce to our School.” The PLC meeting will be happening on September 24 at 6pm. She invited all to join. Guests will be from Woodhull Hospital and Greenpoint YMCA. The PLC flea market will be on October 25.

4. ACADEMICS

Ms. Jacobson reported on attendance at recent events:

- Freshman Bridge on August 22 - 50 students;
- Virtual Parent Town Hall on August 22 at 12pm - 70 participants;
- Family Day on August 23 from 12-3pm - 42 families;
- Sophomore and Junior Parent and Student Orientation on September 5 at 6pm - 23 families;
- T3 Honor Roll Celebration on September 4 at 9am - 84 families;
- Freshman Parent/Student Orientation on September 9 at 6pm - 33 families;
- Senior Parent/Student Orientation Breakfast on September 14 at 10am - 71 families;
- ELL Parent Orientation on September 19 at 6pm - 0 families;
- Virtual PLC Meeting at September 24 at 6pm - TBD; and,
- Virtual Curriculum Night on September 25 at 6pm - TBD.

Ms. Jacobson reported on important upcoming dates:

- School closed on October 3 and 4 for Rosh Hashanah;
- Midterm exams from October 8-11;
- Hispanic Heritage Celebration and performance on October 9;
- School closed on October 14 for Indigenous People’s Day/Italian Heritage Day;
- Senior Assembly with Senator Salazar on October 15;
- Credit Recovery Group 1 begins on October 15;
- PSAT 8/9 (Grade 9) and PSAT/NMSQT (Grade 11) and Advisory Trips/Remote Asynchronous Instruction (Grades 10-12) on October 16;
- Progress Reports released on October 18;
- Parent-Teacher conferences on October 23 and 24;
- Virtual PLC Meeting on October 30;

- NHS Halloween Festivities on October 31;
- 2024-25 Partnerships;
 - Brooklyn Neighborhood Financial Literacy Program - Summer 2024 and 2025;
 - Woodhull Hospital Guest Speaker on September 14 and 25;
 - Senior Career Day Field Trip on October 16;
 - The ROWE from Greenpoint YMCA will assist in CCR classes, College Trips, SAT Prep, and FAFSA.

Ms. Jacobson presented instructional updates on behalf of Ms. Holford. Instructional leadership is focusing on teacher-centered adult learning through professional development and student-centered teaching and learning through engagement practices and data-driven PLCs. Teacher support is being provided via professional development sessions, instructional feedback/coaching, regular classroom pop-ins via instructional rounds, department leader support and feedback, and formal and informal evaluations. Round 1 informal observations are in progress. Instructional feedback is specifically through the lens of student engagement (domain 3) and planning and preparation (domain 1). Biweekly gradebook and Canvas checks are ongoing. Lunch 'n' Learns begin on September 24. The first session will focus on restorative practices and building relationships with students. It will be teacher-led.

Ms. Jacobson reviewed recent events such as the Senior Orientation Breakfast and Hispanic Heritage Month events.

Ms. Martin provided a college update. There were 160 graduates in June and 15 graduates in August. The graduation rate is now 83%. 104/218 seniors are in good standing. Credit recovery starts October 15. Ms. Martin also announced that WCHS has been selected as an honoree at the NYAGV Freedom From Gun Violence Benefit Dinner. Ms. Martin will be honored at this event.

5. OPERATIONS

Ms. Jacobson is collaborating with staff to create proctoring schedules, trainings, rosters, room assignments, and to conduct digital readiness checks for PSAT testing. Staff vacancies are being covered internally for 10 class sections. Recruitment is ongoing for one Spanish Teacher, one SNAS teacher, one Science Teacher/Coach, one Counselor Leave Replacement, and one CCR Teacher/Coordinator. 2024-25 Safety Plans have been submitted to NYSED. Five evacuation drills have been conducted. Two additional are scheduled in October, including two upcoming soft lockdown drills. The school continues to utilize the "No Cell Phone Zone" pilot through October. 195 students responded to a cell phone survey. Students have mixed feelings about the policy; however, the majority of students reported that implementation has been going smoothly. The Board discussed survey findings.

6. FACILITIES

Mr. James stated that the school's HVAC units are all operational. The school has not yet been converted to heat. Both elevators are working. There have been no updates from ConEdison regarding underground rainwater flooding issues on Varet Street. ConEdison NY's Demand Response Program has not issued any energy saving requests. The school's exterior and grounds were power washed. The school now has its own electric power washer. The Department of Health visited on September 19. No violations were found. There was one EMS visit for a sick student. No other agency visits were conducted.

7. SAFETY

Mr. Edmond stated that morning entry and dismissal procedures continue to be a success. He attended the Borough Brooklyn North Safety Meeting on September 4 and exchanged contact information with a number of city safety officials. The school had five visits from the NYPD concerning a family custody issue, a non-compliant student (no action taken), and three 311 parking concerns. The NYPD continues to provide coverage for dismissal on Bushwick Avenue. The school renewed the panic alarm system contract with DGA security. On September 19 two safety officers were injured during a student physical altercation in the cafeteria. Mr. Edmond attended a virtual NYPD 90th Precinct deployment meeting on September 23 with Deputy Inspector Wernersback, Youth Coordinator Officers, and surrounding school's administrators. The school recently completed a soft lockdown drill which took 11 minutes to complete. Mr. Edmond reminded attendees to say something if you hear or see something suspicious.

8. RECRUITMENT AND ENROLLMENT

Ms. Jacobson reported that school marketing and recruitment efforts continue via community organization partnerships, attendance at high school fairs and open houses, hosting middle schools tours, and sending weekly email blasts.

Enrollment is 675 in Powerschool and 677 in ATS. The FTE is still to be determined. Students are enrolling daily and applications are in process. The school's enrollment goal is to have 750 students by December 6. The Board reviewed numbers by cohort. The 2025-26 Common Application opens on October 1.

Ms. Eagen stated that New York State is monitoring the number of substitutes in schools and that if an operations staff person is not already doing so, someone should be assigned to collect data on this.

9. FINANCE

Ms. Fernandez reported that as of July 31, 2024 the total collected revenue is \$1,671, 872. Total expenses are \$1,757, 495. The total deficiency is \$85,623. Ms. Fernandez reviewed the breakdown of assets and liabilities. The general audit is in process.

10. HUMAN RESOURCES

Mr. Kloss stated that there have been zero instructional hires and one operational hire. The school welcomed a new Safety Manager. Eight instructional staff resigned in August. Nine positions were discontinued. One instructional support employee is currently on leave. Mr. Kloss developed a new lateness policy in conjunction with the leadership team and finished revisions for the 2024-25 personnel handbook. HR completed an audit of all employee benefits. NYS Sexual Harassment training was rolled out to staff during professional development. Mr. Kloss is working to get ready for the new year and for increased hiring efforts for open positions.

11. STAFF LIAISON

Mr. Kronenberg discussed the school climate. Teacher-led initiatives such as the no-cell phone policy have made a difference. Staff feel like their voices were heard. Mr. Kronenberg stated that the tentatively-named School Improvement Committee will be meeting soon and will focus on enrollment and recruitment efforts. He enjoys advisory walk-throughs that have been happening in classrooms.

12. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that the annual meeting has been rescheduled for October. Board elections and self-evaluations will take place at this meeting. She is hoping to schedule a board meet and greet earlier in the day. The Board is considering changing the day of meetings moving forward. Final portions of the WCHS' annual report are due November 1, including progress towards goals, the 2024-25 budget, and audit. The 2024-25 Title funding application has been approved.

WCHS has raised \$17,085 since August from two film shoots and a community fundraiser. The film shoots raised \$16,900 and the community fundraiser raised \$185. A third film shoot is tentatively scheduled for October 19 and 20. This would raise another \$3-4,000. Ms. Manion is working on an appeal campaign and will explore fundraising opportunities with local businesses.

13. ADJOURNMENT

Mr. Rivera made a motion to adjourn. Ms. Johnson seconded. All were in favor.