



MINUTES
Board of Trustees Meeting
January 31, 2024

PRESENT

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

GUESTS

Valerie Jacobson, Acting Head of School
Mary Kenny, Minutes Transcriber
Ellen Eagen, Legal Counsel
Additional Staff (36)

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF DECEMBER BOARD MINUTES

- Mr. Rivera made a motion to approve the December Board minutes pending counsel review. Mr. Witherspoon seconded. All were in favor.

3. ACADEMICS

Ms. Jacobson presented recent and upcoming dates. The Trimester 1 Honor Roll Assembly was held on January 17. Over 200 students were celebrated. WCHS hosted Senator Julia Salazar on January 19 at the school. Ms. Salazar met with Ms. Jacobson, Ms. Pink, stopped by a parent community event, and received a tour of the school from National Honor Society (NHS) students. The Parent Leadership Council (PLC) hosted a town hall meeting on January 25 featuring safety representatives from the NYPD. Staff received professional development on January 29. Middle of the year (MOY) STAR Testing will take place between February 5-9 in ELA and Math classes. AP Social Studies classes will be attending Hamilton on Broadway on February 7. The Black History Gala will be held on February 9. The PLC Winter Market New You Resource Fair will take place on February 14. School will be closed for mid winter recess between February 19-23. The 'WCHS Got Talent' show will take place on February 28. The December Teacher of the Month was Carmel Waldron. The December Staff Person of the Month was Natasha Robinson.

Ms. Holford provided an instructional update. Round 1 announced formal observations are complete for 61 teachers. 80% of teachers are within the effective range (2.8-3.4). Round 2 unannounced formal observations will take place in March and April of 2024. Instructional learning walks took place on January 18. Teachers received informal feedback on the three Danielson Domains (3a: explicit instruction, 3b. question/discussion techniques, 3c: purposeful instructional grouping of students). Ms. Holford and Mr. Giscombe are exploring NYU Teacher Residency and Touro College programs for pathway to certification for teachers and to recruit resident teachers. The Trimester 2 (T2) coaching model will consist of teacher intervisitation of classrooms beginning the first week of February. This will continue through the end of T2. Ms. Eagen asked about whether or not substitute teachers are observed. The Board agreed that great progress has been made closing the vacancy gap. Professional learning communities have been collaborating and sharing in the development of T2 midterms. On February 13, Lunch 'n' Learn Session #4 focused on close-reading and literacy. Danielson training takes place after school every Monday.

Ms. Martin reviewed senior class data. 95/200 seniors are currently on track for graduation. Staff are working with seniors on graduation plans. Seniors must be on track to attend senior functions. 83 seniors are on honor roll and 42 are on the Principal's list with a GPA of 95 or higher. 58 seniors applied to SUNY, 109 applied to CUNY, and 65 applied to private schools. 11 students are enrolled in the spring semester of College Now. The School hosted FAFSA events on January 18 and January 27. The Board discussed the graduation rate, how it compares to previous years, the effects of COVID citywide, Regents waivers, learning loss due to remote learning, and techniques to help

recover missed instruction. Mr. Kronenberg mentioned that Department Leaders met to strategize ideas for the June Regents. Ms. Eagen stated that the school must also focus on the 9th and 10th graders and on providing summer credits, not just credit recovery, an aspect community colleges are focusing on.

4. OPERATIONS

Ms. Jacobson messaged parents and assisted teachers in generating links for virtual parent-teacher conferences on January 30 from 4-7pm and January 31 from 2-4pm. She also administered the January Regents Exams, managed examination ordering, storage, proctoring and scoring. Planning is ongoing for the NYC DOE Parent, Student, and Teacher Survey administration which will take place from February 12-April 5, 2024. Ms. Jacobson is preparing Trimester 3 student and teacher schedules. The updated website with Educational Networks is in process. Recruitment and coverage for teacher vacancies, counselor vacancy, and leave replacements, Safety Manager, and Safety Officers continues. Ms. Jacobson collaborated with Recruitment Coordinator, PLC, Accountability Manager, and Board Committee to create a Student Recruitment Marketline Timeline and Task List.

1020/1555 laptops have been loaned to students. 21 remain in stock. 179 have been reported lost. 335 were broken. The school still holds 250 hotspots. Per the school's capital budget, the following technology orders have been placed: 50 Chromebooks (replacements), 10 LG CreateBoards (replacing broken Prometheans/projectors), 20 MacBooks (replacing broken teacher Surfaces), and 5 Surfaces (replacing broken staff Surfaces). Ms. Jacobson reported that staff are delighted with the new LG CreateBoards. Teachers report that these innovative displays have already made a significant impact on the teaching and learning environment, and teachers are excited about the possibilities they offer for the future.

5. FACILITIES

Ms. Manion reported for Mr. James. One heating unit was repaired and an inspector from the Department of Health visited and found that two previous items of concern had been corrected. The boiler was inspected. There were two issues that are currently being rectified.

6. FINANCE

Ms. Fernandez reported. As of November 30, 2023, the collected revenue for the period was \$8,113,917. The total expenses are \$8,318,030. The total deficiency of \$204,112 is due to low enrollment. The Board reviewed the breakdown of assets and liabilities in detail. Ms. Fernandez and Mr. Rivera have been meeting to discuss the deficit.

7. RECRUITMENT AND ENROLLMENT

Ms. Jacobson reported that enrollment is 779 in Powerschool and 772 in ATS. The FTE is 773, There have been 125 discharges with 35 registrations in process. 25 students are on the waitlist. The school continues to deploy robust recruitment efforts, including social media advertising, in print and online publication advertising, radio advertising, cinema Screen advertising, bus route advertising, in-person events with community organizations, on-person high school fairs at local middle schools, in-person open houses, in-person school tours for middle schools, weekly Email blasts, mailings to local middle school counselors, mailings to NYC DOE mailing list, canvassing local establishments with updated brochures and postcards, seeking proposals for online lead generation services, and seeking proposals for marketing/branding/reputation management services.

The lottery will take place on April 2 at 6pm. The school currently has 177 applications. The Board discussed the current discharge numbers versus previous years. Ms. Jacobson provided a detailed account of enrollment by grade, applications, open house dates, advertisements, and Spanish/English brochures.

8. HUMAN RESOURCES

Mr. Kloss reported that audits and compliance continue. NYS Department of Labor in conjunction with NYSED held a webinar on the amendments to workplace violence prevention law. A draft of requirements is to be submitted to the Board of Directors. Key components include developing a policy statement, conducting a risk evaluation, developing programing, developing reporting systems and employee training. Mr. Kloss is working on employee handbook updates for an August release before the new school year. A small recruitment team met with NYU for a second time. NYU is looking to come in for a site visit as next steps. The recruitment team also met with Touro's

Graduate School of Education to initiate a relationship for bringing in new instructional staff and enhancing the certification process. There were five instructional new hires and three terminations in December. Three instructors are currently on leave and one returned. Mr. Kloss ordered two new file cabinets so older files can be relocated to Ms. Offei's office.

9. STAFF ADVISOR

Mr. Kronenberg thanked everyone for their warm welcome back to the building. He said he will be reaching out to Ms. Eagen and Ms. Manion. In the interim, some staff had been emailing him with different topics. Mr. Kronenberg is considering coordinating a town hall or deploying a staff survey to increase staff engagement. He encouraged teachers to celebrate seniors' college acceptances.

10. ACCOUNTABILITY

Ms. Manion reported that she submitted the school's FDNY inspection certificate to finalize the school's renewal application. WCHS' liaison, Jennifer Marshall, is finalizing her recommendation report. The school has not been scheduled for a Board of Regents meeting yet. The Civil Rights Data Collection (CRDC) report is due February 26. Ms. Manion, Ms. Jacobson, and Ms. Fernandez are meeting with CSBM on February 1 to review upcoming Title deadlines. An education company is interested in using WCHS space for a photoshoot, Ms. Manion will follow up. She is also hoping to partner with a local mutual aid organization to fundraise for asylum seekers at the school's admissions lottery.

11. PARENT LEADERSHIP COUNCIL

Ms. Pink shared highlights from her parent meet and greet with Senator Salazar and the PLC Town Hall Meeting on January 25. Parents created vision boards with hopes for the future. The PLC Winter Market New You Resource Fair will take place on February 14. The Board asked her to send them a flyer.

12. ADJOURNMENT

Ms. Johnson made a motion to adjourn the meeting. Ms. Philson seconded. All were in favor.