

WCHS Board of Trustees Meeting

June 2025



June 24, 2025 Meeting Agenda

1. Welcome and Introductions
2. Approval of May Minutes
3. Academics
4. Parent Leadership Council
5. Operations
6. Facilities
7. Executive Consultant
8. Recruitment and Enrollment
9. Finance
10. Human Resources
11. Staff Advisor to the Board
12. Accountability and Development
 - a. Ratification of May voting items
13. Adjournment



Academics - Important Dates 6/24/25

- BCAT May 30th Artists week and Artist Talk; Silent Auction with community
- Senior Prom 5/30 at Terrace on the Park
- Senior Final Exams and Biology/Earth Space/Geo Final Exams 6/2, 6/3, 6/4
- No School 6/5
- PD Day 6/6
- Senior Grades Due 6/9 @8am
- Biology & Earth/Space Science Regents Exams 6/10
- Geometry Regents Exam 6/11
- Senior Awards Dinner 6/13 @6pm
- Final Exams 6/12-6/13; Make-Ups 6/16
- Regents Exams 6/17-6/18
- T3 Grades Due by 8am 6/18, Grade Verifications Released
- Grade Verifications Due by 6/23
- No School 6/19
- Regents Exams 6/20-6/25
- Rating Days 6/26-6/27
- Graduation/End of T3 6/27
- School Closed (Except Facilities) 6/30-7/4/25
- Financial Literacy Class w/ Brooklyn Neighborhood Services, Tuesdays starting 7/8
- Summer School 7/14-8/7/25 Monday-Thursday

Academics 6/24/25

School Year Planning

- Year-End Feedback Surveys
 - Advisory Survey
 - Student Course Survey
 - Teacher Reflection Survey
 - 360 Feedback Survey
 - Cell Phone/Electronics Policy Survey
- August & School Year PD Planning
- Review of Policies
 - Course Catalogue and Grading
 - Community Covenant and PBIS
 - Scholarship Application
 - Credit Recovery, APEX
 - Summer School
 - Teacher Observation Process
 - Instructional Coaching Model
 - Teacher Mentorship Program

Academics 6/24/25

Summer School Planning & Registration:

Counselors are assisting families with Summer School registration now:

1. Fill out the [Summer School Interest Form](#)
2. Complete the [Summer School Contract](#)
3. Counselors will then register the students in PowerSchool

Summer School 2025 Schedule

2 Sessions Available

Session 1: 8:00am to 11:00 am

Session 2: 11:30am - 2:30pm

Trimester 1:

Monday July 14th
Tuesday July 15th
Wednesday July 16th
Thursday July 17th
Monday July 21st

Trimester 2:

Tuesday July 22nd
Wednesday July 23rd
Thursday July 24th
Monday July 28th
Tuesday July 29th

Trimester 3:

Wednesday July 30th
Thursday July 31st
Monday August 4th
Tuesday August 5th
Wednesday August 6th



May Teacher of the Month

Congratulations, Mr. Jonathan Perez!



Mr. Perez stepped into his role and instantly became a beacon of light to our school community and our kids. His passion and drive go beyond the classroom walls and extend far beyond the school building. Mr. Perez is always willing and able to assist not only students but the entire school community in any way he can.

His calm demeanor, paired with a stern yet loving approach to guiding our students, is truly admirable. Mr. Perez is the true definition of a dedicated, compassionate, and impactful educator, someone who leads by example and makes a lasting difference in the lives of those around him.

Mr. Perez we are so blessed to have you on our team!

May Staff of the Month

Congratulations, Ms. Stacy Lyamets!

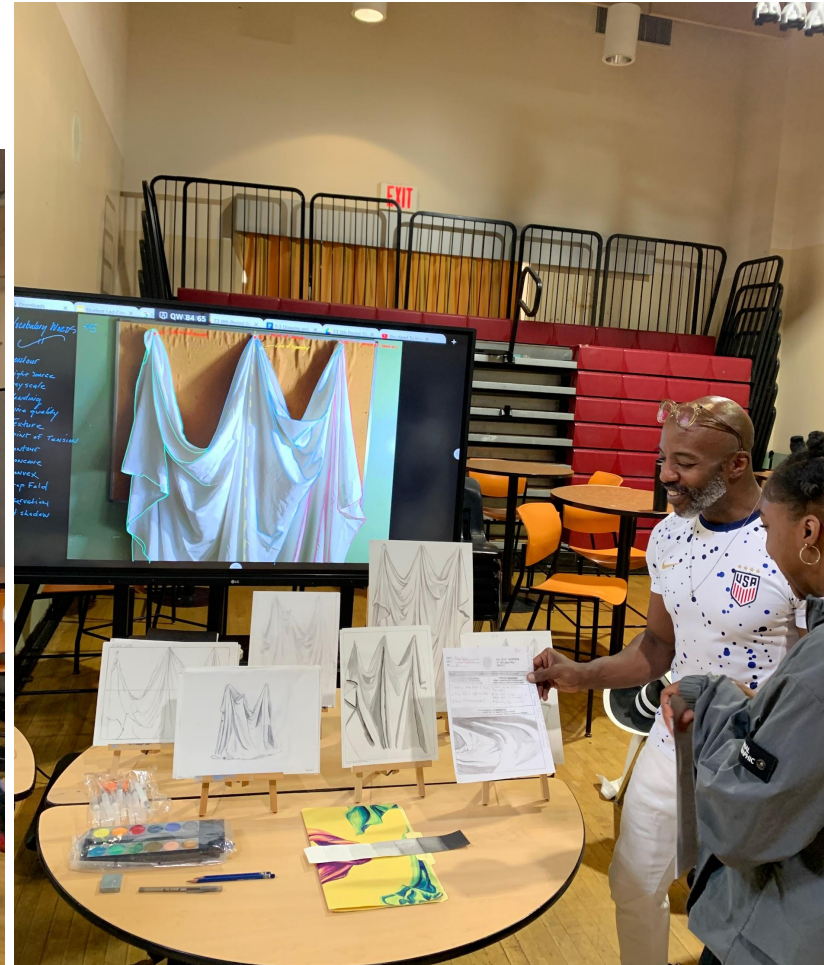


We are so lucky to have Ms. Lyamets as one of our valued Speech Pathologists. She has developed positive relationships with her students and keeps them engaged in learning bell to bell! She is always positive and cheerful and brings sunshine to everyone's day!! Students seek her out for help, support, or just to check in even when they do not have a session. We appreciate all that you do!

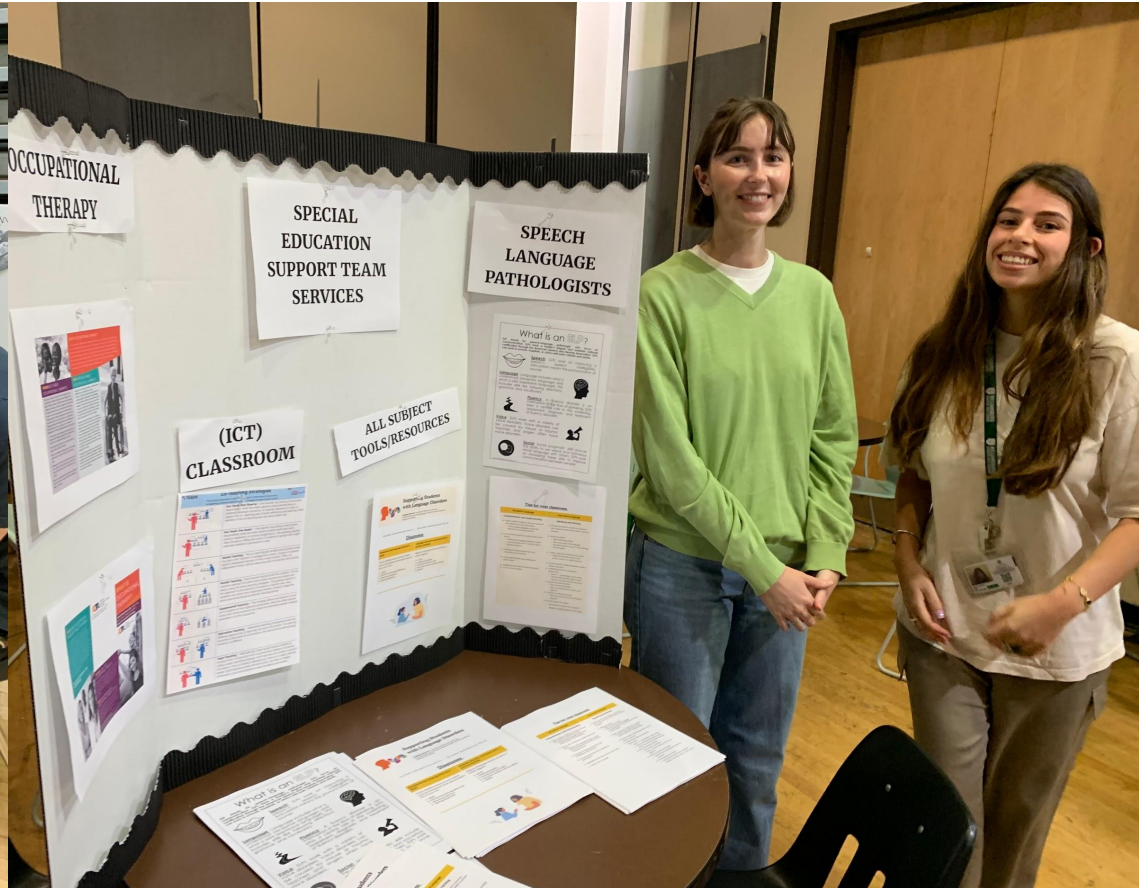
Academics - Athletics Awards Banquet 5/28/25



Academics - Teacher Showcase of Learning 6/6/25



Academics - Teacher Showcase of Learning 6/6/25



Academics - Boys Volleyball Champions 6/11/25



Senior Awards Banquet 6/13/25



2025 College Decisions!

Decision Day Celebration was held on May 28th.

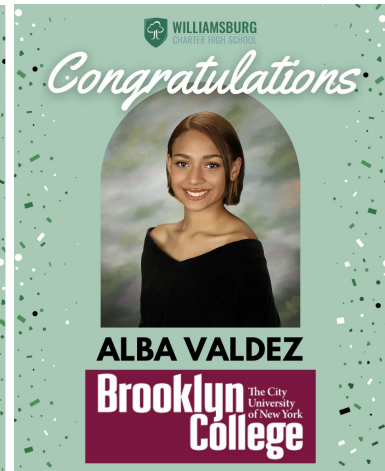
Currently **92** students made their post secondary decision!

Approximately half are attending CUNY

Approximately 20 Living on Campus (SUNY, Privates, UCONN)

Approximately 4 are attending HBCU

Others are attending Trade Schools and Military Options





Senior Data



Class of 2025

213 Students in the Class of 2025

1 Early Graduate: Class of 2026

Students in Good Standing! **ON TRACK** **137**  **127 Last Month**

Slightly OFF TRACK: **45**  **50 Last Month**

OFF TRACK Severely Undercredited: **31**  **Last Month 36**

Regent Accumulation:

123 Students completed all 5 regent exams

6 Students Qualify for CDOS Credential 4 towards a Superintendent Determination and 2 towards their Plus 1 Exam

24 students can potentially earn an advanced regents diploma

5th Year Seniors

48 Students

Class of 2021: 3 Students

Class of 2022: 6 Students

Class of 2023: 11 Students

Class of 2024: 28 Students

1 Graduate has finished Requirements in January

Senior Fun:
Prom May 30th: Is Happening we now have 90
attendee's

Senior Trip Kalahari:
CANCELLED

Senior Trip Grad Night at Six Flags: June 6th
6 Students Paid **Still Advertising**

Actions Taken to Support Senior Graduation Status:

- **Expanded Credit Recovery Options:** Three sessions of Night School have been offered in addition to existing credit recovery programs. We are currently in Session 2. Session 3 will occur after senior grades are stored, providing students with a final opportunity to complete one additional course before graduation.
- **Apex Enrollment and Deadlines:** 46 Students are actively enrolled in Apex. 8 are 5th Year Seniors. The completion deadline is June 13th. Any students with incomplete Apex work by that date will be required to attend school during Regents Week to finish their courses.
- **Prom and Academic Accountability:** Students who are on track for graduation but failing Trimester 3 courses have been notified that Prom is tomorrow. Instead of removing them from Prom, they are required to attend school to work on academic recovery and maintain graduation eligibility. All other students attending Prom are excused from school for the day.
- **Summer School Communication:** All seniors who need or may need summer school have been directly emailed. Families were also contacted and informed of their child's potential or confirmed summer school requirement based on current academic standing.
- **Regents Preparation:** Students in need of Regents exams have been provided with information and resources for Regents review and Regents Dates. About 53 students who are on track/ slightly on track with their credits: Need at least 1 regent (this means we will not know their actual graduation status until regents are done).



UPDATES FROM YOUR PARENT COORDINATOR Ms. PINK & PLC NEWS



We wrapped up our final Virtual PLC Meeting on Thursday, June 12th, at 6 PM, and it was Amazing! Our special guest was **Mr. Mark Davis, the Assistant Director of Admissions from Bloomsburg, Lock Haven, and Mansfield Commonwealth University of Pennsylvania.** He walked us through the application process and shared some fantastic insights about over 80 majors and the different campuses and resources available to students.

We also heard some **Important Updates for Seniors from Ms. Martin & school news from Principal Jacobson.** President Bowens shared a message about the importance of knowing your scholar's status and reaching out to your academy leaders. Ms. Pink provided valuable information on community resources and tips for scholars heading off to college.

Overall, it was a positive evening filled with great vibes, and we even had a fun Father's Day raffle! Thanks to everyone who joined us!



Bloomsburg **LOCK HAVEN** **MANSFIELD**

COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

**MANDATORY
VIRTUAL PLC MEETING
"COLLEGE NIGHT EDITION"**

DATE: THURSDAY JUNE 12th, 2025

TIME: 6pm

Join us for an exciting College Night! We're thrilled to have Mr. Mark Davis, the Assistant Director of Admissions from Bloomsburg, Lock Haven, and Mansfield Commonwealth University of Pennsylvania, as our guest presenter. He'll guide us through the application process and share insights about over 80 majors and campus resources available to you.

We'll also hear important updates for seniors from Principal Jacobson, a message from the PLC, Community Resource & Tips for Scholars heading off to college from Ms. Pink. Plus, we'll be spreading positive vibes all around! And don't forget about the PLC Father's Day raffle! We'll be giving away four \$25 Amazon gift cards to lucky winners. For more details, shoot an email to Ms. Pink at mpink@wcs.org. Make sure to check your email for login information. We can't wait to see you there!



Family engagement is thriving here at Williamsburg Charter High School! As your Parent Coordinator and Liaison to the Parent Leadership Council, I'm thrilled to share all the exciting things we are accomplishing. Our active Parent Leadership Council keeps families in the loop with the latest school news through monthly virtual meetings and in-person events. Plus, I'm here to provide fantastic resources to support your whole family each month.

As your Parent Coordinator, I introduced our scholars to a variety of youth opportunities and programs in the community. Thanks to partnerships forged by Principal Jacobson and myself, we're bringing some amazing programs into our school. For example, we have **The WICK Against Violence Men's Program**, workshops and health resources from Woodhull Hospital; **The YMCA GREENPOINT Rowe Academy** for college readiness, trips, and fairs; **DAYONE** with social emotional well being workshops for our scholars & **YouthBridge** who provides mentorship and advocacy. Additionally, our **Brooklyn Neighborhood Services Financial Literacy Program** teaches our scholars about finances, and they even receive a certificate and a \$500 stipend!

The Parent Leadership Council and I also host in-person events and holiday celebrations that bring our families together, creating a strong sense of community.

Looking ahead to the 2025-2026 school year, we're excited to boost family engagement even further. We're especially focused on increasing male involvement and encouraging participation from our Silver Swarm—those amazing adults aged 65 and up. We can't wait to see you in the 2025-2026 school year!

Operations as of 6/24/25

- Generate Trimester 3 Grade Verifications, Report Cards and Spring STAR Assessment results letters
- Summer School 2025 staffing, planning, scheduling and course registration in PowerSchool; Late Registration 6/24-6/26
- Rock the Regents Saturday All Day Review Sessions 6/7, 6/14 & 6/21
- Proctoring Schedules, trainings, exam orders and supplies and scantrons and accommodation rooms and room assignments with Data, SNAS, and Counseling Department for June Regents Exams
- Scheduling Team preparing 25-26 Master Schedule and Student Courses requests
- Covered vacancies internally (17 sections) while recruiting for 1 Science Teacher/Coach, 1 SNAS Vacancy
- Reviewing “NO Cell Phone Zone” Policy Survey results for Governor Hochul’s statewide ban
- Reviewing budget and completing 25-26 Budget with Finance Dept and Board Committee, including exploring long-term needs and plans:
 - Fundraiser/grant writer
 - Discretionary funding applications
 - Real estate



Operations as of 5/29/25

- **For Approval:** WCHS will **renew existing benefit plans** as is and **absorb the cost of the premium increase for each plan level** for 2025-26 with the following understandings:
 - Employees who keep their same plan level will not see a change in their semi-monthly benefits payroll deduction
- Oxford/UHC initially offered a +15.9% (\$198,138) increase on the Oxford medical plans and then reduced it to a +8% (\$99,501) increase for a noo-market bid. Broker was then able to negotiate the following renewals with no plan changes and the UBundle discount:
 - Oxford/UHC Medical – +4.95% (\$61,566)
 - Oxford/UHC Dental – PPO +7.4% (\$2,975); DMO +5% (\$88)
 - Oxford/UHC Vision – 0%
 - Oxford/UHC Life/ADD – 0%
 - Voluntary Life/ADD – 0%
 - Oxford/UHC LTD – 0%
 - UNUM DBL – 0%
- Renewal maintains consistency for faculty/staff:
 - Maintain benefits plans/networks
 - Does not increase out-of-pocket costs (deductibles/co-pays) or employee portion of benefits premium (semi-monthly payroll deduction)
- Post-renewal:
 - Work with our broker & HR Manager to explore additional benefits options, HSA accounts, level-funding, and/or self-funding



Head of Operations Report

- **New cell phone removal pilot went into effect 7/29**
 - Policy is a result of 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 day
 - Parents can call the Main Office at 718-782-9830 to contact their child during the day
- **Continuing No Phone Zone Pilot Program from Summer School.**
- **We believe this will allow our students to be:**
 - Engaged in classroom activities and assignments
 - Less dependent on electronics to do classwork
 - Less likely to engage in conversations around bullying
 - Less likely to be distracted and procrastinate on assignments in class



Head of Operations Report

Community Covenant Updates: WCHS as a “No Cell Phone Zone”. Pending budget & results of the Pilot program, we may still consider Yondr—if students do bring a device, they must lock it in Yondr upon entry and can only unlock it upon exiting school. If students forget, lose or damage their Yondr, consequences will be issued as per the Community Covenant.

Vendor	Price	Quote
Yondr	\$25,155	Revised Quote 8-7-24
Jordiam LLC	\$85,000	Quote 8-1-24
Fixby	AUS\$9,532	Quote 8-9-24
Phone Locker	N/A	Cannot sell in US due to Yondr’s patent

Head of Operations Report

- How will a phone/electronics-free school help?



BE HERE NOW

We believe this will allow our students to be:

- Engaged in classroom activities and assignments
- Less dependent on electronics to do classwork
- Less likely to engage in conversations around bullying
- Less likely to be distracted and procrastinate on assignments in class

Ask: Requesting the Board update Community Covenant Cell Phone/Electronics policy to reflect students turn in phones upon arrival to be returned at the end of the day



WILLIAMSBURG
CHARTER HIGH SCHOOL

Facilities

1-The Department of Buildings conducted an elevator inspection on 6-17-25 & issued two non safety violation warnings. Elevator signage & updated test tags

2-Sealing work was conducted on our 2nd floor roof skylights

3-Two new air conditioning units are presently being installed replacing 2 burned out units on the roof

4-Facilities deep cleaning scheduled for the Summer 2025



Recruitment and Enrollment 7/16/24

	Jun. 23	Oct. 23	Nov. 23	Jan. 24	Feb. 24	Mar. 24	April 24	May 24	Jun 24	Jul 24
PowerSchool	908	775	775	779	772	767	766	758	758	597
FY 24 FTE	922.9	770.6	775.8	773.5	772.5	770.8	770.8	770.5	770.5	768.1

	Discharges
Graduated	160
Will not Attend	29
Aged-out	18
2/8-6/30/23	55
7/1/23-6/20/24	152



Recruitment and Enrollment 1/27/25

Recruitment/Marketing Plan

- Social Media Advertising
- In print and online publication advertising
- Radio advertising
- Cinema Screen advertising
- Bus route advertising
- In-person events with community organizations
- In-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 and additional addresses in feeder zip codes
- Canvassing local establishments with updated brochures and postcards
- Seeking proposals for online lead generation services
- Seeking proposals for marketing/branding/reputation management services



Executive Consultant

- Update on organizational condition



Recruitment and Enrollment 6/24/25

<u>Powerschool</u> 663	<u>ATS</u> 666	<u>FTE*</u> 658.249
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1. *As per 3/14/25 Billing Document
2. 3 Pending Discharge in ATS, 151 Discharges and 29 Will Not Attend since 7/1/23; 94 Discharges, 10 Aged-out and 29 Will Not Attend since 7/1/24; 15 August graduates
3. 2021-22 Admissions Lottery on 4/12/21 at 6pm (~196 attendees); 2022-23 Admission Lottery on 4/4/22 at 6pm (Zoom Attendees: 162, In-person Attendees: 21, Volunteers: 23); 2023-24 Lottery on 4/4/23 (5 in-person, 71 online)
4. 22-23 Incoming 9th Grade seats = 330; Incoming seats in grades 10th= 25 , 11th= 25 , 12th= 0
5. SchoolMint Applications:

	4/1/21	4/1/22	4/1/23	4/1/24	4/1/25
9th Gr	415	408	279	253	230
10th Gr	29	54	39	42	26
11th Gr	23	39	19	20	20
12th Gr	7	13	11	14	10
Total	474	514	348	335	286



Recruitment and Enrollment as of 6/23/25

Grade Level	Total in Grade	2021	2022	2023	2024	2025	2026	2027	2028
9	110 M 64 /F 46	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	2 M 1 /F 1	108 M 63 /F 45
10	141 M 82 /F 59	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	2 M 1 /F 1	139 M 81 /F 58	0 M 0 /F 0
11	153 M 83 /F 70	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	1 M 0 /F 1	152 M 83 /F 69	0 M 0 /F 0	0 M 0 /F 0
12	259 M 116 /F 143	3 M 1 /F 2	6 M 5 /F 1	11 M 7 /F 4	27 M 16 /F 11	212 M 87 /F 125	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0
Total	663 M 345 /F 318	3 M 1 /F 2	6 M 5 /F 1	11 M 7 /F 4	27 M 16 /F 11	213 M 87 /F 126	154 M 84 /F 70	141 M 82 /F 59	108 M 63 /F 45



Recruitment and Enrollment 6/23/25

Lottery Application for 2025-26

- Lottery Deadline 4/1/25
- Lottery 4/2/25
- 289 Applications as of 4/2/25
- 25-26 Seats Declared: 9th Gr - 220, 10th Gr - 25; 11th Gr - 10; 12th Gr - 0

Applications as of 6/23/25:

9th	10th	11th	12th	Total
279	54	35	19	387

SY 25-26 Recruitment and Enrollment as of 6/23/25

Application Dashboard ?

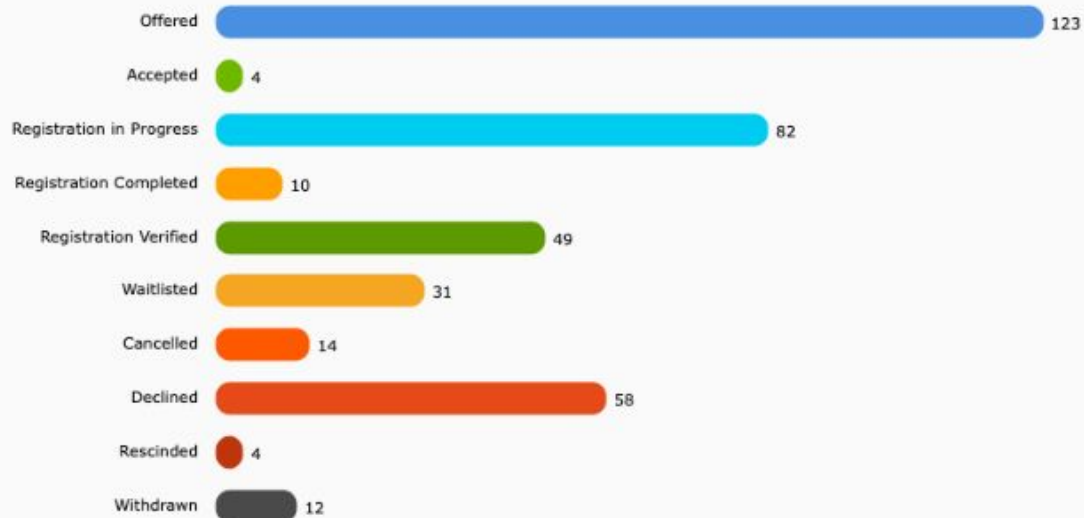
Use this dashboard to see application numbers per school and per grade.

Total Schools: 1



Overview Of All Applications

Total Applications: 387

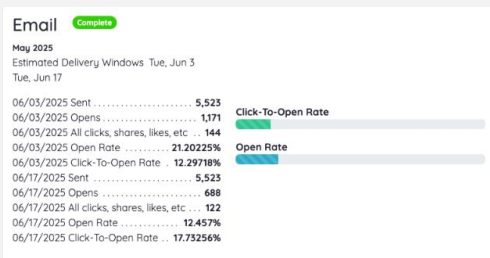


Recruitment and Enrollment 6/23/25

- **Open House (s):**
 - June 14th - 14 Families
- **Recruitment:**
 - Outreach
 - i. CB4 Shape Up Bushwick
 - ii. Family Game Night by ReForum Consulting in Flatbush
 - iii. Bushwick-Hylan Community Center Carnival
 - iv. Unity in the Community at Urban Assembly Unison
 - Community Engagement
 - i. Visits:
 - 1. JHS 126
 - 2. Northside
 - 3. IS 318
 - 4. Neighboring businesses and CBOs
 - ii. Bushwick Community Partnership Meeting
 - 1. Reengaging IS 291
- **Digital Performance:**

Instagram

Taradel



Recruitment and Enrollment 6/23/25

Retention Strategies:

Graduation Pop Ups

- JHS 383
 - Reengaging current their Principal
- One rising 9th grader enrolled
 - IS 318
- Strengthening relationship with current
 - Parent Coordinator
- Five rising 9th graders enrolled



Finance

WCHS Financial Update Board Meeting – June 24, 2025

This is the Financial Statement as of April 30, 2025
total collected revenue for the period \$12,818,775 million.
(93% Per Pupil Revenue, 7% other)

Total expenses for the period \$13,752,200 million.
(56% Personnel Services, 10% Contracted Services, 21% Rent, 2% Utilities, 11% Other expenses)

Total revenue over expenses for the period is **\$(933,425)**

Assets		
Cash and Cash Equivalents	10.8	Bank Acct, Petty Cash,
Account Receivable	0	Title Funds
Total Fixed Assets	2.1	Leasehold improvement, Furniture, Equipment, software
New Building	4.2	New Building Cost
Building Security Deposit	1.5	Rent Deposit
Prepaid expenses and Deposits	361,378	Utility, Insurances, other
Total Assets	19.0	
Liabilities		
Accounts Payable, Accrued expenses	319,387	Bills, Accrued salaries/taxes
Unearned Revenue	2.0	Advanced Per Pupil fund
Total Liabilities & Net Assets	19.0	5.9Unrestricted Net Assets

Notes:

- 403B audit has been completed
- Interim Audit was completed and reviewed with the Finance committee
“No findings”
- General Audit is Scheduled for August 27th.



Human Resources

- May New Hires - 3 Operations.
- May Separations - 2 Operations.
- LOA - 2 Operations employees are currently on Leave.
- Continue staffing the new *in house* facilities cleaning crew.
- Worked with our Broker to wrap up the 2025/2026 Benefits renewal.
- Sent a survey to gauge interest in an Employee paid STD policy. UNUM requires at least 10 enrollments to write the insurance. The agreement will be reviewed by Counsel and IHR Committee
- Updated the WCHS history/summary on all job postings for a fresh look.
- Spoke with the group overseeing our 403(b) vendor to get information on Secure 2.0 and setting up an ER match for student loan payments vs. the normal match to an EE contribution. TBD as we are looking at standalone vendors.
- Worked with Finance on the additional 403(b) audit.
- Recruiting, recruiting, recruiting.





Hello Summer

Updates from the Staff Liaison to the Board

- 1.) Continued School Improvement Committee Meetings to prepare for SY25/26.
- 2.) Thank you for another great year and the opportunity to represent for the Staff.. Please continue to reach out to me with anything you'd like shared with the board.

Accountability and Development

Accountability

- **Ratification of May Approvals**
 - April board minutes
 - Request to approve a 3% salary increase for the 2025-26 school year starting August 16, 2025 for all faculty and staff employed as of that date.
 - WCHS renewed existing benefit plans as is and absorb the cost of the premium increase for each plan level for 2025-26
- **360 Leadership Survey circulated**
- **NYSED Check-In Update**
 - Ms. Marshall followed-up with fingerprinting questions from 2023-24 and certification questions. Clarifying documentation was provided to the authorizer.
- **Summer Reporting**
 - 2025-26 Title I planning has begun
 - SSEC report due mid July (opens in June)
 - Annual Report due August 1
 - Disclosure of Financial Interest forms circulated to Board via Dropbox Sign

Development/Community

- **Events**
 - Partnering with Recruitment to plan WCHS Community Night at Brooklyn Cyclones game on 8/29, using funds from recent film shoot to purchase 150 tickets x \$13/each. WCHS will be able throw out the first pitch and have a parade around the field prior to the game. Tickets will be distributed to first 150 community members to claim, additional tickets will be available for purchase via link.
 - WCHS will raffle off opportunity to throw out the first pitch as a fundraiser (\$5/entry).
 - **We are accepting donations to purchase t-shirts for the event via Zelle - kfernandez@thewcs.org. Write "t-shirt donation".**
- **Fundraising**
 - Total Raised = **\$37,905**
 - Film shoot on 6/15 - \$2,000
- **Grants**
 - Planning for Walentas Grant application due August 1 (\$25,000)

Operations as of 5/29/25

- Prepared for NYSED Annual Visit with Department Leaders, Academy Leaders, Safety & Facilities and Accountability Manager
- Summer School 2025 staffing, planning, and course registration
- Planning Spring Regents Review and creating Proctoring Schedules, trainings, exam orders and supplies and scantrons and accommodation rooms and room assignments with Data, SNAS, and Counseling Department for June Regents Exams
- Scheduling Team preparing 25-26 Master Schedule and Student Courses requests
- Emergency Readiness Drills: total of 12 for 2024-25 completed
- Non-instructional staff evaluations and E-portfolios in TeachBoost February-May
- Covered vacancies internally (17 sections) while recruiting for 1 Science Teacher/Coach, 1 SNAS Vacancy
- Launching “NO Cell Phone Zone” Policy Survey for Governor Hochul’s statewide ban
- Reviewing budget and completing 25-26 Budget with Finance Dept and Board Committee, including exploring long-term needs and plans:
 - Fundraiser/grant writer
 - Discretionary funding applications
 - Real estate
- **For Approval:** WCHS will grant a 3% salary increase to existing 2024-25 salaries for the 2025-26 school year starting August 16, 2025 for all faculty and staff employed as of that date.



Operations as of 5/29/25

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 - Oxford/UHC Vision – 0%
 - Oxford/UHC Life/ADD – 0%
 - Voluntary Life/ADD – 0%
 - Oxford/UHC LTD – 0%
 - UNUM DBL – 0%
- Renewal maintains consistency for faculty/staff:
 - Maintain benefits plans/networks
 - Does not increase out-of-pocket costs (deductibles/co-pays) or employee portion of benefits premium (semi-monthly payroll deduction)
- Post-renewal:
 - Work with our broker & HR Manager to explore additional benefits options, HSA accounts, level-funding, and/or self-funding

