



MINUTES
Board of Trustees Annual Meeting
December 17, 2024

PRESENT

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

GUESTS

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

1. WELCOME

Ms. Putz called the meeting to order at 5:30 PM. Ms. Manion stated that she would be presenting a number of slides in order to respect everyone's time prior to the holiday.

2. APPROVAL OF BOARD MINUTES

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

3. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion stated that she would be presenting slides for staff in order to respect time close to the holiday. She introduced the 2024-25 Board election slate:

- Lourdes Rivera-Putz, Board Chair;
- Sabrina Philson, Vice Chair;
- John Witherspoon, Treasurer;
- Marcenia Johnson, Secretary; and,
- Samuel Rivera, Trustee.

The Board was provided with a Google Form to vote and complete self-evaluations. Ms. Manion reviewed the form for completion. The Board election slate was unanimously approved as listed: Lourdes Rivera-Putz was elected Board Chair, Sabrina Philson was elected as Vice-Chair, John Witherspoon was elected as Treasurer, Marcenia Johnson was elected as Secretary, and Samuel Rivera was elected as a Trustee.

Ms. Manion stated that Board development is ongoing and she hopes to announce a new addition to the Board soon. The CSPR Title IV Data Collection (2023-24 SY) has been approved. The Civil Rights Data Collection portal is now open and is due March 7, 2025. Ms. Jacobson, Ms. Pink, Ms. Johnson, and Ms. Manion are partnering with the New York City Charter Center with a public relations campaign to boost awareness of schools in need of rental assistance. The School has raised \$29,640 through film shoots, a community fundraiser in August, Giving Tuesday, and an upcoming staff happy hour. The next fundraising committee will be held on December 18. The School is looking at discretionary funding applications for 2025-26.

4. ACADEMICS

Ms. Jacobson presented upcoming important dates:

- Trimester 1 Final Exams - December 2-6
- Trimester 1 Choir Concert - December 4 at 4pm
- Senior Sleepover - December 6
- Trimester 2 Begins - December 8
- Grades Due - December 9

- Grade Verifications Due - December 11
- Report Cards Issued - December 13
- December Career Panel featuring Social Work, Psychology, Entrepreneurship, Media/Marketing during Advisory - December 18
- NHS Holiday Crafts Event: December 19 at 3pm
- Trimester 1 Honor Roll Assembly– December 19 (9th and 10th grades) and December 20 (11th and 12th grades)
- Virtual Parent Association Meeting - December 19 at 6pm
- School-wide Ugly Sweater Day and Contest and Holiday Caroling - December 20
- Winter Recess - December 23-January 1
- Earth Science Lab Practical - January 8 at 1:30pm
- Regents Review Saturday - January 11
- Return of Rhonda Ross with Club Adam - January 17 from 1-3pm
- Rock the Regents Winter Ball - January 17 from 3-5:30pm
- School Closed for MLK Day - January 20
- Regents Exams - January 21-24

Instructional

Round 1 informal observations have been completed for all teachers. They have received ratings with feedback and next instructional steps. Teachers received a Professional Growth Profile as a Mid Year performance summary ahead of the round 2 formal observations. A Lunch ‘n’ Learn was offered providing ENL and SNAS strategies for differentiation and providing access to content. Teacher classroom intervisitation begins Trimester 3. Teachers will visit classes and colleagues within their own departments. Teachers will observe teacher practice through the lens of the department’s identified learning skills and objectives.

241 students made the honor roll. 82 students made the Honor Roll. 71 made the High Honor Roll, and 88 made the Principal’s List.

The Teacher of the Month is Peter McMath and Staff of the Month is Paul Crews. Student government elections were held on December 16. The president and vice president will be invited to the next Board meeting.

5. SENIOR DATA

There are 213 students in the Class of 2025. There are 3 early graduates for the Class of 2026. 117 seniors are on track to graduate. 56 are slightly off track but with recovery options could be in good standing by February. 40 are very off track. 180 students have applied to college. There are currently 49 5th-year seniors. 1 student has completed graduation requirements for January.

6. PARENT LEADERSHIP COUNCIL

Ms. Pink showed highlights from the Thanksgiving Holiday Dinner which featured raffles, free books, dinner, music and a visit from the 90th Pct. Volunteers helped decorate the school. The next meeting will include a visit from WICK Against Gun Violence and the U.S. Army.

7. OPERATIONS

Ms. Jacobson has scheduled students for January Regents Exams and operations staff have mailed January Regents Exams letters and calendars. Operations, Data, IT, College and Career, and SNAS Departments collaborated to create exam orders, proctoring schedules, trainings, rosters, and room assignments. Trimester 2 schedules were finalized prior to the December 6 end of Trimester 1. Trimester 1 report cards were issued. 12 vacancies were covered internally (12 sections). Recruitment continues for 1 Spanish Teacher, 1 Science Teacher/Coach, and 1 PE Teacher. The WCHS No Cell Phone Zone pilot policy continues. Ms. Jacobson is reviewing the budget with Finance and the Finance Committee and exploring long-term needs and plans such as a fundraiser, discretionary funding applications, real estate, and working with IT to gather E-Rate consultant proposals.

Ms. Jacobson also presented Core Passing Rates and On-Track Data per grade-level.

8. FACILITIES

The FDNY conducted an inspection with no violations. All heating units are operational as well as all elevators. New exit door alarms were installed.

9. SAFETY

Morning entry and dismissal procedures continue to be a success. NYPD provides coverage on Bushwick Avenue and White Streets. There were two visits from the NYPD regarding off-site investigations. There were two EMS visits and one student was transported to hospital. Mr. Edmund meets weekly with the 90th Precinct.

10. RECRUITMENT AND ENROLLMENT

WCHS' student recruitment and marketing plan continues to be in progress. WCHS is participating in the New York Charter School Association's pilot campaign to help recruit students for Bushwick Charter Schools. From January to April, they will assist WCHS with marketing ads and outreach to families not currently enrolled in charter schools. WCHS recruitment staff continue to canvas local businesses, food pantries, community centers, community boards, and enrollment centers. Online and print ads are running in December and January issues of the NY Family Magazine in Brooklyn, Queens, and Manhattan. The school's iHeart Media ad campaign ends on December 28. There have been 141,000 impressions and 116 leads since October 30. Recruitment staff are presenting at Hyde Leadership in January or February. A Daily News email blast was sent out on December 5. 8 families attended an open house on December 14. The 2025-26 application launched on September 9 and the Common Application launched on October 1, 2024. The school has received 154 Applications as of December 17.

Enrollment

Enrollment is 657 in Powerschool and ATS. The estimated FTE is 658.64. The Board discussed resources for parents regarding immigration issues. There are four pending discharges. Since July 1, 2024, there have been 74 discharges. 10 students aged-out and 28 students chose not to attend.

11. FINANCE

As of October 31, 2024 the collected revenue is \$5,978,027. The total expenses for the period are \$5,839,232. The total collected revenue over expenses is \$138,795. The Board reviewed assets and liabilities. Mr. Rivera stated that the Board reviewed the budget during Executive Session and looked at a variety of proposed cuts to help bring down the deficit. So far, the amount of savings is \$950,000 for the remainder of the fiscal year. Mr. Rivera thanked the efforts of Treasurer John Witherspoon and the team for finding ways to reduce the deficit and preserve the community without any immediate impact to the staff of the school. The cuts were made mostly to supplies, copies, paper, and materials. He added that there will be more details to follow.

12. HUMAN RESOURCES

Ms. Manion reported on behalf of Mr. Kloss. Mr. Kloss indicated in his report that there were no instructional new hires or separations in November and that there were no employees currently on leave. There has been a reduction in lateness. WCHS salary and compensation data was shared with the New York City Charter Center as part of their compensation survey. The Charter Center should have data to share by January 13, 2025. There has been an increase in employee relations issues. HR continues to recruit for Science, English SPED, and Spanish teachers. Credit recovery contracts have been sent out along with any additional required addenda. HR continues to receive training from the Charter Center regarding their Teacher Certification Program and worked with Quynh Tran to submit the Staff Snapshot Report. Mr. Kloss wished everyone a happy and safe holiday.

13. STAFF LIAISON

Mr. Kronenberg thanked Mr. Rivera and Ms. Eagen for their recent presence at the school. 30 teachers and staff have completed the mid-year climate survey. Mr. Kronenberg and Ms. Manion will review the data and aggregate trends. The School Improvement Committee continues to meet and brainstorm ideas for leadership to consider. Mr. Kronenberg congratulated the new members of the student government and stated that he looks forward to working with them and hearing their feedback. Mr. Kronenberg stated that he hopes for continued engagement through action

and that new practices should be shown, not told. He hopes for continued transparency and communication from the Board regarding any new plans and visions. Mr. Kronenberg stated that he asked for Ms. Manion to circulate the minutes to staff following each meeting. Ms. Putz assured him that transparency is important to all. She wished everyone a happy holiday.

14. MOTION TO CLOSE

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