



MINUTES
Board of Trustees Meeting
November 25, 2025

PRESENT

Lourdes Rivera Putz, Trustee
Sabrina Philson, Trustee
Marcenia Johnson, Trustee
John Witherspoon, Trustee
David Medina, Trustee

GUESTS

Valerie Jacobson, Head of School
Katie Manion, Substitute Transcriber
Ellen Eagen, School Counsel
Samuel Rivera, Executive Consultant
Additional Staff (12)

1. WELCOME

The meeting was called to order at 5:30pm. Ms. Putz welcomed everyone.

2. APPROVAL OF SEPTEMBER MINUTES

- Ms. Philson made a motion to approve the October 2025 Board Minutes pending counsel review. Mr. Medina seconded. All were in favor.

3. ACADEMICS

Ms. Jacobson highlighted recent and upcoming important dates:

- November 18 - Afterschool Clubs Potluck;
- November 19 - Athletics Media Day, Pep Rally, and Hamilton Trip;
- November 20 - Virtual PLC Meeting;
- November 20 -21 and November 24 - Trimester 1 Final Exams;
- November 24 - Student Council Debate and Pre-Thanksgiving Dinner at 4pm;
- November 25 - Final Exam Make-Ups, Last Day of Trimester 1, Student Council Elections;
- November 26-28 - School Closed for Thanksgiving Holiday;
- December 1 - Trimester 2 Begins, Trimester 1 Grades Due by 9am;
- December 3 - Trimester 1 Grade Verifications Due; and,
- December 5 - Trimester 1 Report Cards Issued.

Ms. Jacobson provided an overview of the November 4 Virtual Professional Development Day. Staff reviewed protocols and procedures, the WCHS Classroom, the Danielson Rubric and teacher evaluations, remote classroom setups in the event of a snow day, mandated reporter training, SPED and ELL instructional strategies, Naviance and college recommendation writing, the NewsELA Certified Educator Workshop, and NYC Charter Center on-demand workshops. Ms. Jacobson announced that an instructional consultant will assist with unannounced informal observations from December 8 through January 16. Announced formal observations will take place January 27 through May 1, 2026.

Teacher supports and professional development includes weekly learning walks by administration with glows and grows, Academy Leader feedback via grade level classroom visits, Wednesday and full-day professional development sessions, Department Leader support and feedback, weekly lesson plan feedback, gradebook and Canvas expectations, monthly classroom walkthroughs, weekly co-planning and department meetings in core subject areas. Upcoming opportunities include Lunch ‘n Learns and peer intervisitation.

The teacher, staff, and advisor of the month are George Georgiadis, Nathaniel Robinson, and Melanie Griot. October school highlights included the Senior Committee Haunted House, the NHS Pumpkin Carving, and the schoolwide costume contest and Fright Fest trip to Six Flags.

Senior Data:

Ms. Martin reported that 92/163 seniors are on track. 26 students are slightly off track. The 2025 graduation rate is 84.1%, up from 82% in 2024. 56 students currently have all their Regents. There are currently 61 5th year seniors: 25 from the Class of 2025, 23 from the Class of 2024, 8 from the Class of 2023, 3 from the Class of 2022, and 2 from the Class of 2021. 53 students are currently enrolled in APEX. 12 students are attending credit recovery classes. The next group will start December 4.

Ms. Martin is providing ongoing Tuesday and Thursday college application help with Ms. Chery. 84 students have submitted CUNY applications. 54 students submitted SUNY and private applications. There have been 10+ acceptances from the HBCU fair including Lincoln University and Delaware State University. A few students recently visited colleges of their choice. Kaylee visited Columbia and Stony Brook University for biological sciences. Dylan plans to visit SUNY Purchase for music production. Amanda visited Fordham University for international business. Vanessa visited Fordham University for their nursing program.

4. PARENT LEADERSHIP COUNCIL

Ms. Pink reported that the November PLC meeting was held on November 20. She invited presenters from the Summer Youth Program at Medgar Evers College. The meeting also included school news, a raffle, and community resources. Ms. Pink also presented photos from the recent Parent-Teacher Conferences and holiday decorating.

5. OPERATIONS

Ms. Jacobson is preparing January 2026 Regents exam orders, rosters, parent letters, proctoring schedules and room assignments with the Counseling and SNAS Departments. Operations staff issued Trimester 1 Progress Reports and welcomed over 100 families in person for Parent-Teacher Conferences. Trimester 2 teacher and student schedules are being prepared for issuance prior to December 1 in coordination with the Counseling and Data Departments. She is continuing to collaborate with the Grade Teams to collect 2025-26 School Meal Forms. The Records/Attendance Office is collaborating with the school nurse and following up with families regarding immunization compliance. School Emergency Response Team Meetings are being held regularly. Weekly 504 Team meetings are ongoing with the DOH. The annual CPR/AED training will take place during the January PD Day. The fourth per pupil billing document is being prepared with SNAS and the Records Department Ms. Jacobson is working with Finance, Accountability and Executive Coordinator on exploring revenue generation ideas.

Ms. Jacobson provided a technology update regarding Chromebook purchases. There is a budget of \$200,000 for capital expenses, \$49,500 has been spent so far on equipment. Ms. Jacobson plans to purchase additional Chromebooks and licenses for \$12,000. The idea is to order low-cost Chromebooks for returning students whose Chromebooks have malfunctioned, are lost, or are beyond their useful life. The remaining Chromebooks in stock are new, hard to repair touchscreen models for the Chromebook to College initiative. 58 Chromebooks have recently been signed out to students, 23 are out of service, 16 have been lost or stolen, 34 touchscreen are in stock, 10 non-touch screen Chromebooks are in stock. Mr. Rivera stated that this purchase is under an existing budget line but he wanted to keep the board informed. Discussion occurred. Ms. Jacobson confirmed that Chromebooks are 1:1 for students. Ms. Johnson asked if fees are assigned to students who lose Chromebooks and Ms. Jacobson confirmed that they are.

Ms. Jacobson presented two resolutions for Board approval:

- A resolution that would permit WCHS' Finance Manager to transition the school's existing Fidelity portfolio into cash holdings and invest in a high-yield CD at an FDIC-insured bank.
- A resolution that would permit WCHS' Finance Manager to approve the changes to the fund options in the employee retirement plan proposed by the plan's investment advisory team.

Mr. Rivera provided additional clarification. Discussion occurred.

- Ms. Philson motions to approve both resolutions with the caveat that the Finance Committee will review and approve before moving forward. Ms. Johnson seconded. All were in favor.

6. FINANCE

Ms. Fernandez reported that revenue is \$3,835,616 and expenses are \$4,052,472. There is a deficit of \$216,755. The following lines have reached or exceeded the budget limit: supplies, classroom supplies, equipment repairs and

maintenance, student field trips, and staff recruitment. Ms. Fernandez reviewed assets and liabilities. Discussion occurred. Mr. Rivera stated that conversations are occurring twice a week regarding finance and HR matters. Spending outside of lines is being brought to the Finance Committee for awareness. Mr. Rivera has been engaging in conversations with CSBM regarding spending and projections and will be meeting with the landlord as well.

7. FACILITIES

Ms. Manion reported on behalf of Mr. James. An FDNY Public Assembly Inspection was conducted on November 19. The school's PA permits, floor plans, and record keeping were all inspected. No violations or warnings were issued. The FDNY responded to the school on November 23 due to a false alarm. No Health, Environmental Services or Department of Buildings visits were conducted. The school reported heating issues in Rooms 701, 601, 424, and 324. All were corrected. Two lavatory flushers were replaced in Restrooms 429 and 428. One malfunctioning lock and door closer were replaced in Room 815.

8. SAFETY

Ms. Manion presented on behalf of Mr. Guzman. Arrival and dismissal procedures continue to be successful. Students continue to be dismissed by floor to create a smoother flow of students leaving the building. Ms. Pratt and Ms. Robinson are contacting the parents of students who are arriving late. The Dean's Office, with support from Mr. Dilworth, continues to ensure that students are in compliance with the school uniform policy during morning arrival. Ms. Robinson and Ms. Pratt conduct random uniform checks throughout the day and confiscate coats and non-uniform items. WCHS continues to participate in regular virtual conferences with the 90th Precinct. During the months of October and November, there were four incidents that resulted in Out-of-School Suspensions.

9. RECRUITMENT AND ENROLLMENT

Ms. Manion presented on behalf of Ms. Gomez. Enrollment is 595 in PowerSchool and ATS. The estimated FTE is 587.81. There have been 595 applications so far this year. There are 111 9th grade students, 122 10th grade students, 140 11th grade students, and 222 12th grade students.

WCHS has attended a number of school fairs at Cypress Hills Local Development Corporation/Liberty Avenue Middle School, Riverton Charter School, and Philippa Schuyler. Ms. Gomez has attended a Community Board 1 meeting, Bushwick and Bed Stuy Community Partnership meetings, Halloween Costume Crawl with Assemblywoman Davila, Moore Street Market Resource Fair, and the Brooklyn Family Magazine Fair. 32 families attended the November 8 Open House. Families showed strong interest in the school. A counselor's breakfast was held on November 20 and connections were strengthened with Brooklyn Excelsior.

10. HUMAN RESOURCES

Mr. Kloss presented. There was one instructional hire in October as well as two coach hires. There was one instructional separation. Two employees are currently on leave. Biweekly HR and finance meetings continue. Mr. Kloss is recruiting for a SPED (Math/Science) leave replacement and a new music teacher. Contracts were issued for after school clubs, the Fright Fest trip, and the Instructional Coach/DL Coordinator role. PIPs for 2024-25 lateness were drafted for staff with more than three monthly warnings for the year. Mr. Kloss has drafted documentation to address abuse of staff sign in log at the front desk. Mr. Kloss continues discussions with Safety on transitioning two employees to JC Security.

11. STAFF LIAISON

Ms. Manion presented on behalf of Mr. Kronenberg. Staff appreciated the remote professional development day. Mr. Kronenberg received positive feedback on the content of the PD. They particularly enjoyed the social emotional learning activities centered round gratitude and the New Yorkers Against Gun Violence workshop. School responsiveness to teacher mental health needs has been noted by many. Mr. Kronenberg also thanked the Sunshine Committee for finding small yet meaningful ways to brighten school culture.

12. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that the Annual Report was submitted on the November 3 deadline. The submission included the 2025-26 budget, audit, and progress towards goals. The BEDS IMF report was submitted ahead of the November 14 deadline. The CSPR Title IV Data Collection Survey is due in January.

Ms. Manion submitted a grant request for \$50,000 from the NY Giants organization. Funds would support WCHS' after school programs. Film location outreach continues. She recently connected with a Power Book and Gossip Girl Location Scout. Rock Productions, a location management group from Rockaway, wants to scout for WCHS but would receive a 20% cut of donations. A small production filmed on November 22 and November 23. The school received a \$808 donation. Film scouts for a winter exterior shoot came on November 25. Ms. Manion will be focusing on nonprofits, community organizations, and businesses next. She is also considering renting out studio spaces to local musicians and artists. Ms. Gomez and Ms. Manion met with a Mets representative regarding attending a game in spring of 2026. There are various packages they can offer depending on budget, including an on-field photo. The school's Giving Tuesday campaign will launch next week. Attendees were provided with the GoFundMe link if able to contribute.

13. ADJOURNMENT

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