



**MINUTES**  
**Board of Trustees Meeting**  
**December 16, 2025**

**PRESENT**

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

**GUESTS**

Valerie Jacobson, Head of School  
Mary Kenny, Transcriber  
Additional Staff (25)

**1. WELCOME**

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

**2. APPROVAL OF NOVEMBER MINUTES**

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

**3. ACADEMICS**

Ms. Jacobson highlighted December events:

- December 3rd - Trimester 1 Grade Verifications Due by 3pm; Student Council Luncheon - during Period 5; Junior/Senior Assembly with SUNY Rep - during Advisory
- December 4th - Credit Recovery Group 3 Begins
- December 5th - Trimester 1 Report Cards Issued; PBIS for Passing all Classes -during Lunch Periods; Staff Jeans Day; Staff Holiday Party at 5pm
- December 12th - Senior Sleepover - 26 students
- December 13th - Student Recruitment Open House at 10am -10 families
- December 16th - Board Meeting at 5:30pm
- December 17th - Schoolwide Day of Service Advisory Trips
- December 18th - NHS Gingerbread Event at 3pm; Virtual PLC Meeting at 6pm
- December 19th - Bingo- during Lunch Periods
- December 22nd - January 2nd - Winter Recess - School Closed

Ms. Jacobson and the Instructional Consultant will begin unannounced informal observations for teachers on December 8. It should conclude by January 16, 2026. Formal observations will take place January 27-May 1, 2026. Department Leaders will continue checking and giving feedback on Lesson Plans and will continue classroom visits to give feedback (Glows and Grows).

Learning Walks continue on focusing on the WCHS Classroom (Domains 1e, 2c, d), which consists of teachers greeting students at the door, following school protocols relating to uniform, late/hall passes, the posting of objectives and agendas, student review and understanding of objectives, lesson structures, exit tickets, student engagement, questioning and discussion, and using assessment to inform instruction (Domains 3b, c, and d).

Ms. Jacobson congratulated the Teacher of the Month, Daneen Brown, the Staff of the Month, Leonard Myers, and the Advisor of the Month, Harold Hershman. Ms. Jacobson reviewed photos from the Pre-Thanksgiving Dinner, Student Council Elections and Luncheon, and the Performing Arts Holiday Assembly.

Ms. Martin presented senior data. 83/162 seniors are on track to graduate, down from 92 last month. 56 seniors have all of their Regents needed to graduate. Off-track students are in credit recovery and APEX. Students that are severely

off track are receiving calls from their Advisors to ensure families know what they need to do to graduate. Eight seniors have the potential to graduate in January. Those students are receiving calls to encourage them to attend Regents Review. 25 seniors have been accepted to colleges and 45 have completed FAFSAs. Advisors are being trained in transcript audits.

#### **4. PARENT LEADERSHIP COUNCIL (PLC)**

Ms. Pink reported that the next PLC meeting will be on December 18 at 6pm. There will be a guest speaker from Immschools, who will discuss postsecondary options for seniors.

#### **5. OPERATIONS**

Ms. Jacobson stated that the January 2026 Regents exam letters were issued to students. She is currently preparing the exam rosters, proctoring schedules and room assignments with the Counseling and SNAS Departments. She is also preparing Trimester 1 Honor Roll lists for Honor Roll Assemblies in January, working with Academy Leaders to plan 18 Field Trips and 20 in-school activities for School-wide Community Service Day coming on December 17, collaborating with Finance and specific departments to monitor budgets and expenses in each department and is also collaborating with Human Resources on updates to the Personnel Handbook for 2025-26 to be presented next month for Board Approval. Ms. Jacobson held the monthly School Emergency Response Team meeting and scheduled annual CPR/AED Training for the January professional development day. She is also preparing the Per Pupil Billing Document #4 with SNAS and Records Departments and is working on finding additional funding opportunities for the school.

Ms. Jacobson stated that Chromebooks that were authorized last month have been received. There have been no lost Chromebooks since previous numbers were reported, only wear and tear on existing Chromebooks.

#### **6. FINANCE**

Ms. Fernandez reported that as of October 31, 2025, the total collected revenue is \$5,073,533. The total expenses for the period are \$5,437,830. The total expenses over revenue is \$364,297. Ms. Fernandez explained that the following lines have reached or exceeded their budget limit: supplies, classroom supplies, equipment repair, student field trips, and staff recruitment. Ms. Fernandez stated that the budget continues to be monitored closely.

The Board discussed last month's resolution to permit the 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. The Finance Committee met with Chase Bank and Merrill Lynch. Chase offered a competitive rate of 3.8%. Ms. Philson asked that the Finance Team have a conversation on December 17 to discuss this further. Ms. Eagen noted that the interest rate is time sensitive and a decision should be reached as soon as possible.

#### **7. FACILITIES**

Mr. James reported that the FDNY issued one violation for an unwarranted alarm due to the unauthorized use of a fog machine by a Film crew on November 23. Two heating units in Rooms 401 and 421 required minor repairs. Mr. James provided an overview of school snow removal preparations. The school has two battery-operated snow blowers and one electric snow blower, and six five-gallon containers of salt. Staff will be called in early to remove snow from the sidewalk before student removal. No other State or City agencies visited.

#### **8. SAFETY**

Mr. Guzman reported that the Dean's Office, with support from Mr. Dilworth, continues to ensure student compliance with the school uniform policy during morning arrival. Ms. Robinson and Ms. Pratt also conduct random uniform checks throughout the day and confiscate coats and other non-uniform items as needed. Calls to parents and guardians are being made through the Dean's Office to address trends observed during morning arrival, specifically students arriving late to school and to class. The Dean's Office is actively developing and implementing interventions to support students in arriving on time. The mid-year Safety Team evaluation is taking place this week and will be finalized by the first week of January. On December 1, 8, and 15, WCHS participated in virtual conferences with the 90th Precinct. During the month of December, there were five incidents that resulted in out-of-school suspensions. Mr. Guzman noted that there has been an increase in student suspensions related to students bringing prohibited items to school. In response, a review lesson was created to provide students with detailed information regarding prohibited

items, in accordance with New York State guidelines and aligned with our Community Covenant. This lesson was delivered during Advisory on December 12, 2025.

## **9. RECRUITMENT AND ENROLLMENT**

Ms. Gomez reported that enrollment is 597 in PowerSchool and ATS. The FTE is 587.8. Enrollment by grade level is as follows:

- 9th grade - 116
- 10th grade - 121
- 11th grade - 140
- 12th grade - 220

Ms. Gomez provided an overview of new student enrollment from August 28-December 15:

- Total new students: 58
- By grade/cohort:
  - 9th grade (2029): 24 new students
  - 10th grade (2028): 14 new students
  - 11th grade (2027): 9 new students
  - 12th grade (2026): 11 new students

Ms. Gomez reported that consistent arrivals through December indicate sustained interest beyond the start of the school year. The data reflects healthy 9th-grade growth, steady mid-grade enrollment, and ongoing upper-grade mobility, contributing to overall sustained student population expansion.

Ms. Gomez also provided a community partnerships update. On December 17, two advisory groups will visit Brooklyn Excelsior to support recess enhancement initiatives and to deepen collaboration and impact on student experiences. The December 13th Open House welcomed 10 families, including two families from Brooklyn Excelsior, highlighting continued interest and engagement from the partnership.

## **10. HUMAN RESOURCES**

Mr. Kloss reported that in November there was one instructional support hire and one after school club hire. There were eight November separations. Three employees are currently on leave. Mr. Kloss is recruiting for a SPED (Math/Science) Leave Replacement, and ENL and Math teachers. Contracts were issued for Credit Recovery, After School Clubs and Field Trips. Mr. Kloss is communicating with persistently late staff and is addressing issues with the staff front desk sign-in log. HR transitioned two Safety employees to JC Security and is conducting a benefits review.

## **11. STAFF LIAISON**

Mr. Kronenberg thanked the Sunshine Committee for finding small yet meaningful ways to brighten school culture. He also spotlighted recent events including, the Thanksgiving Dinner, Holiday Showcase, Senior Sleepover, and theme days.

## **12. ACCOUNTABILITY/DEVELOPMENT**

Ms. Manion said the school should be hearing about the \$50,000 NY Giants grant application in January. The funds would support after school programs. WCHS received a fine from the November 23 film shoot due to FDNY false alarm response due to an undisclosed fog machine. The school's filming agreement has been updated to specify that no fog or smoke can be used in the school. Ms. Manion will follow up with the film crew regarding payment of the fine.

A vertical film group, White Elephant, is filming December 20 and December 21. They will be donating \$4,000 to the school. They are interested in filming for three days in January as well. A vertical film will likely be filming on December 22 during the first day of winter break. This is through Rock Locations and they will be donating \$650. An indie film is interested in filming the exterior of the school on MLK Day. Ms. Manion is still negotiating a donation that would exceed school costs. She is also speaking with a few students who are interested in filming in the spring. The City Parks Foundation is looking for a space for three hours this winter for a high school intern event, she is also seeing whether it is a good fit.

The school raised \$400 for Giving Tuesday, which brings the total funds raised to \$5,858.

The NYSED CSO is featuring the WCHS performing arts program in monthly newsletter, Ms. Manion thanked the art teachers for sending over materials.

### **13. ADJOURNMENT**

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