



**MINUTES**  
**Board of Trustees Meeting**  
**September 30, 2025**

**PRESENT**

Sabrina Philson, Trustee  
Marcenia Johnson, Trustee  
John Witherspoon, Trustee

**GUESTS**

Valerie Jacobson, Head of School  
Mary Kenny, Transcriber  
Additional Staff (29)

**EXCUSED:** Lourdes Putz, David Medina

**1. WELCOME**

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

**2. APPROVAL OF AUGUST MINUTES**

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

**3. FINANCES**

Ms. Fernandez reported that revenue is \$1,298,812 and expenses are \$1,609,590. There is a deficit of \$310,778. Ms. Fernandez explained that the current deficit is due to the recording of the estimated accrued payroll for 2026. Ms. Fernandez then presented the breakdown of total assets and total liabilities. She said the audit is ongoing.

Mr. Rivera thanked her and added that the Finance Committee met to discuss the budget. While WCHS hoped to present a revenue neutral budget, the school has yet to meet enrollment targets for the year. There were also a higher than anticipated number of August graduates and discharges. Between now and October, staff will look into additional revenue sources and the final budget will be presented to the Board at the October meeting.

**4. ACADEMICS**

Ms. Jacobson highlighted recent and upcoming important dates:

- October 1- Thrive Scholars Presentation and YMCA Rowe Academy Sign-Up and Info Session
- October 2 - School Closed - Yom Kippur
- October 8 - WoodHull Hospital Career Day for Grade 12
- October 8 - Hispanic Heritage Month College Panel
- October 12- School Closed - Indigenous People's Day
- October 14-16 - Midterm Exams (during class)
- October 15 - Hispanic Heritage Month Celebration
- October 17 - Make-up Midterm Exams
- October 20 - School Closed - Diwali
- October 22 - PSAT Exam Grades 9 and 11; Remote/Trips Grades 10 and 12
- October 28 (4-7pm) and October 29th (2-4pm) - Parent-Teacher Conferences
- October 30 - Virtual PLC Meeting at 6pm

Ms. Jacobson presented other academic updates. The 2025-26 Committees have launched, including: Attendance, Fundraising/Recruitment, Pathways to Graduation/Alumni, School Culture, School Improvement, Student Government, and the Sunshine Committee. She is in the process of finalizing the Department Leader Coordinator/Instructional Coach position. Learning Walks began the week of September 29. The Learning Walks are focusing on the following instructional focuses and problems of practice: The WCHS Classroom (Domains 1 and 2), Student Engagement, Questioning and Discussion, and Using Assessment to Inform Instruction (Domain 3).

Key partnerships include RisoBoro: Anti-Vaping and Smoking Prevention, Thrive Scholars: Summer College Mentorship Program for Juniors, The Rowe Greenpoint YMCA: P/SAT Prep (Grades 9-12) and College Prep (Grades 11-12), The Wick/Young Men's Club, WoodHull Hospital Careers Day, Wendy Wasserstein Project Theater & TDF, NYU and Columbia School of Social Work - IFSC Social Worker Interns. Key initiatives include experiential learning via Field Day, Community Service Day, Calvin Klein Fashion Minority Alliance Creative Careers Day, MetOpera, SUNY College Fair, I Will Graduate, HBCU Fair, CUNY City Tech Trip, FIT Trip, U at Albany Trip, 9/11 Museum, and Seal of Civic Readiness and Seal of Biliteracy.

Ms. Jacobson announced the September Teacher, Faculty, Advisor of the Month winners as Ms. Ashman, Ms. Chery, and Ms. Truillo.

#### Senior Data:

Ms. Martin reported that 92/160 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. 27 5th-year seniors graduated on August 29. Ms. Martin stated that in-school internships have begun. Mr. Rivera reminded everyone that a top priority is to keep students engaged and enrolled in AP classes. The Board then viewed photos of Field Day and Senior Breakfast.

#### **5. PLC**

Ms. Pink reported that the first PLC meeting was on September 18. She invited presenters from Thrive and RiseBoro. Both organizations spoke about the college experience. Ms. Pink stated that PLC elections were held and introduced the positions filled. The PLC President will be elected next month. Ms. Pink also stated that she provided resources about Woodhull Hospital's Health Career Day during the Senior Breakfast.

#### **6. OPERATIONS**

Ms. Jacobson reported that the FY2026 Budget is due to NYSED by November 1. The budget is currently being refined based on a revised FTE and additional possible revenue streams. Ms. Jacobson is continuing to consider middle school grade level expansion, fundraising, grant writing and real estate options. Six fire drills have been conducted so far, two additional drills are scheduled for this week including one Soft Lockdown drill. Eight emergency preparedness drills are required by December 1 plus four more by June 30, 2026. Ms. Jacobson collaborated with Counseling, SNAS, and IT to create proctoring schedules, training, Digital Readiness checks, and testing accommodation rooms for PSAT Day on October 22. The Pilot Care Day payout program from August 2025 was successful, 32 staff participated.

#### **7. FACILITIES**

Mr. James reported that an FDNY inspection took place on September 16. The FDNY stated that a permit must be obtained to install any new air handling unit with a different brand name other than the original unit. No new building leaks were found during heavy rainfall for the month. No visits were conducted by the Department of Buildings, Health Department, or Environmental Control Board (ECB). An ECB hearing scheduled for September 30 was postponed. The hearing was to certify corrections made to the school's self closing doors. The elevator key fob installation project is ongoing.

#### **8. SAFETY**

Mr. Guzman stated that arrival procedures continue to be successful. Students continue to be dismissed by floor to create a smoother flow of students leaving the building. Cell phones are distributed by the Assistant Deans and Ms. Johnson between 2:20 and 2:45pm. On September 9, the school administration team met with the 90th Precinct Youth Coordination Officers (YCOs) and the new Quality of Life team to discuss coverage in the area during arrival and dismissal. There have been eight incidents that have led to Out-of-School Suspensions. There were two 911 calls made in September.

#### **9. RECRUITMENT AND ENROLLMENT**

Ms. Gomez reported that enrollment in Powerschool is 586 and 590 in ATS 590. The estimated FTE is 585. Two new students are starting tomorrow. 37 new students have been enrolled since the first day of school on September 5.

Recruitment staff are visiting local shelters and the St. Mark's enrollment center regularly. Recruitment staff have also attended community events (South Bushwick Church Block Party), are visiting feeder middle schools regularly, and are making monthly visits to the Bedstuy and Bushwick Community Partnership meetings. Flyers and information are distributed widely via canvassing. Staff are also following up with offered, in-progress, and waitlisted families.

Multiple open houses have been planned with new RSVP forms. The 2026-2027 WCHS application and the Common Application launch on October 1. Themed open houses like Shark Tank and Open Arts are in the works to engage prospective families.

Upcoming initiatives include a high school fair at St. Stanislaus Kostka Catholic Academy on October 1. The recruitment team is putting together a parent marketing survey to revise a marketing plan for the school's target audience. Canvassing efforts are being expanded along the L train line which will include DYCD programs and community and faith-based organizations. Direct mailing postcards via Taradel have gone out. The mailing is targeting over 6,000 households and emails. Instagram and Facebook Ad boosting will start on October 7. WCHS is launching student-led social media content! The student intern officially joins tomorrow. The student is familiar with the recruitment department as she assisted in Summer Bridge for the Class of 2029.

## **10. HUMAN RESOURCES**

Mr. Kloss reported that in August there were four instructional new hires, nine instructional separations, and four operations separations. There are no employees currently on leave. Mr. Kloss continues to attend bi-weekly HR and Finance meetings and has been recruiting for Science, Spanish, Math, Social Studies, Physical Education and ELA instructors. Mr. Kloss has restructured the Department so that all tasks are now being performed by a sole practitioner. He shifted away from an Open Door policy to email and calendar appointments based on urgency. Mr. Kloss has made minor changes to recruiting and onboarding to maximize efficiency.

## **11. STAFF LIAISON**

Mr. Kronenberg reported that the School Improvement Committee met. Staff are reporting that morale has been high to start off the school year. Uniform struggles have noticeably improved. Communication could still be improved at a school-wide level. There is a lot of excitement for ongoing community engagement activities.

## **12. ACCOUNTABILITY/DEVELOPMENT**

Ms. Manion reported that she is working with HR to maintain a streamlined staff roster for 2025-26, which will help with teacher certification tracking. The BEDS IMF report is due November 14. The WCHS 2025-26 Title I application was submitted in August ahead of the deadline by CSBM. A Title I stakeholder meeting was held, a fall parent meeting will be scheduled. The final portion of the Annual Report is due November 1, which includes the Budget, Audit, and Progress Towards Goals sections.

Ms. Manion showed pictures from the August Community Night at the Brooklyn Cyclones game. She thanked Ms. Gomez for helping her organize the event. Ms. Manion threw out the first pitch at the game and mentioned that two students enrolled as a result of the event.

Ms. Manion met with a representative from Instrumental regarding their grants research platform and associated costs. A year-long membership would be \$3,588. The school is still deciding whether or not to proceed. She will be signing up for 30-day iMDB trial to reach out to NYC-based location managers for large television and movie productions regarding using WCHS' space. Ms. Manion created a new brochure to circulate featuring spaces in school. She spoke with three different film crews about filming but their needs didn't match the school space at this time. Ms. Manion has also joined various online forums and is searching for people and organizations who need space. She is asking staff to provide her with advance notice of school events in order to have costs covered and/or sponsored by local businesses and organizations. Ms. Manion will be working with Recruitment regarding additional outreach in further neighborhoods, specifically targeting areas with more affordable housing, will be inviting electeds to upcoming school events, and is seeking product donations from sites like Goods360. She also reported that WCHS circulated information for Girls for Gender Equity (GGE), a Brooklyn-based program offering two stipended programs for young folks to boost leadership development and advocacy awareness, YWAC (Young Women's Advisory Council) focuses on civic engagement and SIS (Sisters in Strength) supports survivors (and allies) of sexual assault in healing, joy and building advocacy skills. Ms. Manion thanked Ms. Philson for connecting the school with the organization.

## **13. ADJOURNMENT**

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