

WILLIAMSBURG CHARTER  
BOARD OF TRUSTEES MEETING

DECEMBER 16, 2025



# AGENDA

1. Welcome and Introductions
2. Approval of November Minutes
3. Academics
4. Parent Leadership Council
5. Operations
6. Finance
7. Facilities
8. Recruitment and Enrollment
9. Human Resources
10. Accountability and Development
11. Adjournment

# ACADEMICS: IMPORTANT DATES

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



# ACADEMICS

- Instructional Consultant & Head of School with begin Teacher Unannounced Informal Observations 12/8/25-1/16/26; Formal Observations 1/27-5/1/26
- Department Leaders will continue checking/giving feedback on Lesson Plans and will continue classroom visits to give feedback (Glows and Grows)
- Learning Walks continue with instructional focus/problems of practice:
  - The WCHS Classroom (Domain 1e & 2c, d): Teachers greeting students at the door, School Protocols - Uniform, Late/Hall Passes; Objective & Agenda posted, Students review and understand Objective; Lesson Structure; Exit Tickets
  - Student Engagement, Questioning & Discussion, Using Assessment to inform instruction (Domain 3b, c, d)

# ACADEMICS

- November 4th Virtual Professional Development Day :
  - WCHS Protocols & Procedures, The WCHS Classroom
  - Danielson Rubric and Teacher Evaluations
  - Remote Classroom Set Up (in preparation for any Snow Days)
  - Mandated Reporter Training
  - SPED & ELL Instructional Strategies
  - Naviance & College Recommendation Writing
  - NewsELA Certified Educator Workshop
  - Choose Your Own Adventure: NYC Charter Center On-demand Workshops
- Instructional Consultant to assist with Unannounced Informal Observations 12/8/25-1/16/26; Announced Formal Observations 1/27-5/1/2026

# November 2025 Teacher, Faculty & Advisor of the Month

## Teacher Ms. Daneen Brown



We are happy to announce Ms. Brown as our Teacher of the Month for November. Her commitment to ensuring that all students in her classroom feel welcome, seen, and heard has not gone unnoticed. Ms. Brown successfully implemented Social-Emotional Learning techniques to elevate her instruction while guiding students through a difficult and violent scene in the book *Of Mice and Men*.

Working collaboratively with her co-teacher, she led a powerful reflective circle that allowed students to engage in meaningful dialogue about challenging topics, including violence in their communities, and connect those experiences back to the text. The leadership team had the opportunity to observe this SEL practice in action and witnessed students deeply engaged and thoughtfully participating in the discussion.

Thank you, Ms. Brown, for creating not only a safe environment for your students, but also a brave space where they feel empowered to explore uncomfortable topics and engage in open, honest dialogue. Your dedication is truly appreciated.

November 2025 Teacher, Faculty & Advisor of the Month

# Staff

# Mr. Leonard Myers



**Congratulations to Mr. Myers, our Staff of the Month! We thank Mr. Myers for his outstanding service to the school, community and students, especially last month and throughout the fall. He is always ready to help where needed at the last minute, including chaperoning multiple trips in one week and attending community fairs and events and canvassing all over the city in all types of weather. He also checks in on all our new students and transfer students and is a valuable member of our Recruitment Team.**

December 2025 Teacher, Faculty & Advisor of the Month

# Advisor Mr. Harold Hershman



Shout-Out to Mr. Hershman!

Mr. Hershman has been an outstanding resource for his senior advisory students. After our data meeting, he immediately followed up, met with Ms. Chery to review all of their transcripts, and then met individually with his students. He also followed up again with Ms. Chery to collect their APEX and Credit Recovery contracts...truly **advising** his students with intention and care.

His students deeply appreciated his effort and shared their gratitude with both Ms. Chery and I.

Thank you, Mr. Hershman, for all that you do! :)

# Athletics/Community Pre-Thanksgiving Dinner with Club Adam



# Student Council Elections & Luncheon



# Performing Arts Holiday Assembly





# Class of 2026 Seniors - Progress Update

- 162 Seniors- Class of 2026
- 83 are On Track (92 Last Month)

## Regents:

- 56 students have ALL Regents

## Graduation Rates:

2024: 82%

2025: 84.1%

## 5th Year Seniors

- Class of 2025: 24
- Class of 2024: 23
- Class of 2023: 8
- Class of 2022: 3
- Class of 2021: 2

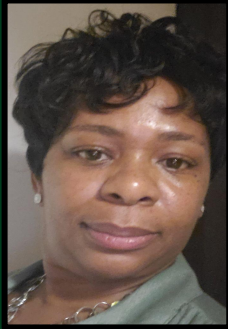
61 Students

## January Graduates

We are estimating 8 potential graduates for January pending they pass the regent exams. Actively reaching out for them to attend regents review



# PARENT LEADERSHIP COUNCIL



The Parent  
Leadership  
Council

Ready to ROAR!

Change the message.  
Change the perspective.  
Change the world.





# VIRTUAL PLC MEETING

COME JOIN US!

*DATE: DECEMBER 18th, 2025*

*TIME: VIRTUALLY AT 6PM*

*CHECK YOUR EMAIL FOR LOGIN DETAILS*

*WE HAVE AN AMAZING MEETING PLANNED FOR YOU,, BRING THE WHOLE FAMILY VIRTUALLY. OUR GUEST PRESENTER WILL BE IMMSCHOOLS, WHO WILL DISCUSS POST SECONDARY OPTIONS FOR IMMIGRANT HIGH SCHOOL SCHOLARS. PRINCIPAL JACOBSON WILL SHARE SCHOOL NEWS, THE PLC WILL LEAD THE COMMUNITY TABLE & Ms. PINK WILL PROVIDE COMMUNITY RESOURCES & POSITIVE VIBES. EMAIL Ms. PINK AT: [MPINK@THE WCS.ORG](mailto:MPINK@THEWCS.ORG) FOR MORE DETAILS.*

# OPERATIONS

- Issued the January 2026 Regents exam letters to students and currently preparing the exam rosters, Proctoring Schedules and Room Assignments with the Counseling and SNAS Departments
  - 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 up on 12/17
  - Collaborate with Finance and specific departments to monitor budgets and expenses in each department
  - Collaborate with Human Resources on updates to the Personnel Handbook for 2025-26 to be presented next month for Board Approval
  - Held monthly School Emergency Response Team meeting and scheduled annual CPR/AED Training for January PD Day
  - Preparing Per Pupil Billing Document #4 with SNAS and Records Departments
- Working with Finance, Accountability and Executive Coordinator on exploring:
- Middle School grade level expansion
  - Fundraising/Grantwriting and revenue generation
  - 188 Varet St

# OPERATIONS

Technology Updates - Chromebook Purchases:

- Budget of \$200,000 for capital expenses, \$49,500 spent so far on equipment
- Requesting to use \$12,000 for replacement chromebooks/licenses

We are trying to order low-cost chromebooks for returning students whose chromebooks have malfunctioned/lost or are beyond their useful life. The remainder we have in stock are the new, hard to repair touchscreen models for our chromebook to College initiative.

Chromebooks that have been sign out to students(Oct-Nov ) 58

Chromebooks that are Deprovision/Out of Service as of (Oct/Nov) 23

Chromebooks that are Lost /Stolen (Oct/Nov) - 16

Chromebooks (Touchscreen) that are currently in stock are 34

Chromebooks (Non touch) that are currently in stock 10

\*\*Reminder - Touchscreen chromebooks are for incoming freshmen only .

# OPERATIONS

For Board Approval:

1. A RESOLUTION: Permitting our 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.
2. A RESOLUTION: Permitting our Finance Manager to approve the changes to the fund options in the employee retirement plan proposed by the plan's investment advisory team.

# WCHS Financial Update

## Board Meeting – December 16, 2025

This is the Financial Statement as of October 31, 2025.

Total collected revenue for the period \$5,073,533 million. (96% Per Pupil Revenue, 4% other)

Total expenses for the period \$5,437,830 million.  
(60% Personnel Services, 5% Contracted Services, 22% Rent, 4% Utilities, 9% Other expenses)

Total revenue over expenses for the period is **\$(364,297)**

### Following lines have reached or exceeded the Budget limit:

- Supplies
- Classroom supplies
- Equipment repairs/maintenance
- Student field trips
- Staff recruitment

<b>Assets</b>		
Cash and Cash Equivalents	9.6	Bank Acct, Petty Cash,
Account Receivable	327,632	Title Funds
Total Fixed Assets	2.0	Leasehold improvement, Furniture, Equipment, software
New Building	4.2	New Building Cost
Building Security Deposit	1.5	Rent Deposit
Prepaid expenses and Deposits	359,650	Utility, Insurances, other
<b>Total Assets</b>	<b>18.1</b>	
<b>Liabilities</b>		
Accounts Payable, Accrued expenses	777,833	Bills, Accrued salaries/taxes
Unearned Revenue	1.9	Advanced Per Pupil fund
<b>Total Liabilities &amp; Net Assets</b>	<b>18.1</b>	3.6 Unrestricted Net Assets

# FINANCE

# FACILITIES

1-The FDNY issued one violation for an Unwarranted Alarm due to the unauthorized use of a fog machine by a Film crew on 11/23.

2- Two heating units Rooms 401 & 421 required minor repairs

3- For snow removal preparations the school has two battery operated snow blowers & one electric snow blower, Six five gallon containers of salt is available for use and staff is called in early to remove snow from the sidewalk before student arrival

4- No other State or City agencies except for the FDNY visited the school for the month

# SAFETY

- The Dean's Office, with support from Mr. Dilworth, continues to ensure student compliance with the school uniform policy during morning arrival. Ms. Natasha 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 1st, 8th, and 15th, 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.
- We have observed 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.

# RECRUITMENT AND ENROLLMENT

PowerSchool

597

ATS

597

FTE\*

587.81

1. \*As per Billing Document #4 (pending DOE approval and submitted 11/25/25);
2. 2 Pending Discharge, 2 Duplicates; 28 August Grads; 54 Discharges in ATS, 7 Will Not Attend, 10 Aged Out since 7/2/25; 151 Discharges and 29 Will Not Attend since 7/1/25 104 Discharges, 10 Aged-out and 29 Will Not Attend since 7/1/24; 15 August graduates 2024
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

	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
<b>Total</b>	<b>474</b>	<b>514</b>	<b>348</b>	<b>335</b>	<b>286</b>



# RECRUITMENT AND ENROLLMENT

## LOTTERY APPLICATIONS

- 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 12/16/25

9th	10th	11th	12th	Total
364	92	68	44	568

# SY 25-26 RECRUITMENT AND ENROLLMENT AS OF 12/16/25

Grade Level	Total in Grade	2021	2022	2023	2024	2025	2026	2027	2028	2029	Unclassified
9	116 M 55 /F 61	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	0 M 0 /F 0	1 M 0 /F 1	113 M 54 /F 59	2 M 1 /F 1
10	121 M 63 /F 58	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	119 M 62 /F 57	0 M 0 /F 0	0 M 0 /F 0
11	140 M 81 /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	137 M 80 /F 57	0 M 0 /F 0	0 M 0 /F 0	1 M 0 /F 1
12	220 M 118 /F 102	2 M 0 /F 2	3 M 3 /F 0	8 M 4 /F 4	23 M 13 /F 10	24 M 12 /F 12	160 M 86 /F 74	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0
Total	597 M 317 /F 280	2 M 0 /F 2	3 M 3 /F 0	8 M 4 /F 4	23 M 13 /F 10	24 M 12 /F 12	162 M 87 /F 75	139 M 81 /F 58	120 M 62 /F 58	113 M 54 /F 59	3 M 1 /F 2

# RECRUITMENT AND ENROLLMENT

## Fall 2025 New Student Enrollment (Aug 28-Dec 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

Consistent arrivals through December indicate sustained interest beyond the start of the school year

**Key insight:** The data reflects healthy 9th-grade growth, steady mid-grade enrollment, and ongoing upper-grade mobility, contributing to overall sustained student population expansion.

# RECRUITMENT AND ENROLLMENT

## Community Partnerships & Engagement Update

### Strengthening Partnership with Brooklyn Excelsior:

- Tomorrow, two advisory groups will visit Brooklyn Excelsior to support recess enhancement initiatives, deepening our collaboration and impact on student experiences.

### Open House Participation:

- **Our December 13th Open House welcomed 10 families, including two families from Brooklyn Excelsior, highlighting continued interest and engagement from our partner community.**
  - Our growing partnership with Brooklyn Excelsior is fostering hands-on student support and strong community connections, while Open House attendance demonstrates effective outreach and family engagement.

# HUMAN RESOURCES

- November New Hires - 1 Instructional Support, 1 After School Club.
- November Separations - 8 (4 Operations, 1 Administrator, 2 Instructors, 1 Instructional Support)
- Leave of Absence - 3 Employees currently on Leave.
- Recruiting for SPED (Math/Science) Leave Replacement, ENL and Math.
- Contracts were issued for Credit Recovery, After School Clubs and Field Trips.
- Addressed 2024-25 lateness of more than 3 monthly warnings for the year with the Staff and issued PIP's.
- Addressed issues with staff sign-in log at the front desk and issued Warnings.
- Transitioned 2 Safety employees to JC Security, and removed them from our budget.
- Benefits review and procured a credit from PPI.

# STAFF LIAISON TO THE BOARD

- Continued thanks to Sunshine Committee for finding small yet meaningful ways to brighten school culture.
- Great events happening- Thanksgiving Dinner, Holiday Showcase, Senior Sleepover, theme days, etc.
- Happy Holidays and here's to Charter 2026!

# ACCOUNTABILITY

- ACCOUNTABILITY/GOVERNANCE

- 2025-26 Title I Supplement Not Supplant Survey and CSPR Title IV Data Collection Survey (2024-25 SY) both approved

# DEVELOPMENT/OUTREACH

## GRANTS

- Should be hearing re: \$50,000 NY Giants grant in January. Funds would support our after school programs.

## FILMING/SPACE USAGE

### FILM

- WCHS received a fine from 11/23 film shoot due to FDNY false alarm response due to an undisclosed fog machine. Our agreement has been updated to specify that no fog or smoke can be used in the school. KM will follow up with film crew re: payment of the fine.
- A vertical film group, *White Elephant*, is filming 12/20 and 12/21. 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 12/22 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 - we are still negotiating a donation that will exceed school costs.
- In touch with a few students who are interested in filming in the spring.

### NONPROFIT

- The City Parks Foundation is looking for a space for three hours this winter for a high school intern event, we're discussing whether it is a good fit.

## OUTREACH/COMMUNITY

- NYSED CSO featuring our performing arts program in monthly newsletter
- The school raised **\$400** for [Giving Tuesday](#)

**TOTAL FILM FUNDS RAISED: \$5,458**

**TOTAL w/ GoFundMe: \$5,858**





THANK YOU  
FOR COMING!