



**WCHS Board Meeting Agenda
September 23, 2014**

1. Welcome to Board Meeting
2. Approval of July and August Board meeting minutes
3. Academic Report
4. Finance Update/Audit Update
5. Facility
6. Human Resources
7. Accountability
9. Community Outreach Update/Fundraising
10. Board Development
11. Next Board Meeting
12. Executive Session
13. Adjournment



Principal's Report

SEPTEMBER 2014

Kathleen Gaffney

- Welcome Students and Staff every morning
- Weekly meetings with the cabinet
- Bi-weekly briefing with the entire staff
- Monthly Faculty meeting with the entire staff
- Met with Finance regarding Title I & Title II
- Met with Human Resources regarding new hires
- Met with Darnell, Patrick and Claudia regarding enrollment
- Attended all Parent Orientations for all grades
- Worked closely with Parent Liaison with creating the agenda for the first PA meeting
- Continuing to work with the AP of Instruction to ensure: the hiring of teachers and the teaching evaluation system
- Conducted mini observations
- Pushed in to Earth Science classes to teach about the Autumnal Equinox
- Continuing to work closely with Director of Facilities: doing walk through to classroom checklist
- Continuing to work with Brusca & Kern to ensure that all reports are completed for the 2012-2013 academic year
- Continuing to work with the School Administration Manager in ensuring that all aspects of the school continues to function as a whole
- Continuing to work with AP of Student Support Services : enforcing uniform ,classroom and hallway discipline and individual students behavior plans
- Continuing to work with the Director of Student Support Services in creating an evaluation system for the support services and overall support with the Guidance department
- Created the weekly professional development calendar for September and October
- Working closely with Student Life to ensure that we are creating a positive school culture
- Planning Thanksgiving Luncheon for Funders and other Organizations
- Planning a Luncheon with the NYPD and Transit Police with Safety.
- Consulting with Mr. Jacquemain and Ms. Murren regarding best practices in Math; using STEPS
- Weekly topic base meeting with staff. The following topics were discuss:
 - 8/29- Chip Chat and Questions
 - 9/19- How are we challenging our students intellectually?

Charisse Johnson

- Principal's Calendar
- Work closely with the School Administration Manager (SAM) ongoing
- Daily Locker Assignments for New Students & Locker Concerns
- Organizing the locker policy binder and begin inputting in blackbaud
- School Store Mon, Tues, Thurs & Fri from 4:10-4:30pm
- Daily Lunch Duty during 6th period
- Preparations for National Honor Society Bake Sale
- Weekly meeting with National Honor Society
- Preparations for Back to School Night (ordering food and setup)
- Bi-Weekly Chip, Chat & Chew (purchasing of food and setup)
- New Teacher Dinner (ordering food and setup)
- Participated in the Sickle Cell Anemia Event on 9/20/14
- Begin planning for the WCHS Halloween Haunted House
- Collaborating with Nector Santiago on Community Service Projects (Diabetes Walk & Breast Cancer)
- Weekly Yearbook Committee-Meetings
- Working closely with Photo Studio on Senior Portraits
- Working closely with 12th grade director on planning Senior Prom & Senior Trip
- Class of 2015 Senior Picnic (shopping and organizing) 9/17/14

Valerie Jacobson

- WAITLIST #s & Registration Calls (Darnell, Earline, Mariella)
- Attendance Letters & Follow Up on Pending Discharges & Declines (Allison, Earline, Rosa)
- Uniform Auto-call & Back To School Night Reminder: Shoes must be solid black or brown by 10/1
- Lunch Form Collection via Advisory – Monitor First Advisory in each Grade to get 100% (Nector)
- Lunch Form Submission, Lunch Form Binder, Meal Code Letters, Updating Meal Code Field & Lunch Form Submitted Field in BB (Eddie)
- ID Printing (Angie, Mariella, Eddie) & New Photo Book (David); Schedule Stickers soon!
- Book Distribution (Samir)
- Physical Forms & Checking Sport Lists for Physical that will be valid all year (Mariella)

- Locker Policy Form Collection, Entry, & Filing (Nector & Charisse)
- Uniform/Electronic Policy Distribution, Collection, Entry into BB & Filing (Nector)
- Covenant Parental Agreement Distribution, Collection, Entry into BB & Filing (Nector)
- Fire Drill on 9/16 during 6th Period; 9/30 during Period 3 (unannounced)
- AED/CPR Training on 11/4 8:30-2pm
- Back-to-School Night 9/18 'til 7:30pm

Roberta Smith

100% WCHS Uniform Compliance Proposal

Date: Monday September 8th through Monday Sept 15th

Time: 7:15-8:30am

Staff Needed: Principal, A.P.s, School Safety, Operations, Dir. of Student Life, Student Life, Dir. of Special Needs, Director of College Guidance, Grade Directors, Guidance Counselors, Social Worker, Available Teachers, Staff, Parent Volunteers.

- Students must have on their full school uniform before they are allowed to enter the building to be scanned in.
- Students must remove all hats before they are allowed to enter the building to be scanned in.
- Students must put away all cell and head phones before they are allowed to enter the building to be scanned in.
- Students line up outside the building and allowed to proceed into the building if they are in full compliance.
- Students who are not in full compliance will have their first and last name written down by Student Life and or Grade Directors for follow-up.
- Phone message was sent out to all parents regarding the enforcing of school uniform policy.

Behavioral Concerns Parent Meetings

- Parent Meetings have been held for approximately 7 students for whom there are academic and or behavioral concerns from the previous school year. There are about 10 remaining to be rescheduled and scheduled. Some parents did not show up to the meetings. Therefore we are sending a letter to the parent to document that they did not show up for the meeting.

Identification of "Red Alert" Students

- Student Life and Counselors have been asked to compile a list of students who are either failing their classes as well as exhibiting behavioral challenges. Based on the data, selected students will be identified for the first "Case Conferencing" to be held in October.
-

Parental Agreements and Electronic Policy

- The copies of the agreements were distributed to students during their advisory periods. Students will take them home for parent/guardian signature and return them back to their advisors.

Patrick Kern

- >Final Report for Walentas Sound Studio Grant
- >Title I, Title II budget planning for 2014-2015 Grant Cycle
- >WCHS's Annual Report
- >Bridge Program point person

David Medina

- Upgrade computers in classrooms
- Prepare library software
- Assist with diploma printing
- Assist with certificate and scholarship printing
- Met with finance regarding copiers
- Support to staff as needed

Yahaira Alcantara

- Work on calendar (set meeting dates for AM and PM)
- Order books
- Waiting to hear board's response to questions about parent representative
- Emailed parents about orientation dates (last week)

Raymond James

- 1-Complete installing the classroom cork boards
- 2-Fix and change air conditioners and filters
- 3-Complete waxing lobby floors
- 4-Clean exterior walls of facility

Kristy Sung

Alumni Coordinator:

- check in on alumni who just graduated.
- reach out to alumni of 2013 who knew Jazeph Crooks.

Kentia Murren

Ongoing

Weekly Meetings w/Dept. Leaders

Classroom Walkthroughs

Mini-observations and feedback

Teacher Recruitment

Current Initiatives

Teacher Development and Evaluation System (will be on-going)

Teacher Progress Tracker (for DLs)

Revision of DL job description

Revisions of teacher job description

Coming Up

Launch of credit recovery classes

SNAS September Task Sheet

Melissa Wade and Jessie Hernandez

Meetings	<ul style="list-style-type: none">• Department Leader meetings Tuesdays 7th period• Cabinet Meetings Mondays 2nd period• 504 meetings Fridays 1st• SNAS department meeting• ESL Program Team meeting
Informal Observations/ Walkthroughs	<ul style="list-style-type: none">• Albilis• Dilworth• Tilin• Carlisi• Jawad• Orlick
Parent/Student Meetings	<ul style="list-style-type: none">• Parent Meeting: C. Diaz• Student Meeting: K. Gibson
Department	<ul style="list-style-type: none">• Weekly Oncourse review and follow-up

leader	<ul style="list-style-type: none"> • Weekly Gradebook review and follow-up discussions around pass rates • Scheduling for semester 1 • Interview for potential hire/demo lesson • Meetings w/ APs
Compliance	<ul style="list-style-type: none"> • Creating At-a-Glance docs for teacher review
Teacher support	<ul style="list-style-type: none"> • Walkthroughs/Observation • Team Meeting – Reporting/Anecdotal • Co-Teacher Check-Ins
Related Services	<ul style="list-style-type: none"> • Requesting providers • Reviewing incoming 9th IEPs for services • Counseling & Speech caseload distribution & schedule checks
Academic Support	<ul style="list-style-type: none"> • AIS Planning Meeting

Shante Martin

What **projects/objectives** did you complete **this month?** (Include meetings, phone calls, trainings)

- Getting to know all the 9th grade students
- Organizing Trip: Black, Brown and College Bound 9/17/14
- Parent meetings with 9th and 12th Grade re: discipline issues
- Mediations with teacher and students
- Working with Mr. Dilworth to spearhead community carnival
- Meeting with Grade Teams re: Students/ Parents
- Mediations for Students
- Setting students up with Conduct Sheets
- Working with Sofia on Drug Abuse Program

What **projects/objectives** will you be working on **next month?**

Rewarding Positive Behavior. Positive phone calls to parents

Scheduling Student Court Hearings

Planning "Community Carnival"

Organizing Prevention Workshops for October

Yusef Burns

- Enforcing our uniform rules writing students up, calling parents of students who wear the wrong sneakers knowing that they have the right color shoes at home.
- Went to the monthly Community Board meeting that the 90th Precinct has and pass out a few applications for enrollment; formal introductions; answered questions.
- Set up a luncheon with Commander Mark Dipaolo, Head Detective Juan Roman, School Stg. Harris and a couple of NYPD Officers from the 90th Precinct for Wednesday 24, 2014. Also Broadway Junction Transit Police will be attending the luncheon as well on Wednesday 24, 2014 we will talk about:
- Strengthening our relationship 2) Programs they can bring forward for our youth that can help them pay for college if they chose this career. 3) Getting electronics registered for staff & students. 4) Getting support during dismissal at the train stations and bus stops by the school.
- During board meetings should we have a Safety Officer present since the meetings are open to the public, we are allowing the public to enter our building at their own free will not knowing there background (Dangerous, thieves, etc.)
- Princess and I have interviewed at least 27 License NYS Security Officers. There are quite a few who meet the criteria, however, they would not leave there current position for a lower pay rate.
- Spoke to 3 different alarm companies about coming in and giving us a quote for the panic button that needs to be installed under the main desk and door buzzer for the main entrance. **DGA Security** in Manhattan has sent us a proposal for the panic button which was sent to Kathy Fernandez there price is excellent. **Webster Lock Co. in the Bronx** came by and access the front doors for the buzzer just waiting for their quote. **NYCONN Security Systems** in Bedford Hills, NY is coming by this week to access the front doors.

Andre Sanford

- Training Mr. Dor in the use of Blackbard, DSL etiquette, and overall expectations
- PD regarding the Covenant, discipline issues, and referrals
- Developing The WCHS Mentoring Program
- Student/Parent Orientations
- Beginning of detention
- Meetings with Principal and Assistant Principals

What projects/ objectives will you be working on next month?

- Parent meetings regarding behavioral issues
- Child abuse training
- Student Mediation and Teacher/Student Mediation
- One on one sessions with students' in reference to behavioral issues
- Meeting with potential Mentors

- Monitoring detention
- Numerous phone calls to parents regarding behavioral issues

Kathy Fernandez

Activity	Notes
Financial Audit and 403b Audit - Collecting and emailing requested files for year 2014	2 Audits are taking place at the same time - This is the review of all files for the school, including staff, students. And all transaction made for Fiscal Year 2014
Set up for new Payroll company (ADP) implementation	
Review Bank reconciliation for the Month of July 2014	
Make bank transfer to cover payroll and General expenses	
Prepared wire transfer for Rent Payment	
Prepared wire transfer for Legal services and rent	
Reviewed all bills for correct allocation and past due amount	
Title I and Title II reconciliation	
Payroll Review before processing and recording	
Reviewed expenses for correct allocation & Budget balance	
Prepared financials as of July 2014	
Processing P.O. from Staples & Quill	
Arranged delivery of new Copy machines	
Searching for leasing companies to arrange old copiers pick up.	
Attend multiples weekly meetings	

Donald Brusca

- Continued to send out daily, weekly, and monthly data reports.
- Continued to update and send out Staff and Student Scan files.
- Continue to train new teachers and staff on Blackbaud and OnCourse software. Continuing to add login accounts for both software for new staff.
- Certified staff in Galaxy
- Entered ELL data into Blackbaud.
- Exported 8th grade scores from ATS and imported into Blackbaud. Contacted CSO regarding the exporting of 8th grade Regents results from ATS.
- Checked data entered in August for credits and attendance (USCR screen in ATS). Contacted Kim Wong at CSO regarding the inability to distinguish between students with the same name. This is the second year contacting them about this without any resolution to date.
- Contacted Jose Beiro at DOE regarding an inability to update the school Portal page. He corrected the school principal's name. Began to edit other portions of the portal site.
- Completed Critical Info Database Form
- Completed VADIR Report. Contacted an OIRS rep for correct reporting of bomb threat. Trained Claudia on new VADIR incident reports and will meet with DSL's and Ms. Smith to discuss.
- Completing Staff Snapshot so as to receive faculty PINs for BEDS reporting. Contacted several NYSED reps for assistance, especially Pat Roche at the OIRS.
- Downloaded and summarized school survey results.
- Posted Board meeting dates, agendas and minutes to web site. Modified web site to properly distinguish new board document formats.
- Made other changes to web site, including: calendar updates, updates to staff listing, link to Lunch Form site, changes to menu to include Teacher Websites and Parent Portal, changing "Guidance" page to "Counseling," adding Spanish to emergency closing message, and more.
- Modified Student Summary report to include an Advisory Contest tab. Plan to modify it further to include weekly improvement by Advisory.
- Modified the Student Audit report to include cumulative GPA.
- Separated Attendance Alerts file from the daily Attendance to improve efficiency.
- Discussed change of Z status to field in Bio2.
- Corrected attendance errors for from first two weeks caused by improperly defined Lunch record and incorrectly scheduled Attendance Class.
- Sent updated graduation rates to Darnell for brochure.
- Will attend Sep 24 training on per pupil invoicing.
- Held webinar for OnCourse Evaluate with Kathy and Kentia. Contacted OnCourse rep about syncing with Google calendar.
- Continued to push for Blackbaud hosting.
- Updated dashboards for DSLs.
- Plan to create credit recovery eligibility report.
- Plan to modify Conduct report to separate teachers from non-teacher reporters.
- Will need to meet regarding a change in promotion rules to eliminate advanced standing.

Veronica Pichardo

1. Senior class presentations (August 28, September 4, September 5). Met with all seniors via senior year English and discussed college application process.
2. Attended College Counselor Tours
 - a. CBB Tour-Colby, Bates, Bowdin (September 7- 9)
 - b. Upstate NY Tour- Union, RPI, Syracuse, Ithaca, RIT , University of Rochester (September 14-18)
3. Wednesday September 24-Senior Parent night meeting
4. Coordinating
 - a. College visits
 - b. SAT registration
 - c. PSAT
5. Scheduling 1:1 meetings with students

Charles Hobson

www.vanguarddocumentaries.com

Summary

- Over 40 years of executive experience in film, television and digital media
- Owner of Vanguard Documentaries, a New York based Emmy Award Winning production company that has worked with PBS, NBC, ABC, Court TV, BBC and Arte France
- Awards include an Emmy, a Fulbright (Germany), the Japan Prize Special Citation, CINE "Golden Eagle" and the Best Documentary Prize at the 2010 International Pan African Film Festival in Cannes
- Taught at SUNY, NYU Tisch School for the Arts, Vassar, and lectured at Harvard, Yale, and Columbia

Producing Experience

This Is Ragtime: The Birth of American Music

In Development

Producer, television documentary

This is Ragtime: The Birth of American Music tells the untold story of America's first original popular music, from its often-controversial roots in slave dances minstrel shows to its explosion into the pop music scene in the 20th Century.

Treasures of New York: The Flatiron Building

2014

Executive Producer and Director, PBS documentary short

Treasures of New York: The Flatiron Building explores the lore of the iconic structure at 175 Fifth Avenue that has mesmerized the world for more than 100 years. Through rare, early motion pictures and photographs, the film takes viewers back to New York's "Gilded Age" to show how the Flatiron Building became a singular expression of the exploding American metropolis. Additionally, it spotlights New York's transformation into a modern city, its cultural heritage, its points of interest, distinguished establishments and notable figures.

The Apollo Theater Story

2009-Present

Executive Producer, documentary

The Apollo Theater Story will explore the fascinating history and powerful legacy of one of America's most iconic and enduring cultural institutions. From its inception as a black theater in 1934, the Apollo has probably exerted a greater influence on popular culture than any other entertainment venue in the world.

Great Performances: Harlem in Montmartre: A Paris Jazz Story

2009

Producer, PBS television documentary

Harlem in Montmartre tells the story of the long-forgotten “extraordinary ones,” who left America to create the jazz age in Paris between the First and Second World Wars.

Negroes with Guns: Rob Williams and Black Power

2004

Executive Producer and Consultant, PBS television documentary

Negroes with Guns: Rob Williams and Black Power tells the dramatic story of the often-forgotten civil rights leader who urged African Americans to arm themselves against violent racists. In doing so, Williams not only challenged the Klan-dominated establishment of his hometown of Monroe, North Carolina, he alienated the mainstream Civil Rights Movement, which advocated peaceful resistance.

Art History TV

2001-2003

Executive Producer, Television

Produced a web-based channel for art history and news.

Great Performances: Porgy and Bess: An American Voice

1995-1997

Producer, PBS television documentary

The historic saga of George Gershwin’s immortal American opera is traced from the publication of DuBose Heyward’s novel *Porgy* in 1924, continuing to the opera’s premiere in 1935 and the many legendary productions that followed through the decades.

Building Hope

1992-1994

Producer, PBS television documentary

Salute to the Newport Jazz Festival

1993-1994

Producer

Produced a television special celebrating the 40th anniversary of the Newport Jazz Festival. The segment includes an introduction by President Clinton and the First Lady and performances by Rosemary Clooney, Bobby McFerrin, Joe Williams, Dorothy Donegan.

History of the Blues

1991-1992

Producer, television series

ABC-TV New York

1967-1971

Producer

Other Professional Experience

Friends of Education Committee, Museum of Modern Art, New York, NY

1996-Present

Fulbright Scholar, the Munich Academy of Film and Television, Munich, Germany

1996-1997

Developed international co-production, lectured at the Munich Academy of Film and Television, the Amerika Institute and University of Munich.

Margaret Mead Film Festival, American Museum of Natural History, New York, NY 1997
Showcased as producer of the documentary, "Inside Bedford-Stuyvesant".

Ford Foundation, New York, NY 1995-1996
Consultant
Consulted for Africa and Middle East Division.

WNET-TV, New York, NY 1989-1991
Director of Market Planning
Executed total funding strategy, working closely with the Program Marketing Division for station's programs and projects. Headed the Foundation and Government Underwriting Department which sought grants from the National Endowment for the Arts, the National Endowment for the Humanities, the National Science Foundation and other major foundations.

Jamaica Broadcasting Corporation 1988
Consultant

WETA-TV, Washington, DC 1978-1989
Senior Vice President
Developed, staffed and produced successful television productions including: *Global Links* a six-part series on international development, *The Africans*, a nine-part series broadcast on PBS and *Spaces*, a six-part science series on PBS.

Other Producing Projects

From Jump Street: The Story of Black Music 1980
Producer of the ten-part series for commercial television and PBS

Like It Is 1968
Producer of the award-winning documentary film series

Teaching Experience

Art Workshop International, Artist in Residence, Assisi, Italy 2010
Medgar Evers College, CUNY, Communications Senior Fellow 2000
Harvard University, D.E.B. Du Bois Institute, Guest Lecturer 2000
University of Munich, Munich Academy of Film and Television, **Fulbright Scholar** 1996-1997
University of Binghamton, SUNY, Institute of Global Cultural Studies, Senior Research Fellow 1994-1996
New York University, Tisch School of the Arts, Graduate Film Adjunct Professor 1994-1995

University of Pennsylvania , American Studies Senior Fellow	1989
Atlanta University Center , Director of Mass Communications	1971-1976
The New School , Adjunct Professor	1968
Vassar College , Radio and Television Professor	1967-1971

Awards and Recognition

Named Black Media Legend by the McDonald's Corporation	2010
Featured in the New York Times: "Black America Made Visible; TV Show Illuminated Through Lens of Bed-Stuy"	1998
Listed in Who's Who in America	1988
CINE "Golden Eagle Award"	1987
The Japan Prize, Special Citation	1987
Emmy Award, New York	1968



Department of Education

Dennis M. Walcott, Chancellor

NEW BOARD TRUSTEE QUESTIONNAIRE

As you may know, serving on a public charter school board of trustees ("Board") is a position of great trust and responsibility. As a member of a public charter school's Board, you would be charged with overseeing the education of all students enrolled in the school, as well as the expenditure of public monies directed to the charter school.

New York City Department of Education Charter School Accountability and Support Office (NYC DOE CSAS) consent is required **before** any new member may serve on the board. Accordingly, and in order to properly evaluate potential new board members, we ask that you please provide complete and thorough answers to each of the items on pages 3 through 6 in addition to filling out and signing the required Statement of Assurance on page 7. Note that providing false, misleading, and/or incomplete information may lead to a withdrawal of the NYC DOE CSAS' approval, nullifying your appointment to the board.

Only in very rare cases does the NYC DOE CSAS reject properly approved prospective trustees who have provided all information requested on this form. These cases are generally limited to prospective members who would have severe conflicts of interest* in fulfilling their fiduciary or other duties as a charter school board member, who are proposed to be seated in violation of the school's charter or by-laws, or whose background evidences untrustworthiness, e.g., criminal record, a record of financial dealings inimical to the public trust. Accordingly, and in order to expedite the approval of new board members, the NYC DOE CSAS requests that you provide full and complete answers to each of the items below. This will assist the NYC DOE CSAS in its review.

* A conflict of interest is generally defined as a situation in which someone has differing or competing professional or personal interests, and do not necessarily have to involve monetary interests. In the case of a charter school trustee, who has a duty of loyalty to the charter school on whose board he or she sits, such differing or competing interests can complicate corporate decision making. Examples of conflicts of interest include the following:

- being a charter school trustee of more than one charter school at the same time;
- being paid by a charter school as an employee or contractor while serving as a school trustee;
- being a parent of a student of a charter school on whose board you sit, especially when making decisions related to your child's teachers, and

- being a charter school trustee while your spouse's company or employer is doing business with the charter school.

In many cases, conflicts are waiveable as long as the trustee discloses the interests to the school board and recuses him- or herself from voting when conflicted. In rare cases the conflict of interest will mandate that either one of the competing interests be given up. For example, a school trustee cannot work for a for-profit management company that manages the charter school's operations.

Pursuant to New York's Freedom of Information Law (FOIL), any personal information listed on or attached to this form (including the Charter School Trustee Contact Information form) that would constitute an unwarranted invasion of personal privacy will not be disclosed to the public pursuant to FOIL. (home address, telephone number, etc.).

Charter School Accountability and Support Office Actions

The NYC DOE CSAS will approve or reject such proposed trustee in writing within 45 days of submission of *all* of the below required documentation.

Please send the Board member request to your school cohort's Director of Oversight.

If the NYC DOE CSAS takes no action within the 45-day period the person may be seated as a school trustee. After the NYC DOE CSAS approves a trustee in writing, it will ask the school for an updated list of school trustees within a specific timeframe. The Department reserves the right to interview in person any new board member they feel appropriate.

The school board secretary or other administrator should inform the new trustee of his or her official seating on the school board. The trustee may now vote.

If you have any questions, please call the CSAS Office at 212-374-5419.



**Department of
Education**

Dennis M. Walcott, Chancellor

SCHOOL TRUSTEE BACKGROUND INFORMATION

Name (include preferred honorific)	
Daytime Telephone	
Home Mailing Address	
Personal Email/Fax	
Business Address	
Business E-Mail/Fax	
Charter School Name	
Charter School Address	
To which charter school board position and/or office are you asking to be appointed (e.g., parent representative, vice-president, Finance subcommittee, etc.)?	Fundraiser and Development Committee

Background

1. Please provide your educational and employment history. You may do so by attaching a résumé. ☒ Resume Attached
2. Please affirm that you are or will be at least eighteen years old at the time of your appointment/election to the board. ☒ I affirm.
3. Please indicate how you became aware of the charter school and the opportunity to serve as a member of its board. *Through a friend*
4. Please explain why you wish to serve on the board. *This is a great school. I would love to share some of my professional skills with students*
5. Please indicate whether you have previously served or are currently serving on a board of a school district, a non-public school or any not-for-profit corporation (to the extent not otherwise indicated in your response to Item 1, above). In addition, please describe any other experience, knowledge or skills you feel is relevant to service on the charter school board. ☒ This does not apply to me. ☐ Yes. (Include description here):
6. Please indicate whether or not you have ever been convicted of a misdemeanor and/or felony in state or federal court in any jurisdiction.
☒ This does not apply to me. ☐ Yes.

If the answer to this question is yes, please provide the following details regarding your conviction(s): (1) the name of the criminal offense(s); (2) whether the criminal offense(s) was a misdemeanor or felony; (3) the facts and circumstances surrounding your conviction(s); (4) the date(s) of your conviction(s); and (5) the date(s) of disposition(s).

Your response to question six may also include any relevant written information that you wish to be considered in support of your application, including, but not limited to: certificates of conviction; any parole and/or probation documentation; any certificates, including any certificate of relief from disabilities; any proof of counseling and/or rehabilitation; any documentation attesting to your good conduct or your good character; and any letters of support from friends, family, co-workers, employers, etc.

7. Please indicate if you currently have any criminal charge(s) pending against you in state or federal court in any jurisdiction.
☒ This does not apply to me. ☐ Yes.

If the answer to this question is yes, please provide an explanation.

Conflict of Interest

8. Please indicate whether you, your spouse, or other family member knows any of the other prospective or current board members.
☒ I / we do not know any such persons. ☐ Yes.

If your answer is yes, please indicate the precise nature of your relationship here:

9. Please indicate whether you, your spouse, or other family member knows any person who is a prospective or current charter school employee.
☒ I / we do not know any such persons. ☐ Yes.

If yes, please indicate the precise nature of your relationship here:

10. Please indicate whether you, your spouse, or other family member is an employee of the Department of Education. (Employees of the Department of Education are not prohibited from participating on charter school boards of trustees, unless their work responsibilities present a direct conflict of interest)
☒ I / we do not know any such persons. (Please skip to Question 11)
☐ Yes. (Please answer questions 10a -- 10c)

a) Please indicate your position and division at the Department of Education:

b) If the charter school is co-located with a Department of Education district school, are you an employee of the co-located district school?

☐ No. ☐ Yes:

- c) Do you have any decision making power in the district where the charter school resides? (Examples include, but are not limited to superintendent, CEC member/officer, community board member, borough enrollment office employee, etc.)

11. Please indicate if you, your spouse, or other family member or any corporation, business or other entity in which you, your spouse or other family member serve as an employee, officer, or director or own a controlling interest in, contracts or does business with, or plans to contract or do business with, the charter school, including but not limited to, the lease of real or personal property to the charter school.

☒ No. ☐ Yes:

If yes, please describe the nature of the contract or business and, if applicable, the relationship of the person to the corporation, business or entity involved:

12. If the charter school is partnered with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you, your spouse, or any family member knows any employees, officers, owners, directors or agents of that provider. If your answer is in the affirmative, please describe any such relationship.

☒ Not applicable because the School does not/will not contract with a management company or charter management organization.

☐ I / we do not know any such persons. ☐ Yes:

13. If the charter school is partnered with an educational service provider, please indicate whether you, your spouse or other family member has a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description.

☐ Not applicable because the School does not/will not contract with a management company or charter management organization.

☒ I / we have no such interest. ☐ Yes:

14. If the charter school is partnered with an educational services provider, please indicate if you, your spouse or other family member anticipates conducting, or is conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted.

☐ Not applicable because the School does not/will not contract with a management company or charter management organization.

☒ I / we do not anticipate conducting any such business. ☐ Yes:

15. Please indicate whether you, your spouse or other family member is a director.

officer, employee, partner or member of, or is otherwise associated with, any organization which filed an application in conjunction with the charter school, i.e., is partnered with the charter school. To the extent you have provided this information in response to items 9-12, you may so indicate. ☒ This does not apply to me, my spouse or other family members. ☐ Yes:

16. Please indicate the potential ethical or legal conflicts of interests (if any) that would, or are likely to, exist should you be approved for service on the charter school's board.

☒ None. ☐ Yes:

17. Please explain how you would handle a situation in which you believe one or more members of the charter school's board are involved in working for their own benefit, or the benefit of their friends and family. *Report to the Chair.*

Educational Philosophy

18. Please explain your understanding of the charter school's mission and/or philosophy. *To provide quality education*

19. Please explain your understanding of the educational program of the charter school. *To provide a quality education*

20. Please indicate what you believe to be the characteristics of a successful charter school. In particular, please provide the specific steps you think the board of the charter school will need to take to ensure that this charter school is and remains successful. *Follow the mission and work hard for the institution*

Other

21. Please explain your understanding of the appropriate role of a public charter school board member. *Commitment, honesty and generosity*

22. Please affirm that you have read and understand the charter school application, the charter school board's by-laws and all proposed policies. *Y/LS*

23. Please provide any other information that you feel is pertinent to the Department's review. *NA*



**Department of
Education**

Dennis M. Walcott, Chancellor

STATEMENT OF ASSURANCE

I, Charles Hobson (name of board member applicant) state that I am the applicant for board member approval and I have read the questionnaire and any supporting documents and know the contents thereof; that the same is true to my knowledge except as to the matters therein stated to be alleged upon information and belief, and as to those matters I believe it to be true and further acknowledge that I am aware of the fact that, pursuant to Penal Law §175.30, a person who knowingly offers a false instrument for filing to a public official or public servant is guilty of Offering a False Instrument for Filing in the 2nd Degree, a Class A Misdemeanor.


Signature

July 29, 2014
Date

Disclosure of Financial Interest by a New York Charter School Board of Trustees Member

**Note: This Disclosure is a public record, but asterisked data fields will be redacted.*

1. Trustee Name (print) Charles Llobson
2. Charter School Name Williamburgh Charter H.S.
3. Charter Authorizer Entity NYCDOE
4. Home Address* _____
5. Business Address _____
6. Daytime Phone* _____
7. E-Mail Address* _____

8. List all positions held on board (e.g., chair, treasurer, parent representative)

+1 V See

9. Is the trustee an employee of the school? ☐ Yes ☒ No

If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school? ☐ Yes ☒ No

If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.

11. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Question 2-4 above, you need not disclose again your employment status, salary, etc. *NA*

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

12. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write **None**.

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Signature

Date