



**Williamsburg**  
CHARTER HIGH SCHOOL

**WCHS Board Meeting Agenda**  
**September 22, 2015**  
**6:00 p.m.**

1. Welcome to Board Meeting
2. IT Update
3. Academic Report
4. Enrollment Report
5. Finance Update
6. Human Resources Update
7. Community Outreach/Fundraising Update
8. Facilities Update
9. Security Update
10. Approval of Board Meeting Minutes
11. Board of Trustees
12. Next Board Meeting



## Principal's Report September 2015

Kathleen Gaffney

- ❖ Filling Vacancies in ELA ,Math, Special Education, Health and Biology
- ❖ Organizing school meeting calendar with Ms. Johnson
- ❖ Scheduling
- ❖ Stimulus Grant
- ❖ Orientations

### **Weekly/Biweekly Meetings/Monthly Meetings:**

- Met with Kathy Fernandez/Patrick Kern regarding Title I & Title II
- Meeting with Patrick Kern on the stimulus grant
- Meeting with Patrick, Matt, and Seth on rooftop garden
- Met with Human Resources regarding ADP system
- Met with Raymond James ,Val ,and Tamisha Johnson regarding Safety and Fire Drills
- Meetings biweekly and daily check-ins with AP of Instruction regarding vacancies , professional development, and teacher evaluations
- Meetings biweekly and daily check-ins with AP of Student Support regarding uniform and covenant, planning professional development
- Weekly Calendar Meetings with Val, Kentia, Roberta ,Charisse, Tamisha and Raymond
- Daily Meetings with Val on daily management
- Meetings with Donny Brusca on school data
- Meeting Daily with Human resources, Data Specialist, Finance and Director of Community Outreach
- Meeting with the Director of Safety regarding cell phone use, emergency passes, locker safety, scheduling hall sweeps , other safety concerns around the building, and safety scheduling
- Meeting with Darnel On Recruitment of Student Activities
- Weekly Phone Conferences with Ellen
- Meeting with Instructional Coach
- Meeting with DL on PLC
- Monthly Cabinet Meetings with Safety, Student Life, A.P. Of Instruction and Student Support, School Administrator, Administrative Assistant, Testing Coordinator, Parent Liaison, Human Resources, Director of Data Management, Director of Community, Director of Recruitment and Director of Finance

### **Tasks:**

- Parent Association
- Grades' Parents and Students Orientations
- Planning PSAT day
- Mini Observations of teachers
- Coordinating visits from the Police Precinct presentations on Social Media
- Conducting Interviews
- Professional Development on Professional Learning Communities with DL
- Professional Goals from members of the cabinet

## **Charisse**

- Principal's Calendar
- Work closely with the School Administration Manager (SAM) ongoing
- Updating Teacher Files
- Begin planning for the NHS Induction
- National Honor Society Induction on 9/22/15
- Meet with the 12th grade team on Senior Festivities for the Class of 2016
- Contacted Hunter College regarding graduation venue for June 2016
- Contacted Tri State Tours to confirm Senior Trip in March 2016
- Mailed out letters to Seniors regarding their Senior Portraits
- Yearbook Meeting
- Filing PD Materials and Professional Development Documents
- Planning back to School Night
- Working closely with 12th Grade Team on Senior Picnic
- Create Senior Communication for Parents w/ Nector Santiago
- Attended the senior Assembly and spoke to the seniors regarding Senior Festivities
- Assisted Yahaira with Parent Association Set up and Meeting
- Purchase refreshments for 9th Grade Parent Orientation
- MC for the Freshmen and Sophomore Mixer on 9/23
- Continue to print Diploma replacement for graduates
- Organized locks and locker assignments for Freshmen
- Locker assignments for Upper Classmen
- Organized planner distribution for all grades

## **Kentia Coreus**

### **Ongoing Tasks**

- Review lesson plans on OnCourse
- Conduct classroom walkthroughs and mini-observations
- Facilitate mini-observation feedback meetings
- Plan and facilitate weekly DL meetings
- Meet with teachers and staff to address concerns
- Meet with students to address concerns

### **September Tasks**

- Teacher Recruitment (resume review, demo lessons, interviews, reference checks, Recruitment Spreadsheet updates)
- Assisted with Scheduling (Teacher assignments, course changes)
- Planned and facilitated *Launching the 2015-16 School Year* DL meeting on August 18<sup>th</sup>
- Developed and facilitated *Our Instructional Focus* workshop on August 25<sup>th</sup>
- Developed and facilitated *Teach Like a Champion* workshop on August 25<sup>th</sup>
- Developed and facilitated *Teacher Development and Evaluation* workshop on September 3<sup>rd</sup>
- Developed and distributed *August 2015 Teacher Orientation* survey
- Revised SNAS Dept. Leader job description
- Drafted 2015-16 Wednesday PD Schedule
- Drafted 2015-16 Dept. Leader Training schedule
- Provided updates for the academic section of WCHS Student Recruitment brochure

### **Meetings Attended/Meeting Topics**

- Staff Orientation calendar

- School calendar
- Teacher Handbook
- Inducting the Instructional Coach
- Attended *Conscious Classroom Management* Training (August 21, 2015)
- Keys to Literacy (conference call)
- Parent Association
- One-to-one DL meetings
- ADP
- Cabinet Meeting
- Coding class
- Staff Celebrations

### **Valerie Jacobson**

- STAT REPORT & Follow Up on Pending Discharges (E. Cooper)
- Registration #s & 8<sup>th</sup> Grade Report Cards (E. Cooper)
- Compare ATS and BlackBaud and resolve discrepancies (E.Cooper)
- -Metrocard Distribution – have all Advisors returned Metrocard sign in sheets & cards? (Eddie)
- Student ID printing by Advisory plus adding Expiration Stickers (Angie)
- -Student ID Photos (Marquenn & Samir)– # of Freshman left to take photos?
- New BB download for ID Printing system for David (Eddie)
- Take Photo of New Staff & print/sign out IDs 8/24 (Eddie/Mariella)
- Roll-over of applicants: Review ea. File and correct which relation “Receives Report Card” (Mariella, Eddie)
- August graduates, Grade Promotions Entry in ATS from Summer School (E. Cooper)
- Document Status: Final 8<sup>th</sup> grade Report Card, Physical (E.Cooper, Mariella)
- Inventory Cohort 2018 files and any transfers during 2014-15 for HLIS (Mariella, Eddie)
- Red Folders preparation and entry of all incoming freshman & transfer records (Mariella, Eddie, Allison)
- Cumulative Records requests and follow up for all incoming freshman/transfers, including following up with parent on any HLIS missing from the cumulative record (Mariella, Eddie)
- Lunch Forms, Electronic Policy, Uniform Policy, Locker Policy Distribution (Nector)
- Finish Emergency folders, Mission statement, Emergency Attendance, Floorplan (Samir / Marquenn)

- Book Room & Class Set Distribution (Samir / Marquenn)
- -NYSTL Binder & Packing Slips Reconciliation (Samir / Marquenn)
- Follow up on Key, Netbook, Speakers Sign Out Sheet(Rosa)
- Student Attendance Letters (Rosa)
- Cover & put border on Hallway Bulletin Boards (Angie)
- Parent Portal Mailing to Freshman (Angie, Marquenn)
- Time Sheets, Payroll Deductions, Absent Spreadsheet (Rosa/Val)
- Back-to-School Night 9/17 – 3Volunteers for staggered schedules

### **Kristy Sung**

Meet with Rickey Brown about test ordering/sites.  
 Meet about PSAT coordination and administration.  
 Create logins and familiarize online ordering sites.  
 Meet with AP teacher about course audits.

### **Roberta Smith**

- Attended Rick Smith “Conscious Classroom” Management PD at the Sped Collaborative on 8-21-15
- Coordinated and participated in “Why Try” Intervention Program on August 26<sup>th</sup> & August 27<sup>th</sup>
- Conducted meetings with Grade Directors, Student Life, SNAS, Counselors, Dir. of College Guidance with a focus on S.S.S. Department Goal for 2015-2016: “Intervention by Prevention”
- Participated in interviews for 2017 Grade Director replacement
- Attended orientation assemblies for grade cohorts
- Conducted a total of 20 (15-25 minutes) classroom walkthroughs and provided teacher feedback
- Attended Parent Association meeting on 9-8-15
- Attended Student Government meeting on 9-11-15
- Coordinate schedule with social workers and guidance counselors to promote Suicide Awareness and Prevention Month
  - Counselors will push into selected classes to speak with students about Suicide Awareness and Prevention

- Coordinate School-Wide Rachel’s Challenge (Anti-bullying Program) for Tuesday October 13<sup>th</sup>
  - Program will consist of two 1hr student assemblies
  - 1 (90 minute training session) for 100 students who will be student ambassadors against bullying
  - A Community Event for Parents (This will occur during the Parents Association Meeting on 10-13-15)
- Met with the Director of Student Data Management regarding VADIR submission for 2014-2015 on 9/14/15 and 9/15/15

**Upcoming**

- Use On-Track/Off Track Student Data to identify students for “Why Try” Program in consultation with Grade Teams and Social Workers
- Identify and collaborate with teachers to begin a Model United Nations Club at the school
- Collaborate with Student Life Directors to identify students for Family Court Division Youth Leadership Council of the New York City Law Department

**Melissa Wade**

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Department Leader meetings</li> <li>• Cabinet Meetings</li> <li>• 504 meetings Fridays 1<sup>st</sup></li> <li>• SNAS department meetings (Wednesday’s)</li> <li>• Graduation Update Meeting w/2015 Team</li> </ul>
<b>Informal Observations/ Walkthroughs</b>	<ul style="list-style-type: none"> <li>• Walkthroughs</li> </ul>
<b>Department leader</b>	<ul style="list-style-type: none"> <li>• Weekly Oncourse review and follow-up</li> <li>• Weekly Gradebook review and follow-up</li> <li>• Demos &amp; interviews with possible candidates</li> <li>• Planning/Observations</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Monitoring health aide compliance</li> <li>• Reviewing &amp; updating master list; Updating teachers</li> <li>• Academic &amp; Counseling Progress Reporting</li> <li>• Updating CSE on outstanding annuals/tris</li> <li>• Organizing upcoming triennial reviews</li> </ul>
<b>Teacher support</b>	<ul style="list-style-type: none"> <li>• Walkthroughs</li> <li>• Team Meetings – Reporting/Anecdotal</li> </ul>
<b>Related Services</b>	<ul style="list-style-type: none"> <li>• Counseling, Speech, &amp; Hearing schedule checks</li> <li>• Requesting services for 2015-16 school year</li> </ul>
<b>Academic Support</b>	<ul style="list-style-type: none"> <li>• Individual AIS Planning</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Calendaring events</li> <li>• Developing SNAS Parent Workshops</li> </ul>

**Andre Sanford**

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

- Developing new programs for students
- Assemblies the 2016 and 2017
- Developing discipline strategies for teachers
- Student Life Calendar
- Tea time with Student Life
- Mending uniforms

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

- Beginning of after school detention
- Acquiring funds for The Breakfast with Student Life Program
- Observing classroom behavior
- Meetings with grade teams
- Re-establishing a rapport with Students

**Kathleen Fernandez**

End of year 2015 Audit
Title I and Title II reconciliation end Closing Report
Prepared financials August 2015
Prepared monthly Budget to compare budget vs actual by month.
Reviewed expenses for correct allocation & Budget balance
Rent Reconciliation Adjustment
Review Draft of Fiscal Manual preparation.
Review and allocated Per pupil invoices
Review Bank reconciliation for the Month of July 2015/Aug 2015
Make bank transfer to cover payroll and General expenses
Prepared wire transfer for Rent Payment
Prepared wire transfer for Legal services
Review quotes for purchased services
Reviewed all bills for correct allocation and past due amounts

Payroll Review before processing and recording

Reviewed expenses for correct allocation & Budget balance

Processing P.O. from Staples , Quill, Amazon

Attend weekly meetings

### **Rickey Brown**

NCAA Athletic Clearinghouse New School Review Process

Senior English Classroom Presentations - Review of College Application Timeline

Individual College Counseling Sessions with Students

Co Plann PSAT exam administration - October 14th

Register Students for SAT I/SAT II exams

Senior Parent College Night Meeting - September 23rd

HEOP Applicant Trip to Barnard/Columbia College - September 30 (5 students)

Transfer Student Admissions/Transcript Reviews

Help support College Visit Scheduling (Amaryllis Valentin)

Back to School Night Event - College Table/Started a College Office Parent List Serv

Supervise the operation of the afternoon SAT Prep Course (35 students enrolled to date)

Developing Scholarship & Extracurricular Activities Reference Book

Continuously meeting with WCHS Alumni (college applications, letters of reference, career talk/support)

### **Yahaira Alcantara**

-Parent meeting Sept 8th. Good attendance (13 in the morning, 40 in the evening)

-Finalize dates with guest speakers (together with Tuchapsky)

-Roll out Walentas Grant (with Samir)

-Determine Board representative. So far, two parents have shown interest.

### **Raymond James**

1-Re do lobby floors

2-Clean sidewalk

3-Install wall protectors on the classroom doors to prevent door knob holes

4-Normal cleaning

### **David Medina**

Assisted with installation of new network router/content filter.

Worked on setting up new WiFi network for staff access and started decommissioning old WiFi network

Prepared mobile laptop carts for school use

Prepared updates to lunch scanning system.

Worked on waitlist registration files and documents.

Updated student ID cards

Prepared overdue book invoice to be mailed out

Provided support to staff.

### **Tamisha Johnson**

- Safety Meeting
- New Hire



- Termination
- FSD Test
- Meets with Principal
- 90th Precinct Assembly with class of 2018
- Safety posting
- Fire Drill

## **Donald Brusca**

### **Recurring Tasks**

- Process daily attendance from scan sheets and teachers' class attendance, import attendance codes into Blackbaud, and distribute attendance reports and alerts daily to all staff
- Update and distribute weekly summary reports (attendance, academic, and conduct) to administrative staff
- Produce weekly progress reports (Advisor Packs) for distribution in advisory classes
- Regularly produce other reports, such as Enrollment, Special Education, VADIR, On Track (credits), GPA, Honor Rolls, Student Schedules, Regents Audit, Graduation Rates, etc.
- Complete Per Pupil Invoicing (even numbered months only)
- Certify staff listing in the NYC Galaxy system
- Supervise and train the Accountability / Data Associate, Katie Manion
- Meet with Kathy Gaffney weekly
- Meet with the Cabinet and 8<sup>th</sup> floor staff regularly
- Meet with the 9<sup>th</sup> Period Task Force regularly
- Assist staff with use of Blackbaud and OnCourse software and maintain user accounts
- Regularly import data from ATS into Blackbaud as needed, such as new applicants to the school, and students' eighth grade and Regents exam scores
- Check ATS against Blackbaud data for consistency (Data Quality Management)
- Read and act on weekly CSO communication, and contact CSO liaison as needed
- Maintain and update school website and Facebook page

### **New Tasks for September, 2015**

- Handled issues related to the transfer to an externally hosted Blackbaud software.
- Determined cause of printing issues by using printers that are incompatible with Citrix.
- Created instructions for using Blackbaud from home.
- Created accounts for and trained all new teachers on using FA-Web.
- Updated web site with new faculty and staff listing.
- In contact with Blackbaud regarding licensing discrepancy.
- Updated Parent Portal and Blackbaud directions.
- Trained Katie to update student Advisors.
- Trained Katie to update student scan files for attendance.
- Trained Katie to enter students' college and advanced math course credits in ATS.
- Trained Katie to correct improperly changed grade levels from a list I provided.
- Gave PD on Effective Documentation of conduct incidents.
- Helped Darnell with updating student applications.
- Created and set up a new Google AdWords account. Developed ad for teacher recruitment.
- Created and set up a new CreateSpace account and uploaded the school brochure for printing.
- Updated all queries, exports and dashboards for the new academic year.
- Changed Student Life Dashboards to account for new "Generate Referral" protocol.
- Helped Charisse and Val with locker assignments.
- Provided state report card data to Patrick for inclusion in his grant-writing narrative.
- Provided On Track / Grade Level data disaggregated by gender for Roberta.
- Worked with Roberta and Katie to complete the annual VADIR submission.

Added version of Matt Hernandez' student transcript audit to the On Track rep

## Shante Martin

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

- Scheduled various workshops: Bullying 101 (with social work staff) Healthy Relationships with community health care network
- Assisting with Student Government and Preparing Student Court for the 2015/2016 school year
- Parent Contact and Meetings
- Getting to know the 9<sup>th</sup> graders
- Supervising Cafeteria (Daily)
- Classroom observations (Daily)

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

- Scheduling more preventative workshops
- Scheduling Student Court Hearings
- Constant Contact with Parents
- Preparing the 1<sup>st</sup> Dress Down by advisory dates.