



WCHS Board Meeting Agenda October 19th, 2015

1. Welcome to Board Meeting
2. Trip Proposals
 - a) Boston: Mara Levi and Advanced Choir Students
 - b) Washington D.C.: Cheryl Fleming and Natalie Bar-Levy
3. Academic Report
4. Finance Update
 - a) Audit Update (Approval Prior to 11/2 Accountability Filing)
 - b) Approval of Fiscal Policy Manual
5. Development & Community Outreach Update
 - a) Vendor List
 - b) Facility: Gym Proposal
6. Accountability & Compliance Update
 - a) Status of November 2nd Reporting Requirement
7. Enrollment Update
8. HR Report
9. Facilities Update
 - a) Space Usage for United We Stand
10. New Business
 - a) School-Based Mental Health Provider Proposal
11. Approval of September 22nd Board Meeting Minutes
12. Next Board Meeting (Proposed: November 24th at 3:30pm – Staff Luncheon)
13. Executive Session
 - a) Discussion: Re: Personnel Matter
 - b) Update on Civil Litigation
14. Adjournment



Principal's Report October 2015

Kathleen Gaffney

- ❖ **Filling Vacancies in Math , Special Education, Biology**
- ❖ **Rachel Challenge**
- ❖ **Supporting Teachers with Observations and feedback**
- ❖ **Dealing with Challenges with ADP**
- ❖ **Supporting Community**

Weekly/Biweekly Meetings/Monthly Meetings:

- Met with Kathy Fernandez/Patrick Kern regarding Title I & Title II
- Meeting with Patrick Kern on the stimulus grant
- Met with Human Resources regarding ADP system and Job Descriptions
- 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
- Meeting to start a Social Committee
- Meeting with Mara Levi regarding trip to Boston
- Meeting with Cheryl Fleming regarding trip to Washington D.C.

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
- Participated in the Diabetes walk
- PD on Professional Learning Committees with Department Leaders
- Rachel Challenge Assembly for Parents and Students

Charisse

- Principal's Calendar
- Work closely with the School Administration Manager (SAM) ongoing
- Updated Teacher Files
- Meet with the 12th grade team on Senior Festivities for the Class of 2016
- Weekly Yearbook Meeting
- Filing PD Materials and Professional Development Documents
- Working closely with 12th Grade Team on planning the PSAT Day Trip
- Attended the Senior Bowling Trip on 10.14.15
- Assisted Yahaira with Parent Association Set up and Meeting
- Continue to print Diploma replacement for graduates
- Lock and Locker Issues
- National Honor Society Meetings
- Begin Planning Halloween Festivities at WCHS with Grade Directors
- Planning for Haunted House with NHS
- Completed NHS Bulletin Board
- Working closely with Heyman and Matthew with planning Halloween Trip for 10.30
- Purchase refreshments for Student Celebrations on 10.7.15
- Assisted Mr. Santiago with collecting pledges and getting students involved in the walks
- College Access: taking 10 Seniors to mentor and guide them through the college process
- Begin planning for November 4th PD needs (Breakfast)
- Submit permits ongoing for PD's (Kentia & Kathy)
- Working closely with T. Harris with ordering food for New Teacher meeting on 11.4.15

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
- Revise Professional Development calendar
- Meet with teachers and staff to address concerns
- Meet with students to address concerns

October Tasks

- Teacher Recruitment (resume review, demo lessons, interviews, reference checks, Recruitment Spreadsheet updates)
- Scheduling (ELA Department course changes)
- Created August 2015 Orientation survey and summarized results
- Revised Peer Coach role description
- Provided notes for WCHS' Scheduling Timeline
- Developed remote planning guidelines for KS
- Developed Progress Report guidelines
- Provided Dept Leaders with feedback on Round 1 and 2 mini-observation write ups
- Developed structure for Mid-Quarter Teacher Intervention reports
- Planned and facilitated launch of *Thinking Through Quality Questioning* on Sept. 30th
- Conducted norming classroom visits with AV
- Conducted PSAT Walkthrough

Meetings Attended/Meeting Topics

- Weekly calendar meeting
- Weekly meeting w/Instructional Coach
- Human Resources
- Drafting revised School Goals
- APSS and API
- One-to-one DL meetings (where needed)
- Peer Coaches
- Senior Transcript Review

Kristy Sung-Kim

Picked up Spanish Lab R exams from DOE.

Assisted with PSAT administration

Met with counselors about January Regents exams.

Began collapsing January exam lists.

Valerie Jacobson

- **STAT REPORT (E. Cooper)**
- **Pending Discharges & Submission for Regional Approval (E. Cooper)**
- **Registration #s (D. Pierre)**
- Compare ATS and BlackBaud and resolve discrepancies (E.Cooper)
- Lunch Form Follow Up: ATS Lists by Cohort & for Advisors (Eddie)
- Lock Down Drill on 10/20 during 2nd period – Have your radios on and be ready! (All)
- IDEAL Uniform P.O. Follow Up (Angie)
- Midterm Exam Procedures (All)

- Student ID Photos (Eddie)– Has every student taken a photo?
- Take Photo of New Staff & print/sign out IDs (Eddie/Mariella)
- Roll-over of applicants: Review ea. File and correct which relation “Receives Report Card” (Mariella, Eddie)
- Regents Scanning Debrief from August: NO REPRINTS!!!
- Document Status: Final 8th 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)
- Book Room & Distribution Status & Hours (Samir / Marquenn)
- New Business

Roberta Smith

- Conduct weekly classroom observations and provide feedback to teachers
- Weekly meetings and planning with teams under Student Support Services
- Participate in parent meetings for students struggling academically and behaviorally
- Coordinate structure of Home Visits as part of our goal of early intervention with the designated social worker for home visits
- Worked with on reviewing transcripts for transfer students with the Director of Student Recruitment
- Collaborate in finalizing the teacher/staff handbook
- Use On-Track/Off Track Student Data to identify students for “Why Try” Program in consultation with Grade Teams and Social Workers
- Collaborate with SNAS on completion of NYC DOE Compliance Checklist
- Participate in IEP Meetings
- Collaborate with 2016 Grade team, API, Principal on the identification of an APEX Site Coordinator for credit recovery program at the school

- Attend back to school night on 9-17-15
- Attend Senior College Night on 9-23-15
- Attend Senior Parent Orientation on 10-6-15
- Participated in several Graduation Requirements meetings
- Ensure accuracy of weekly suspension and VADIR reports
- Ensure students on OSS receive alternative instruction through compensatory education services
- Coordinate School-Wide Rachel's Challenge (Anti-bullying Program) held on Tuesday October 13th

Upcoming

- Plan with academic guidance counselors to ensure all students have a transcript audit completed by November 15th
- Work with Director of Student Recruitment, and teams under Student Support for the Second Annual Open House to be held on November 14th.
- Work with students and interested staff on the development of a FOR Rachel Club at the school

Melissa Wade

Meetings	<ul style="list-style-type: none"> • Department Leader meetings • Cabinet Meetings • 504 meetings Fridays 1st • SNAS department meetings (Wednesday's) •
Informal Observations/ Walkthroughs	<ul style="list-style-type: none"> • Walkthroughs • Mini Observations
Department leader	<ul style="list-style-type: none"> • Weekly Oncourse review and follow-up • Weekly Gradebook review and follow-up • Demos & interviews with possible candidates • Planning/Observations
Compliance	<ul style="list-style-type: none"> • Monitoring health aide compliance • Reviewing & updating master list; Updating teachers • Academic & Counseling Progress Reporting • Scheduling annuals • Organizing upcoming triennial reviews • 21 Triennial Reviews scheduled (10/13, 10/20, 10/27)
Teacher support	<ul style="list-style-type: none"> • Walkthroughs • Team Meetings – Reporting/Anecdotal
Related Services	<ul style="list-style-type: none"> • Counseling, Speech, & Hearing schedule checks
Academic Support	<ul style="list-style-type: none"> • Individual AIS Planning
Other	<ul style="list-style-type: none"> • Calendaring events • SNAS Parent Workshops – 10/19

Rickey Brown

Individual College Counseling Sessions with Students

Registering Students for SAT I/SAT II exams

PSAT exam administration - October 14th

NCAA Athletic Clearinghouse New School Review Process

SNAS Post Secondary Options Parent Presentation - October 19, 2015 @ 6 PM

SAT Prep Course Supervision

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

Ongoing Professional Development Workshops

Developing Scholarship & Extracurricular Activities Reference Book

Yahaira Alcantara

1. Create poster with meeting dates
2. SNAS Parent Workshop 10/19
3. Meet with parent representative on board to discuss expectations and responsibilities
4. Parent meeting on October 13th had low attendance despite usual advertising. The morning session was attended by fourteen parents while the evening session by only nine.
5. We completed the Title I meeting requirement.

Raymond James

- 1-repair & reinstall locker doors
- 2-repaired gymnasium broken window
- 3-repaired mezzanine broken window
- 4-installed new locks for the "B" stairwell as per FDNY
- 5-classroom set ups for required seating
- 6-gum removal
- 7-grafhitti removal

David Medina

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
- Hiring
- Hallways Sweeps
- Changing Safety Post
- Fire Drills
- Assembly With 90 Percent
- Meeting With The Principle

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
- Supervise and meet regularly (at least weekly) with Programmer, Ami Valentin
- Meet with Kathy Gaffney weekly
- Meet with the Cabinet and 8th floor staff regularly
- Meet with the 9th 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 FA-Web software licensing; purchased additional licenses.
- Handled Blackbaud error message caused by multiple class section enrollments by one student.
- Handled FA-Web "sql connections" error messages requiring an "application pool refresh".
- Met with administration to suggest updates to charter school goals. Wrote suggested changes.
- Met with Ami to develop a semester 2 scheduling calendar. Held several meetings to fine-tune.
- Suggested edits to Teacher Handbook.
- Met with representative from Kiddom software to determine viability of trial.
- Attended BEDS Submission webinar.
- Developed a suggested division of duties for Katie Manion's JD.
- Helped Katie Manion to distribute IMF data tasks to appropriate staff members.
- Acquire login credentials for Katie Manion to IRS Portal, IMF/VADIR Data, and Level2/TAA.
- Trained Katie Manion to navigate IRS website, generate event tickets, complete student withdrawals in Blackbaud, and to post grades to Blackbaud.
- Attended NYS Data Training session at CSO regarding L1 / BEDS submissions.
- Attended CUNY's "Graduate NYC" alumni reporting information session on Court St.
- Recruited three members of student government to become 9th period committee members.
- Trained staff on use of Google spreadsheet for 9th period attendance.
- Updated back of progress report.
- Updated On Track report to count only specific dance classes as PE credit.
- Began to investigate whether Coding Class can count as math credit.
- Evaluated and verified preliminary data for DOE's School Quality Guide.
- Questioned Office of School Performance on the use of a new attendance metric, non-chronic absenteeism, in the preliminary data sent to schools. It does not seem that it will be reported.
- Helped Leia Eckstein design queries.

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
- Preparing Student Court for the 2015/2016 school year
- Parent Contact and Meetings
- Getting to know the 9th graders
- Supervising Cafeteria (Daily)
- Classroom observations (Daily)
- Student Life Breakfast
- Mandatory Discipline Meeting for Students involved in issue on Wednesday 10/14/15
- Social Media Assembly for 9th Graders

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

- Scheduling more preventative workshops
- Scheduling Student Court Hearings
- Constant Contact with Parents