



**WCHS Board Meeting Agenda  
November 24, 2015**

1. Welcome to Board Meeting
2. Approval of October 19<sup>th</sup> Board Meeting Minutes
3. Library Update
4. Academic Report
5. Finance Update
6. Development & Community Outreach Update
  - (a) Charter School Fair – March 2016
7. Accountability & Compliance Update
8. Enrollment Update
9. HR Report
10. Facilities Update
  - (a) Board decision re: usage of space by United We Stand
11. Next Board Meeting (December 16, 2015 at 6PM)
12. Adjournment



**Principal's Report  
November 2015**

**Kathleen Gaffney**

- ❖ **Filling Vacancies in Math , Special Education, Biology**
- ❖ **Parent –Teacher Conferences**
- ❖ **Supporting Teachers with Observations and feedback**
- ❖ **Learning Walks-Nov 6**
- ❖ **Student Recruitment Open House –Nov 14**
- ❖ **Addressing Math Data Concerns**
- ❖ **Sharing Data on School Quality Review and Addressing Next Steps**

Weekly/Biweekly Meetings/Monthly Meetings:

- Met with Kathy Fernandez/Patrick Kern regarding Title I & Title II
- 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 School Quality Data and Survey using Orid
- 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 with Social Committee – Staff Birthday Celebrations and Staff Party

Tasks:

- Parent Association
- October 29- Spirit Day- NY Mets
- Professional Development Day-Nov 3
- Held meetings on the Northside /WCHS basketball with Ms. Curran-Principal of Northside on Nov 3, and Mr. Temme, Mr. Sanford and Ms. Putz regarding incident-Met with all classes regarding safety procedures
- Mini Observations of teachers
- Learning Walks- All teachers were observed by administration, and department leaders. This was organized by the Instructional Coach
- Conducting Interviews for PD
- Professional Development on Looking at School Data with Department Leaders
- Professional Goals from members of the cabinet
- PD on Professional Learning Committees with Department Leaders
- Steven McDonald-Class of 2017 Assembly
- Parent Teacher Conferences-Nov. 18-19
- Attended Talent Show and One- Act Play

- Attended Department of Education Principal's Conference at Brooklyn Marriot on Nov. 21

### **Charisse**

- Principal's Calendar
- Work closely with the School Administration Manager (SAM) ongoing
- Meet with the 12th grade team on Senior Festivities for the Class of 2016
- Weekly Yearbook Meeting
- Filing PD Materials and Professional Development Documents
- Assisted Yahaira with Parent Association Set up and Meeting
- Continue to print Diploma replacement for graduates
- Lock and Locker Issues
- National Honor Society Meetings
- NHS members assisted with Parent/Teacher Conferences
- Purchase refreshments for Student Celebrations on 11.20.15
- Created and printed certificates for 398 students on Honor Roll, Perfect Attendance, Student of the Month, Comeback Kid
- Ordered food for Parent/Teacher Conferences
- College Access: taking 10 Seniors to mentor and guide them through the college process
- Worked closely with two Seniors to complete the CUNY and SUNY Application online
- Submit permits ongoing for PD's (Kentia & Kathy)
- Ongoing: Reserve computer labs for teachers
- Ongoing: Field Trip Requests
- Ongoing: Master Calendar
- Ongoing: 9th period Task Force (Attend Bi-Weekly Meetings)
- Ongoing: Social Committee (Bi-weekly Meetings)
- Organized the Denim Day Fundraiser
- Purchase refreshments for Birthday Celebration 11.3.15
- Assist Valerie with creating the November/December Parent Bulletin
- Assisted Kentia with Bulletin Boards Inventory

### **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
- Participate in parent phone meetings to address concerns
- Review ADP requests
- Review Trip Requests
- Visit common planning meetings

#### **Oct-Nov 2015 Tasks**

- Teacher Recruitment (resume review, demo lessons, interviews, reference checks, Recruitment Spreadsheet updates)
- Contribute to Spring Scheduling process (Electives, Priorities/Conflicts)
- Recommended class/student changes to improve teaching and learning
- Updated Reading Specialist job description
- Generated Classes w/o a Permanent Teacher tracker
- Established 2015-16 midterm and final exam due dates
- Distributed Dept. hallway bulletin board assignments and yearlong due dates
- Reviewed New teacher onboarding process w/ IC and ELA DL

- Reviewed Teacher intervention reports
- Conducted two teacher exit interviews
- Processed grad school requests
- Provided DLs with FAMIS allocations
- Regents Review planning and recruitment
- Nov. 14<sup>th</sup> Open House planning and recruitment
- Corresponded with teacher planning for Literacy remotely
- Corresponded with representative from *Keys to Literacy* to determine next steps for WCHS
- Contacted Educational consulting companies (for a Math consultant)
- Finalized Teacher Evaluation Rubric With Evidence & Supports document
- Distributed Fall Teacher Self-evaluation template
- Participated in Nov. 5<sup>th</sup> Learning Walkthroughs
- Led Nov. 3<sup>rd</sup> PD Day Planning
- Finalized WCHS Math Curriculum Components
- Planned and presented at New Teacher Mixer event
- Participated in “Teach” by Kiddom demo
- Finalized Jan 2016 Exam schedule
- Generated Testing Accommodations Memo
- Evaluated all hallway bulletin boards

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

- Weekly calendar meeting
- Weekly meeting w/Math Department Leader
- Weekly meeting w/Instructional Coach
- Human Resources
- One-to-one DL meetings (where needed)
- Reading program update (AL)

### **Other**

- RTI 1.0 Conference
- 5<sup>th</sup> Annual CTE Conference

### **Kristy Sung-Kim**

Attended AP coordinator training

Attended Regents testing training

Organized regents lists

Met with SNAS departement about IEP student accommodations

Met with guidance counselors about regents lists

### **Valerie Jacobson**

- Parent Bulletin Text and Translation (Valerie, Charisse, Mariella)
- Parent Bulletin Printing and Mailing (Nector, Angie, Marquenn)
- Parent-Teacher Conference Set-Up & Preparation (Rosa, Angie, Nector, Allison)
- Payroll Deduction Template, Time Sheets, Sports Sign in Sheets, Regents Review Sign In Sheets, ADP Discrepancies (Rosa, Valerie)
- Pending Discharges & Submission for Regional Approval (E. Cooper)
- Lunch Form Follow Up: ATS Lists by Cohort & for Advisors (Eddie), Auto-call, Harvest Dance Discount (Angie, Marquenn)
- Take Photo of New Staff & print/sign out IDs (Eddie/Mariella)

- Status of Roll-over of applicants: Review ea. File and correct which relation “Receives Report Card” (Mariella, Eddie)
- 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)
- Book Room & Distribution Status & Hours (Samir / Marquenn)

### **Katie Manion**

#### **Ongoing Tasks**

- Track reporting deadlines, charter communications, ongoing legal issues, potential compliance issues
- Oversee monthly Board of Trustees meetings alongside Director of Development and Fundraising
- Coordinate with Director of Student Data Management, Director of Development and Fundraising, Principal, and other School leaders to complete reports as needed
- Assist Director of Student Data Management with student records, 9<sup>th</sup> Period Attendance, invoicing, School social media, and other tasks as needed
- Assist School Counsel as needed
- Post grades to FAWeb
- Generate tickets to school events
- Assist administrative staff with various writing and editing tasks

#### **November Tasks:**

- Worked with administrative, operations, and teaching staff to complete BEDS IMF submission
- Met with Director of Student Data Management, Director of Human Resources, and Human Resources Associate to plan BEDS EMF submission due January
- Oversaw submission of November 2, 2015 DOE deadline, which included the Annual Independent Financial Audit, NYSE Annual Report Appendix A, Staff Fingerprint Clearance Screen Shot from TEACH, and Fire and Bus Drill Dates

### **Roberta Smith**

- Facilitate “Revisiting Why Try” PD session with Student Support staff on 11-03-15
- Developed weekly structure and schedule for Why Try Intervention Student Workshops. A total of 100 students 9-12 have been identified for the program.
- Conduct weekly classroom observations and provide feedback to teachers with a focus on new teachers
- Weekly meetings and planning with teams under Student Support Services
- Meeting with Director of Data Manager and academic guidance counselors to discuss semester 2 scheduling
- Developed electives survey for semester 2 and electives for the 2016-2017 school year. The goal is to develop a core sequence of electives that are based on student interest by grade level.
- Participate in parent meetings for students struggling academically and behaviorally
- Coordinate s Home Visits with the Social Worker conducted on November 18<sup>th</sup>.

- Coordinate graduation requirements and transcripts audits push-in sessions for guidance counselors
- Worked with on reviewing transcripts for transfer students with the Coordinator of Student Enrollment
- Met with the coordinator of Academic Intervention Services (AIS) along with the Principal to discuss expectations for documentation for students identified for AIS.
- Participate in Instructional Leadership Classroom Walkthroughs (ILT) on 11-05-15
- Participate in IEP Meetings
- Attend Senior assembly on 11-06-15
- Participate in impartial hearings on 11-10-15
- Attend Apex Webinar on 11-10-15
- Parent Association meeting on 11-12-15
- Attend 2<sup>nd</sup> Annual Open House on 11-14-15
- Attend class of 2017 monthly assembly on 11-19-15
- Student Success Celebration 11-20-15
- Ensure accuracy of weekly suspension and VADIR reports
- Ensure students on OSS receive alternative instruction through compensatory education services

**Upcoming**

- First round evaluations for all under Student Support Services by December 18th

**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>• Grade Team meetings</li> </ul>
<b>Informal Observations/ Walkthroughs</b>	<ul style="list-style-type: none"> <li>• Walkthroughs</li> <li>• Mini Observations</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 outside related services providers: health aide, hearing provider, speech provider, vision provider</li> <li>• Reviewing &amp; updating master list; Updating teachers</li> <li>• Scheduling annuals/triennials</li> <li>• Organizing upcoming triennial reviews</li> <li>• 19 Triennial Reviews</li> <li>• 5 Annual Reviews</li> <li>• Compliance Audit w/ NYC SPED Collaborative</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> </ul>
<b>Academic Support</b>	<ul style="list-style-type: none"> <li>• Individual AIS Planning</li> <li>• Student Observations</li> <li>• Data check &amp; follow-up: Quarter 1 Failing; conduct</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Calendaring events</li> </ul>

### **Rickey Brown**

December & January SAT Registration

Individual & Group College Application Processing Sessions

College Now Professional Development Work Shop 11/3/2015

College Office Open Computer Lab Hours Tues & Thurs 6th period

Recruitment for Spring 2016 College Now & SAT Prep Courses

Preparing for College Application Lock In Workshop - Saturday, Dec. 5 10 AM - 5 PM

Preparing for Parent Teacher Association Meeting - Preparing for College - Tues, Dec. 8

### **Darnell Pierre**

1. Continuous outreach to maintain enrollment.

2. Input of 2016-2017 applications.

3. Vanguard Direct mailing to prospective 9th graders.

### **Completed projects:**

Open School Day - over 40 families attended and full support from teachers, staff, and students made it a successful event.

Guidance Counselor Breakfast - NYC Charter Association, Invictus Preparatory and Bedford Stuyvesant New Beginnings attend our first ever Guidance Counselor Breakfast. Our principal, assistant principals, directors and social workers shed light on our school, attendees received a tour and left with a sense of who we are at the Williamsburg Charter High School.

School Visits - Our top ten feeder schools were visited and presented with applications, updated brochures, and shadow program flyers.

Tours - Community Partnership Middle School visited us last Wednesday and more tours will continue throughout the school year.

### **Yahaira Alcantara**

-Script and record auto call for parent meeting notification

-Prepare meeting agenda for December

-Meet with the college office to discuss dates available for parent meeting to present the road to college

-Work with SNAS to prepare workshop in December (Monday, 12/7)

-Purchase snacks for meeting

### **Raymond James**

1-Painting the elevator hub hallways

2-Painting elevator walls

3-Painting entrance to cafeteria

4-Repairing and touch up painting wall holes about the facility

### **David Medina**

Worked Erate contracts

Ordered and installed new network backup device

Prepared updates to lunch scanning system.

Updated student ID cards

Coordinated computer donation pickup from NYU

Provided support to staff.

### **Tamisha Johnson**

### **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 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 November, 2015**

- Discussed report card comments with Kentia Coreus.
- Posted Quarter 1 grades, generated Grade Verification forms, entered all Grade Changes, and generated Report Cards.
- Trained Larry Balthazar on using Education Edge as a new guidance counselor.
- Set up conduct dashboard for guidance counselor, Kathleen Guzman.
- Updated dashboard for Janelly Castro.
- Discussed ideas for improving math scores with Kentia and David Fier.
- Met with Ralph Gibson, Patrick Kern and Katie about using social media for fund-raising.
- Met with Princess Barimah, Arlenis Almonte, and Katie regarding Staff Snapshot and ePMF.
- Met with Roberta Smith, the Guidance department, and Ami regarding the Scheduling calendar.
- Met with Roberta Smith and Grade Directors regarding proposed changes to Student Summary.
- Met with Kathy Gaffney and a number of teachers regarding attendance-taking accuracy issues.
- Met with Darnell Pierre to reconcile ATS/Blackbaud enrollment.
- Will meet with Kentia Coreus regarding report card procedures.
- Phone conference with rep from School Messenger software.
- Begin the December Per Pupil Invoice, since it opens early this month.
- Will upload data for Graduate NYC if approved by Ellen by 11/24.
- Contacted Blackbaud Support for issues opening an English class section in FA-Web.
- Summarized data from SQ Snapshot and NYS Report Card for presentation to Cabinet.
- Created comparison report of Algebra I Common Core results, WCHS vs. NYC Schools.
- Contacted DOE School Performance regarding changes to info on page 1 of SQ Snapshot.
- Added Regents countdown ticker to website.
- Modified On Track Report to account for ESL courses not earning English credit.
- Modified 9<sup>th</sup> Period Attendance Summary report to calculate individual student attendance.
- Requested and received access to Summer ATS.
- Met separately with Katie and Ami to discuss self-evaluations. Completed own self-evaluation.
- Imported 8<sup>th</sup> grade test scores into Blackbaud for 2019 Cohort and import Lowest Third fields.

**Shante Martin**

What **projects/objectives** did you complete the last **4 weeks?** (Include interventions based on data, classroom visits, meetings, assemblies, phone calls, student workshops, trainings)

Interventions: 2 Student Court Hearings – 1 9<sup>th</sup> Grade student for throwing water at another student in the hallway causing another student to fall 2. 9<sup>th</sup> Grade Student consistently playing.

Community Service – 16 students in attendance

Student Workshops: Healthy Relationships Part 2, Conflict and Resolution

Classroom Visits- 5 this month

Various Phone calls- regarding Impartial Hearings and suspension.

4 Impartial hearings this month.

Meeting with Ms. Harris and New Teachers

Advisory Dress Down for November



--

<b>What <u>projects/objectives</u> will you be working on <u>next month</u>?</b>
Spirit Day for December (Spread Love it's the Brooklyn Way!) Day of encouragement for all students
Black History Month Prep
Black History Month Fundraising (Coffee/ Hot Cocoa and Tea in the café)
Advisory Dress Down for December

**Andre Sanford**

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

- After school detentions
- Assemblies the 2016 and 2017
- Developing discipline strategies for teachers
- Parent meeting
- Tea time with Student Life
- Mending uniforms
- Washing the surplus uniforms
- Class room observation to assess management skills
- One on one counseling

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

- Parent Meeting
- Acquiring funds for The Breakfast with Student Life Program
- Observing classroom behavior
- Meetings with grade teams
- Reminding seniors of the importance of remaining focus
- Detention
- One on one counseling
- Mending / washing uniforms

**T. Harris**

**Ongoing Tasks**

- Conduct weekly classroom walkthroughs and bi-monthly mini-observations of every new teacher (27 total)
- Provide weekly Grows and Glows via handwritten notes
- Plan and facilitate bi weekly Mini Series Sessions
- Meet with new teachers and Department Leads to address concerns
- Meet with students when necessary
- Manage 2016 advisory students
- Research and publish weekly Coach's Corner newsletter
- Update The Teacher Center Website [www.thewcs.org/theteachercenter](http://www.thewcs.org/theteachercenter)

**October Tasks**

- Completed initial meetings and onboarding for newest teachers (6 total) for an initial meeting (1hour each) to learn about their background, teaching experience, personal learning style, and discuss my availability and role
- Co-Taught with 2 teachers to assist building procedures and structures in class
- Covered classes for DL's to observe teachers, or new teachers to observe DLs

- Completed full period observations for teachers (12)
- Developed and facilitated *Focused Notes the Cornell Way Recap* for new teachers workshop on October 13<sup>th</sup>
- Developed and facilitated The Teacher Center Mini Series: *Cornell Notes Next Steps* workshop on October 27<sup>th</sup>
- Began the planning for the New Teacher Welcome Mixer, met with Charisse Johnson and Kentia Coreus to develop the event
- Developed a display in the mail room to encourage staff to utilize the staff 2 staff recognition opportunities
- Chaperoned field trip to Wicked
- Chaperoned Senior Trip to bowling
- Attended demo lessons for new teacher recruits
- Met with new advisors who requested assistance
- Met with teachers for one-on-one coaching as needed (15 total)
- Begin developing a new Coaching Levels tool that will quantitatively assess teacher effectiveness and offer tangible data for growth areas
- Began designing the logistics for the first Learning walk with the Department Leads and the Administration
- Developed, Designed, and launched the Teacher Center Website: [www.thewcs.org/theteachercenter](http://www.thewcs.org/theteachercenter)

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

- Weekly staff meeting
- Monthly Department Lead meeting: Learning Walk preparation, push in for TTC resources
- New teacher recap meeting by student support
- Advisory Conferences
- ILT meeting Teacher Development and support
- Weekly IC/AP meeting review progress and goals of teachers and Teacher Center
- Advisory Data/curriculum Meeting
- One-on-one DL meetings as requested



# *Holiday* **CHEER**



to celebrate a fantastic year!

---



**Please join us at our 1st Annual Holiday Party  
to honor all WCHS employees**

**FRIDAY | DECEMBER 4TH | 4:30pm - 9:30pm**

**Marte Hall | 81 Seigel St. Brooklyn, NY 11206**



Please RSVP by Monday November 30th by email to Arlenis or Princess

