



**WCHS Board Meeting Agenda  
December 16, 2015**

1. Welcome to Board Meeting
2. Approval of October 19<sup>th</sup> and November 24<sup>th</sup> Board Meeting Minutes
3. Academic Report
  - (a) Report from College Guidance Department
4. Finance Update
5. Development & Community Outreach Update
  - (a) SUNY Stimulus Grant Announcement
  - (b) Charter School Fair – March 2016
  - (c) Department of Citywide Administrative Services space use proposal (adult testing site)
6. Accountability & Compliance Update
7. Enrollment Update
8. HR Report
9. Facilities Update
10. Next Board Meeting (January 19, 2016 at 6PM)
11. Adjournment



**Principal's Report  
December 2015**

**Kathleen Gaffney**

- ❖ **Filling Vacancies in Math , Special Education, Biology**
- ❖ **Evaluating Teachers and Staff**
- ❖ **Supporting Teachers with Observations and feedback**
- ❖ **Addressing Math Data Concerns**
- ❖ **Attending Performing Arts Performances**
- ❖ **Transition of Director of College Guidance**

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

- Met with Kathy Fernandez/Patrick Kern regarding Title I & Title II
- Met with Human Resources regarding ADP system and reporting sheets
- 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
- 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
- Attended PD on Keys to Literacy

**Tasks:**

- Parent Association
- Mini Observations of teachers
- Conducting Interviews
- Professional Development on Looking at School Data with Department Leaders
- Professional Goals from members of the cabinet
- Attended Talent Show and One- Act Play
- Attended Department of Education Principal's Conference at Brooklyn Marriot on Nov. 21
- Meeting with Parents and Students Regarding Inappropriate Behavior
- Planning Meeting for The Charter Parent Association

## 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 12.10.15
- Created and printed certificates students the Student of the Month and Comeback Kid
- Ordered food for Parent/Teacher Conferences
- 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 & Ugly Sweater Day
- Purchase refreshments for Birthday Celebration 12.2.15
- Assist Valerie with creating the January Parent Bulletin

## 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

### **Nov-Dec 2015 Tasks**

- Finalized Teacher Evaluation w/Evidence rubric
- Reviewed Grade Analysis and Teacher Summary reports
- Participated in Nov. 14<sup>th</sup> Open House
- Evaluated Bulletin Boards
- Held two teacher performance concern meetings
- Clarified PLT and Common Planning requirements
- Planned and facilitated Dec. 2 Teacher Meeting (Mid-Year Evaluation process)
- Reviewed New Teacher Onboarding process and document

- Revised Instructional Coach evaluation tool
- Developed and shared Mid-year Teacher Evaluation process (ILT)
- Developed and shared Mid-Quarter 2 Intervention reports process (Teachers)
- Revised and shared Quarter 2 Progress Report guidelines
- Revised PDP template
- Drafted substitute evaluation tool
- Developed Math consultant hiring process

### **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 (PDP/PIPs and Electives)
- Kiddom Pilot Follow-Up
- CTE Program Next Steps
- Math Consultant Hiring process
- Generation Ready (Math Consultant)
- Science Team (Lab minutes)
- One-to-one teacher meetings (PDPs)
- Teacher certification

PDP- Professional Development Plans

### **Roberta Smith**

- Began initial rounds for fall observations for Student Support Services
- Facilitated Why Try launch meeting with Grade Directors and Counselors
- Vet resumes for guidance counselor recruitment (grade 11)
- Attended Crisis Prevention Intervention Training on December 4<sup>th</sup>.
- Met with former Director of College Guidance for succession and transition planning
- Worked with on reviewing transcripts for transfer students with the Coordinator of Student Enrollment
- Participate in several parent meetings regarding on-going student discipline issues
- Handle student discipline issues for 2016 & 2017 in the absence of Mr. Sanford
- Facilitated 5 teacher-student mediations
- 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
- Coordinate s Home Visits with the Social Worker
- Met with the coordinator of Academic Intervention Services (AIS) along with the Principal to discuss expectations for documentation for students identified for AIS.

- Attend class of 2018 monthly assembly on 12-03-15
- 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
- January Impartial Hearings

### Kristy Sung-Kim

Attended Regents workshop/training

Editing regents rosters

Meeting with class of 2016 team about testing lists

Communicating with guidance counselors about regents rosters

Distribution of AP student and parent bulletins

Communication with AP teachers

Reordered regents exam booklets for all subjects

### Valerie Jacobson

- Ambulance Checklist/Code Blue Review
- Ticket Sales starting 12/7 for shows on 12/10 & 12/11: During Lunch (Mail Room) / Arrival & Dismissal (Levi)
- Individual Lunch Form calls & Final deadline 12/18!
- Breakfast Service & Free Period Supervision 12/10-12/18
- Celebration

### BEFORE 12/18 at 2pm Task List:

- Bulletin & Progress Report Translation/Printing (Alpha by Advisory) and Mailing by 12/16 (Nector, Val, Mariella, Angie, Marquenn)
- 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)
- Library Automation 12/7 and 12/8 (Samir)
- Check in all Book orders (Samir)

- Supply Room Inventory (Angie)
- Check in and deliver all Packages & P.O.s (Angie)
- Complete all Copy Requests (Angie, Marquenn)
- Submit MIEs for week ending 12/18 & submit Lunch Forms (Eddie)
- Confirm Schedule change with OPT & Bus Co., for 12/16 & 12/18 (Eddie)
- Paper & Regents P.O. orders (Rosa)
- Time Sheets Submission (Rosa)
- Reconciliation of all Tickets/Fundraisers & Deposit all funds (Rosa)
- Rapid Dismissal on 12/18, then All Staff Briefing!

### **Katie Manion**

- 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 Fundraising and Community Outreach, 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 from FAWeb
- Generate tickets to school events
- Assist administrative staff with various writing and editing tasks

### **December Tasks:**

- Ensured Per Pupil Invoice was completed by December 4, 2015
- Developed outreach strategy for upcoming Charter School Fair with Director of Fundraising and Community Outreach and Coordinator of Student Admissions
- Coordinated with School Counsel, WCHS social workers, and an Operations Associate for the release of school records for two ongoing student cases
- Assisted Coordinator of Student Admissions with school flyer update
- Met with Director of Student Data Management, Director of Human Resources, and Human Resources Associate to plan BEDS EMF submission due January
- Created and began developing WCHS Twitter with Director of Student Data Management

### **Upcoming Priorities:**

- Enacting Charter School Fair digital outreach strategy (December 2015-March 2016)
- VR Reports due January 11, 2016
- January Board Meeting preparation, which is scheduled for January 19, 2016 at 6PM
- BEDS Staff Snapshot and Assignment Due January 29, 2016
- Lottery Information, School Recruitment Plan, and \*\*Annual Review Documents (if applicable) due February 1, 2016

### **Patrick Kern**

- Next Steps for SUNY Stimulus Grant: Follow up / \$ Draw down
- Re-Connect w/ AFAR re: Boston & D.C. Trips
- Outreach to former Funders: Ottoway, Tiger, Hyde & Watson etc.(10 total)
- Prepare Interim Grant Report - Walentas (Parent Empowerment Project)
- Prepare City Council funding application (Jan/Feb)
- Point-person for Charter Center Fair at WCHS

**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>• 10 Triennial Reviews</li> <li>• 6 Annual 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> </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>

**Darnell Pierre**

1. Entering 2016-17 applications
2. New York City Charter Center event
3. Ongoing Registration
4. Updating and submitting advertisement for January
5. Vanguard Direct Mailing

**Yahaira Alcantara**

For January, the plan is to start working on the March event for International Women's Day (finding a guest or an organization that has a positive message for our women, young and old).

The meeting on January 14th will host Sean Grover again, to continue the discussions about raising a teenager.

**Raymond James**

7<sup>th</sup> Floor

Replace light ballast near Room 721& near locker 7-179  
Remove light fixture near Room 701A  
Repair hole near Room 713  
Scrub & wax hallway floors

#### 6<sup>th</sup> Floor

Replace light ballast near Room 612  
Paint wall near locker 6-073 (tan)  
Paint wall near exit door 'A' side (tan)  
Replace light bulb 'A' stairwell  
Scrub & wax hallway floors

#### 5<sup>th</sup> Floor

Replace light ballast near Room 532  
Paint wall near Room 526 (tan)  
Paint elevator hallway hub (orange)  
Replace light bulb 'C' stairwell  
Scrub & wax hallway floors

#### 4<sup>th</sup> Floor

Paint wall near locker 4-179 & locker 6-073 (tan)  
Scrub & wax hallway floors

#### 3<sup>rd</sup> Floor

Paint wall near class 319 (tan)  
Paint wall near Room 302 (yellow)  
Scrub & wax hallway floors

#### 2<sup>nd</sup> Floor

Paint wall near class 201 & exit door (tan)  
Fix hole in wall near class 218  
Paint wall near class 218 (tan)  
Stair 'A' replaces light switch cover  
Replace light bulb 'A' stairwell  
Scrub & wax hallway floors

#### Mezzanine

Replace burned out light ballast's

#### Lobby

Paint elevator hub area & entrance to Cafeteria (brown) & Cafetorium walls (tan)  
Clean and scrub rug Room 122 attendance office

#### David Medina

Worked Erate contracts  
Prepared updates to lunch scanning system.  
Updated student ID cards  
Prepared donated computers for classroom use  
Assisted with college application event  
Provided support to staff.

#### 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 December, 2015**

- Met with teachers, Kathy Gaffney and Val Jacobson regarding attendance taking concerns.
- Attended Blackbaud webinar on certification options.
- Met with Mariella and Val regarding NYS Exception Reports in IRS.
- Resolving duplicate OSIS in NYSSIS.
- Met with Ami regarding scheduling, including grid generation.
- To meet with Kentia regarding report card procedures.
- Worked with Blackbaud support to resolve error messages associated with FA-Web.
- Generated mid-term progress reports (twice).
- Completed Per Pupil Invoice.
- Imported merits for Matt Hernandez, applicants for Darnell Pierre.
- Opened new school Twitter account with Katie Manion.
- Met with Kathy Gaffney regarding mid-year evaluation.
- Proposed criteria for valedictorian and salutatorian.
- Analyzing School Quality Guide data.

#### **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: Various Mediations (all grades) in conjunction with the grade directors and social workers

Student Workshops: Participated in 2 why try sessions to assist the grade team

Classroom Visits- 4 this month

Various Phone calls- regarding Impartial Hearings and suspension.

0 Impartial hearings this month. Preparing for next month

Meeting with Teachers re: classroom issues and specific scenarios

Parent Meeting with girls re: cyber bullying

Assisting with all school discipline in Mr. Sanford's absence

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

Meetings with parents and students re: brawl on 12/9/15

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
- Breakfast with Student Life (Compliance Students)

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
- Breakfast with Student Life (Behavioral Challenged Student)

**T. Harris**

**Ongoing Tasks**

- Conduct weekly classroom walkthroughs and bi-monthly mini-observations of every new teacher (29total)
- 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

- 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 implementing 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)
- Designed and implemented a new walk through form for new teachers
- Designed and implemented a new observation tool that focuses on the coaching objectives
- Met with every new teacher for a quarter 1 reflection and Quarter 2 goal setting
- Collaborated with AIS (academic intervention services) regarding interventions for students
- Was available for parents and teachers during both days of parent-teacher conferences
- Assisted the reading specialist in designing a reading strategy tracking tool for her students where teachers can access their progress
- Designed and piloted a new teacher checklist and packet for teachers onboarding mid year
- Designed, organized, and conducted a Learning Walk for all Department Leaders and Administration, where each teacher was visited
- Compiled and presented documentation from the learning walk
- Organized and facilitated the New Teacher Mixer on November 4<sup>th</sup>
- Developed and facilitated The Teacher Center Mini Series: *Power of an Effective Do Now* workshop on November 10<sup>th</sup>
- Covered 3 DL classes so they can observe teachers in their department
- Assisted in conducting the inaugural National Honors Society for Dance Arts interviews for WCHS NHSDA chapter

## Meetings Attended/Meeting Topics

- Weekly staff meeting
- Monthly Department Lead meeting: Learning Walk preparation and results, Teacher evaluation prep, push in for TTC resources
- Advisory Conferences
- Weekly IC/AP meeting review progress and goals of teachers and Teacher Center
- Advisory Data/curriculum Meeting
- One-on-one DL meetings as requested
- AIS meeting to brainstorm proposals for students with referrals
- Meeting with Roberta Smith to discuss new teacher concerns and student support ideas

## Kathy Fernandez

Title I and Title II monthly allocation / reconciliation Report

Prepared financials November 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 Nov 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

**Princess Barimah**

1. Beds Submission
2. ACA Reporting
3. Performance Evaluation – All departments
4. Probation letters
5. Workers Compensation Claims and investigations
6. Monthly Medical Reconciliation
7. New Hire Orientation and Onboarding Process
8. Exit Interview
9. Vacation and Bereavement Time assignments
10. Meetings with Various departments
11. New Hire Board Approvals
12. One-on-One EE meetings -Various purposes
13. FMLA maintenance for current staff
14. Verification Letters
15. Policy and Procedure briefing
16. Career Fairs
17. Grievance/ Issue Resolution Meetings and updates
18. Proposal Reviews i.e.: Teaching extra course , College Life workshop, Credit recovery
19. NYS DBL Query and Census
20. Workers compensation renewal
21. Job descriptions