

## **WCHS Board Meeting Agenda**

**January 19, 2016**

1. Welcome to Board Meeting
2. Approval of Board Minutes
3. Academic Report
  - (a) Math Department and School Data Presentations
4. Finance Update
5. HR Report
  - (a) Care Time Proposal
6. Enrollment Update
7. Development & Community Outreach Update
  - (a) Boston and Washington D.C. Trip Updates
  - (b) Charter School Fair
8. Accountability & Compliance Update
  - (a) Status of February 1<sup>st</sup> Reporting Requirement
9. Facilities Update
10. Next Board Meeting Dates
11. Adjournment



## Principal's Report

January 2016

### Kathleen Gaffney

- ❖ **Filling Vacancies in Math , Special Education, Biology ,Data Manager**
- ❖ **Evaluating Teachers and Staff**
- ❖ **Supporting Teachers with Observations and feedback**
- ❖ **Addressing Math Data Concerns**
- ❖ **Transition of Director of College Guidance**
- ❖ **Student Life Interim Vacancy**

### Weekly/Biweekly Meetings/Monthly Meetings:

- Met with Kathy Fernandez regarding budget and PD
- Met with Human Resources regarding ADP system , vacancies and postings
- 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 and handling Mr. Sanford's sick leave
- 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 and scheduling
- 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 and Charter Parent Fair
- 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

### Tasks:

- Parent Association
- Mini Observations of teachers
- Conducting Interviews
- Meeting with departments for Mid- Year Evaluations

- Professional Development on Looking at School Data with Department Leaders
- Professional Goals from members of the cabinet
- Attended CUNY/SUNY Application Party
- Meeting with Parents and Students Regarding Inappropriate Behavior
- Planning Meeting for The Charter Parent Association
- School Staff Health Challenge

### **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
- Work closely with Senior Committee in planning the Senior Prom
- Work closely with Nector in ensuring that all payments are sent to vendors for Senior Prom & Senior Trip
- Weekly Yearbook Meeting
- Work closely with Grade Team with Superlatives
- 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
- National Honor Society beginning to plan February Fundraiser
- 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
- Set up refreshments for Faculty/Staff Birthday Celebration 1.13.16
- Assist Valerie with creating the February/March Parent Bulletin
- Assist Nector with Alumni Event on 1.15.16

### **Kentia Coreus**

#### **Ongoing Tasks**

- Review lesson plans on OnCourse
- Conduct classroom walkthroughs and mini-observations
- Facilitate mini-observation feedback meetings or send feedback via email
- Plan and facilitate DL meetings
- Update 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
- **Dec. 9, 2015-Jan. 11 2016 Tasks**
- Prepare for Teacher Evaluation Review meetings with DLs (organize all teacher data points, read self-evaluations, review mini-observation write ups)
- Provide feedback on Professional Development plans
- Create January Regents Cramapalooza flyer
- Prepare day long site visit details for Keys to Literacy Senior Coach
- Assist in the planning of Regents Proctoring training for new and returning teachers
- Evaluate bulletin boards
- Provide DLs with feedback on Spring Semester scheduling issues
- Prepare documents for Safety & OPS Regents Proctoring training

#### **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 (Teacher Evaluation Review Meetings)
- School-wide Grading Policies
- Recruitment Refresher

#### **Roberta Smith**

- Handle all discipline issues for cohorts 2016 and 2017 in the absence of Student Life Dean Mr. Sanford
- Attended 3 impartial hearings on January 4<sup>th</sup>
- Began initial rounds for fall observations for Student Support Services
- Conducted phone and in-person interviews for replacement 11<sup>th</sup> grade counselor
- Met with Coordinator of College Counseling re college application process
- Worked with on reviewing transcripts for transfer students with the Coordinator of Student Enrollment
- Contact schools for transfer students
- Coordinate with SPED Collaborative on setting up a Crisis Prevention and Intervention Training to be held at the school
- Participate in several parent meetings regarding on-going student discipline issues
- Conducted 8 classroom observations and provide feedback to teachers
- Weekly meetings and planning with teams under Student Support Services
- Coordinate s Home Visits with the Social Worker
- Observe AIS classes
- Observe Speech Pathology classes

- Attend IEP Meetings
- Ensure accuracy of weekly suspension and VADIR reports
- Ensure students on OSS receive alternative instruction through compensatory education services
- Held afterschool detention
- Held and extra help sessions for students

#### **Upcoming**

- Evaluations meetings
- Onboard and train Interim Director of Student Life
- Conduct counseling interviews and reference checks
- Impartial Hearings

#### **Kristy Sung-Kim**

1. finalize SWD regents lists with appropriate accommodations
2. review lists with Val
3. order integrated algebra exams for class of 2016 and older students
4. follow up with counselors about their regents lists
5. touch base with students interested in retaking exams
6. review after school regents review attendance

#### **Valerie Jacobson (see attached sheet)**

- **STAT REPORT (M. Mercado)**
- **Registration #s (D. Pierre)**
- **January Deadlines Calendar (see all deadlines)**
- **Final Exam Copies and Copy Requests: Keep locked in file Cabinet &/or Records Room (Angie/Marquenn)**
- **Regents Proctor Schedule, Room Grids, Test Administration (Valerie)**
- **Regents Printing on Special Paper (Mariella)**
- Confirm Schedule change with OPT & Bus Co., for 1/20 Full Day Schedule (Eddie)
- Filing Daily (Eddie, Angie)
- Pending Discharge Submission & Home Visit Follow Up (M. Mercado)
- Bulletin & Report Card Translation/Printing (Alpha by Advisory) and stuffing by 1/29 (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 Training on 1/13 & 1/14 (Samir); Marquenn cover the Library periods 4,6,7 & Mr. Simon cover Period 5
- Check in all Book orders (Samir)
- Supply Room Inventory (Angie)
- Check in and deliver all Packages & P.O.s (Angie, Marquenn)
- Complete all Copy Requests (Angie, 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 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

#### **January Tasks:**

- Overseeing completion of NYC February 1, 2016 reporting deadline, which includes the Annual Comprehensive Review and Data Collection as well as Lottery and Recruitment information
- Overseeing completion of NYSED PD6 report due February 1, 2016, which is being completed by the Special Education Department
- Monitoring completion of NYSED BEDS ePMF report, originally due January 29, 2016, but will likely be pushed back due to state delays
- Ensuring Per Pupil Invoice is on schedule to be completed by February 5, 2016
- Initiated outreach strategy for upcoming Charter School Fair with Director of Fundraising and Community Outreach and Coordinator of Student Admissions
- Writing updates for the WCHS website

#### **Upcoming Priorities:**

- NYSED SIRS Highly Qualified (HQ) / Out of Certification & ePMF forms for admin or review/Corrections due March 2016
- Continuing Charter School Fair Promotion

**Melissa Wade**

<b>Meetings</b>	<ul style="list-style-type: none"><li>• Department Leader meetings</li><li>• Cabinet Meetings</li><li>• 504 meetings (Fridays)</li><li>• Grade Team meetings</li><li>• SNAS DL Bi-weekly meeting</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>• 13 Triennial Reviews</li><li>• 5 Annual Reviews</li><li>• Completed Per-Pupil Invoice</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><li>• SNAS Parent Workshop – Helping Your Child Succeed</li><li>• Keys to Literacy Admin Training &amp; Planning Meeting</li><li>• PD: ICT Relationship (NYC SPED Collaborative)</li></ul>

**Darnell Pierre**

1. Entering Applications
2. Charter School Fair prep
3. Vanguard Mailing
4. Call Log for Advisory
5. 11th Grade Student Search
6. Recruitment Report

**Yahaira Alcantara**

- gather Advocacy Day RSVPs
- plan February's meeting
- work on guests for following meetings (March, April, May, June)

**Raymond James**

- 1-Power wash and commercial clean the front sidewalk
- 2-Replace out light bulbs and replace light ballast throughout facility
- 3- Repair broken lockers
- 4-Complete stairwell cleaning & wax
- 5-Repair broken light in the lobby by the staff time clock
- 6-Repair front door buzzer

**Shante Martin**

What <b>projects/objectives</b> did you complete the last <b>4 weeks?</b> (Include interventions based on data, classroom visits, meetings, assemblies, phone calls, student workshops, trainings)
<u>Interventions:</u> Various Mediations (all grades) in conjunction with the grade directors and social workers
<u>Student Workshops:</u> Healthy Relationships with Day Top (In conjunction with Social Work Team)
<u>Various Phone calls-</u> regarding Impartial Hearings and suspension.
5 Impartial hearings this month. Preparing for next month
Meeting with Teachers re: classroom issues
Assisting with all school discipline in Mr. Sanford's absence
Black History Month Prep

What <b>projects/objectives</b> will you be working on <b>next month?</b>
Black History Month Gala Prep 2/27/16
Black History Month Fundraising (Coffee/ Hot Cocoa and Tea in the café)

**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)

**December/January Tasks**

- Met with all new teachers for 1 hour reflection on Quarter 1 and goal setting for Quarter 2
- Worked with the ELA department on Common Planning
- Mentored 2 students through intervention strategies to improve their conduct and grades on campus
- Weekly meetings with Academic Intervention Specialist composing proposal for Restorative Justice options for students
- Covered a series of classes for DL observations and peer observations
- Attended the Performing Arts Winter concerts
- Met with and hosted site representative from Keys to Literacy
- Developed the Content Coaches expectations for semester 2
- Onboarded new SNAS teacher
- Conferenced with Mindsteps on options for school PD
- 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)
- Continued implementing Coaching Levels tool to establish ongoing quantitative assessments of teacher effectiveness and offer tangible data for growth areas
- Developed and facilitated The Teacher Center Mini Series: *Building Your Website* workshop on December 8<sup>th</sup>
- Developed and facilitated The Teacher Center Mini Series: *Sharing 1<sup>st</sup> Semester* workshop on January 12<sup>th</sup>
- Began designing a 7-part series on the Art of Lesson Planning to begin second semester
- Collaborated on the development of proctoring expectations checklist to be used for proctoring all Regents exams
- Designed and conducted training on Proctoring for all new proctors on campus

**Meetings Attended/Meeting Topics**

- Weekly staff meeting
- Monthly Department Lead meeting: ELL presentations, recruitment refresher, Curriculum needs
- 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
- Weekly AIS meeting to designing restorative justice option

**Kathy Fernandez**

Activity	Notes
Title I and Title II monthly allocation / reconciliation Report	
Prepared financials December 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 Dec 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. Recruitment
2. Preparing for Open House in March
3. 360 Evaluation for Ap's, Directors & Principal
4. ACA Reporting
5. Performance Evaluation – All departments
6. Probation letters
7. Workers Compensation Claims and investigations
8. Monthly Medical Reconciliation
9. New Hire Orientation and Onboarding Process
10. Exit Interview
11. Vacation and Bereavement Time assignments

12. Meetings with Various departments
13. New Hire Board Approvals
14. One-on-One EE meetings -Various purposes
15. FMLA maintenance for current staff
16. Verification Letters
17. Personal Handbook briefing
18. Career Fairs
19. Beds Submission & IMF Collection
20. Grievance/ Issue Resolution Meetings and updates
21. Proposal Reviews i.e.: Teaching extra course , College Life workshop, Credit recovery
22. NYS DBL Query and Census
23. Workers compensation renewal
24. Job descriptions

### **David Medina**

Prepared updates to lunch scanning system.  
Updated student ID cards  
Prepared donated computers for classroom use  
Worked on internet connectivity in computer labs.  
Ordered and deployed computers for SNAS  
Provided support to staff.

### **Patrick Kern**

-Ladders for Leaders internship Program for 11th Graders  
-City Council and Borough President grant opportunity  
-Walenta's Parent Empowerment Project Mid-Year report (pending release of guidelines)  
-College Trip Reimbursement program  
-Outreach to past funders: Ottoway, Gutman, Hyde and Watson, Tiger, Pumpkin, etc. (8 total)  
-SUNY Stimulus Grant Contract and draw-down process.