



## **WCHS Board Meeting Agenda**

**February 9, 2016**

1. Welcome to Board Meeting
2. Approval of Board Minutes
3. Academic Report
4. Finance Update
5. HR Report
6. Enrollment Update
7. Development & Community Outreach Update
8. Accountability & Compliance Update
9. Facilities Update
10. Next Board Meeting Dates
11. Adjournment



**Principal's Report  
February 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**
- ❖ **Parent -Teacher Meetings**

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



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- Meeting with Health and Physical Education Department to start up a health challenge for staff.
- Met with United We Stand and discussed ways we can collaborate

### Tasks:

- Parent Association
- Mini Observations of teachers
- Conducting Interviews
- Meeting with departments and department leaders for Mid- Year Evaluations
- Professional Goals from members of the cabinet
- Meeting with Parents and Students Regarding Inappropriate Behavior
- Planning Meeting for The Charter Parent Association
- Regents Week scoring and administering tests
- Parent –Teacher Meetings
- ACR
- Chit, Chat and Chew on Scheduling with all teachers
- Professional Development on February 1

### 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
- Met with Senior Team regarding Graduation
- Begin preparations for the Senior Trip Parent Meeting on 2.22.16
- Finalized Scholarship Packet
- Met with the Seniors on Scholarship Criteria & Distribution
- Work closely with Nector in ensuring that all payments are sent to vendors for Senior Prom & Senior Trip
- Weekly Yearbook Meeting
- Superlatives, Senior Portraits and Underclassmen Pictures
- Filing PD Materials and Professional Development Documents
- Continue to print Diploma replacement for graduates
- Lock and Locker Issues
- National Honor Society Weekly Meetings
- National Honor Society : February Fundraiser
- Ongoing: Complete permits for Professional Development (Kentia & Kathy)
- Ongoing: Reserve computer labs for teachers



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- Ongoing: Field Trip Requests
- Ongoing: Master Calendar
- Ongoing: 9th period Task Force (Attend Bi-Weekly Meetings)
- Ongoing: Social Committee (Bi-weekly Meetings)
- Set up refreshments for Professional Development 2.1.16
- Set up food for Parent/Teacher Conferences 2.4.16
- Set up food for Chip, Chat & Chew on 1.29.16

### **Patrick Kern**

- >Registration/draw-down of State Funds for College Trips (\$45K)
- >Contract process for NYSED Grant + facilitate/assist with tech/infrastructure improvements
- >Active Design - Garden Grant
- >Ladders for Leaders 9th period program - CTE oriented w/ help from K. Corr + J. Ballantyne
- >Charter Center Fair prep and roll-out

### **Valerie Jacobson**

- STAT REPORT (M. Mercado)
- Registration #s (D. Pierre)
- Remember to have your Radio on and with you
- Project Uniform: At Lunch Scan Station, in Offices
- IDs Printing each morning
- February Calendar
- Ops Schedules
- Lunch Scanning
- Parent-Teacher Conferences 2/3 & 2/4– Angie Set Up 4 Sign in Tables in Lobby during 8<sup>th</sup> period
- Confirm Schedule change with OPT & Bus Co., for 2/10 Full Day Schedule & 2/12 Weds. Schedule (Mariella)
- Filing Daily (Angie)

### **ONGOING Task List Follow Up:**

- Pending Discharge Submission & Home Visit Follow Up (M. Mercado)
- Bulletin mailing on 2/5 (Angie, Marquenn)



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- Document Status: Final 8<sup>th</sup> grade Report Card, Physical (Mariella)
- Inventory Cohort 2018 files and any transfers during 2014-15 for HLIS (Mariella)
- 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)
- Check in all Book orders (Samir)
- Supply Room Inventory (Angie)
- Check in and deliver all Packages & P.O.s (Angie, Marquenn, Sylvia)
- Complete all Copy Requests (Angie, Marquenn, Sylvia)

### 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

#### **Jan. 11-Feb. 3 Tasks**

- Deliver Regents Proctoring PD training for Safety and OPS
- Conducted Teacher Evaluations meetings for ELA, History, Science and PE/Health departments
- Drafted updated grading policy staff memo
- Composed responses for ACR questions about Instruction
- Assisted with scheduling questions/issues
- Collaborated with Instructional Coach on Lesson Planning and Curriculum development teacher survey
- Revised Regents Expectations for Students PPT
- Contributed to parent bulletin
- Assist with teacher recruitment
- Follow-up with teachers regarding certifications
- Implemented structures for launching Semester 2
- Prepare documents for Dept Leader teacher and DL evaluations

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

- Weekly calendar meeting
- Weekly meeting w/Math Department Leader
- Weekly meeting w/Instructional Coach



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- Human Resources
- One-to-one DL meetings (where needed)
- Keys to Literacy Implementation Planning
- Spring PD Calendar
- Kiddom Pilot Reflection and Next Steps
- ACR
- BEDS

**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>

**Donald Brusca**

- Handle all tasks involving student scheduling, including: improving the process to maximize results for the most students, regularly meeting with APs, development of a task list calendar for all involved, generating automatic course requests for sequenced courses, maintenance of all restrictions (teachers, courses,



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rooms, IEP needs, etc.), creation of the grid in Blackbaud, generate student schedules, preliminary balancing of schedules, assisting guidance counselors and department leaders with scheduling changes, and creating schedule grids for printing

- 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 and bi-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.
- Calculate grades, distribute grade verification forms, accept and process grade changes, and generate mid-term progress reports and quarterly report cards
- 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
- Provide data needed for accountability reports, including the Annual Comprehensive Review
- 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

### 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

#### February Tasks:

- Oversaw completion of NYC February 1, 2016 reporting deadline, which included the Annual Comprehensive Review and Data Collection as well as Lottery and Recruitment information



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- Oversaw completion of NYSED PD6 report due February 1, 2016, which was completed by the Special Education Department
- Monitoring completion of NYSED BEDS ePMF report, originally due January 29, 2016, but was pushed back due to state delays
- Coordinating outreach strategy for upcoming Charter School Fair with Director of Fundraising and Community Outreach and Coordinator of Student Admissions
- Generating public interest in our health-related initiatives
- 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

### **Yahaira Alcantara**

Parent association task list for February:

- Write and mail thank you cards for Advocacy day attendees
- Prepare meeting (auto call, speaker, snacks, agenda)
- Finalize details for March meeting (women's day)

### **David Medina**

Prepared updates to lunch scanning system.

Updated student ID cards

Prepared ID Books for students and staff

Prepared donated computers for classroom use

Worked on internet connectivity in computer labs.

Worked with Verizon engineer on survey for fiber optic internet solution

Provided support to staff.

### **Raymond James**

1-Gum removal from stairwells

2-Elevator repairs

3-Heating unit filter changes

4-Vent cover cleaning throughout facility

5-Light bulb replacements

### **Kristy Sung- Kim**

1. organized and assisted in management and administration of January Regents Exams.

2. Followed up with counselors

3. Met with students about exams

4. Followed up with SNAS about accommodations

5. Ordered integrated Algebra regents for seniors and super seniors.





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**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: Mediations in conjunction with the grade directors and social workers

Student Workshops: Organizing Diversity Workshops with Student Court Members

Various Phone calls- regarding impartial hearings, uniform, student issues

2 Impartial hearings prepared for February

Meeting with Teachers re: classroom issues

Helping Ms. Taylor transition into student life

Black History Month Prep

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

Women's History Month Prep with Ms. Kelly and Spirit Team Coaches 3/31/16

Young Women's Empowerment Brunch with Shaina Harrison

**Kathy Fernandez**

Prepared 1099 Misc. for Year end

Title I and Title II monthly allocation / reconciliation Report

Prepared financials January 2016

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 Jan 2016



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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

### **Roberta Smith-Cummings**

- Facilitated professional development session on semester 2 school culture re-enforcement (Uniforms, Lateness, Cutting, Cell Phone misuse)
- Participated in AIS meeting with Director of Sped, Speech Pathologist, Coordinator of AIS, Reading Specialist and ELL Coordinator
- Participated in 3 Impartial Hearings on January 19th
- Participated in Chip, Chat, and Chew meeting on Scheduling
- Fall evaluations meetings for Student Support Services
- Conducted Why Try pilot program Check-in Meeting with Grade Directors, Counselors and Social Workers
- Conducted in-person interviews for 11<sup>th</sup> grade counselor position
- Conducted Regents walkthroughs
- Collaborated with Coordinator for Student Enrollment on reviewing transcripts and contacting schools for new transfer students
- Coordinate with SPED Collaborative on setting up a Crisis Prevention and Intervention Training to be held at the school
- Participated in several parent meetings regarding on-going student discipline issues
- Conducted 5 classroom observations/walkthroughs
- Weekly meetings and planning with teams under Student Support Services
- Ensure accuracy of weekly suspension and VADIR reports
- Ensure students on OSS receive alternative instruction through compensatory education services
- Held afterschool detention



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**Upcoming**

- Complete Fall Evaluations