



**WCHS Board Meeting Agenda
March 16, 2016**

1. Welcome to Board Meeting
2. Approval of Board Minutes
3. Academic Report
 - (a) Technology Grant Opportunity
 - (b) Governors Ball Fundraiser
4. Teacher Representative Report
 - (a) Discussion re: Staff Representative
 - (b) Calendar and Policy Proposals
5. Student Representative Report
6. Parent Representative Report
 - (a) School Uniforms and Infractions
 - (b) Parent Communications
7. Finance Report
8. HR Update
9. Enrollment Report
10. Development & Community Outreach Update
 - (a) Charter School Fair
11. Accountability & Compliance Update
 - (a) Annual Comprehensive Review Visit
12. Facilities Update
13. Next Board Meeting Dates
14. Adjournment



Principal's Report March 2016

Kathleen Gaffney

- ❖ **Filling Vacancies in Math , Special Education, Biology ,Data Manager**
- ❖ **Evaluating Teachers and Staff**
- ❖ **Supporting Teachers with Observations and feedback**
- ❖ **Black History Month**
- ❖ **Charter High School Fair**
- ❖ **Visit from District 14 Representatives**

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
- Meeting with Health and Physical Education Department to start up a health challenge for staff.

Tasks:

- Parent Association
- Mini Observations of teachers
- Conducting Interviews
- Professional Goals from members of the cabinet
- Meeting with Parents and Students Regarding Inappropriate Behavior
- Planning Meeting for The Charter Parent Association
- ACR Review
- Chit, Chat and Chew on Physical Classroom Environment
- Professional Development on February 1
- Attending Black History Gala

- Attending Charter School Fair
- Attending Pre-Senior Trip Meetings
- Attending Dance Rehearsal
- PI Day Celebrations

Charisse

- Principal's Calendar
- Preparations for ACR Visit
- 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 & 3.7.16
- Collected Scholarship Packet
- Met with the Seniors on Senior Trip (Females & Males)
- Created Senior Trip Documents
- Purchase refreshments for Senior Trip
- Attending the Senior Trip 3.18-3.20
- Senior Spirit Week 3.11-3.17
- Met with Chaperones on Senior Trip
- Work closely with Nector in ensuring that all payments are sent to vendors for Senior Prom & Senior Trip
- Weekly Yearbook Meeting
- Superlative Voting and Picture Taking for Yearbook
- Filing PD Materials and Professional Development Documents
- Continue to print Diploma replacement for graduates
- Lock and Locker Issues
- National Honor Society Weekly Meetings
- Ongoing: Complete permits for Professional Development (Kentia & Kathy)
- Ongoing: Reserve computer labs for teachers
- Ongoing: Field Trip Requests
- Ongoing: Master Calendar
- Set up/Purchase refreshments for Pi Day 3.14.16

Valerie Jacobson

- STAT REPORT (E. Cooper)
- Registration #s (D. Pierre)
- Schedules
- OPT Audit
- ID Stickers and ID Printing – (All)
- Parent & Student Surveys DUE 4/1!
- SED Visit - 3/31
- Filing Daily (Angie, Mariella, Eddie)
- Confirm Schedule change with OPT & Bus Co., for 3/14 and 3/16
- Breakfast in the Classroom Proposal from School Food

- Pending Discharge Submission & Home Visit Follow Up (E. Cooper)
- Progress Report mailing (Angie)
- Sports Physicals (Mariella)

Kentia Coreus

Ongoing Tasks

- Review lesson plans on OnCourse
- Conduct classroom walkthroughs and mini-observations (focus on math classes)
- Facilitate mini-observation feedback meetings or send feedback via email
- Plan and facilitate DL/ILT 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

Feb. 4-Mar. 8 Tasks

- Researched and shared BYOT (Bring Your Own Technology) resources with one teacher who is piloting this at WCHS
- Reviewed bulletin boards
- Developed short-term math corrective action plan
- Developed job description for Saturday Math Academy position
- Collaborated with Math consultant, Principal, and Math DL to develop Math recommendations
- Provided guidance for development of Backward Planning ILT series (as needs were clarified)
- Provided additional support to the math department (visits, follow-up, etc.)
- Assisted in preparations for Feb. 26th District 14 Reps school visit
- Followed up on District 14 Reps recommendations
- Completed all but one DL (teacher and DL) evaluation meetings with the Principal
- Began preparations for March 30th ACR Visit (Doc review, ILT Checklist, Interview Questions)

Meetings Attended/Meeting Topics

- Weekly calendar meeting
- Weekly meeting w/Math Department Leader
- Weekly meeting w/Instructional Coach
- Cabinet
- Bi-Weekly Principal/API Meetings
- Human Resources
- One-to-one DL meetings (where needed)
- Coding (Snepar)
- ACR
- Dr. Smith from Scholastic (supports for Literacy and males)

Melissa Wade

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| Meetings | <ul style="list-style-type: none"> • Department Leader meetings • Cabinet Meetings • 504 meetings (Fridays) • Grade Team meetings • SNAS DL Bi-weekly meeting • College Access Meetings • ACCESS-VR Orientation Meeting |
| 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 |

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| | <ul style="list-style-type: none"> • Demo & interview with possible candidate • Planning/Observations |
| Compliance | <ul style="list-style-type: none"> • Monitoring outside related services providers: health aide, hearing provider, speech provider, vision provider • Completed Per-Pupil Invoice • 5 Annual IEP Meetings |
| Teacher support | <ul style="list-style-type: none"> • Walkthroughs • Team Meetings – Reporting/Anecdotal • Student Observations |
| Related Services | <ul style="list-style-type: none"> • Counseling, Speech, & Hearing schedule checks |
| Academic Support | <ul style="list-style-type: none"> • Individual AIS Planning • Student Observations • Data check & follow-up: Quarter 1 Failing; conduct |

Donald Brusca

Recurring Tasks

- 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, 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 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

Current Tasks

- Conducting interviews for new Data Associate. Will hire and begin training new employee.
- Coordinating installation of SchoolMessenger software.
- Meeting with APs to discuss proposed changes to report card process.
- Meeting with APs to discuss scheduling calendar.
- Training new guidance counselor, Renee deLyon, on Blackbaud.
- Trained SNAS department leaders on Blackbaud queries and reports.
- Met with representatives from District Superintendent's office.
- Creating Data Binder for ACR visit; will meet with ACR visitors.

Raymond James

Tuesday evening 3/1/16 the rubber mat (white) at entrance to the auditorium will be changed

Thursday evening **3/3/16** the Auditorium wall will be opened and the wall (column) and ramp will receive touch up painting

Friday evening **3/4/16** evening the library, gymnasium, lobby, auditorium, cafeteria and 5th floor will be prepped for Saturday morning

Kristy Sung- Kim

order AP exams

meet with students interested in language exams

look into late ap testing dates

begin looking at June Regents needs.

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 Student Workshops for women's history/ empowerment month with Student Court Members.

Various Phone calls- regarding suspension hearings, discipline meetings, uniform, student issues etc.

Meeting with Teachers re: classroom issues

Helping Ms. Taylor transition into student life

Women's History Event Planning: Empowerment Brunch (15 girls in attendance)

Next Brunch on March 23rd (20-25 students in attendance)

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

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

No activities List with Student Life Department and Grade Directors re: Spring Activities

Cut Cards for 9th and 10th Grade with Grade Directors

Patrick Kern

Title I Clarifications

"Sure we Can" (recycling program field trip with Science Dept)

Scheduling "Astronomy Bus" exhibit

Draw Down of State Funds for College Trips (\$45K)

SUNY Grant projects

Lottery Planning

Scheduling all-staff PD with Ackerman Institute (re: communicating with parents)

Finalizing funding for Performing Arts Dept/Social Studies trips

David Medina

Worked with electrician to have conduit installed 4 new Fiber Optic internet line.

Finalized and submitted e-rate equipment order.

Updated lunch scanning system to include breakfast scanning.

Updated student ID books to include photo IDs as well as schedules.

Prepared updates to lunch scanning system.

Prepared donated computers for classroom use

Prepared School computers to be used for Charter School Fair.

Created a guest Wi-Fi network to be used for Charter School Fair.

Worked with Verizon engineer on survey for fiber optic internet solution

Provided support to staff.

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, 9th Period Attendance, invoicing, School social media, and other tasks as needed
- Assist School Counsel as needed
- Post grades from FAWeb
- Compile non-uniform scan files
- Generate tickets to school events
- Assist administrative staff with various writing and editing tasks

March Tasks:

- Preparing for Annual Comprehensive Review Visit by compiling documentation, reviewing reports, and analyzing areas of potential weakness
- Monitored and aided completion of NYSED BEDS ePMF report, originally due January 29, 2016, but was pushed back due to state delays
- Researched handicapped accommodations and exceptions
- Aided in the interview process for new Data Associate
- Completed Charter School Fair outreach
- Assisted Assistant Principal of Instruction with data input project
- Ensured Galaxy was certified

Upcoming Priorities:

- Generating public interest in our health-related initiatives
- Backlogging updates for WCHS website

Roberta Smith-Cummings

March Board Report (02-05-16 to 03-11-16)

- Continue to oversee and reinforce semester 2 uniform compliance for improvement of school culture.

There has been a tremendous shift and positive change with regard to uniform compliance.

- Completed evaluations meetings for Student Support Services
- On-boarding of new 11th grade counselor
- On-boarding of Ms. Taylor as Interim Dean of Student Life
- Oversee finalization of scheduling for semester 2
- Prepare compliance documents for ACR visit
- Met with Student Support teams regarding visit and expectations
- Worked with 2016 Grade Team to implement APEX Learning credit recovery classes and Small Group Regents preparation for student
- Worked with grade directors and counselors on the identification of students for Saturday Math Academy
- Conducted several parent meetings regarding academic and behavioral concerns with students
- Coordinate with grade teams and social worker to ensure home visits are conducted
- Conducted classroom observations/walkthroughs with a focus on classrooms with substitutes (particular math classes)

- 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

Upcoming

- Preparation for ACR visit

Yahaira Alcantara

- Start working on end of year survey
- Prepare April's meeting (agenda, auto call, snacks...)
- Sign up parent chaperones

Andre Sanford

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

- Parent meeting regarding discipline issues
- Student mediations
- Phone calls to parents in reference to detention and behavior issues
- Daily detentions
- Meeting with students' to discuss behavior issues
- 2017/2016 assembly
- Mending students' uniforms
- Hallway monitoring
- Staff evaluations

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

- Student mediation
- Phone calls to parents regarding behavior issues
- Daily detentions
- One on one meeting with students' regarding behavior issues
- Mending students' uniforms
- Targeting students' that skipped several detentions

Tiffany 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

January/February Tasks

- Assisted in the creation of the Keys To Literacy (KTL) Coaching team
- Assisted in administrative needs for the KTL Coaching team to attend 2 day training
- Collaborated with Mr. Villa to design the curriculum for the Graphic Novel Course
- Collaborated with Ms Aubrey to Design a Maker Space and Genius Bar for her room
- Onboarded 3 new teachers
- Revisited Cornell Notes with CTE, ELA, and History
- Assist in Common Planning for 12th grade ELA weekly
- Attended webinar on using the Danielson framework for coaching

- Prepared Curriculum Design Workshop series for Department Leaders
- Collaborated with Ms. Levi on the first session (1 of 5) for DL Curriculum Workshop
- Attended the Improv festival with the WCHS Improv Theater team
- 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
- Attended demo lessons for new teacher recruits
- Met with teachers for one-on-one coaching as needed (15 total)
- Revised and Continued implementing Coaching Levels tool to establish ongoing quantitative assessments of teacher effectiveness and offer tangible data for growth areas
- Organized Staff to Staff Recognition awards

Meetings Attended/Meeting Topics

- Weekly staff meeting
- Monthly Department Lead meeting: Leadership, Curriculum Goals,
- 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
- Weekly Performing Arts PLT
- Attended all department meetings at the start of second semester: curricular goals, lesson plans
- Attended Kiddom meeting: introduction of Kiddom, reflection of those currently piloting

Princess Barimah

1. All Clerical Work
2. Recruitment
3. Preparing for Open House in April
4. 360 Principal Evaluation
5. ACA Reporting
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 part 2
18. Career Fairs
19. Beds Submission & IMF Collection
20. Grievance/ Issue Resolution Meetings and updates
21. Proposal Reviews i.e.: Teachers Props
22. NYS DBL Query and Census
23. Workers compensation renewal
24. Job descriptions