



**WCHS Board Meeting Agenda
April 20, 2016**

1. Welcome to Board Meeting
2. Boston Choir Trip Recap
3. Academic Report
 - (a) 2016-2017 School Calendar
4. Finance Report
 - (a) Ziegler Investment Presentation
 - (b) March Finance Report
5. Teacher Representative Report
6. Student Representative Report
7. Parent Representative Report
8. HR Update
 - (a) Staff Representative
9. Enrollment Report
10. Development & Community Outreach Update
11. Accountability & Compliance Update
 - (a) Organizational Chart
12. Facilities Update
13. Approval of Board Minutes
14. Next Board Meeting Dates
15. Executive Session
 - (a) Re: Personnel
16. Adjournment



**Principal's Report
April 2016**

Kathleen Gaffney

- ❖ **Filling Vacancies in Math , Special Education, Biology**
- ❖ **Evaluating Teachers and Staff**
- ❖ **Supporting Teachers with Observations and feedback**
- ❖ **Lottery Night**
- ❖ **WCHS Recruitment**
- ❖ **Preparation of school for ACR visit**

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
- 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 Lottery
- 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 Appreciation Week
- Meeting with Health and Physical Education Department to start up a health challenge for staff.
- Attended Department Meetings

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
- Attending Theater Production of Charlotte Web
- Attending Spring Choir Concert
- Parent Teacher Conferences

Charisse Johnson

- Principal's Calendar
- Preparations for ACR Visit (Schedule, Binder, Name Tags, Bulletin Boards, Beautification of Building)
- 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
- Continued to collect scholarships
- Completion of the Yearbook
- Filing PD Materials and Professional Development Documents
- Continue to print Diploma replacement for graduates
- Lock and Locker Issues
- Relocating students lockers that are located in Rm. 513 to new location
- National Honor Society Weekly Meetings
- Reviewing National Honor Society Applications for the Class of 2017
- Assisting Ms. Corr with Career Day Breakfast and Lunch
- Begin Planning for Teacher & Staff Appreciation Week
- Placing orders for Teacher & Staff Appreciation Week
- Parent/Teacher Conferences: NHS Assist & Order food
- Lottery Night for Incoming Freshmen: Purchase refreshments & Set Up
- Ongoing: Complete permits for Professional Development (Kentia & Kathy)
- Ongoing: Reserve computer labs for teachers
- Ongoing: Field Trip Requests
- Ongoing: Master Calendar

Valerie Jacobson

- STAT REPORT (E. Cooper)
- Registration #s (D. Pierre)
- Grab & Go Breakfast Pilot - 4/4
- Parent & Student Surveys DUE 4/1!
- SED Visit - Weds., 4/20 – Filing & Hallway/Office Beautification
- Filing Daily (Angie, Mariella, Eddie)
- Confirm Schedule change with OPT & Bus Co., for 4/6 and 4/20. 4/22
- Lottery Night 4/13 at 6pm

- Parent-Teacher Conferences 4/14 from 5-7pm
- DRAFT Registration Calendar and packet
- Report Card/Bulletin mailing on 4/15 (Angie)
- Midterm Copy Requests- All copies and scantrons completed by 4/1
- Pending Discharge Submission & Home Visit Follow Up (E. Cooper)
- DOH Doctor Visit (Nurse)
- Sports Physicals (Mariella)

Kentia Coreus

Ongoing Tasks

- Conduct classroom walkthroughs and mini-observations
- Facilitate mini-observation feedback meetings or send feedback via email
- Plan and facilitate DL/ILT meetings
- Teacher recruitment: attend demo lessons, review resumes, etc.
- 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
- Follow-up with math consultant recommendations
- Assist with the Master Scheduling process (where needed)
- Review ADP requests
- Review Trip Requests

Mar. 9-Apr. 8 Tasks

- Developed ACR visit preparation documents
- Prepared and led March 14th ACR Visit Teacher meeting
- Reviewed department ACR curriculum documents
- Conducted March 30th Mock ACR Classroom visits
- Emailed feedback to teachers visited during March 30th Mock ACR Classroom visits
- Followed up with DLs regarding submission of DOE teacher surveys
- Followed up with teachers who had missing progress report grades
- Created and distributed department electives survey
- Reviewed elective proposals
- Provided DLs with feedback on Round 2 Mini-Observations cycle
- Followed up with DLs regarding unused FAMIS funds
- Visited classrooms with long term substitutes; followed up with DLs regarding Q3 grades for these classes
- Finalized Regents Review schedule
- Developed guidelines for remaining trip requests
- Assisted in the development of Saturday programs: Math Academy, Living Environment Academy, May Science Lab Make-Up Day
- Developed teacher and supervisor guidelines for Saturday programs
- Revised and distributed End of Year Evaluation process and documents to teachers, DLs, and Instructional Coach.
- Scheduled a visit to a charter high school to look at math instruction (visit will be in May)
- Updated Math Instructional Coach job description

- Updated 2016-17 Teacher Preference form
- Communicated expectations of April 11th Mock ACR Classroom visits
- Reviewed 3 Year Curriculum plans from each Dept. Leader
- Reviewed WCHS Teacher Recruitment process with Dept. Leaders
- Collected and shared Dept. Leader Beam proposals

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 (teacher performance, curriculum plans, electives, etc.)
- NYSESLAT (Kang)
- Literacy Programming (Vinti, Koerner)
- Briefly presented at April 2 Recruitment Open House
- Master Scheduling
- Breakfast in Class pilot
- Report Card procedures
- Attended HMH presentations for Read 180 and Math 180
- Attended *How to Become a Better Communicator* professional development

Raymond James

- Strip and wax science & art class room floors
- Gum removal from staircases
- Repairs to elevator #1
- Prepare HVAC heating and A/C system for A/C operation
- Repairs to stairwell hand rails
- Regular cleaning assignments

Kristy Sung- Kim

- Ordered all materials for June Regents.
- Ordered all materials for AP Exams.
- Create rosters for AP exams.
- Follow up with counselors about their grade level regents lists.
- Begin collapsing June Regents lists.
- Push into classrooms to complete pre-ap administration materials.

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 the week after break (prevention- something for the boys) Working on Violence prevention strategies. Working with Mr. Sanford on Statutory Rape Info sessions for all students

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

Meeting with Teachers re: classroom issues

Working with Mr. Dor on 9th grade issues, blackbaud and parent phone calls

Youth Empowerment Event on March 23rd (54 students in attendance)
2 Impartial Hearings scheduled 9th Graders
Parent Meetings re: Cutting/ Fighting/ Issues: 4 this month

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

Working with social workers re: workshops before the summer and after spring break
Contacting parents and scheduling meetings re: behavior and cutting class
Working with grade team on plans for students who are falling behind

David Medina

Replaced of WiFi access points throughout the building
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 DOE visit.
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

April Tasks:

- Preparing for Annual Comprehensive Review Visit by compiling documentation, reviewing reports, and analyzing areas of potential weakness
- Assisted with recruitment materials
- Trained new Data Associate on how to run scan files
- Met about SUNY Grant draw down process
- Worked with Principal, Director of Data Management, Director of Operations, and Director of Human Resources to update school organizational chart

Upcoming Priorities:

- Generating public interest in our health-related initiatives
- Backlogging updates for WCHS website
- Assisting Seth Failla with STEAM grant opportunities

Roberta Smith-Cummings

- 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.

- Weekly meetings with Guidance Counselors and Director of Data regarding scheduling for the 2016-2017 school year
- Work on course sequence accumulation guide for 2016-2017 school year
- Work on academic policy guide for the 2016-2017 school year
- Participated in Credits/Regents Passing meeting with a focus on seniors
- Coordinate High School Application process in SEMS. Meet with students for their round 2 applications and input round 2 school choices
- Attended Recruitment Fair on April 2nd and followed up with candidates for interviews
- Continue to work with Guidance Counselors and Grade Directors on identification of students for Saturday Math Academy
- Prepare compliance documents for ACR visit
- Conducted several parent meetings regarding academic and behavioral concerns with students
- Attended Impartial Hearings
- Coordinate with grade teams and social worker to ensure home visits are conducted
- Participated in Mock ACR Visit walkthroughs on April 11th with the Instructional Leadership Team
- 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

- Work on course sequence accumulation guide for 2016-2017 school year
- Work on academic policy guide for the 2016-2017 school year
- Summer School Schedule

Yahaira Alcantara

-The parent meeting on April 12th had an attendance of fourteen parents, seven at each session.
-We're trying to have Ms. Valentin as a guest on our next meeting to answer questions about the college process.

-I'm thinking of proposing the bilingual club for next year in order to provide hands-on and regular training to the student interpreters.

Andre Sanford

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

- After school detentions
- Assemblies the 2016 and 2017
- Continue 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
- An appropriation cake from students who follow the rules on the continuous basis

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

- Parent Meeting
- Observing classroom behavior
- Meetings with grade teams
- Reminding seniors of the importance of remaining focus
- Detention
- One on one counseling
- Mending / washing uniforms

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

- 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
- Attended a 2-day training on Excel
- Attended a 1 day training on Communication

- Developed and implemented a Learning walk on Structures and Procedures
- Developed and implemented 2 mock ACR visits
- Developed and implemented Session 2 for curriculum design with Mr. Fier and Ms. Vinti
- Developed and implements session 3 for curriculum design with Kaylan Corr
- Assisted the Dance company concert by designing and running the lights
- Facilitated the weekly common planning time with 12th grade ELA
- Conducted a Makerspace/Genius bar Professional Development with Ms. Aubrey
- Provided a key note/professional development for the Recruitment fair
- On Boarded a new hire (SPED)
- Co Taught with ELA teacher
- Assisted teachers with “Teacher as leader” assignments for their off campus workshop
- Assisted teachers with their classroom environment
- Attended meeting with superintendents for District 14
- Attended meeting with Scholastic rep
- Attended meeting with HMH Read/Math 180 rep

Meetings Attended/Meeting Topics

- Weekly staff meeting
- Monthly Department Lead meeting: ACR Checklists, recruitment fair, scheduling, hiring
- 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 Performing Arts PLT

Andre Sanford

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