

WCHS Board Meeting Agenda May 24, 2016

- 1. Welcome to Board Meeting
- 2. Summer Schedule
- 3. Academic Report
- 4. Teacher, Student, and Parent Representative Reports
- 5. HR Update
 - (a) Pay Scale
- 6. Facilities and Safety Updates
 - (a) Facilities
 - i. Kleanix
 - ii. Summer Construction
 - (b) Safety
 - i. FDNY violations
 - ii. Peace Officer / Special Patrolman training & status
 - iii. Salary adjustments for 2016-2017
- 7. Enrollment Report
 - (a) Staff Representative
- 8. Development & Community Outreach Update
- 9. Accountability & Compliance Update
 - (a) Annual Report
- 10. Approval of Board Minutes
- 11. Next Board Meeting Dates
- 12. Adjournment



Principal's Report May 2016

Kathleen Gaffney

- Teacher Recruitment
- ***** Evaluating Teachers and Staff
- Supporting Teachers with Observations and feedback
- **WCHS Recruitment**
- ***** Teacher and Staff Appreciation Week

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

- Staff End of Year Evaluations
- Meeting with Parents and Students Regarding Inappropriate Behavior
- Planning Meeting for The Charter Parent Association
- Attending Theater Production of Spring Musical
- Student Celebrations

Charisse Johnson

- 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
- Ordering supplies needed for Senior Prom
- Finalizing details for Senior Prom
- Met with Senior Team regarding Graduation
- Met with Senior Team regarding Senior Awards Dinner
- Distributed WCHS scholarships
- Collecting & Gathering Scholarship Information
- Purchasing supplies for Senior Awards Dinner
- Invitation Distribution for Senior Awards Dinner
- Planning and Organizing for Graduation
- Filing PD Materials and Professional Development Documents
- Continue to print Diploma replacement for graduates
- Lock and Locker Issues
- National Honor Society Weekly Meetings
- Reviewing National Honor Society Applications for the Class of 2017
- Scheduled National Honor Society Interviews
- Purchased refreshments for Student Celebrations
- Create certificates for Student Celebrations
- Teacher/Staff Appreciation Week
- 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 & Registration (E. Cooper)
- BlackBaud Sales Rep Visit on 5/16 at 9am
- Library on 5/12 & 5/13: Angie for Periods 4 & 7 (break Period 5)
- Lock Down Drill on Tues., 5/17 Period 3
- Progress Report/Bulletin Envelopes & Labels (Nector), Printing on 5/16 (Val), Stamps & Mailing by 5/20 (Sylvia)

- Records Audit on 5/18-5/20 (E. Cooper, Mariella, Eddie, Allison)
- Student Attendance Audit on 5/19 (Val, Allison, Teachers)
- Student Attendance Letters Mailing (Rosa & Allison)
- OPT (Eddie): ATSSUM Access by 5/20; OPT Reconciliation by 5/25; T Metrocards by 6/15;
 Session Times & Calendar by 6/23
- Approved Final Exam Copy Requests Due to Mail Room by Tues., 5/31 at 8am; SNAS Copy Requests Due by 6/2 at 8am
- Regents Exam Printing for 6/1 Common Core Exam by 5/26
- Summer Schedules
- Pending Discharge Submission & Home Visit Follow Up (E. Cooper)
- 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 on any HLIS (Mariella)
- Check in and follow up on all Book orders (Samir)

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

Testing Coordinator Task List-

Administered AP Tests

Organized and shipped AP tests

Hold AP Course interest/orientation meetings with DLs

Distribute AP applications

Collect and disseminate AP applications Administer Algebra II field test Follow up with counselors about June Regents lists Finalize regents lists for June

Shante Martin

What **projects/objectives** did you complete the last <u>4 weeks?</u> (Include interventions based on data, classroom visits, meetings, assemblies, phone calls, student workshops, trainings)

<u>Interventions:</u> Mediations in conjunction with the grade directors and social workers.

<u>Student Workshops</u>: 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

<u>Various Phone calls-</u> 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.

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

.Finalize end year parent survey to assess this year's responses to meetings and expectations for next year.

.Plan June's meeting, last for the year.

.Create a to-do list for the parent's association this summer.

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 (8 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
- Developed and implemented a Learning walk on Socratic Seminars and Group Work Organization
- Met with Learning Walk teachers to be observed to review what to showcase/highlight
- Facilitated the observations for the ACR visit ACR visits
- Developed and implemented Session 4 for curriculum design with Mr. Fleming
- Developed and implements session 5 for curriculum design with Mr. Temme
- Assisted the Performing Arts Musical by designing and hanging lights
- Facilitated the weekly common planning time with 12th grade ELA
- Assisted teachers with "Teacher as leader" assignments for their off campus workshop
- Assisted teachers with their classroom environment.
- Developed and facilitated 8 Professional Learning Teams based on the needs and goals of the new teachers. Teams focus on one of the following: structure, engaging activities, and makerspace/project based assessment. Each team meets weekly.
- Observed KTL coaches for strategy implementation
- Assisted/coached specific DLs on the use of excel and spreadsheet capabilities for the their departments
- Met with 2 teachers with conditional contracts to assist in areas of focus for growth

Meetings Attended/Meeting Topics

- Weekly staff meeting
- Monthly Department Lead meeting: ACR Checklists/debriefs, recruitment, scheduling, hiring, calendar
- 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
- Weekly ELA Common Planning

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

Melissa Wade

7.7	
Meetings	Department Leader meetings
	Cabinet Meetings
	• 504 meetings (Fridays)
	Grade Team meetings
	SNAS DL Bi-weekly meeting
Informal	Walkthroughs
Observations/	Mini Observations
Walkthroughs	
Department	Weekly Oncourse review and follow-up
leader	 Weekly Gradebook review and follow-up
	 Demos & interviews with possible candidates
	Planning/Observations
Compliance	Monitoring outside related services providers: health aide,
	hearing provider, speech provider, vision provider, para
	professionals
	Completed Per-Pupil Invoice
	• 12 Annual IEP Meetings
	 Prep for upcoming triennial meetings
Teacher	Walkthroughs
support	Team Meetings – Reporting/Anecdotal
	Student Observations
Related	Counseling, Speech, & Hearing schedule checks
Services	5 1
Academic	Student Observations
Support	 Data check & follow-up: Quarter 3 Failing; conduct
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vity 20 years= \$18,1 79				Longevit y 20 years= \$24,805				Longe y 20 years \$20,2	;=			Longevit y 20 years= \$27,235			
Longe vity 22 Years =\$23, 265				Longevit y 22 Years =\$27,465				Longe y 22 Year =\$25,9	s			Longevit y 22 Years =\$25,933			
Socia Curre				DOE Social Worker Pay Scale 2016- 2017				DOB Socia Work Pay Scale 2017 2018	er er			DOE Social Worker Pay Scale 2017- 2018			
Years	M A	M A + 3 0	P H D	Years	M A	M A + 3 0	P H · D	Year	M s A	M A + 3 0	P H · D	Years	M A	M A + 3 0	Р Н D
1	\$ 5 2, 2 1 5	\$ 5 7, 1 6 5	\$ 5 8, 8 1 5	1	5 5 6 7 0	6 0 9 4 9	6 2 7 0 6	1	5 8 2 0 2	6 3 7 7 6	6 5 5 9	1	6 1 1 2 4	6 6 9 1 9	6 8 8 5 0
2	\$ 5 5, 4 8 0	\$ 6 0, 4 3 1	\$ 6 2, 0 8 0	2	5 9 1 5 0	6 4 4 2 9	6 6 1 8 6	2	6 1 8 4 2	6 7 4 1 5	6 9 1 9	2	6 4 9 4 6	7 0 7 4 1	7 2 6 7 2
3	\$ 5 6, 0 5 2	\$ 6 1, 0 0 3	\$ 6 2, 6 5 3	3	5 9 7 6	6 5 0 4 0	6 6 7 9 7	3	6 2 4 8 0	6 8 0 5 3	6 9 8 3 7	3	6 5 6 1 6	7 1 4 1	7 3 3 4 2
4	\$ 5 9, 4	\$ 6 4, 3	\$ 6 6, 0	4	6 3 3 4	6 8 6 2	7 0 3 8	4	6 6 2 2	7 1 8 0	7 3 5 8	4	6 9 5 5	7 5 3 4	7 7 2 7

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	6,	7	7 2,			7	7 5	7		7	7	8			7 7	8	8 5
	1 7	1	7			5	8	5		7	3	1			4	2	1
6	8	2 9	7 8		6	7	3 6	9	6	6	0	3		6	6 9	6 4	9 5
	\$ 7	\$ 7	\$			7	8	8		8	8	8			8	9	9
	3,	8,	0,			8	4	5		2	7	9			6	2	4
	8 7	8 2	7			7 5	3	7 9		3	9	7			4 7	2 7	0
7	3	3	3		7	9	8	7	7	3	7	0		7	7	2	3
	7	8	8			8	8	8		8	9	9			9	9	9
	7,	2, 6	4,			7	8	9		6 5	2	3			0 9	6 6	8
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8	\$	5 \$	\$		8	1	0	7	8	9	2	5		8	3	1	9
	8 1,	8 6,	8,			8 7	9	9		9	9	9			9 5	0	0
	6	5	2			0	3	0		9	5	3			5	3	2
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	\$ 8	\$ 8	\$ 8			0	9	0		9	9	0			9	1	1
	2,	7,	9,			8 7	3	9 5		1	7	9			6	0	0
	5	4 6	1 1			9	2 5	0		9	5	3			5 9	3 8	3
13	4	4	4		13	3	2	9	13	6	9	2		13	2	7	8
	\$ 8	\$ 9	\$ 9			9	9	9		9	1 0	1 0			1 0	1 0	1 0
	5, 8	0, 8	2, 4			1 5	6 8	8 5		5 7	1 2	3			0 5	6 3	8
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15	\$	3	\$	-	15	2	1	8	15	9	2	5		15	3	8	9
	8	9	9			9	9	9		9	0	0			0	0	0
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10	6 8	1 8	6		10	2	0	6	18	5 2	2 5	0		18	2	1 8	4
18	\$	\$	\$		18	1	1	1		1	1	8	-		1	1	9
20	9	1	1		20	0	0	0	20	0	1	1		20	1	1	1

	5, 3 6 7	0 0, 3 1 8	0 1, 9 6 7		1 6 7 6	6 9 5 5	8 7 1 2		6 3 0 3	1 8 7 6	3 6 5 9		1 6 3 8	7 4 3 3	9 3 6 4
	\$ 1 0 0, 5 6	\$ 1 0 5, 5	\$ 1 0 7, 1 6		1 0 7 2 1	1 1 2 4 9	1 1 4 2 5		1 1 2 0 9	1 1 7 6 6	1 1 9 4 5		1 1 7 7 2	1 2 3 5 1	1 2 5 4 4
22 Longe vity 10 years= \$3,98 0	2	3	3	Longevit y 10 years= \$4,244	6	5	2	Longevit y 10 years= \$4,437	4	7	0	Longevit y 10 years= \$4,660	0	5	6
Longe vity 13 years= \$4,86 0				Longevit y 13 years= \$5,181				Longevit y 13 years= \$5,417				Longevit y 13 years= \$5,689			
Longe vity 15 years = \$8,21 8				Longevit y 15 years = \$8,762				Longevit y 15 years = \$9,160				Longevit y 15 years = \$9,620			
Longe vity 18 years= \$9,41 3				 Longevit y 18 years= \$10,036				Longevit y 18 years= \$10,493				Longevit y 18 years= \$11,020			
Longe vity 20 years= \$17,7 13				Longevit y 20 years= \$18,885				Longevit y 20 years= \$19,744				Longevit y 20 years= \$20,735			
vity 22 Years =\$22, 908				Longevit y 22 Years =\$24,424				Longevit y 22 Years =\$25,535				Longevit y 22 Years =\$26,817			

		Proposal
		#3: hold
		current
		grid in
	Proposal	place
Proposal	#2:	and next
#1:	Adopt	school yr
Adopt	the DOE	adopt
DOE	2017	the 2018
2016	grid &	grid
grid &	freeze	freezing
next yr	the	the
vote on	Salary	salary
a new	scale for	scale for
a new grid .	scale for 3 yrs.	scale for 2yrs.
grid .	3 yrs.	2yrs.
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grid .	3 yrs.	2yrs.
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grid . ####### #	3 yrs.	2yrs. ####### #

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