



WCHS Board Meeting Agenda August 30, 2016

1. Meet & Greet: Name that Board Member
2. Welcome
3. Introduction of WCHS 2016-17 Faculty and Staff
4. Purpose of the Board and How to Interact with the Board
5. First Day In Review
 - Student Video
6. The Summer in Review (PowerPoint Presentation)
 - Principal Official Welcome
 - Technology Integration
 - Exceptional Practice: The Burning Flame Award
 - Mural Updates
 - Curriculum Project
 - The Student Support Center
 - Summer School Update
 - Summer Regents Outcomes
 - Enrollment
 - Parent and Alumni Associations
 - Accountability
7. Facility Updates
8. Finance
9. HR Updates and Teacher Vacancies
10. Development and Community Outreach
 - Homeless Shelter Discussion
11. Approval of Board Minutes
12. Adjournment



**August 2016
WCHS Board Report**

INSTRUCTION

Curriculum Development/Revision

This summer we engaged in a curriculum writing project. The overarching outcome of the project was to begin our curriculum development/revision process. Each department matriculated at different rates over the course of the summer. The following department successes were achieved:

English Language Arts

- Year-long objectives created for Grades 11-12, AP Language, and AP Literature
- Quarter 1 Instructional Plans completed for Grades 9-12

Math Curriculum

- Standards unpacked for all core classes and Calculus
- Unit and lesson plan templates (with annotated guidelines) created by DL
- Exemplary unit plans for Geometry CC and AP Calculus AB created by DL

Curriculum Development/Revision Next Steps

An overview of our curriculum development/revision process (using the Backwards Planning framework), was presented to teachers by the AP of Instruction and the Instructional Coach during the pre-service professional development week. Curriculum work will continue during common planning periods (in all departments) and afterschool (for a few departments).

Instructional Leadership Team (ILT) Training

Department leaders participated in an all-day training on August 18th to prepare for the launch of the 2016-17 school year. Topics included: Student Ownership, Curricular Expectations, Exploring the Kim Marshall Teacher Evaluation rubrics.

Our instructional focus for the 2016-17 school year is “Increasing Student Achievement by Enhancing Student Ownership”.

STUDENT SUPPORT SERVICES

Prior to school year 2014-2015, the office of Student Support Services did not have a structure or system for maintaining staff evaluations for members of Student Support Services. Additionally, Student Support staff expressed that they were not evaluated in prior years. Therefore, for the second consecutive year, a binder of evaluations has been created for all staff in Student Support Services. Duplicate copies should also be found in HR files.

Summer School

Worked with the Guidance Counselors and Grade Directors to ensure that “off-track” students were scheduled for summer school and all necessary August Regents based on how they performed on their June Regents.

Compliance Reporting and Documentation

Worked with the Dir. of Accountability to ensure that the number of reported incidences on the VADIR were correct as well ensuring that the reported incidences were aligned to our internal weekly suspension reports.

--Worked with the Student Life Department to ensure accuracy in suspensions and disciplinary hearings reports and documentation.

August Professional Development/Training

Through the Special Education Collaborative, we were able to schedule an on-site Non-Violent Crisis Intervention Training for 36 staff members. Typically the Collaborative does not hold on-site training. The training provides strategies on how to effectively de-escalate a potentially hostile or violent situation with a student. We were able to have 14 members from Student Support, 10 members from Operations, and 12 members from Safety participate in the training and all receiving a one-year certification in Non-violent Crisis Intervention.

Policy and Guide Revisions

At the end of each academic year the school reviews all academic policies, handbooks, guides, etc. This year the school made one major revision to the community covenant which was a change in the uniform bottom (from tan Khaki to black Khaki pants or skirt).

--Academic Policy & Course Sequence Guide is still in progress. We plan to utilize a Wednesday PD to re-examine some of our policies and so as to include more stakeholders, teachers, guidance, grade directors etc.

Recruitment

We are still looking for a Guidance Counselor for 10th grade and Grade Director for 9th grade.

SUMMER SCHOOL SAFETY

Facilities

During the summer break carpeting in five classrooms and four offices were exchanged for tiles. The carpets were soiled with chewing gum, tears, and stains. Five classrooms still have carpeting but they had the least deterioration. Two of those are computer labs. Flooring was installed in Room 415 to allow for a gymnasium. The building's ground and lower exterior were painted, cleaned, and power-washed.

During the year it was logged that Art and Science classrooms sustained the most floor marks in the classroom tiles. A floor maintenance plan is in place.

Elevator Status

Elevator car #2 remains out of service. **Otis Elevator** was last on property Monday, August 29, 2016. At that time elevator was in operation.

There were no **Board of Health** issues reported this summer. Two **ECB** violations are open from an 2010 Energy Report, One **DOB** job is open for a public assembly modification.

Fire Department

An on-site test was conducted for the **Fire Safety Director** at the school. The FDNY Fire Inspector found the following violations at the school:

- **The two way communication line inside car 1 & 2 had a fault.** *Otis Elevator was contacted to correct the violation; Otis has since corrected the violation. **Letter of correction will be sent to the FDNY.***
- **The Fire Command Station P.A. (public address) system lobby speakers had a fault.** *Hi Rise Fire Protection was notified and a technician is scheduled for August 30, 2016. **A notice of correction will be sent to the FDNY.***

A modified Public Assembly permit has been submitted to the D.O.B. & FDNY for floors 7-2.

Safety

There were no incidents on the last day of school and no incidents during Summer School 2016. Safety Officers received training in **CPI** (Nonviolent Crisis Intervention Training Program), Security Operational Procedures, **Fire Warden** duties, and Principal's Procedures on child removal from classrooms.

Two **(2)** Andy Frain and Twelve **(12)** in-house officers are on the roster.

The Safety Team hopes the Board can invest in a computer-based writing system can be created and maintained in the Security Offices on the 8th floor. **The reports would not be distributed**, they will be for security data, investigations, information, and report tracking. Information will be confidential.

SUMMER SCHOOL REPORT

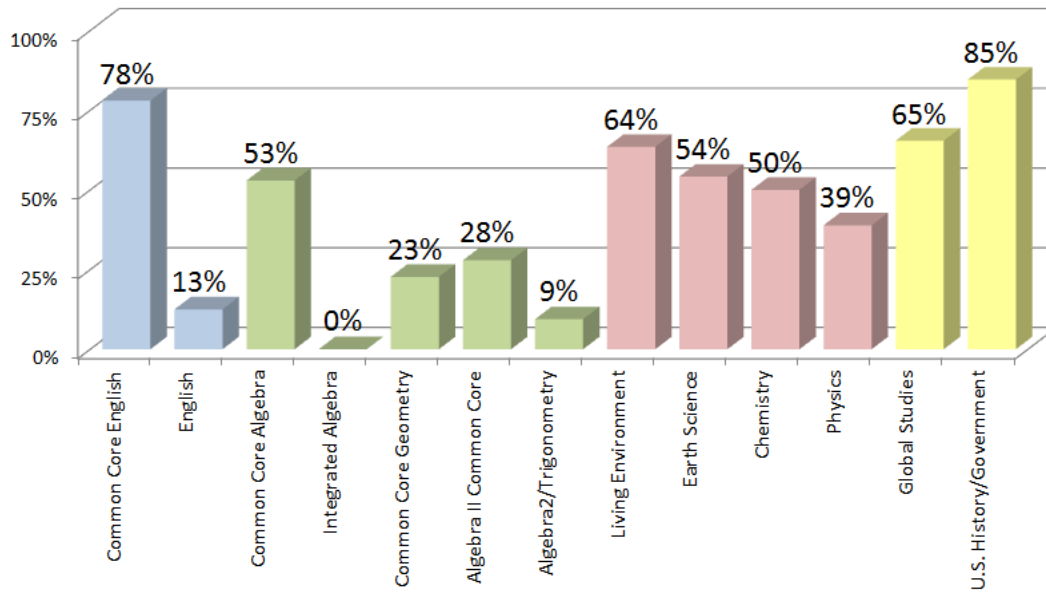
The WCHS Summer administration has done everything possible to limit the non-instructional responsibilities of the teaching staff as much as possible with the goal of having the teachers focus on their work inside the classroom. For the past two Summers, the Summer office has handled all parent contacts, including all discipline and progress reports, all monitoring of uniform and electronics, and reduced the requirements of the lesson plan template so as to be practical, without being burdensome. The result of the WCHS Summer administration is as follows. 254 credits were awarded in total, which can be further broken down into 188 students receiving 1 credit, and 66 students receiving 2. 6 students have been confirmed as graduates as a result of the session, and 3 more students have graduation status pending.

Upon reflecting on this year's session, it can be noted that registration was the most challenging aspect. It would be a smart course of action for the school be opened two days before the Summer School begins, and all four guidance counselors be required to be present in order for registration not to cut into instructional time. As is, registration is open the first two days of Summer School, and the guidance counselors are not required to report to work.

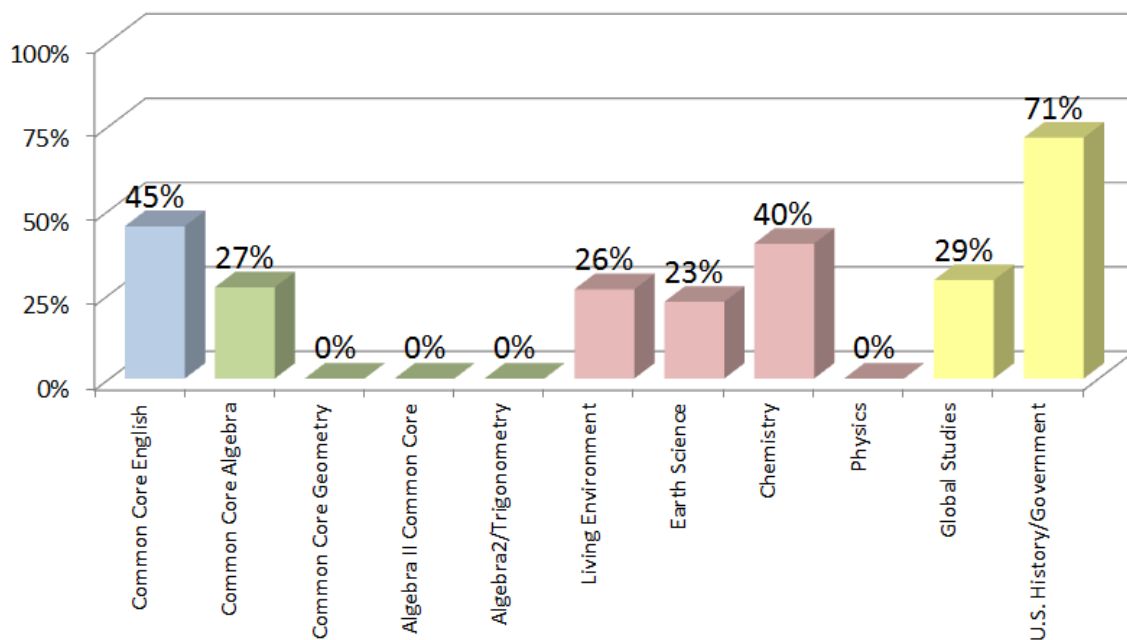
REGENTS SUMMER SCORES

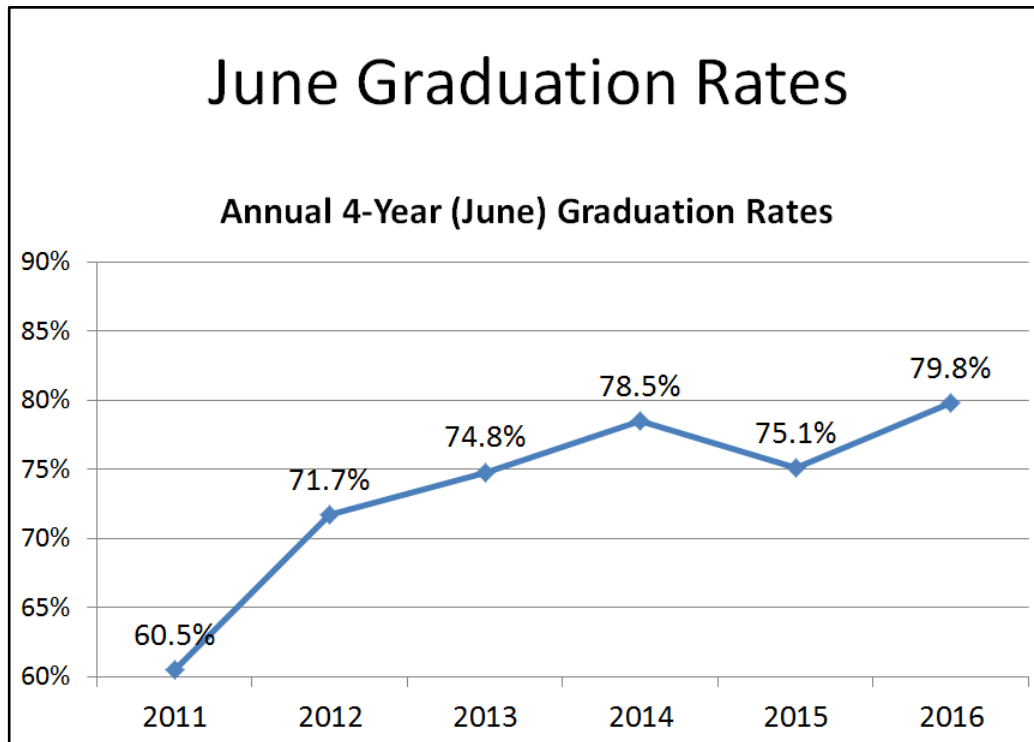
Regents Results

June 2016 Pass Rates



August 2016 Pass Rates





STUDENT ENROLLMENT

Current Student Enrollment as of 08/29/16

Blackbaud grade levels- 988

9th - 262

10th - 307

11th - 165

12th - 252

Pending = 14

ATS cohorts - 983

9th - 257

10th - 308

11th - 158

12th - 260

Pending = 14

**Number discrepancies in ATS and Blackbaud is based on cohorts and grades enrolled*

2016-2017 Student Admission Lottery:

Accepted

9th- 214 Registered Freshmen

Waitlist

9th - 35

10th - 101

11th - 44

12th - 20

Total - 200

Ongoing Task: Recruitment will continue to keep a close eye on our enrollment number and will resume registration this week to replace students who have withdrawn or will not attend.

Historical Data - Grade Level

Enrollment	944	963	963
Grades	Sep-13	Sep-14	Sep-15
9th	334	235	325
10th	232	301	304
11th	258	156	198
12th	181	277	194
Total	1005	969	1021
Grades	Oct-13	Oct-14	Oct-15
9th	323	258	315
10th	222	283	295
11th	255	160	184
12th	173	263	178
Total	973	964	972

Lottery

Grades	2013	2014	2015
9th	(A) 253 / (W) 152	(A) 300 / (W) 457	(A) 200 / (W) 614
10th	9 (W)	9 (W)	87(W)
11th	8 (W)	10 (W)	35(W)
12th	1 (W)	277 (W)	12(w)
* A = Accepted			
*W= Wait listed			

PARENT AND ALUMNI ASSOCIATIONS

We're excited to begin this year with new parents in attendance. We're look forward to sharing some of our in-house resources with parents for their growth and enjoyment. As per their request, we want to work on a ceramics class for parents and on stress management strategies.

ACCOUNTABILITY

Over the past two months WCHS has submitted the NYSED VADIR (Violent and Disruptive Incident Reporting), NYSED Annual Report, and factual edits to the DOE ACR (Annual Comprehensive Review). A number of edits were accepted by the DOE and the Accountability Department is aggressively working to rectify the remaining issues for the upcoming year. In addition, the School was responsible for submitting teacher, staff, classroom, and attendance data to the State.

EXCEPTIONAL PRACTICE: FOCUS ON THE ARTS

Since June, the Arts Department has teamed up with CITYarts and artist Paul Deo to create multiple murals across the community. About 15 students were involved in the initial planning process. This year additional volunteers as well as an entire AP class (about 12 students) will also be participating.

The Arts Department Leader, Seth Failla, has registered ten 9th grade students for a 3-D printing competition. WCHS is the only high school participating. The competition will consist of one social issue topic that must be solved through 3-D printing.

MONTHLY FINANCE REVIEW

The SUNY Grant deadline was met. The closing report and grant expenditure documents due August 15, 2016 were submitted to the State on August 10, 2016. Jobs and payments were completed by July 31, 2016, as per grant requirements. Although the approved funds were underspent by \$55,000, the IT cabling installation, electrical, space storage, and floor re-tiling work was completed.

The Kiln ventilation system project for the art room was not accomplished because of the grant time restrictions and higher than projected costs.

The Finance Department is currently working on the closing as of June 30, 2016. The final report for current contracts ending August 31, 2016 are due November 29, 2016.

Program allocations for year 2017 are now available. The School has been granted \$415,000.

The Finance Department is working with Development and Outreach to complete and submit the 2017 budget by the end of September.

Interim work was completed as of March 2016. The Interim Audit report was discussed with the Audit Committee on August 29, 2016.

The 403b Pension Audit began in June and is ongoing. The General Audit is on track and scheduled for September 6, 2016.

We are currently organizing and collecting all required documents for the June 2016 end of closing.

MONTHLY HUMAN RESOURCES REVIEW

Recurrtee Software

A Fast , Easy & Collaborative Platform that will enable all departments with vacancies to use a streamlined method of talent acquisition .This software houses a portal that connects various departments throughout WCHS.

Innovators Educators Open House

1st step this year in getting the community involved and more aware of our staffing needs. Regardless of turn out branding the WCHS name as a great place to work and also visit is a step in the right direction for the 2016-2016 school year .

Talent Acquisition

Creating an ongoing strategy that will aggressively recruit for current and future candidates not only based on need but also on skillset. Creating a plan that shifts focus from the “replacement method”(Recruitment) to an “ Acquisition Method.” A jumpstart to the “acquisition Method “ should kick us into gear for the 2017-2018 school year.

Attendance Overview and Maintenance

HR department has relieved OPS from overseeing school wide attendance to ensure a streamlined method is created in conjunction with the help of ADP's Time & Attendance Module . We believe that this reassignment will relieve the OPS department from the burden of responding to procedural questions and concerns.

Digitization of Department

Paper is burdensome for all, improved access to pertinent information is the futuristic way to go. However given very stringent yet vague DOL rules I must make sure that my department adheres to there requirements for staff files and forms.

Current Employee Recruitment

School Year 2015-2016 teacher turnover as of August 26 is 21% .

DEVELOPMENT AND COMMUNITY OUTREACH MONTHLY REPORT

The Development and Community Outreach Department spent the summer working on the Walentas 2016-2017 grant application as well as the Final Report for the 2015-2016 award, helping to facilitate the College Flier Program, gaining clarification on NYSED Aid Funding, assisting as needed with the NYSED Stimulus grant for the facility, assessing the drawdown process of monies granted to WCHS by the Southside Charter High School Board chair, and preliminary work on the School's 2016-2017 Title I and Title II grant application. In addition, the Department's focus was pulled towards gaining an understanding of and forming a rapport with the stakeholders in the homeless shelter on Varet street and a series of meetings designed by elected officials to "mitigate" the impact of the shelter. Finally, the Department was tasked with investigating possible development options for the department given Patrick Kern's impending departure.

MONTHLY DATA REVIEW

The Data department provided administrative technology support for summer school, including attendance, grades and scheduling. Additional support was provided to summarize end-of-year teacher evaluations.

The department also accomplished all scheduling tasks for the upcoming year, including scheduling of freshmen according to their elective requests, math placement assessments, etc.

In preparation of the new year, the department presented PDs providing an overview of our charter, our school's goals, and an analysis of the year's data as it pertains to the goals.

OPERATIONS

The Operations Department successfully registered 210 incoming freshman, updated records for graduating/returning students, administered summer school student/parent/staff services, and prepared supplies and plans for the 2016-17 school.

Through participation in Crisis Intervention and Prevention training with other departments, Operations plans to positively impact student attendance, meal participation, and achievement through educational resources in the Parent Welcome Center.



Williamsburg

CHARTER HIGH SCHOOL

**The Summer in Review and the
Year Ahead**

Summer 2016 Outcomes

- Cabling of Network Closets
- Verizon Fiber Optic Internet line
- Email accounts for new staff and students
- Network jacks in offices/classrooms
- IDs for incoming and returning students and staff.
- Attendance and lunch scanning
- Older equipment recycling

Technology Integration

David Medina, Director of Information Technology



August 2016
Exceptional Practice:
The Burning Flame Award



Seth Failla
Art Department Leader

CITYarts Mural Project



WCHS students and staff, under the direction of artist Paul DEO, have been helping CITYarts, Inc. create a personal touch in the neighborhood.

Exceptional Practice

Seth Failla, Art DL



INSTRUCTIONAL

Summer 2016 Outcomes

Curriculum

- Progress made in ELA and Math (during the summer)
- Backwards Planning Overview during PD week
- Curriculum work will continue in other departments (History)

Instructional Leadership Team (ILT) Training

- ILT participated in an all-day training on August 18, 2016
- Topics included: Student Ownership, Curricular Expectations, Exploring the Kim Marshall Teacher Evaluation rubrics.

Curriculum Project

Kentia Coreus, AP of Instruction



Summer 2016 Outcomes

EOY Evaluations

- ❖ Completed all End of Year Evaluations for 19 staff members
- ❖ Duplicates have been made for HR files

Summer School

- ❖ Worked with Grade teams (Guidance Counselors and Grade Directors) to ensure that off-track students were scheduled for summer school and appropriate August Regents based on June Regents results

Compliance Reports

- ❖ Worked with Dir. of Accountability on the VADIR report to ensure accuracy of reported incidences for the 2015-2016 school year.
- ❖ Worked with the Deans to ensure accurate suspension reporting, disciplinary hearings and documentation

August Professional Development/Training

- ❖ Schedule Non-violent Crisis Intervention Training for 36 staff members. All received a CPI certification
 - ❖ Student Support: 14
 - ❖ Operations: 10
 - ❖ Safety: 12
- ❖ Collaborate with Principal and API on developing a comprehensive Pre-Service PD for Staff

2016-2017 Planning and Revisions

- ❖ Made final recommendations for Community Covenant revisions
- ❖ Academic Policy Guide (Still in progress)
- ❖ Course Sequence Guide (Still in progress)

Recruitment

- ❖ Conducted interviews for Grade Director vacancy. The position has not been filled.

The Student Support Center

Roberta Smith, AP of Student Support Services



Summer School 2016: “Our work is not finished.” - Matt Hernandez at WCHS 2016 graduation

Vision: Teacher’s teach, administration handles the rest (phone calls , progress reports, discipline meetings etc.).

Collaborative Community: Strong partnership between the Principal, Safety and Student Life.

Goals: As many students as possible will attend receive a core credit in a course he/she was previously unsuccessful in. We will add as many graduates as possible to the 2016 cohort.

Innovations: The creation of an attendance tracker that sends administration an alert if a student misses two days of class.

Equity and Standards: If a student missed 3 days of class unexcused, credit was not awarded.

Summer School Update

Stephan Dukofsky, Summer School Principal, Latin DL



Summer School 2016 Statistics

- 254 credits were awarded
- 188 students received 1 credit/passed 1 course
- 66 students received 2 credits/passed 2 courses
- 6 students are confirmed as graduates
- 3 more students are expected to graduate this coming week
- Regents data is being analyzed and will be released this week
- Growth for Next Year: Set aside two separate days for registration in between the end of the calendar school year and the start of Summer School.

Summer School Update

Stephan Dukofsky, Summer School Principal, Latin DL



Summer Tasks Completed

- Summer school administration: attendance/scheduling/grades
- Semester 1 scheduling: freshmen electives/placement
- School Messenger software: automated data transfer process
- PD for all staff: overview of charter/goals/summary data
- ATS data entry: attendance/credits/college prep courses

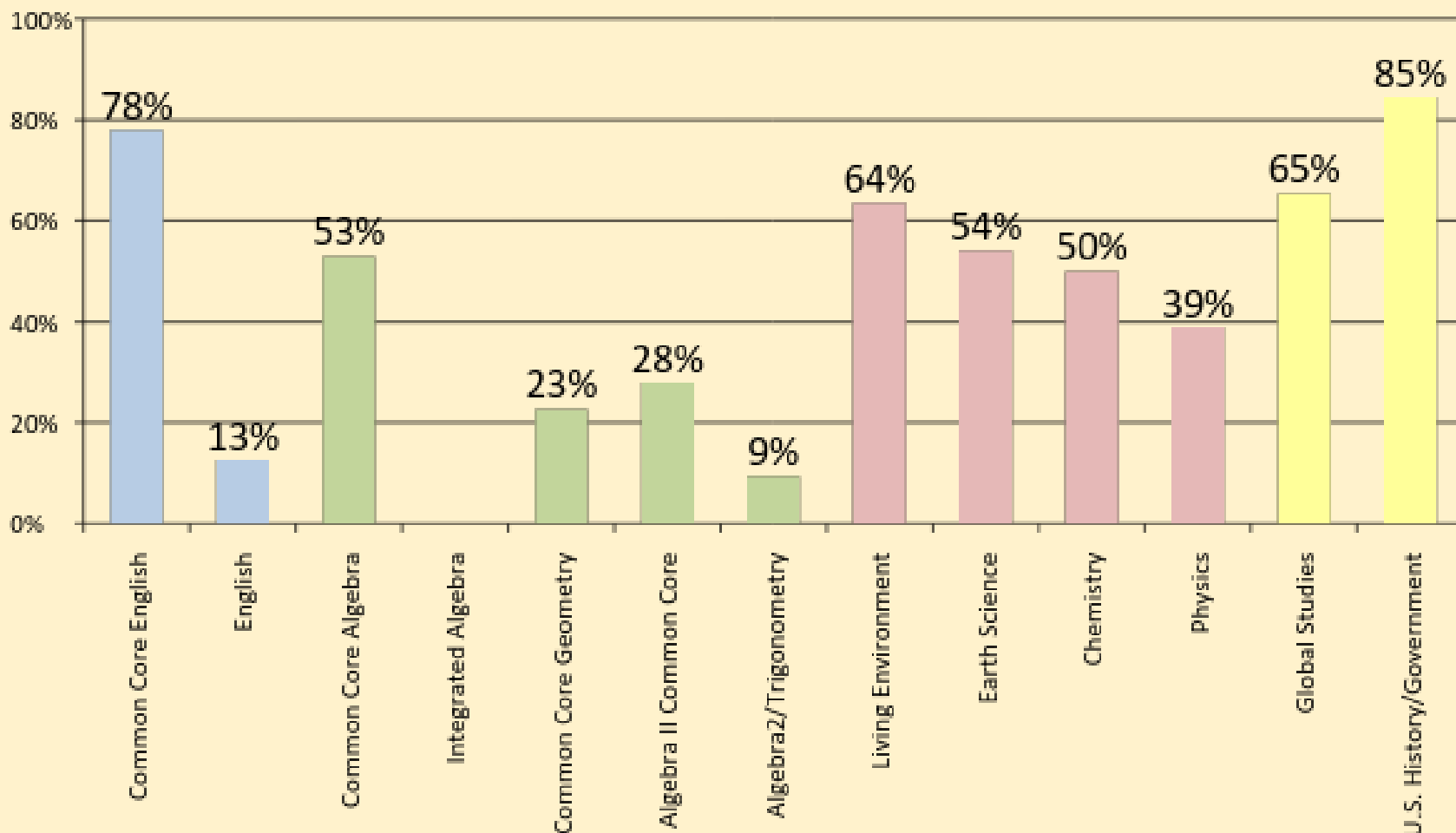
Data Update

Donny Brusca, Director of Student Data Management



Regents Results

June 2016 Pass Rates



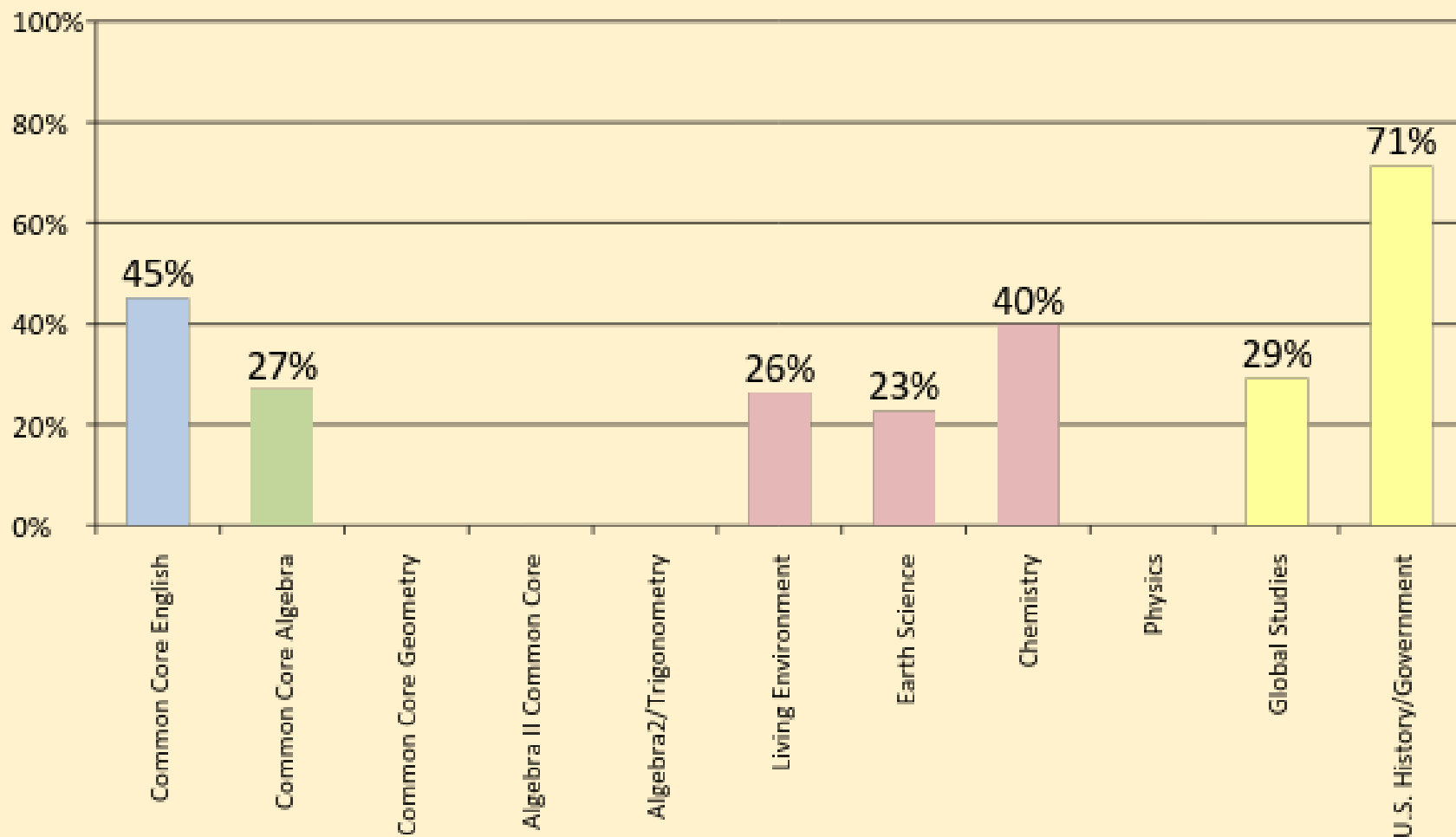
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Regents Results

August 2016 Pass Rates



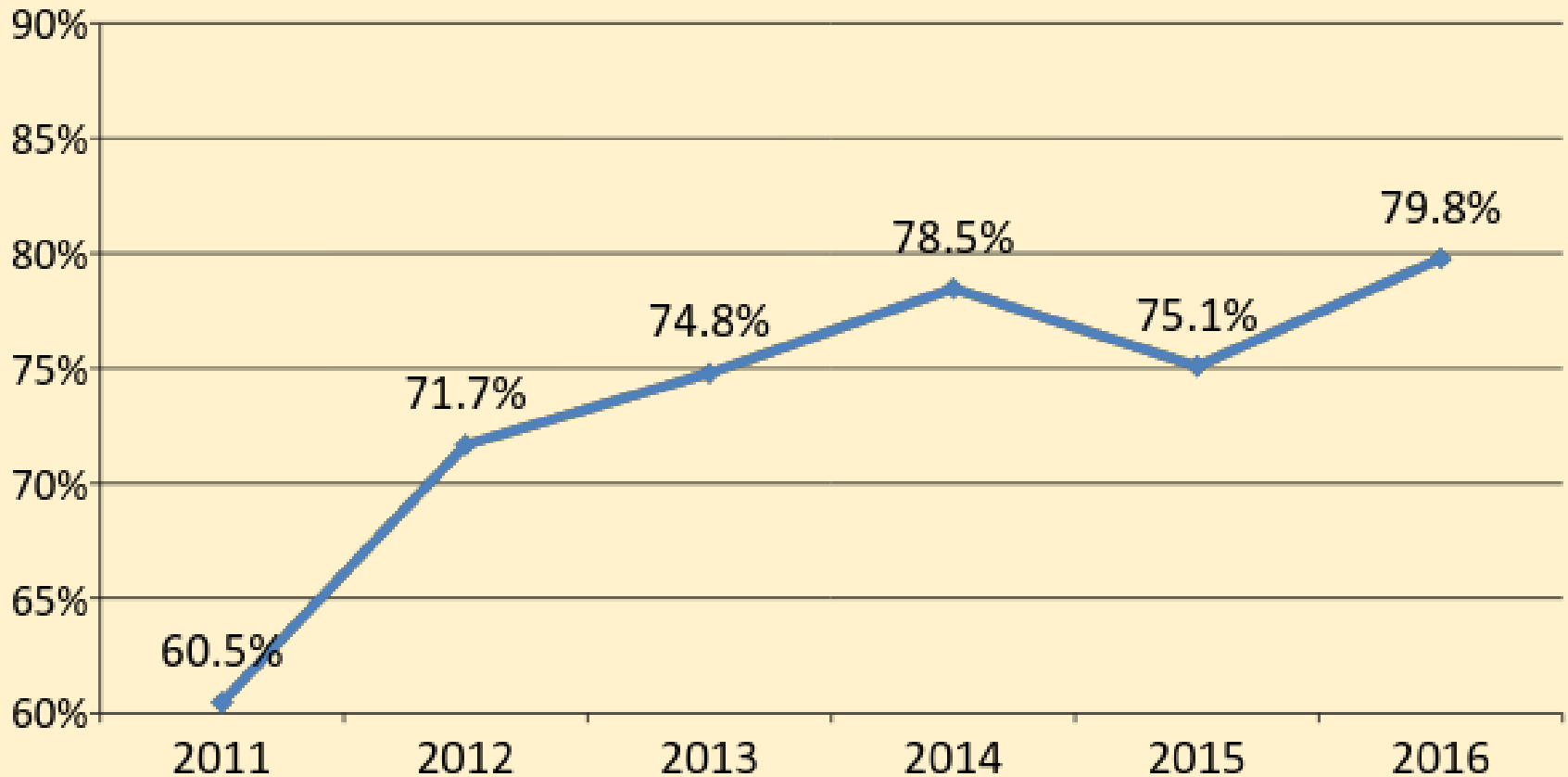
Data Update

Donny Brusca, Director of Student Data Management



June Graduation Rates

Annual 4-Year (June) Graduation Rates



Data Update

Donny Brusca, Director of Student Data Management



Summer 2016 Outcomes Summary

The Recruitment and Operations Department enrolled freshmen through July 26th and July 27th, nearly reaching our goal of 220 freshmen.



Recruitment

Darnell Pierre, Coordinator of Student Admissions



Current Enrollment Numbers

ATS

9th - 257

10th - 308

11th - 158

12th - 260

Total = 983

Pending = 16

Blackbaud

9th - 262

10th - 307

11th - 165

12th - 252

Total = 988

Pending=14

*Transcripts are currently being reviewed for expedited enrollment once seats become available.

Recruitment

Darnell Pierre, Coordinator of Student Admissions



Outcomes Summary

- Notification about shelter
- Finalized topics for meetings this year



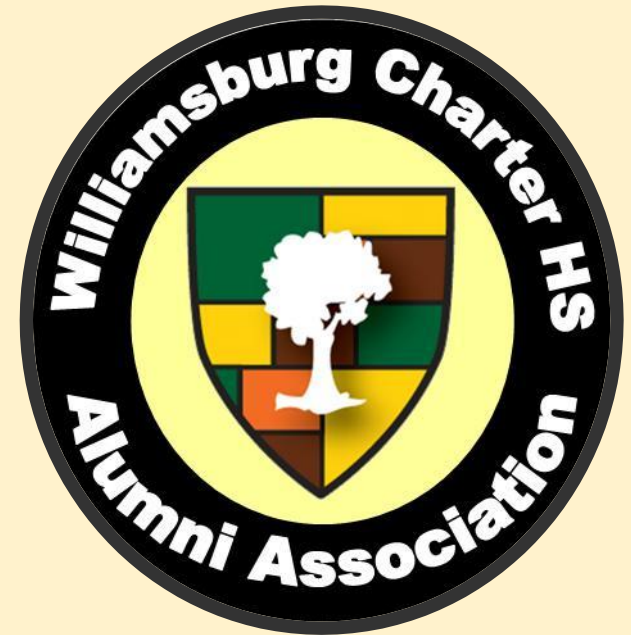
Parent Association

Yahaira Alcántara, Parent Liaison



Summer 2016 Outcomes

- Data Acquisition: Alumni Survey Spreadsheet
- Community Building:
 - Hispanic Heritage Workshop
 - Alumni Workshop



Alumni Association

Nector Santiago, Grade Administrative Associate



Summer 2016 Outcomes Summary

- NYSED VADIR submission (Violent and Disruptive Incident Reporting)
- NYSED Annual Report
- Factual edits to the DOE's ACR Report

Accountability

Katie Manion, Data and Accountability Manager



#teamworkmakesthedreamwork

Outcomes from Summer 2016

Registration/Enrollment:

- Registered 210 incoming freshman
- Promoted, graduated, or updated 963 students in ATS
- Welcomed parents to 2 Uniform Sale nights with IDEAL Dept. Store

Summer School:

- Served breakfast/lunch, administered Metrocards, & conducted Attendance for ~250 Summer School students
- Prepared rooms, promethean board items, calculators, textbooks, supplies, & made photocopies for 14 Summer School Teachers
- Successfully Administered August Regents exams with no instances of Testing Irregularity

Preparation for 2016-17:

- Created Teacher Welcome/Supply Packs; updated Emergency Response Plans

Operations Summer Outcomes

Valerie Jacobson, School Administration Manager, Director of Operations



Safety Training

The Safety Department has received training in

- CPI (Crisis Intervention)
- Security operational procedures

Summer School Safety Update

- New security manual
- 2 Andy Fraine security guards
- 2 citations: Speaker in lobby (volume) and telephone in elevator; both are being rectified

Facility Improvements

Raymond James, Director of Facilities and Safety



Facilities

Upgrades

- Replaced carpets in Rooms 713, 516, 430, 214 & 213
- Placed rubber matting in the 3rd floor fitness room
- Replaced tiles in the teachers lounge
- Replaced carpeting in the lobby, library, attendance, and Principal's offices, as well as in the 4th floor hallway

Maintenance and Room Changes

- Stripped and waxed all tiles throughout the school
- Shampooed all existing carpets
- Refinished the gymnasium floor
- Painted the Cafeteria and walls at various school locations
- Deep cleaned light fixtures, furnishings and appliances
- Pressure washed the sidewalk and exterior of the school
- Relocated (moved) offices

Check-Ups

- Conducted an FDNY five year Hydrostatic water pressure test

Facility Improvements

Raymond James, Director of Facilities and Safety



Summer 2016 Outcomes Summary

SUNY Grant: Deadline was met.

- Closing report and Grant Expenditure documents due as of August 15th 2016 were submitted to the state **August 10th 2016**. Jobs and payments were completed by July 31th 2016. as per grant requirements.
- Although the approved funds were under spent by \$55k, IT cabling installation, electrical, space storage, and floors re-tiling work were completed.
- The Kiln ventilation system project for the art room was **not accomplished** due to the time restriction of the grant and the total cost of the project being higher than projected.

Finance

Kathy Fernandez, Director of Finance



Financial Audit

- Interim work
 - Complete as of March 2016
 - Interim Audit Report was discussed with the Audit Committee on August 29, 2016
 - 403B Pension Audit
 - Began in June and is ongoing
- General Audit is scheduled for September 6
- On track

We are currently organizing and collecting all required documents for June 2016 end of year closing.

Finance

Kathy Fernandez, Director of Finance





Title I and Title II

- I am currently working on the closing as of June 30th. The final report for the contract ending August 31st is due November 29, 2016.
- The program allocation for year 2017 is now available, we have been granted \$415K.
- 2017 Budget: I am working on collectible with P. Kern to complete and submit the budget by the end of September.

Finance

Kathy Fernandez, Director of Finance



Summer 2016 Outcomes Summary

- Recruitree Software
- Innovators Educators Open House
- Current Employee Recruitment

HR Updates and Teacher Vacancies

Princess Barimah, Director of HR



Summer 2016 Outcomes Summary

Shelter on Varet Street

Draw-Down on NYSED State Aid

Walentas Grant Application

Began Title I, Title II Grant Application

Follow-Up on Draw-down of Southside Charter grant funds

Community Outreach

Patrick Kern, Director of Development and Community Outreach

