



**Williamsburg**  
CHARTER HIGH SCHOOL

**WCHS Board Meeting Agenda**  
**November 21, 2016**  
**6:00pm**

1. Welcome
2. Principal's Report
  - AP of Student Support
  - Burning Flame Award
  - Data
  - Operations
  - Facilities/Safety
  - Accountability
3. Enrollment
4. Finance
5. HR Updates and Teacher Vacancies
6. Approval of Board Minutes
7. Adjournment



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CHARTER HIGH SCHOOL

## November 2016 PRINCIPAL'S REPORT

### **Comprehensive School Plan: Professional Growth Goals**

At Williamsburg Charter High school, our actions will be grounded in the goals established in our Comprehensive School Plan. A reflection of the accountability indicators taken directly from the school's charter, our comprehensive school plan is composed of goals grounded in academic, finance and organization efforts.

Unlike any other year, all staff members have been asked to create goals that align to the charter goals. In pursuit of ensuring that the staff members cultivate an understanding of the purpose and nuances therein of writing the goals, a series of sessions and workshops have been held since August to ensure that staff members were armed with adequate time and resources to develop goals with relative ease. To date, half of the staff have complied with creating their personal goals.

### **Evaluation Rubrics**

Like the process for ensuring that all members have personal goals that align to the charter goals, rubrics for each domain of work have been cultivated and vetted with the staff. In pursuit of aligning their work to and archiving evidence for the competencies within the rubrics, each staff member was given an opportunity to participate in an e-portfolio work session where digital folders were created and examples of evidence were discussed. Staff members will be given two more opportunities between now and the end of the year to workshop building out their e-portfolios.

### **Teacher Evaluation Process and Teacher Feedback**

In pursuit of ensuring that we have adequate evidence to hold an annual evaluation, all teachers will receive a minimum of four observations by the end of the year. We've onboarded two consultants to assist with completing observations. In addition, the Principal and two Assistant Principals will conduct low inference, evidence based observations for each teacher. Each teacher will receive one formal observations, consisting of a pre-observation conference, observation, post-observation conference and official written record. Each teacher will receive three informal observations, consisting of an observation, post-observation conference and an official written record.

### [TeachBoost](#)

TeachBoost will be used as the platform to archive teacher progress. TeachBoost will allow us to cater professional development to the needs of teachers as well as provide immediate resources and feedback to areas of concerns.

### **Special Education Services**

To attempt to compensate the services that were not provided for many of our Students with Disabilities during first semester, we will host a series of test prep, study skills and work remediation sessions. The sessions will be held both after school on Saturdays. The SNAS Department will lead the intervention sessions.

## **STUDENT SUPPORT SERVICES**

### **College Guidance**

#### **SAT/PSAT**

- SAT Prep classes are in session- 50 students are enrolled in the Wednesday classes  
Juniors prepping for April SAT/Seniors preparing for December SAT
- 85% of the 2017 Cohort scheduled to take the SAT this school year (This number includes the students that are not scheduled to graduate (eg...not enough credits) in June
- Administered the SAT in house for students with Special Accommodations on November 5th
- Approximately 447 students out 476 sat for the PSAT that was administered on October 19th for grades 9-11th
- The other remaining 29 students will be taking it this month in order to have 100% PSAT completion.

### **College Visits**

- 19 out of 22 schools have visited WCHS and spoke to students during assemblies or class periods thus far in the semester.

### **Workshops**

- CUNY/SUNY completion workshop 10/17
- College Life workshop (with our alumni as speakers) for Latin History Month 10/14

### **College Now/ Bridging the Gap**

Recruiting students for the spring semester classes of each program

### **Student Life Department**

- As a restorative justice practice a total of 4 students were referred to student court program as an alternative to suspension. Two students successfully completed and served their student court sanction.
- Two impartial hearings were held on October 25th, one resulted in an additional 5 days of out of school suspension.
- 3 workshops were conducted after school focusing on Building Healthy Teen Relationships. There were approximately (15-20 students in each workshop)
- A total of 31 students reported to Saturday Detention over the 2 detentions that were held this year October 15th and November 5th. Many of these were in lieu of a suspension based on the consequence matrix
- There was a total of 7 out of school suspensions in October

### **SNAS Department**

- 26 Annual Review meetings were held with CSE

### **Counseling Department**

- National Bullying Prevention Month activities including Unity Day and Mix it Up at Lunch
- Red Ribbon Week Awareness--Students engaged in several activities during advisory and lunch periods to make them more aware about the dangers of drugs and importance of being drug-free
- 18 home visits were conducted in the October by the Social Worker and Student Life Para
- 1 home visit conducted by Ms. Williams, Mrs. Smith and Ms. Eckstein on 11-4-16
- Weekly Lateness Circles held by guidance counselors to address chronic lateness patterns by students
- Developed school-wide emergency response protocol for students in crisis

### **Upcoming**

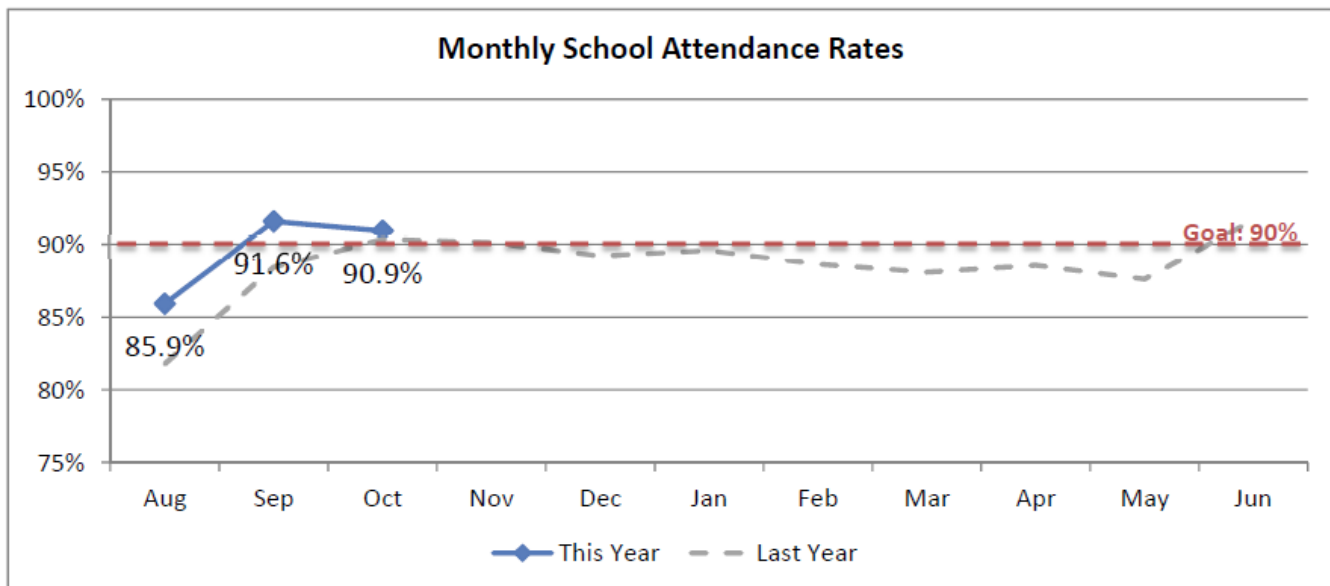
- Semester 2 Scheduling
- Drug Awareness and Prevention
- ISSPs

## DATA REVIEW

### Changes in SQG Metrics

2014-15	2015-16
<b>Attendance Rate</b> <i>(Metric last recorded for 2013-14)</i>	<b>% of Students with &gt; 90% Attendance</b>
<b>Regents Pass Rates</b> English, Math, Science, Global, US	<b>Average Regents Score</b> English, <b>Algebra I</b> , <b>Living</b> , Global, US
<b>6-Year College Readiness with Persistence</b> <i>(College ready OR persistence; will now be separate metrics)</i>	<b>6-Year College Readiness</b> <i>Grad w/ both ELA and Math:</i> •75 Reg, 480 SAT verbal / 26 SAT reading, or CUNY •80 old / 70 CC Reg + cred in Alg2+, 500 SAT old / 530 SAT new, or CUNY <b>College Persistence</b> <i>(Started semester 3 within 2 years after HS)</i>
<b>NEW →</b>	<b>HS Persistence (Non-Dropout) Rate, 4- and 6-Year Cohorts</b> <i>(Students who graduated or are still enrolled with at least 50% attendance since February)</i>

### Attendance



YTD Attendance: 90.9%

## OPERATIONS

Operations Team members have successfully written Professional Growth Plans aligned with the school's charter goals. Team members have begun to make progress on their goals by attending professional

development sessions on such topics as Attendance Awareness and Graduation Requirements. We successfully administered interim/midterm exams and are presently preparing report cards, Individual Student Support Plans (ISSPs) and parent bulletins for Parent-Teacher Conferences for Quarter 1.

### **FACILITIES/SAFETY**

#### FACILITIES

1. We are in the final phase of the wall installation public assembly modifications ending the classroom wall construction project
  2. We received two minor Health Department warnings for Hot and Cold knobs not functioning properly on an oven & flies were observed on that day. Both correctable
  3. No FDNY, DOB or ECB visits
  4. The air conditioning system was transferred to heating and all units were serviced and filters changed
  5. There are three (3) HVAC units that are in need of repair.
- We have reduced electricity billing due to maintaining the HVAC units and lights being out down overnight due to manual shutdowns each night.

#### SAFETY

1. No major incidents involving student altercations
2. Four incidents of drug related activity
3. Two incidents of stolen property (cell phones)
4. No after school (dismissal) incidents to report

### **ACCOUNTABILITY**

The Accountability Department submitted documents to the NYC DOE November 1, 2016 reporting requirement and is working with Human Resources and the Data Department to complete the NYSED Staff Snapshot as well as the eIMF report, which collects a variety of data, including: student suspensions, teaching certifications, and library materials.

### **STUDENT ENROLLMENT**

<b>Grades</b>	<b>ATS</b>	<b>Blackbaud</b>
<b>9th</b>	260	258
<b>10th</b>	297	293
<b>11th</b>	163	165
<b>12th</b>	247	236
<b>Matriculated (+)</b>	0	9
<b>Pending (-)</b>	7	7

<b>Zero Attend (-)</b>	0	8
<b>Total</b>	960	946

*\*Grade level - based on credits earned*

<b>Grades</b>	<b>Cohorts</b>
<b>2020</b>	219
<b>2019</b>	265
<b>2018</b>	205
<b>2017</b>	248
<b>Total</b>	937

*\*Cohorts- year students entered*

<b>Grades</b>	<b>Discharges 10/7-11/3</b>
<b>9th</b>	3
<b>10th</b>	2
<b>11th</b>	0
<b>12th</b>	1
<b>Total</b>	6

*\*Cohorts- year students entered*

**Student Admissions Department Ongoing Task:**

**Enrolled** - 9 th (1 ), 10th ( ), 11th (1 ), 12th (1)

**Open House** - Preparing for our event on Saturday, November 19, 2016

**Journey Tour** - Booking dates for our Performing Arts Department to accompany me to middle schools. Middle Schools will be able to learn about our school culture, see performances, and be able to ask our students question about life Charter.

**Home Visits** -Along with our school Social Worker Shanique Green, I will make home visits to inquire as to the whereabouts of the 8 students listed as zero attended.

**Tours** - Continuing to books visits for middle schools

### **HUMAN RESOURCES**

The Human Resources department diligently worked to ensure that we met all requirements as per the New York State Insurance Fund, including but not limited to, the school tour and census update. Annually NYSIF ( who provide Workers Compensation insurance ) must certify that our facilities are being held to the safest and most secure standards for all employees . This annual visit went well and WCHS will continue to be insured by NYSIF . This month we have also created Club contracts and are currently working on Coaching contracts to make certain that all parties are aware of terms and responsibilities of each additional work function/title . Arlenis is currently planning for our 2nd annual Christmas party in efforts of continuing to create staple events for all staff that bridge the gap and create an atmosphere of appreciation and gratitude . Our theme this year is the “ Ugly Sweater “ party being held on Dec- 16 from 4pm-9pm( please see flier). In regards to Teacher vacancies; we are still maintaining the most up-to-date postings via Recuirtee and various job board websites. My team is continuing to assist staff regarding their personnel needs as we strive to service all that are apart of the WCHS family.