



Williamsburg
CHARTER HIGH SCHOOL

WCHS Board Meeting Agenda
April 25, 2017
6:00pm

1. Welcome
2. Principal's Report
3. Finance
4. Enrollment
5. HR Updates and Teacher Vacancies
 - a. VOTE: 2017-18 pay scale
 - b. VOTE: Human Resources Benefits and Recruitment Audit
 - c. VOTE: Term and At Will Contracts Language
6. Accountability
 - a. Announcement of Intent to Apply for new Authorizer
 - b. VOTE: Organizational Chart Review
7. Facilities
8. Operations
9. Approval of Board Minutes
10. Adjournment
11. Executive Session



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April 2017 Board Report

INSTRUCTION

Mid-year school-wide STAR testing began in early April. Testing was supported by loaner laptops which resulted in less class time interruptions (as compared to the Winter administration in January). STAR assessment results will be utilized to determine master schedule needs and teacher personnel needs. The chart below outlines the number of untested students for both the Reading and Math exams.

Cohort	STAR Reading	STAR Math
9th Gr Cohort	January: 23 April: 39	January: 20 April: 31
10th Gr Cohort	January: 24 April: 40	January: 31 April: 31
11th Gr Cohort	January: 9 April: 9	January: 6 April: 14
12th Gr Cohort	January: 17 April: 47	January: 32 April: 104

STUDENT SUPPORT SERVICES

Job Performance Reviews

Job performance reviews have been conducted for the members of the student Support Department. All evaluations are archived in Teachboost.

Counseling Department

The department held a series of lunchtime discussion sessions and advisory activities that centered around Alcohol Awareness the weeks of March 27th through April 7th. The sessions were well attended and students were thoroughly engaged.

The week of April 24th through April 28th will be Sexual Assault Awareness week.

Special Needs and Academic Services

- 89 IEP meetings have been completed to date.
 - September: 6 Annuals
 - October: 16 Annuals; 10 Triennials

- November: 10 Annuals; 6 Triennials
- December: 11 Annuals; 1 Triennial
- January: 7 Annuals; 7 Triennials; 1 Initial
- February: 3 Triennials
- March: 8 Triennials; 1 Initial
- April: 4 Annuals
- We have approximately 60 meetings that need to be completed by the end of the school year (48 out of the 60 are triennial reviews).
- 6 Annuals are currently scheduled for April and 7 Annuals are scheduled for May. Once these meetings happen all Annual reviews will be complete. Any remaining meetings will be Triennial reviews and Initial reviews.
- There are currently 3 students scheduled for initial reviews.
- Per Pupil has been updated to reflect changes made to cover all classes and the return of the Sped teacher from maternity leave.
- College Board consent letters have been mailed home for cohorts 2019 & 2020 for students with disabilities in anticipation of PSAT in October of 2017.
- A different mailing will be created to remind any families for students who may be taking the SAT a second time (i.e. June/October) would need to return the consent forms if they want accommodations.

DATA REVIEW

Department Update:

- Data migration and integration into PowerSchool remains on schedule.
- Training for admin users of PowerSchool (Guidance, Ops, etc.) should begin in May.
- We hope to have at least one volunteer teacher from each department to be trained on using PowerSchool's gradebook and attendance module beginning in May. They could then help to turnkey the training to their departments' teachers in August.
- The scheduling process for Fall 2017 is on hold until the bell schedule is finalized.

2017-2018 Bell Schedule

REGULAR								
Start	End	Mins	Per	MON	TUE	THU	FRI	
8:00 AM	8:45 AM	45	1	A	H	B	G	
8:50 AM	10:05 AM	75	2	B	G	A	H	
10:10 AM	10:55 AM	45	3	C	F	D	E	
11:00 AM	11:45 AM	45	4	D	E	C	F	
11:50 AM	12:35 PM	45	5	E	D	F	C	
12:40 PM	1:25 PM	75	6	F	C	E	D	
1:30 PM	1:55 PM			ADVISORY				ADVISORY
2:00 PM	2:15 PM	15		ADVISORY				ADVISORY
2:20 PM	3:05 PM	45	7	G	B	H	A	
3:10 PM	3:55 PM	45	8	H	A	G	B	
4:00 PM	4:45 PM	45		9TH PERIOD				

C = Freshman Lunch
D = Sophomore Lunch
E = Junior Lunch
F = Senior Lunch

SHORTENED				
Start	End	Mins	Per	WED
8:00 AM	8:40 AM	40	1	H
8:45 AM	9:25 AM	40	2	A
9:30 AM	10:10 AM	40	3	B
10:10 AM	10:15 AM	5		PA
10:20 AM	11:00 AM	40	4	C
11:05 AM	11:45 AM	40	5	D
11:50 AM	12:30 PM	40	6	E
12:35 PM	1:15 PM	40	7	F
1:20 PM	2:00 PM	40	8	G
2:15 PM	4:00 PM	105		PD

Each band = $75 + (45 \times 3) + 40 = 250$ m
 9th Period = $(45 \times 4) = 180$ m
 Advisory = $45 + (15 \times 3) = 90$ m
 Double blocks: A/B, C/D, E/F

As in the current bell schedule, students would be scheduled for 8 class periods per day (including lunch) for 5 days per week, plus an Advisory that would meet daily except Wednesdays. We also continue to offer an after-school 9th period that meets 4 days a week.

The differences in this proposal from the current bell schedule are:

- Classes would follow a rotating schedule. For example, a class scheduled for A band would meet during 1st period on Monday, 8th period on Tuesday, 2nd period on Wednesday and Thursday, and 7th period on Friday. Students would need to refer to a printed copy of their 5 day schedule.
 - Mon: bands meet in order, A through H
 - Tue: bands meet in reverse order, H through A
 - Wed: H band meets first, then bands meet in order, A through G
 - Thu: bands meet in order, but with pairs reversed
 - Fri: bands meet in reverse order by pairs
- When a class meets during 2nd or 6th period, it will meet for an extended 75 minute period. The rotation allows for every class to meet for one extended period each week. For the rest of the week, the class will meet for three 45 minute periods and one 40 minute period on Wednesday.
- Advisory would meet daily (except Wednesday) from 2:00 – 2:15 pm. In addition, one day each week, a cohort would meet for an extended 45 minute Advisory. This is accomplished by scheduling students for cohort-specific lunch periods. Then, when a cohort's lunch falls during 6th period, they would meet for lunch for the first 45 minutes, then proceed to their Advisory rooms to start their Advisory 30

minutes earlier than the other cohorts.

- Freshmen would have C band lunch with an extended Advisory on Tuesdays
- Sophomores would have D band lunch with an extended Advisory on Fridays
- Juniors would have E band lunch with an extended Advisory on Thursdays
- Seniors would have F band lunch with an extended Advisory on Mondays
- 9th period is extended to 45 minutes per day (4:00 – 4:45 pm), or 180 minutes per week, to allow a 9th period class to bear a full credit. Teachers could be paid per session to teach 9th period.
- Passing time is increased from 4 to 5 minutes between classes.
- The regular school day would extend to 3:55 pm (instead of the current 3:41 pm), but this is still within the teachers' contracted work day which ends at 4:00 pm.

Classes may be scheduled for double period blocks, but using the following pairs only: A/B, C/D, or E/F.

The increases in instructional time per class would be as follows:

	Current Bell Schedule	Proposed Bell Schedule
Each class (periods 1-8)	$(51 \times 4) + 41 = 245$ minutes	$75 + (45 \times 3) + 40 = 250$ minutes
Advisory	$(21 \times 4) = 84$ minutes	$45 + (15 \times 3) = 90$ minutes
9 th Period	$(30 \times 4) = 120$ minutes	$(45 \times 4) = 180$ minutes

FINANCE

As of February 28, 2017 total revenue for 8 months is \$10,332,124 million and total expenses for 8 months are \$10,309,075 million. Excess of revenue over expenses for the period is \$23,048.

Total Assets	\$12.5 million
Total cash	\$8.6
Total Fixed Assets	\$2.2
Building Deposit	\$1.5
Total Liabilities	\$10.3(*)

*** Primarily – Deferred Rent of \$7.4 million.**

STUDENT ENROLLMENT

Grades	ATS	Blackbaud
9th	251	249
10th	294	292
11th	175	176
12th	246	235
Matriculated (+)		7
Pending (-) (included in total headcount until officially withdrawn)	5	7
Zero Attend (-)		
Total	961	959

**Grade level - based on credits earned*

Grades	Cohorts
2020	226
2019	266
2018	207
2017	244
Total	943

**Cohorts- year students entered*

Grades	Discharges as of 3/17/17	Admissions Of 3/17/17
9th	1	2
10th	1	0
11th	0	0
12th	2	0
Total	4	2

*Cohorts- year students entered

Student Admissions Department Ongoing Task:

- Lottery Updates - Our Admissions Lottery was held on Wednesday, April 5, 2017 and was once again a successful night. Thanks to my assistant Kayla Perez who over saw our student run booths, NHS Association, Guide Ambassadors, teachers and staff and our host of ceremonies Kayson Quezada,
 1. 9th - 300
 2. 10th - 49
 3. 11th - 47
 4. 12th - 9
 5. 9th Waitlisted - 268
- Registration Updates: with the help of Allan Ambris and Mariella Mercado I was able to modernize our application packet in both English and Spanish, parents are now able to complete their registration packets online using their School Mint credentials at their leisure.

Parent Registration Assistance was held on April 19th and 20th to assist parents and students who needed help with completing their registration packets.

HUMAN RESOURCES

The Human Resources department would like to welcome our newest members to the WCHS family : Safety Officer - Maurice Fernandez, Safety Officer -Matthew Christian and Science Teacher - Oliver Martinez. On April 29th from 11am-1pm the HR Department will be hosting our 2nd installment of this years WCHS Career Fest open house. We currently have 50 RSVP's and hope to gather a few more candidates to join us during our Career Fest. Following this Fair there will continue to be recruitment taking place both from the newly created Recruitment Team and Human Resources. The HR department has been planning for Teacher Appreciation week and we have some really great ideas and gifts that will keep our employees ready to finish the school year strong.

As we look to plan for the 2017-2018 school year the time has begun to begin discussing the instructional payscale, please take a look at the [DOE 17 Grid](#) for review.

Payscale 2017-2018				Payscale 2018-2019				Pay Scale 2016-2017			
	BA	MA	MA+30	Years	BA	MA	MA+30	Years	BA	MA	MA+30
1	54000	60703	67406	1	56709	63749	70788	1	51649	58060	64472
2	55073	61776	68479	2	57836	64876	71915	2	52676	59087	65498
3	55530	62233	68936	3	58316	65356	72395	3	53113	59524	65935
4	56334	63037	69740	4	59161	66200	73240	4	53882	60293	66704
5	57028	63731	70434	5	59889	66929	73968	5	54545	60957	67368
6	57777	64480	71183	6	60676	67715	74755	6	55262	61673	68085
7	60410	67113	73817	7	63442	70481	77250	7	57781	64192	70603
8	67457	74250	80953	8	70936	77975	85015	8	64606	71018	77429
10	76292	82995	89698	10	80120	87159	94199	10	72971	79382	85794
13	78682	85385	92088	13	82630	89670	96709	13	75257	81668	88080
15	83730	90433	97136	15	87931	94970	102010	15	80085	86496	92907
18	85053	91756	98459	18	89321	96360	103400	18	81351	87762	94173
20	94846	101549	108251	20	99605	106644	113683	20	90717	97128	103540
22	100357	107060	113763	22	105393	112432	119471	22	95988	102400	108811

ACCOUNTABILITY

In April the Accountability Department completed the Civil Rights Data Collection submission; conducted a website sweep; worked with Leadership to prepare for NYSED application announcement; and assisted counselors with credits research. Accountability is also working with Grade Directors to create handbooks for each grade in the school; is working with Mr. Nielsen to research garden funding; and is overseeing the streamlining and creation of school-wide policies.

See separate handouts for organizational charts.

FACILITIES/SAFETY

Facilities

1. Facilities was able to save spending on supplies and have gone green on cleaning products. We have switched from using multiple cleaning solutions to utilizing a new do it all environmentally safe cleaner
2. We have been able to make a reduction on energy cost due to our manual shutdown of lights and heating units during the night
3. We have prepared our Spring cleaning agenda and Summer agenda which will include painting and the installation of a ventilation unit in the school's art and ceramic room 106
4. The school had a scheduled Department of Buildings inspection on March 23rd 2017 which stemmed from the installation of classroom walls. The building past the inspection and we are finalizing the process to clear the FDNY violation
5. The installation of the emergency lighting and spotlights that we completed March 4th through the hallways and stairwells resulted in our passing the the DOB inspection.
6. There were no new FDNY, DOB, ECB or Health Department violations

Safety

1. The Safety Department has gone through personnel changes both with WCHS Safety and Andy Frain Security Officers. We have transferred one Andy Frain Security Officer to a WCHS Safety Officer and hired one new Safety Officer to date. At this time we are utilizing three Andy Frain Officers and need to hire one additional in house WCHS Safety officer. To total ten (10) WCHS Safety Officers and two (2) Andy Frain Security Officers.
2. We have interviewed 55 candidates for Safety Officer and are reviewing 7 candidates for an interview with the Principal
3. We have had one NYPD response to the school due to an off school property complaint regarding social media and the displaying of a weapon. No arrest and a student suspension resulted
4. We made two drug confiscations from lockers and conducted two random morning bag searches with no banned items found
5. We have had one student physical altercation. Student suspensions resulted.

OPERATIONS

All Operations Team members received mid-year feedback and continue to add to their portfolios. In April, Operations Team members collaborated with the College Office to schedule rooms, proctors, and training for 207 students in Class of 2018 to take the SAT Exam on 4/5/17. We facilitated Advisory field trips with the Grade Teams for 50 Advisories in Grades 9, 10, and 12 on 4/5/17. In addition, we assisted in administering the DOE Teacher, Student, and Parent Surveys in collaboration with the Parent Liaison, Grade Teams, Advisors, and Department Leaders. The DOE Survey closed 4/7/17 and DOE continues to tabulate final data! Stay tuned! Quarter 3 Report Cards, Parent Bulletins, ISSPs, and Parent-Teacher Conferences will be issued next week. We also conducted the Lottery on 4/5 & online registration beginning 4/7 for the 2017-18 school year! More info from Recruitment follows.