



**WCHS Board Meeting Agenda  
September 19, 2017  
6:00pm**

1. Welcome and Introductions
2. Burning Flame Award
3. Alternative Learning Lab Update
4. Principal's Report
5. Academy Report
  - a. Underclassmen
  - b. Upperclassmen
6. College and Career Office Update
7. Enrollment
8. Finance
9. Data
10. Human Resources
11. Technology Update
12. Facilities and Safety
13. Community Affairs and Partnerships
14. Accountability and Development
  - a. Nonmaterial Changes Signature
15. Approval of Board Minutes
16. Adjournment
17. Executive Session

## **September 2017 Board Report**

### **Alternative Learning Lab**

#### **Mission Statement**

At the Learning Lab at the Williamsburg Charter High School, failure is not an option. We will be looking for new and alternative ways to have the student grow as lifelong learners and become the change in the world that we need. Through new technologies and different teaching approaches, we will find what best fit the needs of the students that we serve.

#### **Recommending a student for the L.L.**

For a student to be recommended to the L.L., the following procedure must be followed:

- Students must be recommended to the L.L. by the Academy Leaders from their grade.
- There must be at least a 24-hour notice sent out so that there is enough time to set up the programming for the student(s).
- Student being recommended must meet the criteria set forth in the student code of conduct. (We can take this out and add it to this handbook )
- Only in extreme cases may a student be recommended within the 24-hour period.
- A student can be recommended for the following programs and or interventions
  - Alternative Learning Environment
  - In School Suspension/ In School Detention
  - APEX

#### **Alternative Learning Environment**

There maybe times in which students may need a different environment for learn. In this case students may be recommend spend a few days In the L.L.

Here are some of the reason a student might be recommended to the L.L.

- Altercations with a student in their class(es)
- Recents traumatic events
- Student work Make up days
- Least restrictive environment

#### **In School Suspension / In School Detention**

To avoid students falling behind in their work during a suspension, they will be recommended to serve In school suspension (ISS). When the academy leader assigns a student to ISS/ISD the student will be given a letter.

#### **APEX/ Online Courses**

##### **Recommending a student for APEX**

To complete the graduation requirements and/or get back on track to graduate in 4 years, students will be recommended by their Academy Leader, to take one, or more, Apex courses. The school has a limited number of accounts therefore if a student takes on the responsibility of taking an Apex course, it is very important that they follow through with the program.



- In order for a student to sign up for the Apex course they must be recommended by the Academy leader to the L.L.
- Student and their parent/guardian must sign the APEX Agreement stating the guidelines to participate in the program.
- The Student should then return the APEX Agreement to their Academy Leader who would then send it to the L.L.
- The Academic coordinator will sign the student up to APEX and the Associate will contact the student and parent via email with the student's Username and password; the Advisor, Academy Leaders and the Head of School must be CC'd on this email.

### **Guidelines**

Our goal is for student get every opportunity to be successful, however failure to comply with these guidelines can result in the removal of the student from this program. The student(s) will be given 2 warnings, one verbally and one in a letter. Records of these warnings will be kept on file and the Parents/Guardians will be contacted as well on both occasions. Failure to follow the guidelines a third time will result in the removal of the student from the program.

- The student must log in for at least 3 hours a week.
- A minimum of 1 hour per week must be logged in from the Apex center located in the Mezzanine. (only during 9th period)
- There must be a check-in session with the Academic Coordinator once a week to check on progress. (only during 9th period)
- There must be a check in session with the Academy Leaders ever other week

Students attending Apex will be allowed to come during 9th period. If requested they can also come during their lunch periods and off periods only with advance notice.

### **Schedule**

Students will report to the School at 8:50 AM - 9:00 AM. Any student that reports and is scanned in by 9:01

### **Work/wellness development:**

Monday & Tuesday

Morning: 9:00 AM - 9:55 AM

Afternoon: 10:35 AM - 3:55 PM

Wednesday

Morning: 9:00 AM - 12:45 PM

Afternoon: 1:20 PM - 2:00 PM

Thursday & Friday

Morning: 9:00 AM - 1:25 PM

Afternoon: 2:00 PM - 3:55 PM

### **Lunch**

Monday & Tuesday 10:00 AM - 10:30 AM

Wednesday 12:45 PM - 1:15 PM



Thursday & Friday 1:30 PM - 2:00 PM

**Recent updates:**

To date we have had 1 ISS and we anticipate to have about 22 student enrolled to APEX by the end of the week .

By October we will be meeting and creating plans for student who will need A.L.E.

**Principal's Report**

The first week of school was incredibly smooth. The first few weeks have been extremely exciting in regard to student participation in class instruction and meeting of expectations. The number of honors and AP classes has increased, based primarily on the insight from the STAR data. All teachers have created syllabi and curriculum maps for their courses.

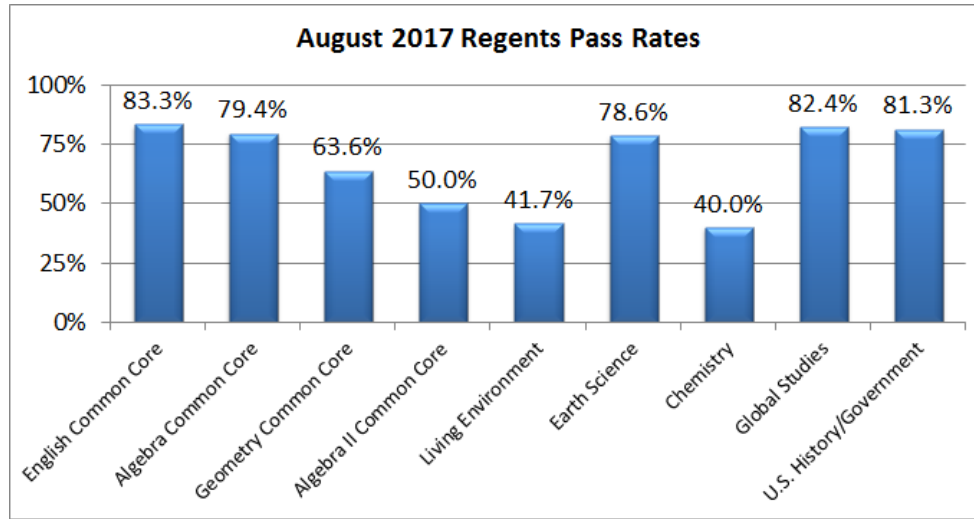
**Underclassmen Academy**

Class of 2021 Freshman Orientation sessions were held on August 30 and 31, 2017. A total of 225 student came with their parents and families. STAR testing was administered this summer to gather data from our incoming freshman students. Two hundred sixteen of our incoming freshmen were tested. As a result, we were able to start honors classes for first semester. Class of 2021 and Class of 2020 Student Assemblies were during the first week of school where behavior and academic expectations were reviewed. The underclassman mingle was held on September 19, 2017 where our freshmen and sophomore students bonded through games, music and other activities. Our 9th and 10th grade students are scheduled to take PSATs on October 11, 2017.

**Upperclassmen Academy**

**Class of 2018** held an assembly during the first week of school to discuss behavior expectations, academic expectations, college preparation and options for students off track. The upper class academy will hold an upperclassmen Mingle on Wednesday, in an effort to build community and get students excited about the school year. There are a few seniors with holes in their schedule because they are taking AP classes or Honors classes that are scheduled at specific times. In an effort to keep the students busy and build on their career readiness, students are able to sign up to assist an office or teacher during their off period. Class of 2018 has 163 students On track to Graduate. 32 students are off track. For the students off track, Alternative Education Lab Assembly was held on Monday 9/18/17 to discuss APEX and YABC options.

**August 2017 Regents Exam Pass Rates**



### Operations

- Successfully prepared for the First Day of School including: Printing and distribution of student schedules and metrocards and distribution of supplies, keys and technology accessories to teachers and classrooms
- Trained teachers and staff in Emergency Response Protocols
- Ran first Fire Drill and Bus Drill
- Launched new electronic inventory system for the School Store and new sale of uniform items
- Prepared Mailings for parents for new Hero & PowerSchool Log in information
- Relocated all books from the Book Room to classrooms for creation of classroom libraries
- Ms. Jacobson served as Summer School Principal in July and August of 2017.
- 200 off-track students earned 281 credits in core courses during Summer School in July 2017
- 14 teachers were recruited, trained, and coached as they taught 17 sections in core courses
- 250 students with an average pass rate of 80%.
- Congratulations to our 9 August Graduates!

**College & Career Readiness:**  
Where Students are Enrolled Fall 2017

<b>Name of College Attending</b>		
Air Force	FIT	Nassau Community College
Alfred State	Florida Gulf Coast University	New Paltz
Barry University	Fulton Montgomery	New York Institute of Technology
Berkeley College	Genesee	Newbury College
BMCC	Georgia Perimeter	NYC College of Technology
Borough of Manhattan Communit	Hunter College	Orange
Bowie State University	Hunter College	Pace University
Bridgeport	Institute of Culinary	Purchase
Brockport	Ithaca	Queensboro Community College
Brooklyn College	John Jay College for Criminal Jus	Salem College/Winston Salem State Univ
Broome	Johnson & Wales	St. Francis College
Broome Community College	Johnson & Wales: University of M	Stony Brook
Buffalo State	Kingsborough Community Colleg	SUNY Buffalo State
Buffalo University	LaGuardia Community College	SUNY New Platz
City College	Lehman College	SUNY Old Westbury
City Tech	Long Island University	Trade
College of Lake County, Illinois	Marines	University of Indiana
College of St. Rose	Medgar Evers College	University of New Haven
College of Staten Island	Medgar Evers College	Vaughn College
Cortland	Mercy College	Virginia Union University
Delaware State	Military	York College
Fashion Institute of Technology	Monroe Community College	

- PSATs - 9, 10th, 11th graders will be taking the PSAT exam on October 11th
  - They will be doing practice questions/activities during advisory
- Current seniors are taking the SATs for the second time in November

**Enrollment**

<b>Item</b>	<b>ATS</b>	<b>Power School</b>
<b>Pending (-) Declined LTA's</b>	20	24
<b>9th</b>	286	283
<b>10th</b>	295	275

<b>11th</b>	169	191
<b>12th</b>	200	216
<b>Total</b>	950	966

The enrollment count is approximate, it includes students who are currently pending, whom have declined and LTA's (Long term absences). Power School list students as absent if they have missed attendance in over half of their classes. Enrollment status continue to fluctuate due to changes in ATS and Power School. We have begun the process of enrolling students throughout all grade levels.

### Finance

As of June 30, 2017 total revenue for 12 months is \$16,028,114 million and total expenses for 12 months are \$15,840, million. Excess of revenue over expenses for the period is 187,366.

Total Assets	<b>\$10.7 million</b>
Total cash	<b>\$6.2</b>
Total Fixed Assets	<b>\$2.1</b>
Building Deposit	<b>\$1.5</b>
Total Liabilities	<b>\$8.3(*)</b>
Primarily – Deferred Rent of \$7.6 million.	

- All requested files have been submitted for the 403B Audit.
- General Audit start package was sent last week.
- The auditors will be sending a list of pending items for their review.

### Data

- Completed implementation of PowerSchool, including migration of all essential data. All

- staff and teachers have access.
- Allan has updated accounts in other systems such as Hero and Star.
  - Created student schedule template; transcripts and report cards are next.
  - Karl Richards has contacted School Messenger to begin the process of integrating this system with PowerSchool. This may take a few weeks.
  - Other integration projects, including Hero, Star, and SchoolMint will follow.

### **Human Resources**

Given the transition from the old HR team to the Little Bird HR consultant the priority over the last 2 weeks has been to triage major issues in onboarding and benefits paperwork. The majority of the contracts for new hires have been created.

The contracts have been reviewed with Finance and cross-referenced to make sure what is in the files matches what is in ADP.

We are working currently to get them all signed by the proper staff members. An email went out to all staff members who had not enrolled in benefits to remind them to do so. Anyone with trouble logging into the SmartBen/Benefits Live system has been instructed to stop by.

Areas of concern include the process by which the school enters time off into ADP, getting new staff members properly fingerprinted in ADP and re-evaluating the current technology suite the school has in place. There have been a number of glitches and errors in benefits live and it appears that the system has not been properly maintained. We are working with the benefits broker, Corporate Synergies to fully understand the gaps in the current benefits platform set-up.

Current Vacancies: 8 (Yoga, Health, 2 SNAS English, SNAS Science, Math Literacy, Reading Literacy, Geometry)

### **Technology**

We have ordered 350 Chromebooks and accompanying carts and security cabinets for storage to be used by students in classrooms. As of 9/13/17 we have received the computers but we are still awaiting the carts and cabinets that have been delayed because of the recent storms, FedEx has said that everything should be delivered by Monday 9/18/17. Computers have been set up for STARS testing that is taking place the week of 9/18 and as equipment is delivered we will be moving computers into the correct storage/charging solutions when they are not in use for testing.

We have also been evaluating helpdesk/asset tracking software and would like to ask that the board approve the purchase of Samanage for use at the school.

### **Facilities and Safety**

#### **Facilities**

1. During the summer of 2017 a total of eleven (11) classrooms were stripped and waxed in preparation for the winter months
2. November 22 to 24th and December 25th to January 1st we anticipate completing the striping and waxing of the remaining classrooms to prevent salt damage to the tiles during in climate weather. Facilities is requesting that no staff be scheduled during those times as floor strip and wax are hazardous
3. Window locks have been purchased and presently being installed in each classroom
4. All HVAC air conditioning units with the exception to Room 822 are operational





5. A new HVAC maintenance agreement is prepared for the Boards approval at an new annual savings of \$2,508.
6. A Department of Buildings approval is still pending for construction to Rooms 717, 708, 608 and 106, The delay is due to the States increase in new construction
7. Room 203 (Book Room) was converted to a classroom requiring no change to the Department of Buildings floor plan
8. An energy savings plan is still in effect as we continue to manually shut down HVAC units at night

### **Safety**

1. The past two years has continued to show a decrease in Serious and Egregious Infractions for the same time this year; although there is still an issue with incidents in off property locations
2. The NYPD Housing, Transit and City police have reported no major issues in the area that has impact on the school and they are monitoring the surrounding areas during dismissal
3. No reports or complaints from any neighboring businesses or residential properties related to the school

### **Community and Partnership Development**

The Community and Partnership Development initiatives for August and September of 2017 have centered around building and deepening relationships with local partners to increase our students' engagement with professionals, to build student internship opportunities, and to build donor partnerships.

To strengthen potential partnerships, we are currently inviting local business owners to tour the building and learn about our students, facilities, events, curriculum, and needs. Increasing our partners' familiarity with the school is designed to increase their engagement with the school and our students.

Over the summer, the Community and Partnership Development team assisted in multiple outreach initiatives. For example, we:

- Brought in local experts to present at our teacher orientation's wellness day
- Transitioned the NYC Park relationship to the Academy Leaders to intentionally integrate the local parks into our science curriculum
- Hosted and attended District Charter Collaborative (DCC) meetings to partner with similar schools, share best practices, and increase the innovation in our math instruction
- Continued to cultivate and deepen existing relationships resulting in donations, such as a green screen from a Viceland employee, free event space from Ange Noir Cafe, and potential student mentorship programs
- Attended local community meetings, such as the CAB Meeting and the Mayor's Town Hall, to remain relevant and invested in our partner's interests and events

Moving forward, the Community and Partnership Development team is developing a fundraising and outreach strategy to emphasize relationships and target the opportunities for others to give. The goal is to include multiple touch points with our partners to soften the ask for support in the future. Our most immediate goal is to raise approximately \$17,000.00 for our Athletic League fees.

Lastly, we are anticipating hearing back from the Walentas family regarding a grant we submitted for a video recording studio.



### **Accountability and Development**

In September the Accountability and Development Department: collected documents for the October 2 DOE Accountability Collection; submitted nonmaterial changes to the School's Charter to NYC DOE; oversaw the reorganization of internal handbooks; managed the Title submissions; coordinated with School Counsel to modify existing language to meet NYSED needs; assisted with fundraising for the Senior class.