



Williamsburg
CHARTER HIGH SCHOOL

WCHS Board Meeting Agenda
February 28, 2017
6:00pm

1. Welcome and Introductions
 - a. Introduction of New Faculty/Staff Representative
2. Approval of Board Minutes
3. Burning Flame Award
4. Academic Report
 - a. College Office Update
 - b. Community Survey
 - c. Languages
5. Recruitment
6. Finance
7. Facilities and Safety
8. Accountability and Development
9. Adjournment
10. Executive Session
 - a. Personnel Issue



February 28, 2018

Board Report

Family Involvement

This year we have increased family involvement by holding general meetings with meaningful and relevant topics. Earlier this month we held an event to inform parents about AP and honors courses in addition to opportunities for obtaining college credits while in high school. We enjoyed the participation of at least 116 families. At this event, we took the opportunity to clarify that, while we never ask for information about immigration status, it is important that they notify the respective Counselor or the Academy Leader if they or their child is undocumented so that we can provide the appropriate guidance.

12th Grade

On February 5th the **class of 2018** celebrated students with an Achievement Assembly, we issued certificates and recognized Principal Honor Roll, High Honor Roll and Honor Roll students. We also issued college readiness letters to students who have achieved college readiness in English and Math. 112 students have achieved College Ready English Scores. 78 students have achieved College Ready Math Score. __ students have achieved College Readiness in both subjects.

55 students and 6 staff will be attending the Senior Trip this Thursday March 1st. A Parent meeting was held on February 8th with all 55 parents and students. Families were reminded of expectations and the importance of being safe and representing the school positively. The Class of 2018 had a led a Bake Sale and school wide "Multicultural Day" on February 9th. The class raised \$742 which will fund our Senior Sleepover in April and College Acceptance recognition in May. Our hot cocoa tea and snacks fundraiser has funded 3 students Prom Tickets (\$150 each) and 4 students Senior Dues (\$250 each). The class was very excited to offer students with financial hardship, the opportunity to attend prom and graduation completely paid!

Parent Meetings and student conversations are ongoing. The class of 2018 is organizing an undercredited and Alternative Option Meeting with students and parents in March in an effort to give families overall graduation options for the child.

11th Grade Academy

The class of 2019 is excited to report that we surpassed the previously shared number of prospective students who would be Regents-ready after the January Regents administration. We have eighty-nine students currently meeting the Regents requirement for graduation. Give these numbers, we are working on increasing the number of students who obtain an Advanced Regents diploma.

We celebrated these students at an assembly a few weeks ago, along with the students on the honor roll and the students who earned a score of a thousand or more on the PSAT.

We are working on holding student support meetings with students who failed three or more courses and their respective teachers in an attempt to empower them to pass semester two.

We continue to meet with the families of students who are under credited so that they are well informed.



9th and 10th Academy

In February, high achieving students on Honor Roll, High Honor Roll, Principal's List and those with Perfect Attendance were honored in grade assembly along with students who earned college ready scores on January Regents Exams. At the beginning of the month Students Support meetings commenced for underclassmen students who failed 3 or more classes in the 1st semester. Guidance counselors held individual meetings with Parents, Teachers, Academy Leaders and Students to design plans for student academic recovery. Meetings are projected to be complete by the end of March.

The Underclassman Student Council completed its first successful school-wide fundraiser this past February, selling over 200 chocolate roses and heart lollipops to students, faculty and staff. The fundraiser culminated in hand-delivery on Valentine's Day just before the Valentine's Dance.

The 10th Grade has been doing a lot of college research. Students have taken group tours to NYU, Hunter College, and Columbia University, with several more tours confirmed for Spring. Additionally, students will be going on "virtual tours" of college campuses of their choice on Fridays during advisory.

10th Grade students have also begun their experiential learning. Ms. Assenzio brought a guest speaker to WCHS to talk about daily life and Culture of living in Africa after they completed reading the novel Things Fall Apart. Ms. Swietkowski and Mr. Turner took students to the Jewish Heritage museum in NYC while studying the Holocaust in Global History. Students are also currently reading the novel Night.

School Culture

Black History Month Activities are in full effect. The lobby showed representations of African American Culture. Students had an opportunity to "rep their culture" on the Friday before break, we saw students in clothing and flags representing their culture. On Wednesday February 28th 60 students and 6 staff members will take a trip to Williamsburg Cinema to see Marvel's Black Panther. The Black Panther movie is the first major superhero film to feature an African American director and a primarily black cast. Black Panther offers students an opportunity to see themselves represented as powerful, intelligent, and dynamic super hero characters. Over the February break, all students were invited to participate in the WCHS Black History Month Essay Competition which will be Black Excellence Month Gala on Friday March 9th. We will end our celebration with our BHM Gala on March 9th. We are excited to have scheduled student performers and outside organizations perform.

Instructional Update

We completed 2nd quarter interims in our core content classes. We expect to have all the results from the interims this week.

On February 1st, over 116 families attended morning and evening parent meetings to discuss AP, College Now and Honors Class options for their students in the upcoming 2018-2019 school year.

We are preparing to hold our mock ACT and PSAT on March 8th for our 9, 10, and 11th graders. This is in preparation for the citywide March 21st SAT and PSAT date for our 9, 10, 11th graders.

On February, 12th, the leadership team pushed into Science classes to lead "Cupid's Race" lab. The leadership team modeled inquiry based learning and co-teaching strategies as well as student engagement.



February 14th we had our Blind Date with a Book and Superhero Speed Dating.

College Office Update

Seniors

- 150/165 Post Secondary Plan (90%)
- 103 Acceptances so far (this is off since students have not forwarded or given copies of their acceptances-Advisory survey going out soon)
- 1 Student interviewed for Yale and Harvard waiting back on response
- College Now Program
 - 10 students enrolled

Juniors

Bottom Line Program Assembly

- March 7th College Fair (Time 2-4pm)
- 24 Schools have RSVP'd
- SAT Day, March 21st

Recruitment and Enrollment

We will be attending or hosting the following recruitment events:

- February 28: Community Roots
- March 3: NYC Charter Center School Fair
- March 3: WCHS Open House
- March 7: WCHS Open House
- March 10: WCHS Open House
- March 17: NYC DOE High School Fair
- March 18: NYC DOE High School Fair

We have continued private tours for middle schools in our area. We are planning on a middle school-high school shadow day.

Teacher Recruitment

We have purchased a membership to attend the Charter School Jobs teacher recruitment fairs. The first recruitment fair we attended was February 3rd. We started conducting phone screenings and scheduling demo lessons in preparation for staffing for 2018-2019 school year. We currently have 1 ELA position open.

We are scheduled to attend the following Teacher Recruitment Fairs:

- March 3: New Jersey Charter School Jobs Fair (LEAD Charter School, Newark, NJ)
- March 24: 16th Annual Metro NYC Charter School Job Fair (Teachers College)
- April 11: Hunter Job Fair (Hunter College)
- May 12: Brooklyn Charter School Fair - Spring (Brooklyn Ascend High School)
- June 9: NYC Charter School Jobs Fair (Harlem Children's Zone)



Finance

The Williamsburg Charter School				
Total FTE/ Gen-Ed and Sp - Ed Students 2017-2018				
<u>Payment Cycle:</u>	<u>March 2018</u>			
	<u>GEN-ED FTE</u>	<u>Sp-Ed FTE</u>		<u>TOTAL</u>
		20-60 %	>60 %	
Budgeted FTE	957.89	101.35	21.21	
July (Projected)	963	50	95	
September (Projected)	963	50	95	
November	926.4	110.975	5	
January	932.55	119.3	6.1	
<u>March</u>	<u>936.975</u>	<u>112.7</u>	<u>5.775</u>	
<u>May</u>				
<u>Current Rate</u>	\$14,527	\$10,390	\$19,049	
<u>Total Annual Tuition as of this Cycle:</u>	\$13,611,436	\$1,274,853	\$110,008	\$14,996,297
<u>Budgeted Annual Tuition:</u>	\$13,915,268	\$1,053,026	404,029	\$15,372,324
<u>Variance: Budget vs. Actual</u>	<u>(303,832)</u>	<u>221,827</u>	<u>(294,021)</u>	<u>(376,027)</u>



WCHS Financial Update February 28, 2018

As of December 31, 2017 total **revenue for 6 months is \$7,647,438** million and total **expenses for 6 months are \$7,590,128** million. Excess of revenue over expenses for the period is \$57,310.

As of December 31, 2017

Total Assets	\$13.9million
Total cash	\$9.5
Total Fixed Assets	\$2.3
Building Deposit	\$1.5
Total Liabilities	\$11.6(*)

* Primarily – Deferred Rent of \$8.090 million.



Williamsburg Charter High School			
Budget Comparison Report			
Current Period: 7/1/2017 - 12/31/2017			
Budget Period: 7/1/2017 - 12/31/2017			
		Yearly Budget	Current Period Actual
			Remaining Budget
Revenue			
	Total Revenue	8,293,725.06	7,647,438.38
			646,286.68
Expenses			
	Personnel Services	5,130,532.44	4,424,905.11
	Other Expenses	3,105,318.66	3,165,222.45
			(59,903.79)
	Total Expenses	8,235,851.10	7,590,127.56
			645,723.54
Excess or (Deficiency) of Revenue Over Expenses		57,873.96	57,310.82
			563.14

Facilities and Safety

Facilities :

- The replacement of 22 light ballast were conducted for the school lights
- All student lockers were repaired by welding
- Broken and downed handrails were repaired throughout the school
- The schools sidewalk was power washed & cleaned
- All heating units & elevators are in working order

Safety :

- One (1) Safety officer resignation was made leaving two (2) vacant Safety Officer positions available to be filled, Positions presently held by Andy Frain Security
- There were no truancy violations reported from the NYPD
- Two (2) student altercations ensued inside of the school, One (1) off property
- FDNY and OSHA recently conducted inspections
- No FDNY, DOB, ECB, OSHA or Health Department violations were issued.

Accountability and Development

The Accountability and Development Department oversaw the completion of the ACR, Q2 Financial Report, and Lottery Information for the 2/1 DOE Accountability Submission. The Department also assisted HR sort through employee certification information, organized recruitment advertisements, and brought in a visitor to speak with the SAGA Club after school.



Operations

- Conducted Course Evaluations for all Semester 1 courses via Google Survey in all Classes for all students
- Conducted 1 Code Blue Drill and 1 Lock Down Drill successfully
- Created and implemented an Elevator Supervision Protocol and Schedule to monitor the elevators as requested by the Principal
- Assisted with January Graduation and collaborated with Counseling and the Grade Teams to enter Graduates in ATS
- Issued Semester 1 Report Cards, Semester 2 Schedules, and Semester 1 Incomplete Letters to students and families
- Operations staff are collaborating the Academy Leaders and Recruitment Committee to interface with SchoolMint, conduct on-boarding for new students, be in attendance at Open House events, and participate in the Lottery as directed by the Committee.