



**WCHS Board Meeting Agenda**  
**September 25, 2018**  
**6:00pm**

1. Welcome and Introductions
  - a. Video
2. Approval of Board Minutes
3. Burning Flame Award
4. Head of School and Academy Leader Report
  - a. First 30 Days
  - b. Graduation Rates
5. Head of Operations Report
  - a. Historical Regents Data
  - b. Recruitment and Enrollment
    - i. Community Linked
6. Staff Advisor to the Board Update
7. Human Resources
8. Finance
9. Facilities and Safety
10. Accountability and Development
11. Adjournment
12. Executive Session



## **Head of School and Academy Leader Report**

Curriculum Night: We held curriculum night on September 20th where parents and families got hands on experience on what our students will be learning in their classes.

SUPA Night: Parents were invited to receive the SUPA materials and sign off on student contracts

Professional Development:

- Positive Behavior Intervention
- Effective Co-Teaching (via the NYC Charter School Collaborative)
- Goal Setting (lead by Department Leaders)
- SNAS/ELL Identification and Training

On September 14th, the SNAS department held workshops throughout the day (Phase II) to train all teaching staff on how to read and how to implement Individual Educational Programs (IEPs).

ENL staff held a similar Phase I (Identification) training for staff. They will move into Phase II within the next week.

### **Graduation Information:**

12 students graduated between July 1 and August 31st.

Graduation Rates increased from last year. Our percentages are still higher than the DOE.

Class of 2019 perspective graduation rates are expected to show a decrease. We are working to get our numbers up by holding off track and undercredited options meeting for families. Ensuring that students who qualify for CDOS as a plus 1 or exit credential are programmed for the course. Signing students up for APEX as a credit recovery. Offering last chance credit recovery for students who received between a 65-69 during Semester 2 during the 2017/2018 school year.

### **STAR Data**

## STAR: Fall Participation Rates

### STAR Reading

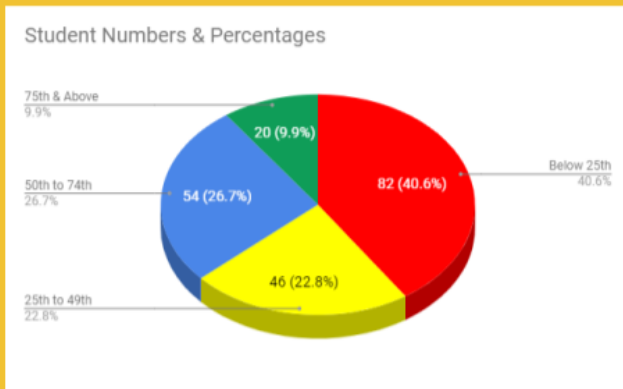
Grade Level	Percentage Assessed
9th Grade	81%
10th Grade	87%
11th Grade	83%
12th Grade	90%

### STAR Math

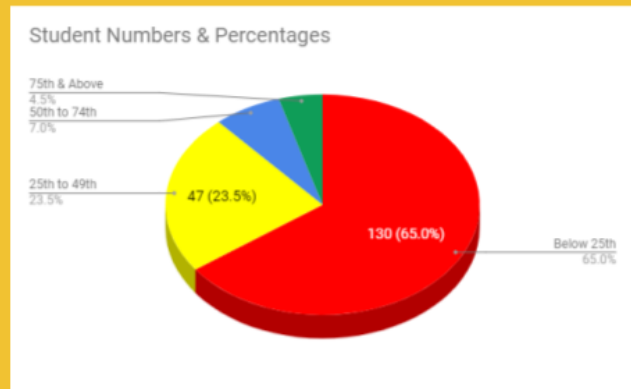
Grade Level	Percentage Assessed
9th Grade	82%
10th Grade	84%
11th Grade	83%
12th Grade	78%

## 9th Grade Percentile Rank Distribution

### Math: Percentile Rank Distribution



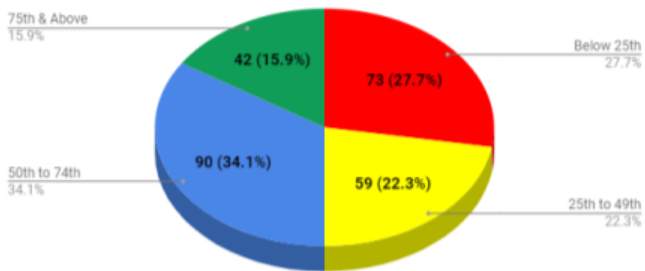
### Reading: Percentile Rank Distribution



## 10th Grade Percentile Rank Distribution

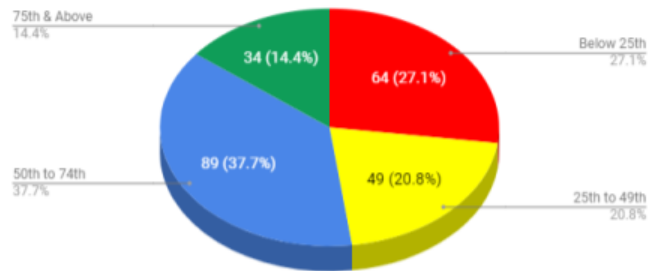
### Sept. 2018 Math: Percentile Rank Distribution

Student Numbers & Percentages



### Sept. 2017 Math: Percentile Rank Distribution

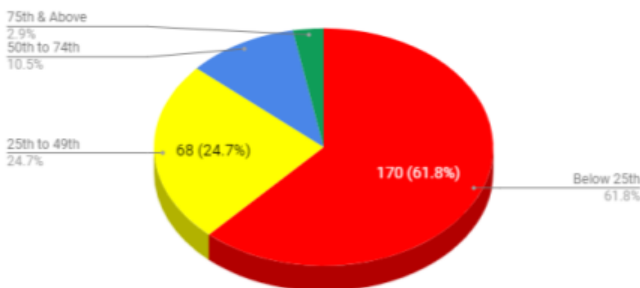
Sept. 2017 Percentile Rank Distribution



## 10th Grade Percentile Rank Distribution

### Sept. 2018 Reading: Percentile Rank Distribution

Student Numbers & Percentages



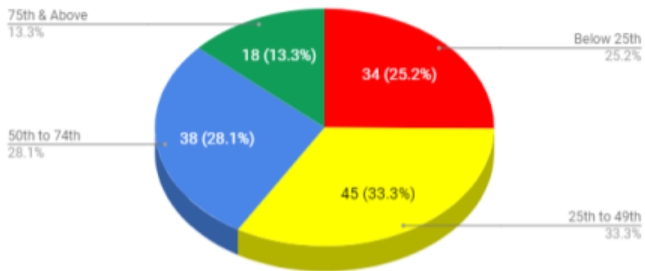
### Sept. 2017 Reading: Percentile Rank Distribution

***Comparison data is  
unavailable***

## 11th Grade Percentile Rank Distribution

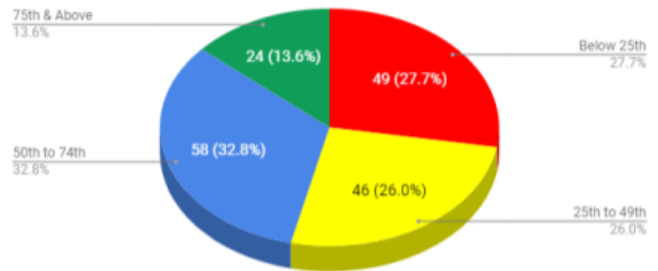
### Sept. 2018 Math: Percentile Rank Distribution

Student Numbers & Percentages



### Sept. 2017 Math: Percentile Rank Distribution

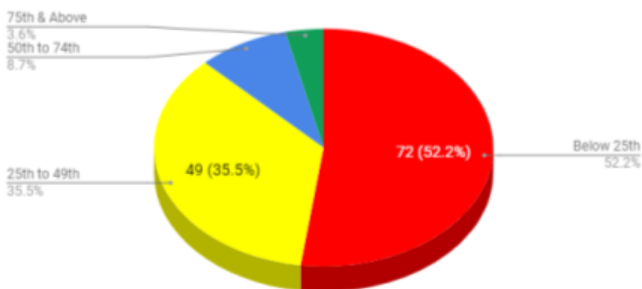
Sept. 2017 Percentile Rank Distribution



## 11th Grade Percentile Rank Distribution

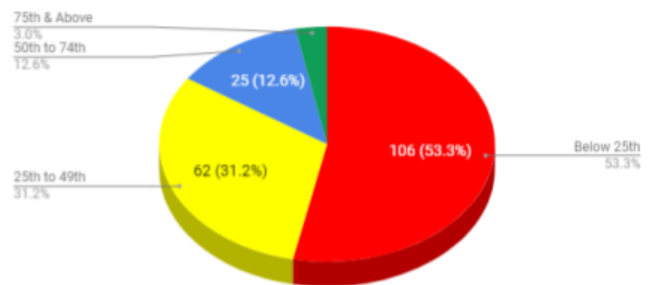
### Sept. 2018 Reading: Percentile Rank Distribution

Student Numbers & Percentages



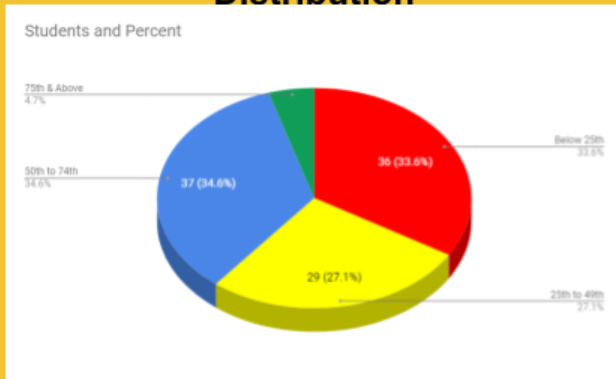
### Sept. 2017 Reading: Percentile Rank Distribution

Sept. 2017 Percentile Rank Distribution

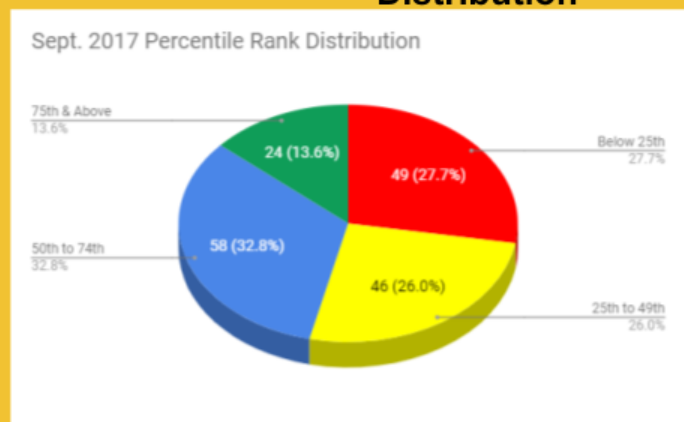


## 12th Grade Percentile Rank Distribution

**Sept. 2018 Math:  
Percentile Rank  
Distribution**

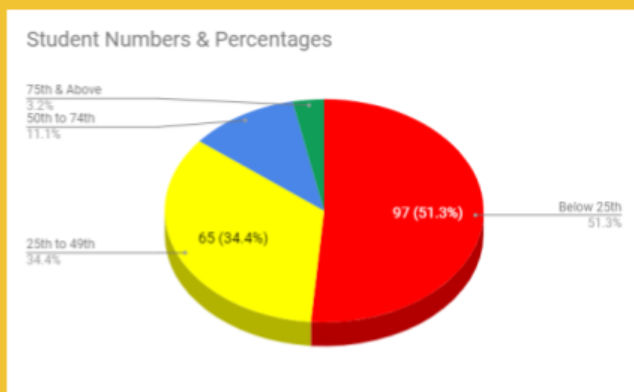


**Sept. 2017 Math:  
Percentile Rank  
Distribution**

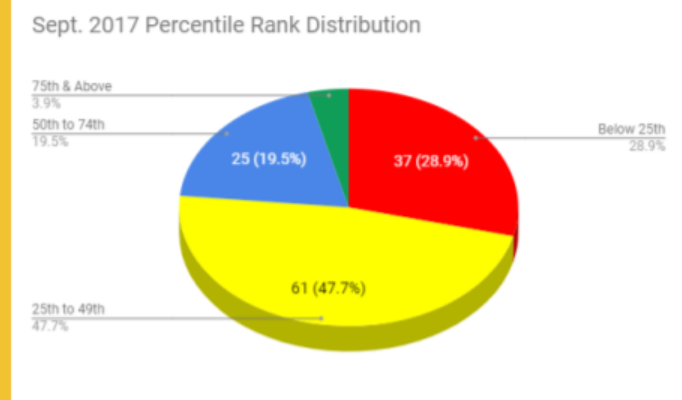


## 12th Grade Percentile Rank Distribution

**Sept. 2018 Reading:  
Percentile Rank  
Distribution**



**Sept. 2017 Reading:  
Percentile Rank  
Distribution**



## How are we responding to scores?

- STAR Math results show scores are grouped primarily between 4.0-7.9 and 11.0+
- STAR Reading results show scores are grouped primarily between 4.0 and 8.0
- We have focused Intervention instruction on:
  - Literacy: Bottom  $\frac{1}{3}$  of students in reading (7th GLE and below)
  - Math Intervention: 9th graders with math skills in the 5th-7th grade level (Math180 is a pre-algebra program and benefits those in Algebra the most)

## Literacy Intervention Growth Rates Sept. 2017 to Sept. 2018

The chart below summarizes the Scaled Score and Grade Equivalent growths from last September to this September for students in the Literacy Intervention Program.

Grade Level	Scaled Score Growth	Grade Equivalent Growth
10th	+32	+0.3
11th	+80	+0.7
12th	-61	-0.5

## Implications for 2018-2019 Literacy Instructions



- **Replaced digital comprehension curriculum, Achieve3000, with Newsela**
  - Benefits: more affordable, available for all teachers, high interest, articles relevant to current events, curated text sets around topics or classes, does not require additional reading assessment but still personalizes reading levels, robust vocabulary component
- **Redesigned vocabulary instruction to focus on morphology (prefixes, suffixes, word parts)**
  - Benefits: research supports more vocabulary focus on roots, prefixes, and suffixes to improve overall word understanding in various contexts, aligns with SAT instruction, continues to build on Tier 2 PowerWords from Newsela articles (relevant to all classes)
- **Pilot Mastery Based Learning with Kiddom**
  - Benefits: track growth in individual reading skills that relate to one or more Next Generation ELA Learning Standards, personalize instruction more directly to student needs, participate in monthly coordinated data analysis meetings to determine department wide literacy best-practices

### Head of Operations Report

- See slides for Regents Historical Data. We will continue to work to disaggregate the data.
- Graduation Rate: 12 Graduates from August/September 2018
- See slides for Historical Enrollment Data as of 9/1/18. More details with Annual Attrition after 10/1/18.
- See slides for Summary of Discharge Reasons from 2004 to 9/1/18.
- See slides for 2017-18 Attendance Data. This year's data is still being compiled as we reconcile ATS with PowerSchool.
- FTE estimate from October 2018 Billing Document is 935.
- Fire Department will conduct walk-through at their Annual School Inspection this or next month. Architect identified potential places to draw Bookcases into the floorplans but they must be bolted to the metal window frames in the Hubs and may need to be filed with the Department of Buildings. He is looking into the cost and timelines for filing. Visits
- #LunchIsPriceless campaign, increasing student meal participation from approx. 300 to approx. 400 lunches served per day.
- Distributed student schedules, ID cards, Metrocards, Lunch Forms, Lockers, Yondr pouches and Student and Parent HERO and PowerSchool Log Ins
- Covered classes and gathered lessons daily for 9 teacher vacancies, down to 6 vacancies at present.

### Recruitment and Enrollment

#### Recruitment:

- Google Adwords and social media sponsored posts
- Updated recruitment photographs and flyers



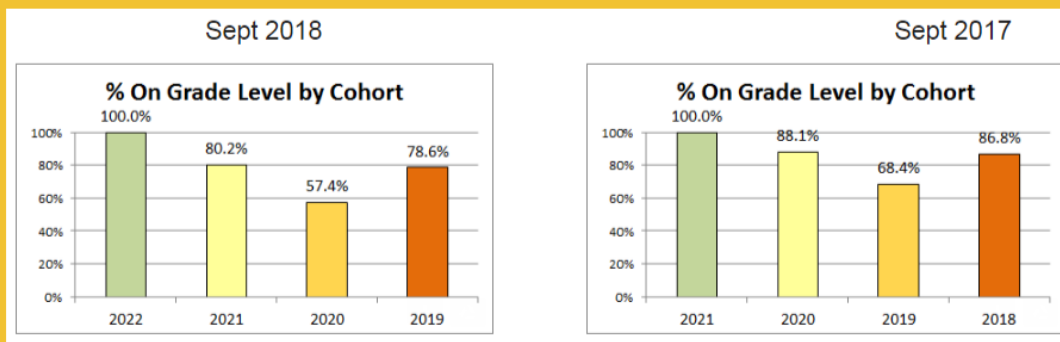
- Participation in DOE Fair 9/22, 10/13-10/14, SchoolFest 10/27
- Newspaper Ads updated and posted to free blogs including Craigslist Community Pages
- Interviewing for Recruitment Coordinator
- Accepting students at all grade levels & Enrolling new students daily
- Conducting Home Visits to 45 students without First Attend Dates

**Enrollment:**

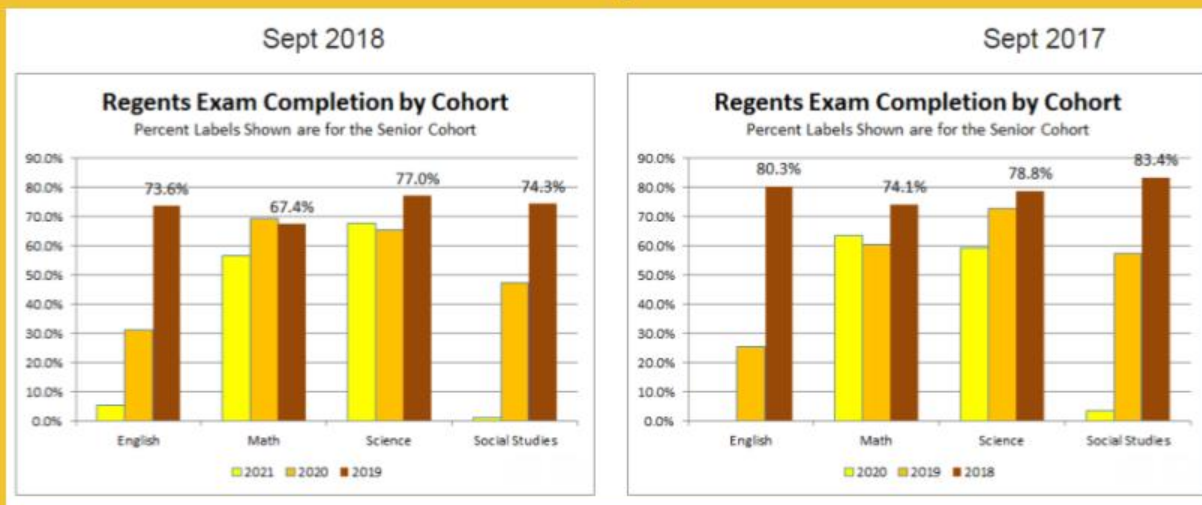
Powerschool	ATS	FTE
981	973	935

**Data**

## DATA: % on Grade Level by Cohort



## DATA: % on Grade Level by Cohort



### Human Resources

- Objectives
  - HR Compliance
  - Expeditionary recruiting and onboarding
  - Excellent staff service and support
  - Efficient HR Processes

- Ongoing Efforts
  - Employee Benefits Audit
    - Reconciling, purging and updating enrollments between carriers
    - Processing New Hire enrollment
  - Personnel Files Audit
    - Using previous audit to update documents
  - Posting / Recruiting
    - Following posts for Director of HR, Counselors and Instructors; actively recruiting an Advisor, a Security Officer (in house), and a Student Recruitment Coordinator.
    - Updating job descriptions; refining a more uniform salary structure
  - Employee assistance various individual matters
- Completed Items
  - Installed a new ADP time clock - all staff have been added
  - Revised Handbook presented and disseminated
  - On-boarded more staff since August: Advisor, Arts teacher, Language teacher, English teacher, Math teacher and Operations Coordinator.
  - Offboarded non-returning staff members from various portals.
  - Introduced Aflac to Staff for supplemental coverage and indemnity against major illness
- Next Up
  - Training, as needed / requested by staff - next week
    - ADP workshop - next week
    - PowerPoint, Q&A on Leave options
  - School Staff NYSED Certification (October) - We have partnered with the NYS Charter School Center to assess our compliance status
    - Update and use the completed Out of Certification report
    - Guide teachers through their certification and recertification processes.
    - Provide personal certification consultations
    - Expedite the process for them
    - Keep up with NYSED revised exam requirements
  - Purging hard files (according to regulation schedule)
  - Updating PEO quotes
  - Aligning budget with salary and new organisation chart.

## **Finance**



## WCHS Financial Update September 25, 2018

Estimated as of July 31, 2018 total collected revenue for the months of July is \$1,395,734 million and total expenses for 1 month is \$647,585 million.

<b>Total Assets</b>	<b>\$13.7million</b>
Total cash	\$9.2
Total Fixed Assets	\$2.2
Building Deposit	\$1.5
Total Liabilities	\$10.1(*)

\* Primarily – Deferred Rent of \$8,569,860 million.

### **Facilities and Safety**

#### **Facilities :**

- A new proposal was submitted for emergency Heating & Cooling to be placed in the facilities rooftop elevator machine room. The existing unit is malfunctioning and can cause damage to both elevators operations
- The school secured a \$34,000 award for the energy savings program for the summer of 2018
- The facilities lights are being inspected for damaged ballast due to the normal five year life expectancy being due. The library light switch sustained electrical damage & was repaired, Additional lighting units will be replaced
- Electrical & cable work is being conducted to repair a Verizon issue that was created due to area flooding.
- The schools new cameras have been installed and monitoring & recording should be available by 9/30/18

2016-2018 PERMIT INSPECTIONS & MAINTENANCE						
Equipment	Permit	Vendor	Status	Inspected	Inspected	Inspected
				2016	2017	2018
Elevator 1 & 2	Category 1 Inspection	OTIS	completed	4/4/2016	3/1/2017	DUE
Elevator 1 & 2	5 year Load Test	OTIS	completed	11/14/2016	N/A	N/A
6th Fl Science Lab	Yearly	FDNY	completed	3/30/2016	5/21/2017	2/21/2018
Heating units	Equipment use permits	FDNY	completed	11/18/2016	5/21/2017	6/20/2018
Air Conditioners (103)	Equipment use permits	FDNY	completed	11/18/2016	5/3/2017	6/20/2018
Fire Extinguishers (40)	FDNY/yearly	Academy Fire	completed	8/26/2016	8/17/2017	5/17/2018
Boiler	DOB	Hartford Steam Boiler	completed	2/21/2016	3/6/2017	DUE
Kitchen Suppression	Semi-Annual	NY Fire LLC	passed	10/1/2014	2/6/2017	DUE
Kitchen Grease Traps	Kitchen duct	G&G Duct works	completed	1/2/2016	2/6/2017	9/12/2018
Building Extermination	Bi-yearly (Bed Bugs)	Assure	completed	6/17/2016	1/28/2017	7/27/2018
Standpipe	NF25 Monthly	Able Fire Prevention	completed	1/5/2016	1/18/2017	9/21/2018
Sprinklers	NF25 Monthly	Able Fire Prevention	completed	1/5/2016	1/18/2017	9/21/2018
Back flow Prevention	Yearly	Maxwell Plumbing	completed	5/1/2015	N/A	N/A
Curtain Flameproofing	Yearly	Reynolds Drapery	completed	8/19/2016	8/8/2017	DUE
Fire Alarm Testing	Smoke detectors & alarms	High Rise Fire	completed	10/13/2016	10/24/2017	DUE
Otis Elevator Maintenance	Preventive maintenance	OTIS	completed	11/18/2016	2/9/2017	4/18/2018
Range Hood	Yearly Kitchen Exhaust	Master Fire Systems	completed	3/12/2015	5/24/2017	DUE

### Safety :

- There are presently two vacant positions available in the Safety Department. A request is being made to hire two (2) in-house DOE cleared Security Officers for the school & that Human Resources place an advertisement to recruit
- There has been three (4) student altercations for the month
- There have been no off property incidents to report
- There has been one property loss report (Yondr)
- There has been one (1) FDNY response due to a false alarm being sent from facilities telephone line sending an alert for the fire command station line trouble
- There has been one (1) NYPD visit for an inspection. No issue was involved

### Accountability and Development

The WCHS Renewal Hearing will be held on October 30, 2018 in the Cafetorium. We are in the process of arranging speakers who will speak on the School's behalf.

Title I and Title II were submitted on time to NYSED on August 31, 2018. The NYSED office is allowing us more time to apply for Title IV funding if we wish. The School was allocated approximately \$25,000.

The Accountability Department is in the process of coordinating Title II conferences, assisting with Recruitment communications, materials and social media campaigns, updating the Community Covenant, preparing site visit materials, and overseeing the completion of Benchmark 1 of our renewal application.