



**WCHS Board Meeting Agenda  
November 27, 2018  
6:00pm**

1. Welcome and Introductions
2. Approval of Board Minutes
3. Burning Flame Award
4. Head of School and Academy Leader Report
5. Head of Operations Report
6. Recruitment and Enrollment
7. Human Resources
8. Finance
9. Facilities and Safety
10. Accountability and Development
11. Adjournment
12. Executive Session



**WILLIAMSBURG**  
CHARTER HIGH SCHOOL

## **November 2018 Board Report**

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

#### **A Look Back**

- Interims!
- Teachers were trained in how to use MasteryConnect
- Preparing for Mock Regents
- BDAC Mural Installment
- BDAC Hip-Hop Body Rock Final Dance Performance
- Launch of Parent Academy & Student Council Elections
- The Day of Remembrance
- BRO. Boys Mentoring Group
- 26 Pebbles Performance & Fall Improv
- Internship Workshops: Resume Workshop/ Office Etiquette
- Peer to Peer Regents Review: ELA and Math so far
- Weekday and Saturday Regents Review

#### **A Look Forward**

- STAR Testing
- Student Led Conference
- Mock Regents (Dec. 10-20)
- College Trips at All Grade Levels
- Femme Fete Dance Show
- Freestyle Friday Championships
- Internship Workshop: Microsoft Office
- Certificates, Cocoa, Cupcakes and Conversation: Honor Roll

### **Head of Operations Report**

- Preparing Trimester 2 Schedules with Data Department and Counseling Department for 11/30
- Preparing Trimester 1 Report Cards and Parent Bulletin for mailing and for Student Led Conferences on 12/5 & 12/6
- Collaborated with Counselors, Social Workers, and Home Visit Team to create Home Visit protocol

- Conducted 7 Fire DRills, 1 Lock Down Drill, 2 Bus Drills and 1 Code Blue Drill
- Interviewing candidates for 1 Operations vacancy
- Continued to provide substitute coverage for instructional vacancies (SNAS, Advisory)

### **Recruitment and Enrollment**

**Enrollment as of 10/30/18:**

<b>Powerschool</b>	<b>ATS</b>	<b>FTE</b>
<b>935</b>	<b>935</b>	<b>915.99</b>

### **Finance**

#### **WCHS Financial Update November 27, 2018**

As of October 31, 2018, total collected revenue for the period is \$5,640,249 million and total expenses for the period is \$4,984,213 million.

Total excess of revenue over expenses as of October 31, 2018 is \$656,036.

<b>Total Assets</b>	<b>\$15.5million</b>
Total cash	\$10.8
Total Fixed Assets	\$2.2
Building Deposit	\$1.5
Total Liabilities	\$12.0(*)

\* Primarily – Deferred Rent of \$8,757,064 million.

### **Human Resources**

- RECRUITING: Upcoming monthly job fairs (BMCC, BCC, Charter Schools, DOE); Hired new Latin teacher; phone screening Math and Science (ongoing)
- BENEFITS: Insurance applications in process to compare prices; HRIS systems demos next week
- COMPLIANCE: PMF reporting ongoing - small groups; ongoing collection of missing documents

- TRAINING: New Hires introductions to TEACH and TAA  
Employee Relations Matters ongoing

## **Facilities and Safety**

### **Facilities**

- Graffiti and chewing gum issues have declined
- Light ballast were replaced where needed to provide the proper lighting throughout
- The school's heating system is operational with no issues
- All school logos with the exception of three 2 auditorium and 1 lobby have been replaced with the new logos
- Both elevators are in working condition
- Two snow removal units and one salt throwing are readily available for upcoming snow

### **Safety**

- There were four physical altercations inside the property for the month
- No truancy reports from the 90 PCT
- Two off property incidents reported due to off property sports activities
- Three NYPD responses to the school. Two students in need of personal off property assistance and one regular inspection
- No missing property complaints for the month

## **Accountability and Development**

- Site Visit Report Draft
- Development
  - Facebook donations
  - EOY holiday asks and My Brother's Keeper
  - Making website more accessible
- Catching up