



**WCHS Board Meeting Agenda**  
**January 29, 2019**  
**6:00pm**

1. Welcome and Introductions
2. Approval of Board Minutes
3. Burning Flame Award
4. Head of School and Academy Leader Report
  - a. Summer School
5. Head of Operations Report
  - a. Niche Proposal
6. Recruitment and Enrollment
7. Human Resources
  - a. Teacher Evaluation Process
  - b. 2019-2020 Teacher Salaries
8. Finance
  - a. Budget Planning
9. Facilities and Safety
10. Accountability and Development
  - a. Williamsburg Charter High School Renewal Charter Agreement
11. Adjournment
12. Executive Session
  - a. Personnel

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

- Regents Prep Spirit Week and Assemblies
- Regents Cram-A-Palooza
- Mock Regents completed with over 400 Mock Regents taken
- Regents Week
- Off Track Parent Meetings in All Grade Levels
- Black History Month Preparation
- Academic Conferencing for Advisors
- PLC : Parent Leadership Committee Meeting

### **College Updates: Class of 2019**

- 32 Students have been accepted to college.
- 54 Letters received in total
- Students are receiving SUNY and Private Letters - No CUNY acceptances yet
- Students are receiving award letters and working with College Counselor to find the best options.
- 25 students completed SUPA Personal Economics receiving 3 credits from Syracuse University.

## **Head of Operations Report**

### **General Updates from the Operations and Organization Departments**

- Administered 1,491 Regents Exams across 10 subject areas from 1/22-1/25/19, including scheduling rooms, proctors, training staff and teachers, creating and generating communications to parents regarding which exams their child is scheduled to take, and printing and scanning answer sheets.
- Generated and disseminated Trimester 2 Progress Reports to parents, including Parent Bulletin and STAR Testing Scores
- Conducting ongoing review and practice of Safety Protocols, including lock down drill table top exercises and AED/CPR training
- Collaborated with the DOH&MH to conduct Physician visit on 1/14/19 to conduct Sports Physicals
- Student Records Department achieved 100% immunization compliance
- Interviewing for 1 vacancy in Operations Department

### **Niche.com Proposal**

- K-12 "Boost" Option from Niche, the leading website for K-12 Google searches.
- For \$4,990 a year we would receive a premium profile, sponsored search, and Facebook promotion.
- A premium profile would allow us to modify the "From the School" section, choose

our photos and videos, and promote our school within their page.

- Sponsored Search would promote our page in search listings (on their page) in addition to where we would show up organically.
- The Facebook promotion consists of Niche highlighting our Premium Profile on Facebook with 2 targeted promotions over the course of our 12 month subscription.
- Requesting approval of the contract with Niche.com for the modified "Boost Option", which removes "Triggered Emails", bringing the total annual cost down from \$5,990 to \$4,490.

## Data Report

### Per Pupil Invoice Submission

Grade	Gen-Ed FTE	Sp-Ed FTE by Category				Sp-Ed FTE Total	High Cost (\$)	Total
		< 20%	20-60%	> 60%	Special category <sup>4</sup>			
OK	0	0	0	0	0	0.000	0	-
1	0	0	0	0	0	0.000	0	-
2	0	0	0	0	0	0.000	0	-
3	0	0	0	0	0	0.000	0	-
4	0	0	0	0	0	0.000	0	-
5	0	0	0	0	0	0.000	0	-
6	0	0	0	0	0	0.000	0	-
7	0	0	0	0	0	0.000	0	-
8	0	0	0	0	0	0.000	0	-
9	231.660	3.976	48.049	2.000	0	54.025	0	-
10	307.566	7.634	48.610	3.366	0	59.610	0	-
11	150.464	7.756	15.683	0	0	23.439	0	-
12	227.147	13.561	17.805	0	0	31.366	0	-
Ungraded	0	0	0	0	0	0.000	0	-
<b>Total FTE</b>	<b>916.837</b>	<b>32.927</b>	<b>130.147</b>	<b>5.366</b>	<b>0.000</b>	<b>168.440</b>		
<b>Rate</b>	\$15,307.00	\$0.00	\$10,390.00	\$19,049.00	\$0.00	-	-	-
<b>Total Annual Tuition as of this Payment Cycle</b>	\$14,034,023.96	\$0.00	\$1,352,227.33	\$102,216.93	\$0.00	-	\$0.00	\$1,454,444.26
<b>Less Paid To Date</b>	\$9,472,553.27							\$1,035,920.55
<b>Total Annual Forecasted as for Mar Payment Cycle</b>	\$4,561,470.69					-		\$418,523.71
<b>Payment for this cycle</b>	\$2,280,735.34							\$209,261.86
<b>Total Gen-Ed + Sp-Ed Payment for this cycle</b>								<b>\$2,489,997.20</b>

## Recruitment and Enrollment

### Enrollment as of 1/25/19

<b>Powerschool</b>	<b>ATS</b>	<b>FTE</b>
<b>927</b>	<b>927</b>	<b>913.72</b>

## Recruitment Updates

- **January Updates**

- Saturday, 1/12 Open House
  - 10 families attended and completed applications on SchoolMint
- Ad in AMNY
- Visited/Attended
  - District 14 - Community Education Council
  - CS 126 – College Awareness Day
  - Community Council Meetings
    - Precinct 83 (Bushwick)
    - Precinct 90 (Williamsburg)
  - St. Brigid Catholic School
  - St. Frances Catholic School
  - PS 347/349

- **Upcoming**

- Bed-Stuy New Beginnings Charter School Parent Night, 1/31
- Middle School Outreach, January 31 & Middle School Outreach, February 14
- Monthly Open House at WCS, Saturday, 2/2
- Bed-Stuy New Beginnings Charter School Tour, 2/12
- Ads in AMNY, Parenting Mag
- Vanguard, Postcard Mailing to local 7th and 8th Graders

**Finance**  
**WCHS Financial Update**  
**January 29, 2019**

As of December 31, 2019, total collected revenue for the period is \$8,212,259 million and the total expense for the period is \$7,803,306 million.

Total excess of revenue over expenses as of December 31, 2018 is \$408,953.

<b>Total Assets</b>	<b>\$15.2 million</b>
Total cash	\$10.6
Total Fixed Assets	\$2.2
Building Deposit	\$1.5
Total Liabilities	\$12.0(*)

\* Primarily – Deferred Rent of \$8,881,866 million.

**Human Resources**

- Compensation Survey underway  
Data provided to NYCC will help gauge our competitiveness
- Certification fast tracking is underway  
Working with individuals on their IEP
- BEDS reporting deadline approaching - on track
- Recruiting events each month through Spring  
Newly hired full-time Math teacher and now phone screening other applicants for our pool
- Retention efforts include ADP / Benefits review for improvement  
Adding ADP services - low cost, high value, i.e HRIS features like ATS and ACA reporting  
Adding perks at low or no cost - i.e. LifeMart offers discounts and wellness incentives

## **Teacher Evaluation Process**

- Department Goal Setting (January 7-25)
- Cycle I: Coaching Cycle (ends February 1)
- Personal Goal Setting (February 4-22)
- Cycle II: Evaluation Cycle (February 4- March 14)
- Probationary Notification (March 15)
- Cycle III: Second Evaluation Cycle (March 18- May 31)
- Portfolio Presentations | Goals Review: (June 3-28)

## **Facilities and Safety**

### **Facilities**

1- DOB permits and scheduling are being made by the building owner for the Spring of 2019 for the repair of the buildings facade due to leaks around the buildings windows. A scaffold will have to be erected

2-The buildings HVAC heating ventilation air conditioning units required the replacement of two (2) circuit boards and (1) compressor for units on the first & second floors

3-Mid-Winter Recess Facilities work schedule

- a) Strip and wax three (3) classrooms
- b) Paint auditorium walls
- c) Retouch paint throughout
- d) Reinforce stair handrails
- e) Install window locks on remaining offices
- f) Temporarily seal window frames for leaks prior to Spring facade repairs
- g) Conduct inventory and repairs of classroom furnishings
- h) Deep building cleaning throughout facility

### **Safety**

1. There were seven (7) student altercations inside of the facility. No reported incidents off property
2. There was one (1) EMS ambulance visit. (seizure)
3. There was one NYPD visit (missing person) Found
4. There was a parent town hall meeting held on 1/15/19 & an update was given by the NYPD on the schools lockdown incident
5. No reports of truancies
6. No visits by the DOB, ECB, Health Department or FDNY for the month

## **Accountability and Development**

In coalition with Leadership and Operations, Accountability and Development led a WCHS Community Meeting on 1/15 for parents and local constituents with safety concerns arising from the 12/20 pellet gun incident.

The Accountability and Development Department is working on the following initiatives:

- Working on Regents Appeals, Irregularities, and Invalidations;
- Sending our charter renewal agreement;
- Awaiting NYSED Site Visit Report and anticipating any edits that may need to be made;
- Updating the WCHS Community Covenant;
- Developing policy delegating the allocation of funds stemming from various fundraisers;
- Assisting with new website rollout;
- Assisting with ongoing safety policy development;
- Preparing for Civil Rights Data Collection due April 22;
- Assisting with Title II conference scheduling;
- Developing fundraising opportunities for Spring 2019;
- And last but not least, improving conference call needs for the Board of Trustees!