



WILLIAMSBURG
CHARTER HIGH SCHOOL

WCHS Board Meeting Agenda
February 26, 2019
6:00pm

1. Welcome and Introductions
 - a. Student Advisor to the Board
2. Approval of Board Minutes
3. Burning Flame Award
4. Staff Advisor to the Board
5. Head of School and Academy Leader Report
 - a. January Regents
 - b. College Report
 - c. Website Update
6. Summer Update
 - a. Summer School
 - b. Staff Calendar
7. Head of Operations Report
8. Recruitment and Enrollment
9. Human Resources
 - a. Teacher Pay Scale Committee
10. Finance
11. Facilities and Safety
 - a. Cafeteria Procedure Update
12. Accountability and Development
13. Adjournment
14. Executive Session



February 2019 Board Report

Head of School and Academy Leader Report Academy Leader Report

College Report

- 80% of the students in the Senior class applied to college
- Average number of schools each student applied to: 6
- Out of the 80% that have applied 25% of the student body has applied to private schools
- 50 students have gotten acceptances so far
- 94% of students attended college from last years class
- No data on which percentage of our students graduated from a 2 yr/4 yr college

Head of Operations Report

General Updates from the Operations and Organization Departments

- Prepared rosters and testing Accommodations for NAEP testing of selected 12th grade students on 3/5
- Administered DOE Teacher Survey on 2/13
- Prepared survey administration plan and campaign for DOE Parent and Student Surveys for 4/3 submission deadline
- Scheduled Mid-Year Reviews for Operations/Organization staff
- Covered Instructional Vacancies in the Math Department and part-time Advisory Vacancy
- Continuing to interview for 1 Operations Vacancy for Student Information Systems - Transportation Coordinator
- Coordinating with Instruction, Finance, and HR regarding planning for Summer School and 2019-20

Recruitment and Enrollment

Enrollment as of

Powerschool	ATS	FTE
912	911	910.84

Recruitment Updates

Virtual Outreach

RSVP Link on WCS website

- 23 RSVP's for 3/9 as of 2/25
- Event on Facebook Page for Open House 3/9



- MailChimp Campaign sent out 2/18 at 1:15pm
- Physical Outreach
- Bed Stuy New Beginnings Charter School, Parent Night, 1/31
- Saturday, 2/2 Open House
 - 7 families attended and completed applications on SchoolMint
- Visited IS 291, PS 377, PS 383 (rescheduled from January)
 - Beginning a partnership with IS 291, events to be scheduled
- Visited PS 318, IS 71, Beginning with Children Charter 2

Upcoming Outreach

- Bed-Stuy Community Partnership Program, 2/25
- Middle School Outreach, 2/28
 - JHS 50, MS 84, Conselyea Preparatory School (rescheduled from 2/14)
- Bed Stuy New Beginnings Charter School Tour, 3/7 (rescheduled from 2/11 due to weather)
- Monthly Open House at WCS, 3/9 and 3/23

Finance

**WCHS Financial Update
February 26, 2019**

As of January 31, 2019, total collected revenue for the period is \$9,616,545 million and total expenses for the period is \$9,178,189 million.

Total excess of revenue over expenses as of January 31, 2019 is \$438,355.

Total Assets	\$13.9 million
Total cash	\$9.6
Total Fixed Assets	\$2.2
Building Deposit	\$1.5
Total Liabilities	\$10.7(*)

* Primarily – Deferred Rent of \$8,944,268 million.



Human Resources

- Ready March 15th to send Offer and Probation letters based on mid-year.
- Results from the survey of all charter schools' compensation packages on March 6th

Facilities and Safety

Facilities

1-All heating units are operational.

2-No reported issues with newly installed window locks.

3-A code compliance notification was issued by the Buildings Department requiring the installation of door lock monitoring for all elevators. A proposal was submitted from Otis Elevator for \$30,000 - Deadline January 2020 to install

4-A visit from the Health Department on 2/11/19 found no violations in the facilities kitchen

5-No NYPD, ECB, DOB, FDNY visits for the month

6-A proposal has been submitted to activate the Elevator and Main Entrance staff & student card readers

Safety

1. A new Cafeteria Procedure was initiated to eliminate students cutting in the cafeteria. All students are scanned into the Cafeteria for lunch and free periods.
2. Three reports of student altercations on property. One report of a student altercation off property.
3. No new updates from the school lock down incident.
4. Uniform compliance remains an issue (winter wear). Parent notifications and detentions are being made daily.
5. The Safety / Security Department is fully staffed

Accountability and Development

- Renewal
- Scholarship Fundraising
- Policy Updates
- Niche.com website formatting
- Tony Theater submission