



WCHS Board Meeting Agenda
April 30, 2019
6:00pm

1. Welcome and Introductions
2. Approval of Board Minutes
3. Burning Flame Award
4. Accountability and Development
 - a. Renewal News
5. Student Advisor to the Board
6. Staff Advisor to the Board
7. Head of School and Academy Leader Report
 - a. 2019-20 School Year Calendar
8. Head of Operations Report
9. Recruitment and Enrollment
10. Human Resources
 - a. Staff Human Resources Survey
11. Finance
 - a. Financial report
 - b. Budget
12. Facilities and Safety
13. Adjournment
14. Executive Session
 - a. Personnel Issues



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CHARTER HIGH SCHOOL

Board of Trustees Meeting

April 2019

The Burning Flame Award



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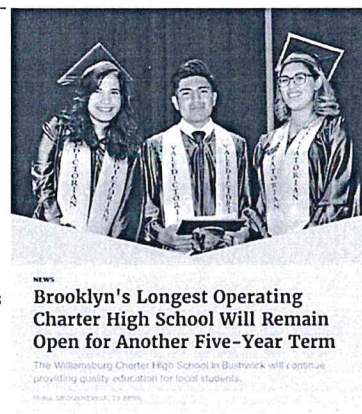
The Burning Flame Award



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Accountability and Development

- **Renewal News**
 - On Tuesday, April 9th, 2019, the (NYSED) Board of Regents voted to issue a full-term five-year renewal charter to Williamsburg Charter High School.
 - Thank you letter to Board of Regents and invitation to the School
 - [Renewal press release and feature in Bushwick Daily \(story ran on 4/23\)](#)
- **Attended NECSN Western NY Regional Conference in Buffalo (4/12)**
 - Met NECSN CEO Anna Hall and NYS Director Aaron Glad
 - Spoke with David Frank (NYSED BoR Authorizer) and Laura Hill (NYSED BoR liaison)
 - Sara Petit-McClure, Truxton Academy Head of School
 - Attended Risk Management and Marketing Strategies Sessions
- **Coordinated *Inquirer* Rachel Taping (4/28) - Promoted Scholarship Funds**
 - WCHS band featured, Senior Juan Cirilo spoke about school and scholarships



Upcoming

- CRDC Submission (deadline now 5/6/19)
- Community Forum (~May)
- Attending *Making the Jump to Major Gifts PD* at the Foundation Center (5/15)
- Researching Arts Graduation Pathway
 - Pilot applications released Fall 2019
- Bark for Schools - Free Online Student Activity Monitoring for G Suite



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Student Advisor to the Board

- **Senior:** Tra-Vaughn James
- **Junior:** Tatyana Clement



Staff Advisor to the Board

- How to Contact
 - krichards@thewcs.org



Head of School and Academy Leader Report

Instructional Observations and Feedback

- 500 instructional observations/evaluations have been completed this school year
- Feedback has been given by Department Leaders, Academy Leaders and Head of School
- All teachers have received feedback across three different domains
 - Planning and Preparation for Learning
 - Classroom Management
 - Delivery of Instruction
- Teachers were also provide with the school average in each domain for the formal observation so that they could compare their scores with the averages of the school as a whole. Teachers were given the opportunity to provide clarifying data if they disagree with their scores.

	1D	1F	2A	2B	2C	3G	3H	3I	Total Averages
School Averages*	2.85	2.90	2.94	3.15	2.94	2.71	2.46	2.69	2.83
Your Score	2	3	3	3	3	3	3	2	2.83



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CLASSICAL EDUCATION

Head of School and Academy Leader Report

1	1D	1F	2	2A	2B	2C	3	3G	3H	3I
3.33	3	3.5	3	3	3	3	2.67	3	2	3
3.13	2.67	3.4	3.22	3	3.33	3.33	3.2	3	3.33	3.33
3	3	3	3.17	3	3.5	3	2.82	3	2.5	3
3	3	3	3	3	3	3	3	3	3	3
2.67	2	3	3.29	3.5	3.33	3	2.86	2.5	2.5	3
3.67	3	4	3	3	3	3	3	3	2	3
2	2	2	3	3	3	3	2.33	3	2	2
2.67	3	2.5	2.83	2.5	3	3	2.4	2.5	2.5	2
1.78	1.75	1.8	2.2	2	2.5	2	2.29	2.33	2	3
3.5	4	3.33	3.4	3.5	3	3.5	2.75	3	2	3
3	2.5	3.33	3.14	3	3	3	3.14	3	3	3
2.6	2.5	2.67	3	3	3	3	2.5	2.5	2	3
2.8	3	2.5	3.22	3	3.33	3.33	3.11	3.33	3	3
2.88	2.67	3	3.22	3.33	3.33	3	3	3.33	2.33	3
2.75	2.75	2.75	3.1	2.75	3.25	3.5	2.73	2.75	2.75	2.67
2.67	3	2.5	3.25	3	3	4	2.83	3	2.5	3
2.67	3	2.5	3	3	3	3	2.83	3	2.5	3
2.8	2	3	3.2	3	3.5	3	2.5	3	2	2
3.2	3	3.33	3	3	3	3	3	3	3	3
2.67	3	2.5	2.33	2	3	2	2.33	2	2	3
2.25	2	2.5	3	3	3	3	2.83	3	2.5	3
3	3	3	3	3	3	3	2.83	3	2.5	3
2.33	3	2	3	3	3	3	2.6	2.5	2.5	3
2.67	3	2.5	3	3	3	3	3.2	3.5	3	3
2.67	3	2.5	3	3	3	3	2	2	2	2
3	4	2.67	3	3	3	3	2.8	3	2	3
2.67	2	3	3	3	3	3	2.25	2.5	2	2
1.8	2	1.67	2.83	2.5	3	3	2.17	2	2	2.5
2	2	2	2.71	3	2.5	2.5	1.5	2	1	1
3	3	3	2.8	3	3	3	2.8	3	3	3
2.83	3	2.67	3.14	3	3.5	3	2.7	2.75	2.5	3
3	3	3	3.33	3	4	3	3	3	3	3
3.67	4	3.5	4	4	4	4	3.5	3.5	4	3
3.33	4	3	3.25	3	4	3	3.2	3	3.5	3
3	3	3	2.5	2.5	3	2	2.6	2.5	3	2.5
2.5	3	2	2.33	2	3	2	2.17	2.33	2	2

This is a portion of our heatmap for instructional staff.

The majority of the scores range between minimally effective and effective.

These domains are reflective only of the parts of the rubric that pertain to instruction.



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CLASSICAL EDUCATION

Head of School and Academy Leader Report

Instructional Observations and Feedback

- The upcoming observations and feedback will involve the parts of the rubric that pertain to compliance and professionalism.
- Teachers will receive feedback across the following areas:
 - Monitoring, Assessment and Follow Up
 - Family and Community Outreach
 - Professional Responsibilities
- A similar process is being for Counselors, Social Workers, Administrative Staff, Department Leaders and Academy Leaders
 - Evaluations are being conducted by Head of School on all domains
 - Staff will receive their scores and averages in their domains
 - Staff have the ability to provide clarifying data if they disagree with their scores.



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CHARTER HIGH SCHOOL

Head of School and Academy Leader Report

- Assistant Principal Week: April 8-12
- ICT School Visit with Charter Collaborative: April 12
- Interim Exams: April 16 & 17
- AP Testing starts May 6th
- Preparing for LOTE Mock Regents
- Grade Level Assemblies: April 8-11
- Summer School Student Registration By Counselors: Target Completion Date April 18
- 2019-2020 Course Selection in May



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Head of School and Academy Leader Report



- Senior Shadow Day
- College Bulletin Boards (Student/Teacher Collaboration)
- Thank me Later Pod Cast Led by a former student Alethia with 2 seniors about college expenses: Students were awarded a day of beauty and their \$250 senior dues paid!



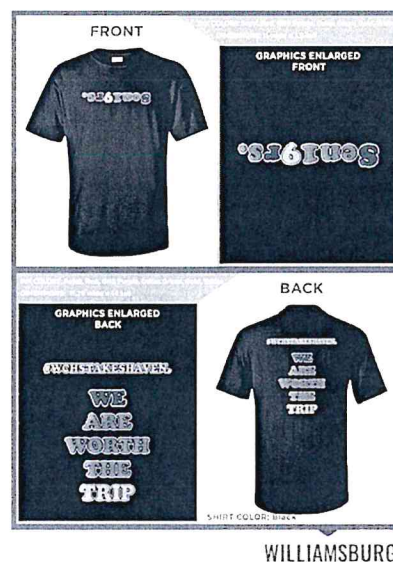
Head of School and Academy Leader Report

- Owner of Lyftstyle clothing Brand came to visit our school!

He noticed the students wearing the senior trip t-shirt and love the design!

The shirts were modeled after his brand.

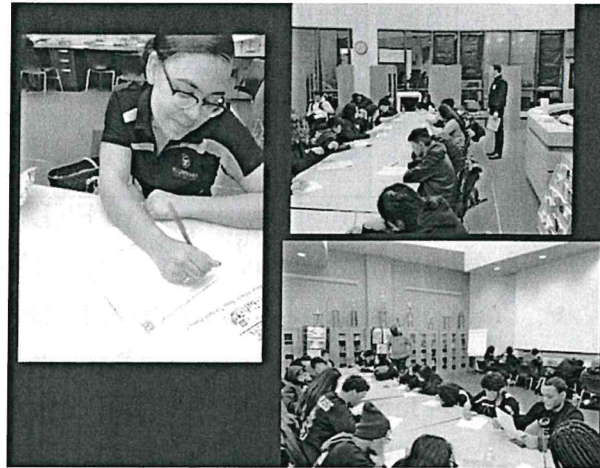
He wants to come in and do entrepreneur workshops with our students and provide a mentorship for aspiring business owners.



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Head of School and Academy Leader Report

Shout out to Mr. Fuller and the Social Studies Team for registering 115 Students to vote on April 11th.



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Head of School and Academy Leader Report

Upcoming Events and Initiatives

- SLCs: May 8 & 9
- Social Emotional/ School Climate Survey for students at the end of the week
- Social Emotional/ School Climate Survey for families during SLC's
- Spring Talent Show May 15th



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Head of Operations Report



- Administered Teacher, Student and Parent Survey through the April 11th deadline and the extended Online Parent Survey Deadline of April 25th.

○ Preliminary Response Rates as of April 17th:

2019 Teacher Response Rate (%)	2018 Teacher Response Rate (%)	2019 Parent/Guardian Response Rate (%)	2018 Parent/Guardian Response Rate (%)	2019 Student Response Rate (%)	Student Survey Materials Received at Scanning Cent	2018 Student Response Rate (%)
97	90	58	54	83	Yes	92

- Presently collaborating with ENL and Academy Leaders to plan NYSESLAT & AP Examinations from 5/6-5/17/19
- Planned and held 2019-20 Admissions Lottery on 4/2/19 at 6pm, followed by on-site registration for Lottery Winners
 - 54 families signed in to the event with over 160 persons in attendance, including 28 staff members
 - 76 families "Accepted" an offer of admission that night
 - 20 families fully completed online registration packets on-site

Lottery Update



- SchoolMint Application Count as of 4/1/19 Application Deadline = 629**

9th Grade	10th Grade	11th Grade	12th Grade
532	61	27	9

- Prior Year SchoolMint Application Count as of 4/1/18 Application Deadline = 609

9th Grade	10th Grade	11th Grade	12th Grade
515	52	31	11

- Declared 2019-20 Lottery Seats to reach 240 students per cohort for 963 students with a 70% "Will Not Attend" rate:

9th Grade	10th Grade	11th Grade	12th Grade
300	50	20	10

Recruitment and Enrollment as of 4/18/19

<u>Powerschool</u>	<u>ATS</u>	<u>FTE</u>
910	910	911.7

School Mint Applications

Total Applicants for 2018-19: 912

Applicants Enrolled: 286

Current Waitlist: 0

- Enrollments in Process: 0

Total Applicants for 2019-20: 729

Registration Complete: 160, Registration In Process: 54, Waitlist: 124

Recruitment and Enrollment

Transfers

- In the past month we had nine students transfer into WCHS including two returning seniors and three students from Argentina and Ecuador!

Final Outreach before Lottery Night

- Vanguard Mailing
 - Zip codes: 11385, 11208, 11207, 11213, 11233
- Daily News/Tribune Email Blast to adults with children
 - Zip codes: 11206, 11221, 11385, 11231, 11208
11207, 11211, 11213, 11233, 11212

Open Houses

- March 23
 - Open house was held post Round 1 acceptance letters
 - We had 27 families in attendance
- April 6
 - Open House post lottery night
 - 31 families in attendance

Looking for the best high school for your child?
¡Buscando la mejor escuela secundaria para su hijo?

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CHARTER SCHOOL

The Williamsburg Charter School

APPLY NOW
for the 2019-2020 school year lottery!

Applications due April 1st by 6pm!
Las solicitudes deben presentarse el 1 de abril a las 6 pm

¡SOLICITA AHORA
La lotería del año escolar 2019-2020!

Visita www.wchs.org/apply.php

Visit Us

Recruitment and Enrollment

Open Houses cont...

- April 13
 - Open House post first round of wait-list
 - 22 families in attendance

DOE Round 2 High School Fair

- **March 30**
 - 13 sign ins from interested families
- **March 31**
 - 4 sign ins from interested sites

Lottery Registration Dates

- Post Lottery April 2nd - April 8th
- Round 2/Waitlist: April 9th - April 15th
- Final document submission: April 16th - 18th
- Round 3/Waitlist: April 30th - May 6th

Social Media Outreach

- Updated Google Ads Display and Search Campaigns for year-round recruitment
- Updated web posts of upcoming Open House on May 4th at free event listing sites

Human Resources: Contract Renewal Process

- Mid-year review results letters given to all teachers with declaration of intent to return letters by May 1st.
 - 95% Intent letters returned (deadline tomorrow) - all requesting a contract.
 - Probationary period and contract renewal were not tethered to the mid-year evaluation scores.
- Contracts are slated to distribute during the last week of May, returned to HR by June 15th.
- Currently compiling data for a comprehensive **Cash Compensation and Benefits Summary** for staff, to accompany contracts
- Staff survey result are in! Highlights relevant to comp and benefits:



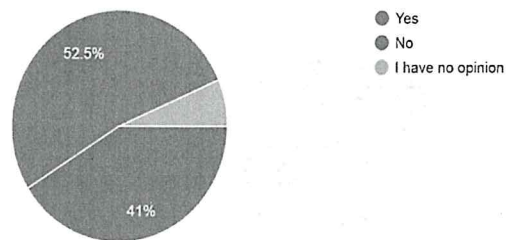
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Human Resources: Staff Survey Results

- 63 respondents to the survey

Do you think you are fairly compensated?

61 responses

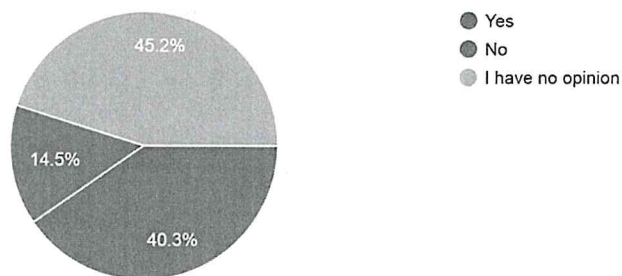


*52.5% "No" = 18 teachers, 9 non-instructional staff



Do you feel stipend opportunities are fairly distributed?

62 responses



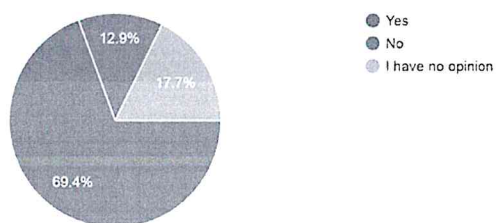
Most feel they are fairly distributed.



A point to consider in recruiting for 2019-2020:

Would a dedicated in-house instructional coach benefit the learning environment at WCHS?

62 responses



Retention and Longevity

89% want an Employee Assistance Program (31%)
 84% want an Health Saving Account (51%)
 84% interest in Caretime carryover
 85% a wellness program (42%)
 83% want a flex-life program i.e to work from home one day/wk, shortened or compressed work week (48%)
 81% would like tuition assistance (52%)
 68% would like short term disability benefit to be supplemented by the school (current payment is less than \$170/wk)
 50% want a college fund

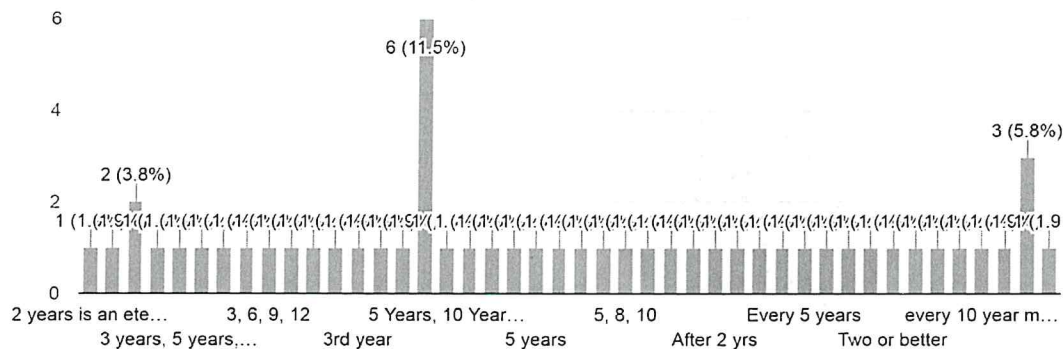
Initiatives based on tenure:

- 70% favor Incremental increase of accrued caretime
- Many mention an incremental retirement match
- 90% want a longevity bonus at 3, 5, 8, 10 years



If you answered yes to the question above, which years do think should merit a longevity bonus?

52 responses



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Human Resources: 403b push

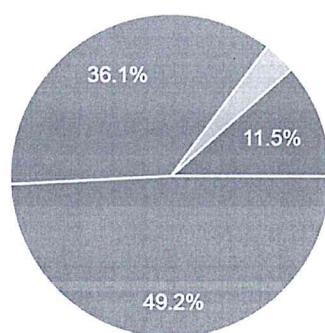
- TC meeting revealed that some employees did not know the School offers a retirement plan
- Email announcement to all staff yielded new interest from 15 people and expressed a desire to attend a presentation/Q&A
- 19 staff attended the April 10th meeting where SEC and WestPort Advisors spoke about the risks and advantages of investing.
- The SEC initiative was mainly to warn about fraud and advise on how to invest safely, which questions to ask before investing.
- Sentinel will send paper statements to everyone enrolled.
- Some have asked to increase their deferrals



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Have you started your retirement account with WCHS?

61 responses



- Yes
- No
- No, because I have an account with another fund.
- No, I didn't know we had one.



"Would you like to say anything more about retirement planning at WCHS?"

- A pension should be a priority
- I need **more knowledge**
- **Matching would be phenomenal!** I hope to learn more about it at this afternoon's workshop.
- A very helpful benefit to those who have a plan to stay with Williamsburg Charter long term
- important and needs to be further explored
- Lack of pension plan is a huge incentive to leave for a public school
- I need more information.
- **The process of approving (or not) an employee match at the end of the year was frustrating.**
Reliable matching helps people make decisions and increased matching would be a big help.
- More asset class options



Human Resources: A comparison of 403b Fees

Sentinel fees are still the lowest of the ones we looked into

Sentinel

\$2,825 Base Fee
 \$36 per participant x 187=
 \$6,732
Asset Fee .12% x \$2,100,000 =
\$2,520
 TOTAL \$12,077

Vanguard

\$9,600 for first 100 participants
\$65 for participants #101-500 = \$65 x 20
participants
 TOTAL \$15,255 plus \$750 one-time
 installation fee

Empower

.77% of assets = TOTAL \$16,170
 On site education included



Human Resources: In review for May report

Reviewing options for our 403b match

A Sentinel prospectus shows what we would spend if we offered a tiered match were offered, ie. 50% up to 4%, 7%, 10% of salary based on 2018 enrollment.

- Refining results and requesting prospectuses for other scenarios
- Gathering history of our previous years

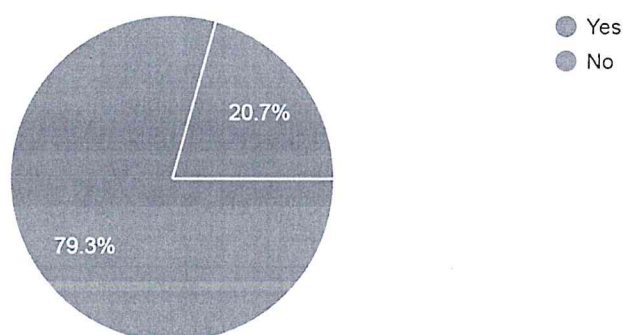
Benefits Renewal

- AETNA has proposed a 14.5% increase, reduced now to 9% and falling as we continue to work on it and consider going to market (only if necessary).



Do you feel adequately covered by your WCHS health insurance plan?

58 responses



"If you answered no, please say what might make your coverage adequate." 13 responses

- I am able to get better coverage under another family member's health insurance policy.
- I do not purchase WCHS medical insurance.
- I use my spouse's health insurance.
- I have insurance through my wife.
- I don't have health insurance through the school. I use my husbands
- Deductibles and copays are too high.
- DOE pays the insurance for a single person. In addition, the copay amount was much lower.
- Very high co payment
- Not paying that high deductible
- Pay less deductible and fee.
- higher percent covered
- more coverage for specialist visits
- n/a



Finance

WCHS Financial Update April 30, 2019

As of March 31, 2019, total collected revenue for the period is \$12,170,391 million and total expenses for the period is \$12,063,303 million.

Total excess of revenue over expenses as of March 31, 2019 is \$107,088. Our projected surplus for the period was \$141,438.96.

Total Assets	\$13.7 million
Total cash	\$9.4
Total Fixed Assets	\$2.2
Building Deposit	\$1.5
Total Liabilities	\$10.8(*)

* Primarily – Deferred Rent of \$9,069,070 million.



Facilities :

1- The Department of Buildings conducted an annual elevator inspection on **4/9/19** for elevators 1 & 2 and reported no issues

2-The building is undergoing preparations for the DOB Local Law #11 for the inspection of the schools exterior facade. This inspection is to ensure that the buildings exterior walls have no cracks or issues. Repairs commenced on **4/1/19** and scaffolds have been erected at the rear of the school. There is a pending DOB violation until the building has passed inspection

3-The Facility is up to date with all certifications, annual & bi-annual inspections excluding Local Law #11 (see chart)

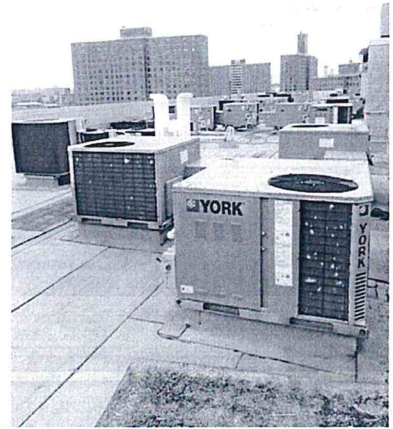


Facilities :

HVAC - (Heating, Ventilation & Air Conditioning)

	2014	2015	2016	2017	2018	2019
Compressor (A/C)	4	1	2	0	1	0
Blower Motor (Heat)	3	2	0	1	1	0

The reduction in repairs over the last five (5) years was due to thermostat control, timed shutdowns & filter management. 2014 the units were running continuously causing the A/C compressors & Heating blower motors to burn out and require replacements.



103 Packaged Air Conditioning Units



WILLIAMSBRIDGE

Facilities :

2016-2019 PERMIT INSPECTIONS & MAINTENANCE

Equipment	Permit	Vendor	Status	Inspected 2016	Inspected 2017	Inspected 2018	Inspected 2019
Elevator 1 & 2	Category 1 Inspection	OTIS	completed	4/4/2016	3/1/2017	4/21/2018	
Elevator 1 & 2	5 year Load Test	OTIS	completed	11/14/2016	N/A	N/A	N/A
Elevator 1 & 2	Annual inspection	DOB	completed	3/22/2016	4/13/2017	3/12/2018	4/9/2019
6th Fl Science Lab	Yearly	FDNY	completed	3/30/2016	5/21/2017	5/23/2018	
Heating units	Equipment use permits	Anthony Cooling	completed	11/18/2016	5/21/2017	4/26/2018	3/1/2019
Air Conditioners (103)	Equipment use permits	Anthony Cooling	completed	11/18/2016	5/3/2017	4/26/2018	3/1/2019
Fire Extinguishers (40)	FDNY/yearly	Academy	completed	8/26/2016	8/17/2017	10/20/2018	
Boiler	DOB	Hartford Steam Boiler	completed	2/21/2016	3/6/2017	6/6/2018	
Kitchen Supression	Semi-Annual	NY Fire LLC	completed	10/1/2014	2/6/2017	3/1/2018	
Kitchen Grease Traps	Kitchen duct	G&G Duct works	completed	1/2/2016	2/5/2017	2/2/2018	
Building Extermination	Bi-Annual (Bed Bugs)	Assure	completed	6/17/2016	1/28/2017	5/23/2018	4/13/2019
Standpipe	NF25 Annual Insp	Able Fire Prevention	completed	1/5/2016	1/18/2017	6/12/2018	2/25/2019
Sprinklers	NF25 Annual Insp	Able Fire Prevention	completed	1/5/2016	1/18/2017	6/12/2018	2/25/2019
Back flow Prevention	Yearly	Maxwell Plumbing	completed	5/1/2015	8/5/2017	12/7/2018	
Curtain Flameproofing	Yearly	Reynolds Drapery	completed	8/19/2016	8/8/2017	8/9/2018	
Fire Alarm Testing	Smoke detectors & alarms	High Rise Fire	completed	10/13/2016	4/3/2017	3/29/2018	
Otis Elevator Maintenance	Preventive maintenance	OTIS	completed	11/18/2016	9/5/2017	4/27/2018	
Range Hood	Yearly Kitchen Exhaust	Master Fire Systems	completed	3/12/2015	5/24/2017	5/8/2018	



WILLIAMSBRIDGE

Safety

1. There have been ten (10) student altercations for the month. This shows an increase in incidents
2. There have been two (2) NYPD visits to the school. One mediation and One review of the properties camera system for a non school related incident that occurred at night
3. There have been no truancy reports
4. Safety Officer evaluations was conducted on **4/12/19**
5. A Safety refresher session was conducted on **3/20/19** to cover Incident Report writing
6. No off property incidents have been reported for the month

WCHS

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Safety

WCHS SAFETY DEPARTMENT

2019

	Jan	Feb	Mar	April
Altercations	7	3	0	11
NYPD Visits	0	2	0	2
EMS Visits	1	2	1	2
FDNY Visits	0	0	1	0

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