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
Board of Trustees Meeting
April 2019

The Burning Flame Award
The Burning Flame Award

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 off 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
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 provided 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.

<table>
<thead>
<tr>
<th></th>
<th>1D</th>
<th>1F</th>
<th>2A</th>
<th>2B</th>
<th>2C</th>
<th>3G</th>
<th>3H</th>
<th>BI</th>
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<tr>
<td>School Averages*</td>
<td>2.85</td>
<td>2.90</td>
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<td>2.71</td>
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<td>3</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>2.83</td>
</tr>
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</table>

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.
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.

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
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.

Lifestyle.
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.

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
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

<table>
<thead>
<tr>
<th>Powerschool</th>
<th>ATS</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>910</td>
<td>910</td>
<td>911.7</td>
</tr>
</tbody>
</table>

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
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 families

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: 
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?

- Yes
- No
- I have no opinion

![Pie chart showing percentages]

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

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
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

- Yes: 79.3%
- No: 20.7%

"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 husband's

- 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.

<table>
<thead>
<tr>
<th>Total Assets</th>
<th>$13.7 million</th>
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</thead>
<tbody>
<tr>
<td>Total cash</td>
<td>$9.4</td>
</tr>
<tr>
<td>Total Fixed Assets</td>
<td>$2.2</td>
</tr>
<tr>
<td>Building Deposit</td>
<td>$1.5</td>
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<tr>
<td>Total Liabilities</td>
<td>$10.8(*)</td>
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</tbody>
</table>

* 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)

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Compressor (A/C)</td>
<td>4</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
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<tr>
<td>Blower Motor (Heat)</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

---

### Facilities:

#### 2016-2019 PERMIT INSPECTIONS & MAINTENANCE

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Permit</th>
<th>Vendor</th>
<th>Status</th>
<th>Inspected 2016</th>
<th>Inspected 2017</th>
<th>Inspected 2018</th>
<th>Inspected 2019</th>
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<tbody>
<tr>
<td>Elevator 1 &amp; 2</td>
<td>Category 1 Inspection</td>
<td>OTIS</td>
<td>completed</td>
<td>4/17/2019</td>
<td>11/24/2018</td>
<td>N/A</td>
<td>4/17/2019</td>
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<td>5/17/2018</td>
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<td>Elevator 1 &amp; 2</td>
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<tr>
<td>6th Floor Elevators (10)</td>
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<td>Electrical Panel</td>
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<td>Fire Alarm System</td>
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<td>Smoke Detectors &amp; Alarms</td>
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<td>Fire Suppression System</td>
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<td>Backflow Prevention</td>
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<td>Fire Alarm Testing</td>
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<td>Otis Escalator Maintenance</td>
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<td>Range Hood</td>
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</table>
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
SAFETY DEPARTMENT 2019

Safety

<table>
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<th>Jan</th>
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<tr>
<td>FDNY Visits</td>
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WCHS SAFETY DEPARTMENT

2019