



WCHS Board Meeting Agenda
May 28, 2019
6:00pm

1. Welcome and Introductions
2. Approval of Board Minutes
3. Burning Flame Award
4. Student Advisor to the Board
5. Staff Advisor to the Board
6. Head of School and Academy Leader Report
 - a. School Calendar
7. Human Resources
 - a. Health Insurance
 - b. Salary
 - c. Additional Benefits
 - d. Shorter School Day
 - e. Recommendations
8. Head of Operations Report
9. Recruitment and Enrollment
10. Finance
11. Facilities and Safety
 - a. Wall Padding Proposal
12. Accountability and Development
13. Adjournment
14. Executive Session



WILLIAMSBURG
CHARTER HIGH SCHOOL

Board of Trustees Meeting

May 2019

The Burning Flame Award



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WILLIAMSBURG
CHARTER HIGH SCHOOL

The Burning Flame Award



Juan Martinez



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

- Mock Regents
- Regents Review
- Student Led Conferences
- AP Testing completed with 98 tests taken
- Summer School 2019 Registration
- 2019-2020 Course Registrations
- Staff Recruitment Fairs and other possible partnerships



Head of School and Academy Leader Report

Our Spring Talent and Fashion Show was BIG Success! With Faculty and Student Performances, Live Painting by students, Four Different Fashion Segments and Special Guest Artists!



Pop Out Charter: Spring Talent and Fashion Show



Pop Out Charter: Spring Talent and Fashion Show




WILLIAMSBURG
CHARTER HIGH SCHOOL

Head of School and Academy Leader Report



YOU ARE INVITED TO **WCHS LEADERSHIP CAMP!**

Reflecting on the 2018/2019 School Year and Visioning for Future Success



**TUES MAY 28 to
WEDS MAY 29**

- * Team Building
 - * Character Building
 - * Public Speaking
 - * Strategic Planning
 - * Fun Outdoor Activities
- Total cost is \$50 per person; includes Transportation, Food, Lodging and Activities - Due Friday May 24th

WCHS Leadership Camp!

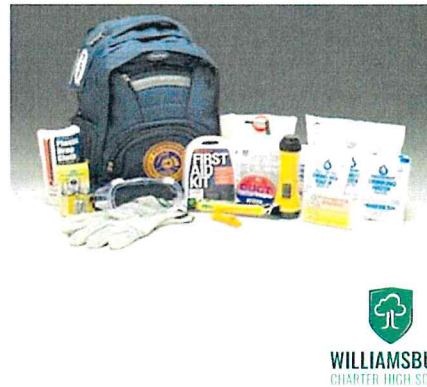
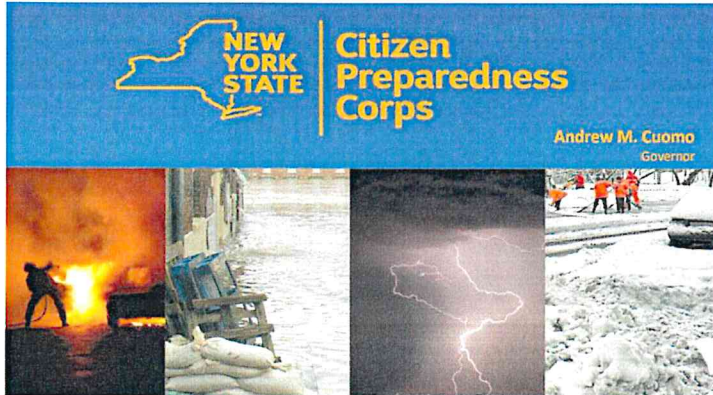
35 Students from 5 different WCHS Leadership Organizations are currently away at our first Leadership Camp

Students are reflecting on their initiatives from the 2018/19 School Year and envisioning steps for the 2019/20 School Year while bonding across grade levels


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Head of School and Academy Leader Report

Parent Leadership Council Collaborated with the Governor's Office to discuss Emergency Preparedness with our families! Families received information about how to prepare for an emergency and a preparedness bag!



Head of School and Academy Leader Report

School Calendar

- Student School Days: 181
- Professional Development Days: 9
- Staff Days: 188
- Start Date: Monday, August 26th
- End Date: Monday, June 29th
- New Features:
 - Student Led Conferences
 - A Taste of Williamsburg



Head of School and Academy Leader Report

BIGPICTURELEARNING+

AFFINITY SCHOOL COHORT

Grant Value: \$350K



Head of School and Academy Leader Report

OUR MISSION IS TO
ACTIVATE THE POWER OF
SCHOOLS, SYSTEMS & EDUCATION
THROUGH STUDENT-DIRECTED, REAL-WORLD EDUCATION

+ bigpicture.org @bigpiclearning

Collaborative Work in the Following Areas:

- 1) Experiential Learning
- 2) Personalization: One student at a Time
- 3) Authentic Assessments
- 4) School Organization
- 5) Advisory
- 6) School Culture
- 7) Leadership
- 8) Parent/ Family Engagement
- 9) School/College Preparation
- 10) Professional Development

Grant Covers:

- 1) 3 Cohort Covenings (Big Bang, Leadership Conferences)
- 2) Video Conference Calls
- 3) Licenses for ImBlaze (internship platform)
- 4) Licenses for BPL Learning
- 5) 10 days of onsite coaching and support
- 6) 2 Site Visits at other BPL Schools



Human Resources/Admin Benefits and School Changes for 2019-20

- Health Insurance
- Salary
- Additional Benefits
- Shorter School Day
- Recommendations

Human Resources: Recommends Switching from Aetna to Oxford/UHC

- Exact provider list match between old and new carriers
- Great savings for the school
- Cost savings to enrollees:
 - Low Plan and High Plans:
 - \$5 reduction on Rx & copays to PCP and Specialists, half-off urgent care
 - High and middle plans:
 - \$5 reduction to Rx retail copy
 - half the cost of urgent care
 - no charge for diagnostic lab testing
 - High Plan:
 - no charge for diagnostic xrays, MRIs CT scans
 - no deductible to meet inpatient costs



Human Resources: Efficient roll-out

- Conversion process is seamless - direct transfer of master files Aetna to Oxford
- One paper form for easy enrollment and plan changes (data entry provided)
- During open enrollment Oxford, UHC and our 403b speakers will visit (June 12th)

Other initiatives to increase retention and provide employee savings:

- Student Loan paydown through direct contribution to servicers
- College Fund through direct contribution to 529
- Student loan counseling through the ASA (non profit)
- FSA for 40% savings on dependant care and medical expenses
- Short Term Disability supplement provides 50% of salary (up to \$1K) in addition to the State's \$ <170.00 weekly
- Tuition Remission reprise of former program



Human Resources: 3% Salary Increase

The Human Resources Department and Finance Department recommend increasing salaries by 3% going into the 2019-2020 school year.



Human Resources: Additional Benefits

- Flex Savings Account
- Incremental Retirement Match
- Care-Time Carry-Over
- Funding for tuition credit, longevity bonus, Care Time payment of up to three days, signing bonus, and 403b → **TBD Soon**

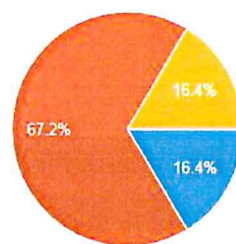


Human Resources: Shorter School Day

When asked what scheduling issues hinder workplace happiness and productivity, 10 out of 52 staff survey respondents brought up the length of the school day. In addition, 67.2% of respondents stated that ending the school day earlier (~3pm) would improve their quality of life.

Which is better for your quality of life?

50 responses



- Starting the work day later (for example: 9am)
- Ending the work day earlier (for example: 3pm)
- Start and end times of the work day do not affect my quality of life

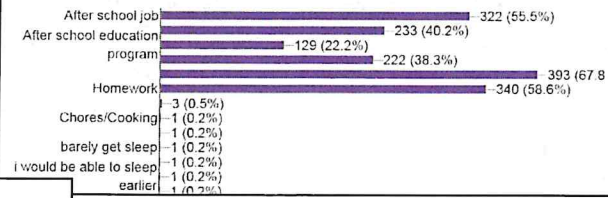


Human Resources: Shorter School Day

The **Student Advisors to the Board** have collected survey data and video testimonials indicating students would support this decision as well. This data indicates there is interest in modifying the school schedule to end at 3:15 or 3:30pm rather than 3:55pm.

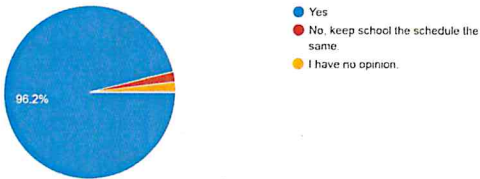
If you answered yes, why would ending the school day earlier help you?
(check all that apply)

580 responses



Would ending the school earlier (8:00a.m - 3:00p.m) schedule help you?

580 responses



Human Resources: Shorter School Day

The Student Advisors to the Board have collected survey data and video testimonials indicating students would support this decision as well. This data indicates there is interest in modifying the school schedule to end at 3:15 or 3:30pm rather than 3:55pm.



Human Resources: Proposed Schedule

45 Minute Advisory, one day a week, 0.5 credit for the year

PERIOD	MON	Mins	TUE	Mins	WED	Mins	THU	Mins	FRI	Mins
BFAST	7:15 AM	40	7:15 AM	40	7:15 AM	40	7:15 AM	40	7:15 AM	40
1	8:00 AM	45	8:00 AM	45	8:00 AM	35	8:00 AM	45	8:00 AM	60
2	8:50 AM	45	8:50 AM	45	8:40 AM	35	8:50 AM	60	9:05 AM	45
3	9:40 AM	45	9:40 AM	60	9:20 AM	35	9:55 AM	45	9:55 AM	45
ADV					10:00 AM	45				ADVISORY
4	10:30 AM	60	10:45 AM	45	10:50 AM	35	10:45 AM	45	10:45 AM	45
5	11:35 AM	45	11:35 AM	45	11:30 AM	35	11:35 AM	45	11:35 AM	60
6	12:25 PM	45	12:25 PM	45	12:10 PM	35	12:25 PM	60	12:40 PM	45
7	1:15 PM	45	1:15 PM	60	12:50 PM	35	1:30 PM	45	1:30 PM	45
8	2:05 PM	60	2:20 PM	45	1:30 PM	35	2:20 PM	45	2:20 PM	45
9	3:10 PM	45	3:10 PM	45			3:10 PM	45	3:10 PM	45

LUNCH PERIODS

GRADE LVL MTGS

4 = Freshmen
5 = Sophomores
6 = Juniors
7 = Seniors

DEPT MTGS

4 = ENG / LAN / LIT
5 = MAT / PA
6 = SS / VA / ENL
7 = SCI / PE

Minutes per week per class:

Periods = $(45 \times 3) + 60 + 35 = 230$ m

Advisory = 35 m

Period 10 = $(45 \times 4) = 180$ m



Human Resources: School Recommendations

- Health Insurance - Aetna to Oxford
- Salary- 3% increase
- Additional Benefits - Flex Savings Account, Incremental Retirement Match, Care-Time Carry-Over
- Funding for tuition credit, longevity bonus, Care Time payment of up to three days, signing bonus, and 403b → TBD Soon
- Shorter School Day



Head of Operations Report

- Preliminary DOE Survey Response Rates

	2018	2019*
Teacher Response Rate	90%	97%
Parent Response Rate	54%	69%
Student Response Rate	92%	89%

- *Subject to change based on DOE Roster updates)
- Operations/Organizational Departments assisting with FY19 Audit Prep as follows:
 - Student Records, Student Attendance, Inventory, HR, 2018 Lottery files
- Collaborated with Instructional Departments to administer Mock Regents, Field Tests in US, Algebra II and Physics, STAR, NYSESLAT, AP Exams
- Creating June Regents rosters, schedules, and Professional Development



Recruitment and Enrollment as of 5/28/19

<u>Powerschool</u> 907	<u>ATS</u> 907	<u>FTE</u> 910.98
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School Mint Applications

Total Applicants for 2018-19: 912

Applicants Enrolled: 286

Current Waitlist: 0

- Enrollments in Process: 0

Total Applicants for 2019-20: 795

Registration Complete: 198 Registration In Process: 71 Waitlist: 14

Recruitment and Enrollment

Open Houses

- May 4th: Tour and Registration
 - 24 families in attendance
- June 1st: Tour and Registration
 - Last Open House of the School Year
 - 37 RSVP'd

Registration and Enrollment

- Completed Verified Registrations (Seats filled as of 5/28)
 - 9th: 171/300
 - 10th: 12/50
 - 11th: 9/20
 - 12th: 6/10
- Registrations in Progress
 - 9th: 51
 - 10th: 13
 - 11th: 6
 - 12th: 1

Recruitment and Enrollment

Waitlist

- Receiving offers tomorrow, May 29th
 - 9th: 10
 - 10th: 3
 - 11th: 1
 - 12th: 0
- New Vanguard Mailing
 - Postcard mailing to 3095 families with students in 9th Grade
 - Zip Codes: 11201, 11203, 11205, 11216, 11222, 11225, 11236, 11238, 11249, 11375

Finance



Facilities :

- Financial Ask: Wall Padding for Gym (already included in 2019-20 Budget)
 - Requesting Approval for Work Order and \$ amount for installation
 - 3 Quotes include Supplies/Equipment & Installation:
 - ATEquipmentsales.com = \$5,300
 - NCI Gym Pads = \$5,455.31
 - J & J Gym Floors LLC = \$7,800



Facilities :

FACILITIES DEPARTMENT 2019

	Jan	Feb	Mar	April	May
DOB	0	0	0	0	0
ECB	0	0	0	0	0
DOH	0	1	0	0	1
FDNY	0	1	0	1	1



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Facilities :

- 1) The NYC Department of Buildings approved a permit for a Suspended Scaffold to complete infrastructure work to the building's exterior walls.
- 2) The NYC Department of Buildings has a pending summons for The Failure to submit to the DOB a required report or critical exam documenting exterior five year wall report; Local Law # 11
- 3) Mr Grosman / PSG Construction is presently making repairs to the buildings infrastructure & have retained the services of Jack Jaffa & Associates to file the required report to the DOB for Local Law #11
- 3) The NYC Department of Health made an inspection On 5/15/19 & reported one (1) finding to clean the exterior of the schools ice machine. The cleaning has been placed into a schedule.
- 4) The FDNY made One (1) visit to the school
-One (1) FDNY Inspector to inspect the schools science labs. One violation issued to update the FDNY C14 Certificate holder for Non Production Chemical Labs
- 5) The schools Air conditioning has received maintenance & has been activated throughout the building
- 6) Elevators 1 and 2 are both in working condition.



Safety

SAFETY DEPARTMENT 2019

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



Safety

- 1) We have revised our Safety floor assignments adding two (2) Safety Officers on troubled floors to reduce student altercations. The change does not affect the number of Safety Officers on property
- 2) There were two (2) on property student altercations for the month down from eleven (11) from the previous month. There was one (1) off property altercation
- 3) There were three NYPD visits One (1) Student truancy and Two (2) Arrest due to incidents that occurred off school property
- 4) There were no EMS Ambulance visits for the month
- 5) There was one FDNY Inspector visit with one (1) Violation issued for a C14 Science Lab Certification. The violation is being corrected two staff members to receive certification



Accountability and Development

Recent

- Submitted CRDC Report
- Title IV Approved
- Attended *Making the Jump to Major Gifts PD* at the Foundation Center (5/15)
- Solicited scholarship donations from:
 - The Smith, BK Venues, MNS Realty, Normandy Realty, Sandals Resort, Katz's Deli, Entertainment Cruises, Top of the Rock, Hofman Sausage Company, Brooklyn Brewery, The Ritz Carlton, Mandarin Oriental, Brooklyn Navy Yard, New Profit, Rose Associates, Gotham Organization, Real Estate Board of New York City, Walton Family Foundation, Nooklyn Scholarship, CW Realty, Urban View Development, Denizen Bushwick, Seagis Property Group LP, Hudson Group Scholarship, Luna Park Coney Island, NY Rangers, NY Yankees, Brooklyn Nets
- Assisting with management of Governor's Ball fundraiser (led by Ann Leghorn) to support Class of 2020 (5/31-6/2)
- Finding a location for Seth Failla's art show in June (hopefully Demi-Monde Cafe)

Upcoming

- Regents Appeals, SSEC, Annual Report
- Researching Arts Graduation Pathway
 - Pilot applications released Fall 2019
- Bark for Schools - Free Online Student Activity Monitoring for G Suite

