



WCHS Board Meeting Agenda
June 25, 2019
6:00pm

1. Welcome and Introductions
2. Burning Flame Award
3. Head of School and Academy Leader Report
4. Voting Items
 - a. Approval of Board Minutes
 - b. Approval of the 2019-2020 Board Calendar
 - c. 2019-2020 Board Elections
 - d. Facilities Proposals
 - e. Liability Insurance
5. Adjournment
6. Executive Session



WILLIAMSBURG
CHARTER HIGH SCHOOL

Board of Trustees Meeting

June 2019

The Burning Flame Award



...


WILLIAMSBURG
CHARTER HIGH SCHOOL

The Burning Flame Award



Lisa Kellar



Academic Report

Head of School and Academy Leader Report

CDOS

Senior Awards & Scholarships

Interviews & Roundtables

End of Year Admin

The last day of classes / regents

A Taste of Williamsburg

Big Bang for Students



WILLIAMSBURG
CHARTER HIGH SCHOOL

Head of School and Academy Leader Report

- 194 Graduates!
- About 40% of the graduates used APEX to recover credits.



Graduation
2019!

Head of School and Academy Leader Report

Bro Assembly

Following a group fight, boys from the “BRO.” the WCHS’ Boys Mentoring Group presented an anti-violence assembly to their grade.

The presentation was followed by a Talkback with Greg Lucas, Director of of Climate and Culture for the New Visions Charter Network



This assembly served as a restorative response to the fight and students thoroughly reflected on the power that they have to influence their school community



WILLIAMSBURG
CHARTER HIGH SCHOOL

Head of School and Academy Leader Report

Virtual Reality Director, Ash Baccus-Clark donated two Oculus Rift Virtual Reality Headsets to WCHS! The headsets can be used to view 360 degree Images and Video.

We will explore how the VR headsets can be used in our technology programming.



WILLIAMSBURG
CHARTER HIGH SCHOOL

Head of School and Academy Leader Report



WCHS Leadership Camp was a hit!

This overnight trip was for students serving in our various leadership groups.

38 Students from 7 different leadership groups spent time in nature, reflecting and celebrating the the 2018/19 School Year.



Head of School and Academy Leader Report



WCHS Leadership Camp

In a post leadership camp survey, students reported enjoying the time to bond with students from other grades and a desire to extend the trip to an additional day!



Head of School and Academy Leader Report

WCHS Leadership Camp

This is a new tradition that we look forward to continue in the future as WCHS Student Leadership opportunities continue to grow!



Head of School and Academy Leader Report

2020 Senior Mentors

28 Rising Seniors are signed up to serve as mentors to the incoming Freshman Class!



2020 Senior Mentors will lead the class of 2023 in activities during this Summer's Freshman Bridge Program & continue to support new freshman during the 2019/2020 school year



Head of School and Academy Leader Report

Enrollment

Please be advised that over 300 students have been registered for our summer school program. The students were registered based on missing credits that have resulted in them being off track. Counselors reviewed each of their caseloads, met with students and registered them in PowerSchool.

Summer Intensives

The summer intensives have been cancelled due to low enrollment. There were only three students who registered for intensives.

Summer Internship

Based on the low interest in intensives, a paid summer internship was take its place. Exciting. Over 20 students attended the interest meeting. The first day of the internship is July 16.



Voting Items

Accountability and Development

Board Business

- Approval of Board Minutes
- 2018-2019 Annual Meeting
 - 2018-2019 Board Self Evaluations
 - 2019-2020 Board Elections
 - 2019-2020 Board of Trustees Calendar



Accountability and Development

Board Calendar

The majority of meetings are scheduled for the third Tuesday of the month at 6pm, except where noted.

- July 16, 2019 at 6pm
- **August 27, 2019 at 4pm**
 - I tentatively scheduled this for the fourth Tuesday of the month to allow for a recap of the first day of school.
 - It is scheduled at 4pm so new staff can be introduced to the Board.
- September 17, 2019 at 6pm
- October 15, 2019 at 6pm
- November 19, 2019 at 6pm
 - We sometimes schedule this at 4pm to thank teachers for their service to the school. We can determine whether this time will work for the Board as the meeting approaches.
- December 17, 2019 at 6pm
- January 21, 2020 at 6pm
- **February 25, 2020 at 6pm**
 - This is the fourth Tuesday of the month because the school is closed February 17-21.
- March 17, 2020 at 6pm
- April 21, 2020 at 6pm
- May 19, 2020 at 6pm
- June 16, 2020 at 6pm



Facilities

CONSTRUCTION REQUEST - All in Budget

To replace window frames in the school exit doors with aluminum frame windows to protect from student injuries. The present frames are being vandalized & pushed out of position causing the glass windows to be exposed. Three proposals submitted.

International Fire Door selected.....**\$10,450**

To replace two exterior cameras to rotating, high definition cameras. Present cameras are fixed and do not provide facility with complete exterior street coverage for the school. Three proposals were submitted in 2018

Security & Camera NY selected**\$3,200**

To install a new wall & fire door to create additional space on the 8th floor hub area. Three proposals submitted

Glenwood Construction Corp selected**\$7,580**

To update & submit a new Department of Buildings floor plan, occupancy permit and inspection's in regards to the 8th floor wall & door enclosure

S.R.Y. Architect Designs selected**\$5,200**

To install gymnasium padding and the removal of 10 feet of existing rock climbing wall to provide physical education safety

N.C.I. Gym Pads selected**\$7,731**



WILLIAMSBURG
CHARTER HIGH SCHOOL

Facilities

Room Changes

- Clear out 822 (Physical Education Office)
- Clear out 831 (Data) and 831A (Accountability)
- Clear out 833 (Storage)
- Move Data from 831 to 833
- Move Accountability from 831A to 822
- Move furniture from 214 (Teachers Lounge) to 831 and 831A
 - Architect will be determining capacity of 831 and 831A
- Move 123 (Recruitment) to 124 (Student Life)
- Move 819 (Parent Coordinator) to 123 (Recruitment Office)

Clear out rooms for carpet removal: 708, 608, 522, 513

Clear out rooms for floor strip and wax: 516, 532, 424, 419, 411, 325, 224



WILLIAMSBURG
CHARTER HIGH SCHOOL

Human Resources

A proposal to switch to the Scholastic First insurance package, to reduce asset liability insurance costs by >\$40,000 and provide better protection for students, Board and WCHS assets:

Having reviewed our current policies, AJ Gallagher's Scholastic First package offers us:

A lower deductible from \$25,000 to \$5,000

Student Accident coverage – Proposed Savings: \$13,107

Crime Coverage – Proposed Savings: \$5,400. The \$1,000,000 limit on the current policy is sufficient, but price and deductibles are much higher

Increased Claims expense limit from \$5,000 to \$150,000. This is the amount of funding available to the school to hire forensic accountants to determine the cause of the loss and the amount to be paid under the policy. \$5,000 is woefully insufficient considering that embezzlement claims can go back years.

Umbrella Policy – Proposed Savings: \$30,800. Using Gallagher's risk purchasing agreement, the umbrella program would charge \$5,000 premium for a \$10,000,000 limit that is not available to your current agency. That structure is shown in the graphic below.

Scholastic First provides a separate \$10,000,000 policy with a \$10,000 deductible to protect the Board vs. our current deductible of \$25,000.

A bindable quote for violent acts that is unique to Scholastic First (aka Security Risk Management) provides \$1,000,000 in funds and consulting to respond to violent acts on campus. It is advised that WCHS purchase this coverage while still saving over \$40,000 over the current program.

Some of the issues with our current plan:

- Does not provide coverage for students participating in summer camps, volunteers or trainers.
- Has a one year (365 day) benefit period on the basic layer.
- Provides only a \$2,000,000 medical maximum -- much lower than Scholastic's \$5M or \$7.5M options.
- The catastrophic layer only has a 5 year benefit period versus Scholastic First's 10 year benefit period..
- Gaps in coverage



Updates

Head of Operations Report

- Scheduled and administered approx. 3,500 Regents Exams
- Generated and mailed Summer Bulletin, STAR Score Reports, and Trimester 3 Report Cards to families
- Created and disseminated Year-End Checklist for Instructional and non-returning staff, including conducting inventory of Microsoft Surfaces
- Prepared orders for 2019-20 for supplies
- Planned Summer Operations and Organizational Schedules in support of Summer School and Instructional staff
- Interviewing candidates for open and new positions for 2019-20
- Worked with Instructional Leadership to generate Instructional contracts and in the process of generating non-instructional contracts for 8/15/19 start date
- Reviewed Yondr & Uniform Policy with Discipline Committee



Recruitment and Enrollment as of 6/21/19

<u>Powerschool</u>	<u>ATS</u>	<u>FTE</u>
907	907	910.98

School Mint Applications

Total Applicants for 2018-19: 912

Applicants Enrolled: 286

Current Waitlist: 0

- Enrollments in Process: 0

Total Applicants for 2019-20: 835

Registration Complete: 229 Registration In Process: 26 Waitlist: 11

Recruitment and Enrollment

Registration and Enrollment

- Completed Verified Registrations (Seats filled as of 6/24/19)
 - 9th: 194/300
 - 10th: 16/50
 - 11th: 12/20
 - 12th: 7/10

Registrations in Progress

- 9th: 23
- 10th: 1
- 11th: 1
- 12th: 1

Waitlist

- 9th: 1
- 10th: 2
- 11th: 5
- 12th: 3

Finance

WCHS Financial Update June 25, 2019

As of May 31, 2019, total collected revenue for the period is \$14,677.859 million and total expenses for the period is \$14,831,440 million.

Total deficiency of revenue over expenses as of May 31, 2019 is (\$153,581). Our projected surplus for the period was \$172,870.

Total Assets	\$13.6 million
Total cash	\$9.5
Total Fixed Assets	\$2.2
Building Deposit	\$1.5
Total Liabilities	\$11(*)

* Primarily - Deferred Rent of \$9,193,872 million.

Additional finance information can be [located here](#).



Facilities

FACILITIES DEPARTMENT STATS 2019						
	Jan	Feb	Mar	April	May	June
DOB	0	0	0	0	0	0
ECB	0	0	0	0	0	0
DOH	0	1	0	0	1	0

1) There were no school visits from the **Department of Buildings, Environmental Control Board** Or the **Department of Health**

2) One HVAC compressor required a replacement, one blower motor required replacement.

3) Two (2) window leaks were reported during heavy rain for the months of May & June which is a reduction from thirty four (34) from the previous months prior to Local Law 11 exterior wall repairs that are ongoing

4) A) Three proposals were submitted for approval to erect a wall on the 8th floor hub area

B) Three proposals were submitted for the replacement of the fire exit door windows

C) Three proposals were submitted to remove the gymnasium rock climbing wall

D) One proposal was submitted to replace deteriorated carpets in Rooms 608, 617, 522 & 512, by IBM construction that has previously conducted this work for four years at the school

5) 2019 Summer Facilities recess work will consist of floor work, painting, classroom & office deep cleaning, window cleaning, ceiling ventilation cleaning & sidewalk and building power washing



WILLIAMSBURG
CHARTER HIGH SCHOOL

Safety

SAFETY DEPARTMENT STATS 2019						
	Jan	Feb	Mar	Apri	May	June
Altercations	7	3	0	11	2	0
NYPD Visits	0	2	0	2	2	0
EMS Visits	1	2	1	2	2	0
FDNY Visits	0	0	1	0	1	0

1) There were no student altercations on school property. Two reported incidents off property

2) There were no NYPD (Police) EMS (Emergency Medical Service) No FDNY (Fire Department) visits to the school

3) Summit Security Service annual contract is due for an extension review

4) A request is being made to interview and move two (2) Summit Officers to W.C.H.S. in-house Safety Officers for the upcoming school year

5) A proposal is being made to re-introduce the Yondr system. The system has been reported used in other schools and schools have reported a tremendous change in student's attentiveness. I would like to show a short two minute video (Show video): <https://www.youtube.com/watch?v=EPsiQsijlqNc>



WILLIAMSBURG
CHARTER HIGH SCHOOL

Accountability and Development

Recent

- Regents Appeals and Test Invalidations
- Summer Reporting: SSEC (July 19), Annual Report (August 1), Title Funding (August 31)
- Handbooks
- Ongoing online marketing campaigns
- Nonmaterial Changes

Upcoming

- Development Expansion
- Researching Arts Graduation Pathway
 - Pilot applications released Fall 2019
- Bark for Schools - Free Online Student Activity Monitoring for G Suite

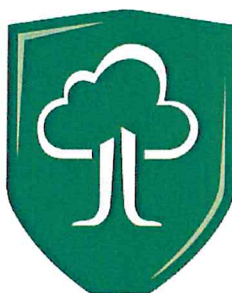




WCHS Board of Trustee Meeting Calendar 2018-2019

The majority of meetings are scheduled for the third Tuesday of the month at 6pm, except where noted.

- July 16, 2019 at 6pm
- **August 27, 2019 at 4pm**
 - I tentatively scheduled this for the fourth Tuesday of the month to allow for a recap of the first day of school.
 - It is scheduled at 4pm so new staff can be introduced to the Board.
- September 17, 2019 at 6pm
- October 15, 2019 at 6pm
- November 19, 2019 at 6pm
 - We sometimes schedule this at 4pm to thank teachers for their service to the school. We can determine whether this time will work for the Board as the meeting approaches.
- December 17, 2019 at 6pm
- January 21, 2020 at 6pm
- **February 25, 2020 at 6pm**
 - This is the fourth Tuesday of the month because the school is closed February 17-21.
- March 17, 2020 at 6pm
- April 21, 2020 at 6pm
- May 19, 2020 at 6pm
- June 16, 2020 at 6pm



**Board of Trustees
2019-2020 Annual Meeting
Executive Officers Election Ballot**

Chair	
Lourdes Rivera-Putz	

Vice Chair	
Samuel Rivera	

Treasurer	
John Witherspoon	
Manny Morales	

Secretary	
Charles Hobson	



**Board of Trustees
2018-2019 Annual Meeting
Executive Officers Election Ballot**

Executive
Elected Executive Officers

Accountability and Finance
Samuel Rivera
John Witherspoon
Manny Morales

Development and Fundraising
Samuel Rivera
Charles Hobson
Lourdes Rivera-Putz