



WCHS Board Meeting Agenda
October 15, 2019
6:00pm

1. Welcome and Introductions
2. Approval of Board Minutes
3. LGBTQIA+ Inclusion Practices Update
4. Head of School and Academy Leader Report
5. Head of Operations Report
6. Recruitment and Enrollment
7. Human Resources
8. Finance
9. Facilities and Safety
10. Accountability and Development
11. Adjournment
12. Executive Session

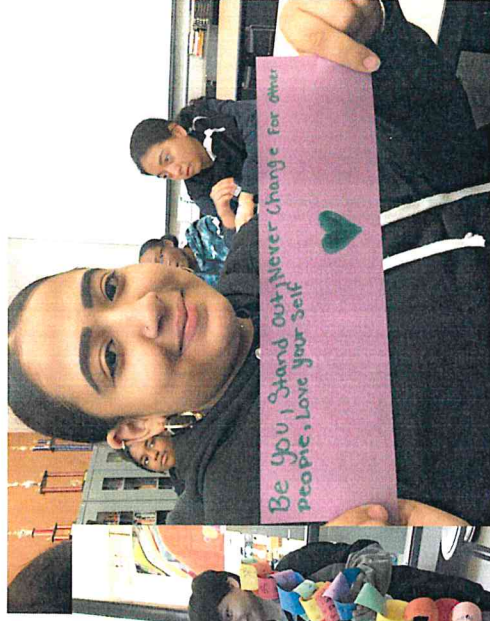


WILLIAMSBURG
CHARTER HIGH SCHOOL

Board of Trustees Meeting

October 2019

LGBTQIA+ Inclusion Practices



Head of School and Academy Leader Report

- Cycle 1 (Unannounced) Teacher Observations
- Department Team Learning Walks
- One-to-One Coaching
- Trimester 1 Interims (Midterms) completed in all subject areas
- Search for Social Emotional Academy Leader (10th Grade)
- Preparation for November 4 and 5 PD Days
- A-Lab Report



COMMUNITY STUDENT VOICE PARENT INVOLVEMENT



COMMUNITY
9th and 10th grade students
participated in Underclassmen
Mixer



STUDENT VOICE
WCHS students participated
in historic youth-led Climate
Strike



INVOLVEMENT
First Parent Leadership
Council meeting held

EVENTS AND CELEBRATIONS

- NATIONAL COMING OUT DAY
- HISPANIC/LATINX HERITAGE MONTH
- FRIGHT FEST BONDING TRIP
- RUBEN MUSEUM FIELD TRIP





CURRICULUM NIGHT

Parents and students able to meet staff, find out about school programs, and visit classrooms!



EXCELLENCE.
EVERY.
DAY.

CLASS OF 2023



SET
GROW

YOUR SUCCESS IS OUR
GOAL! WHATEVER
YOU WANT TO
ACHIEVE, WCHS
WANTS TO HELP!

STAFF SPOTLIGHT!

FRANCOIS MONROC

FRENCH TEACHER



MY NAME IS MR MONROC. I AM ONE OF THE FRENCH TEACHERS AT WCHS. I WAS BORN AND RAISED IN PARIS. I HAVE TAUGHT FRENCH AND ENGLISH FOR 13 YEARS ACROSS 3 COUNTRIES (ENGLAND, FRANCE & THE US). AND MY GOAL AS A LANGUAGE TEACHER IS TO GIVE YOU A TASTE OF THE VARIOUS CULTURES ATTACHED TO THE FRENCH LANGUAGE AND HOPEFULLY INSPIRE YOU TO TRAVEL AND OPEN THE DOOR TO A BIGGER WORLD.

STUDENT SPOTLIGHT

JASMINDA M



This is Jasminnda, but everyone calls her Jazzy! Jazzy is an exceptional student and athlete. She enjoys volleyball and practices Brazilian Jiu-Jitsu. She is also our highest earning 9th Grade student on Hero, our positive behavior reward system, with over 600 points! Keep up the great work Jazzy!

Head of Operations Report

- Safety Plan for Board approval
- Planning rooms, proctors, schedules and supplies for school-wide PSAT/SAT Day on Weds., 10/16 with College & Career Office
- Professional Development Planning:
 - CPR/AED Training for Athletics, Safety and Operations Staff for the upcoming PD day on 11/5
 - Crisis Prevention & Intervention (CPI) Training at NYC Charter Center for Safety and Student Life on 11/12 and 12/5
 - PowerSchool Training (TBD)
- Generated Trimester 1 Progress Reports to families and preparing mailing
- Arranged coverages for approx. 4 vacancies: .2 CDOS, 1.5 Math, 1.5 ENL, .2 Literacy



Recruitment and Enrollment as of 10/15/19

<u>Powerschool</u> 951*	<u>ATS</u> 949	<u>FTE</u> 933.4
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*Includes 2 students pre-registered to start on 10/16 and 15 students with Zero Attendance

School Mint Applications

Total Applicants for 2019-20: 1047

Applicants Verified: 321 Registration Complete: 1

Current Waitlist: 15 Offered: 2

Enrollments in Process: 3

Applicants for 202-21 Lottery: 61

Recruitment and Enrollment

Registrations In Progress/Offered/Complete as of 10/15/19:

- 9th Gr: 6
- 10th Gr: 0
- 11th Gr: 0
- 12th Gr: 0

Waitlisted: 9th Gr: 0, 10th Gr: 6, 11th Gr: 6, 12th Gr: 3

- PowerSchool Enrollment (951) as of 10/15/19 by Cohort:

Class of 2023 / Gr 9	226 / 243	
Class of 2022 / Gr 10	213 / 311	
Class of 2021 / Gr 11	252 / 185	
Class of 2020 / Gr 12	216 / 212	
Class of 2019 and prior	44	

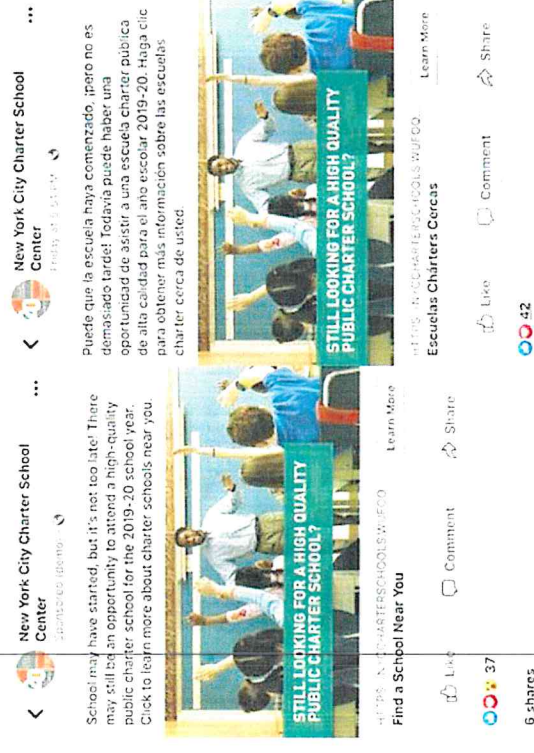
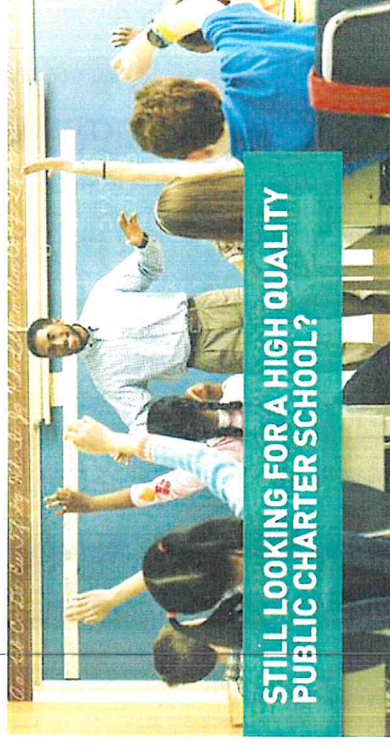
Recruitment and Enrollment

- Hosted Student Recruitment Open House on 9/25 from 5-7pm
 - 3 families attended and submitted applications
- Preparing for WCHS Open House on Sat., 10/19 at 10am
- Attended Middle Village Prep High School Fair @68-02 Metropolitan Ave, Middle Village, NY 11379
 - 5 families signed up for our mailing list
- Attended M.S. 577 High School Fair 208 N 5th St, Brooklyn, NY 11211
 - 15 families signed up for our mailing list
- Attended DOE High School Fairs on 9/21 and 9/22 at John Jay High School in Brooklyn and on 10/5 and 10/6 at Edward R. Murrow High School.
 - 67 families signed up for our mailing list on 9/21-9/22
 - 54 families signed up for our mailing list on 10/5-10/6
- Scheduled school day tour for BedStuy New Beginnings Middle School on 10/29
- Attending BedStuy New Beginnings High School Fair on 11/7
- Updating Niche.com marketing to include re-marketing and lead generation
- Planning upcoming Email Blasts, Vanguard Mailing, and Bus kiosk ads

Recruitment and Enrollment

- Participated in the Charter Center's Fall Enrollment Pilot Program
- Over 2000 families saw the NYC Charter Center Recruitment ads. Over 300 inquired, and every family received a reply.
- Added all WCHS Open Houses to Charter Center's Events Calendar
 - [Charter School Recruitment Events Calendar](#)
- Indicated interest in participating in the Charter Center's Open House Week or other future events

Campaign Artwork



Human Resources

Recruiting and HCM

- Onboarded this month: a french teacher and a math teacher (another returning employee)
- Hiring this month: Teachers of Literacy, French, Math; an intervention counselor (IFSC); a social-emotional AL (SEAL), and 3 permanent security officers.

Benefits & Payroll

- AFLAC Representative came to consult with new and current enrollees
- Preparing two parental leave memos
- Human Capital Module implementation continues (upgrades how we recruit, onboard, store data)

PD and training:

- NYSIF: preventing injury in the workplace
- EEOC: Respect in the Workplace / Harassment Prevention)
- PFLAG Safe Schools or Gender Spectrum in December

November:

- Teacher certification data report due Nov. 1st
- Teacher data submission due Nov. 4th
- P.D. for new teachers re: Safety (video) BEDS assignment (instruction) and ADP usage - Nov. 4th
- Follow-up on Board of Regents vote (10/23) that may require a written MOU to define our response to student misconduct. Must be signed by security staff, maybe Student Life, perhaps all administrative staff; and any law officer we employ; appointed Student Resource Officer; additional training.



Finance

WCHS Financial Update October 15, 2019

As of August 31, 2019, total collected revenue for the period is \$2,860,035 million and total expenses for the period is \$2,499,778 million.

Total Excess of revenue over expenses for the period is \$360,257

Total Assets	\$15.6 million
Total cash	\$11.4
Total Fixed Assets	\$2.1
Building Deposit	\$1.5
Total Liabilities	\$12.9(*)

* Primarily – Deferred Rent of \$9,366,444 million.



Facilities

FACILITIES DEPARTMENT STATS 2019

	Aug	Sept	Oct	Nov	Dec	Jan
DOB	0	0	0	0	0	0
ECB	0	0	0	0	0	0
DOH	0	0	1	0	0	0

1. There were no school visits from the Department of Buildings, Environmental Control Board and one (1) visit from the Department of Health, An advisory with issued to clean the overhead stove fan blades
2. All heating units are prepared for the upcoming cold weather
3. There were no reported window leaks for the month



WILLIAMSBURG

Safety

	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Altercations	1	3	3				
NYPD Visits	0	1	0				
EMS Visits	1	1	2				
FDNY Visits	0	0	1				

1. There three student altercations on property for the month of October.
2. There were no NYPD (Police) visits to the school for the month
3. There were two EMS (Emergency Medical Service) visits to the school for the month, Seizure & Sprained ankle
4. There was one FDNY (Fire Department) visit to the school for the month of October a School Lab inspection. One violation issued to update the labs eye wash station was issued with 30 days to cure.
The log sheet has since been updated



Accountability and Development

Accountability

- Title Application
 - NYSED requested some adjustments in the portal
- Provided documentation for audit and paperwork for Signature Bank

Recruitment/Marketing

- Website updates complete
- Niche.com improvements
 - Increased marketing package for additional event promotion
 - Initiated Google Analytics

Development/Community

- Visit with New York Charter Association
 - Jon Thatcher - Director of Schools and Community Engagement
- My Brother's Keeper - December 6
- Governor's No Student Goes Hungry Initiative - Farm to School Program - November 7



