



WCHS Board Meeting Agenda
September 17, 2019
6:00pm

1. Welcome and Introductions
2. Approval of Board Minutes
3. Head of School and Academy Leader Report
4. Head of Operations Report
5. Recruitment and Enrollment
6. Human Resources
7. Finance
8. Facilities and Safety
9. Accountability and Development
 - a. Title Application Signature Approval
 - b. Safety Plan Review
10. Adjournment
11. Executive Session



WILLIAMSBURG
CHARTER HIGH SCHOOL

Board of Trustees Meeting

September 2019

Head of School and Academy Leader Report

- 2019-2020 Teacher Evaluation Rubric Update and Process
 - All Instructional Staff PD: September 4, 2019
 - Q&A Sessions: September 5, 10, 18, 2019
- STAR Testing: September 9-13, 2019
- Instructional Focus for 2019-2020 : Data Driven Decision Making
- Small group coaching cycle with Instructional Coaches started September 9, 2019
- Interim Head of School, IAL, SEALs, Instructional Coaches began classroom visits August 26, 2019
- Trimester 1 Master Schedule and student schedules corrections were made in collaboration with Ms. Richards, Manager of Student Support Services and Scheduling and the Academic Counselors
- Upcoming Events: Curriculum Night, September 26, 2019 (4:30-7:00pm)



WILLIAMSBURG
CHARTER HIGH SCHOOL

Head of School and Academy Leader Report



96 Families were represented

Senior Parent Night:

Discussed College Application/ FASFA

Senior Events and Requirements

Off Track and On Track Information



WILLIAMSBURG
CHARTER HIGH SCHOOL

Hispanic & Latinx Heritage Month

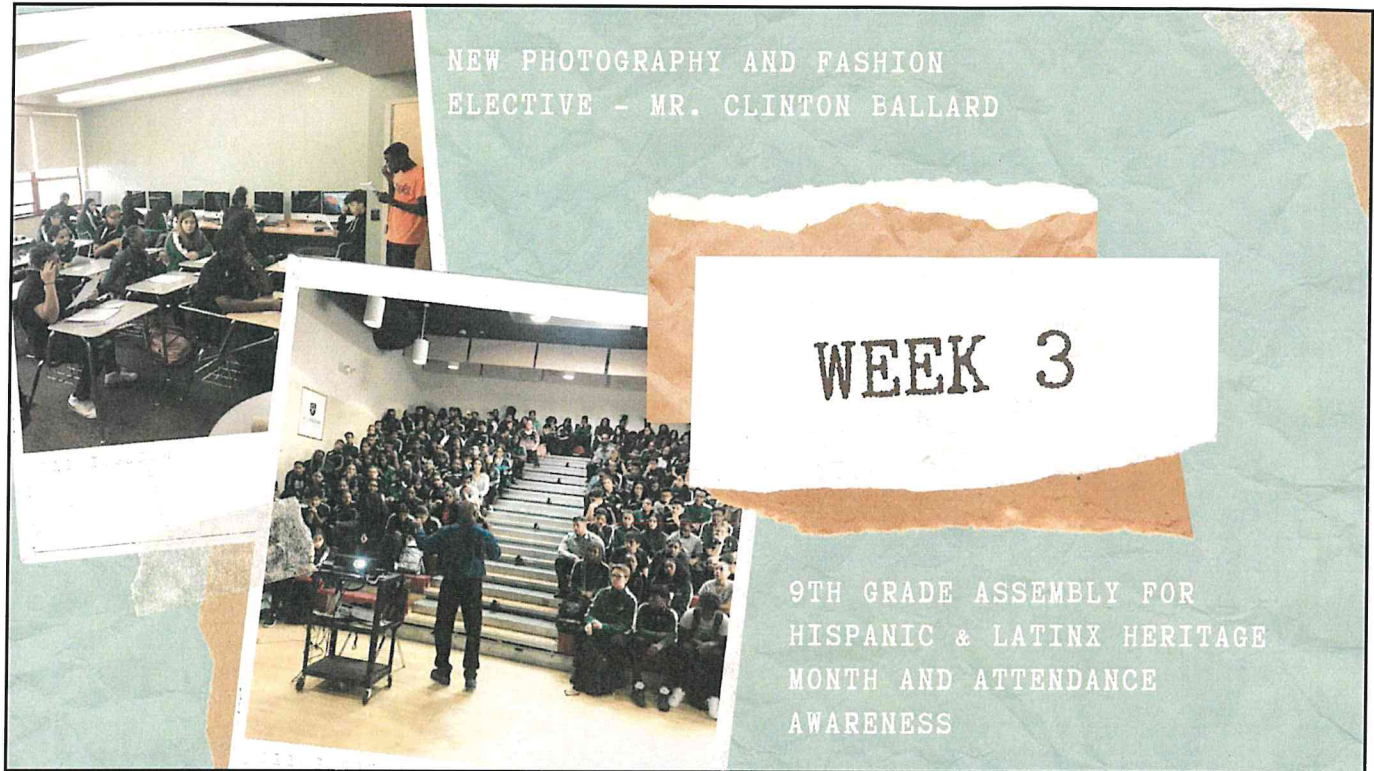
September 18th Student Auditions
(After School)

September 20th Mixer - we can sell
Juice and Empanadas or Snacks

September 25th Movie Night After
School from 3:10pm-5:00pm

September 27 FRIDA FRIDAY (During
Lunch Periods)





BACK TO SCHOOL Mixer
SEPT 20th
3:10 - 5:30
WCMS CAFETERIUM
UNDERCLASSMEN MIXER!
MUSIC
GAMES
FREE ENTRY
REFRESHMENTS!
students must be in good academic and behavioral standing to attend

HISPANIC HERITAGE CELEBRATION

Celebrate with us!

Music, Dinner & Dancing! Culture Performances

OCT 18 5 PM

~ WILLIAMSBURG CHARTER HIGH SCHOOL ~

Head of Operations Report

- Generated and mailed September/October Parent Bulletin to all families along with parent PowerSchool and HERO access codes
- Collaborating with Leadership Team to prepare for Curriculum Night and other school events
- Finalizing trainings & updates to new website for target launch date of September 20th with ongoing edits (draft preview: <https://www.thewcs.org/wchs-final/>)
- Collaborated with Intervention Department for NYSITELL administration and trainings
- Attending upcoming DOE Invoicing trainings with Data and SNAS Departments
- Conducted 3 Fire Drills and 1 Bus Drill
- Updated School Safety Plan for review and public comment, email contact@thewcs.org



Recruitment and Enrollment as of 9/16/19

<u>Powerschool</u>	<u>ATS</u>	<u>FTE</u>
958	957	913.57*

* Accounts for 11 Pending Discharges and 45 students with Zero Attendance

School Mint Applications

Total Applicants for 2019-20: 1008

Applicants Verified: 306 Registration Complete: 2

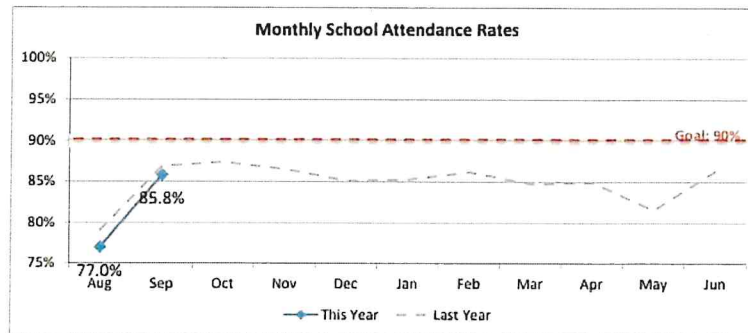
Current Waitlist: 17 Offered: 2

Enrollments in Process: 6

44 Registered but then stated they "Will Not Attend" between 7/2/19 and 9/5/19 vs. 72 "Will Not Attend" last year; Overall, 38 students transferred out between 7/2/19 and 9/13/19;

Recruitment and Enrollment as of 9/16/19

Attendance Rates by Month												
Cohort	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
2023	85.8%	93.1%										90.5%
2022	81.3%	89.6%										86.7%
2021	78.6%	89.1%										85.4%
2020	76.6%	85.8%										82.5%
<2020	20.0%	23.9%										22.4%
School	77.0%	85.8%										82.7%



- Daily Auto-calls to absent students
- Mailed personal letters to families of students with Zero Attendance

Recruitment and Enrollment

8 Registrations In Progress/Offered as of:

- 9th Gr: 7
- 10th Gr: 0
- 11th Gr: 1
- 12th Gr: 0

17 Waitlisted: 9th Gr : 0, 10th Gr: 7; 11th Gr: 7, 12th Gr: 3

- PowerSchool Enrollment of 958 as of 9/16/19 by Cohort:

Class of 2023	220
Class of 2022	217
Class of 2021	252
Class of 2020	219
Class of 2019 and prior	50

Recruitment and Enrollment

- Planned Student Recruitment calendar for monthly Open Houses.
- Set enrollment timeline, calendar and SchoolMint settings for the 2020-21 Lottery.
- Launched 2020-21 School Mint Lottery Application for 4/1/20 Application Deadline and 4/02/20 Lottery Date.
- Registered for participation in 2020-21 Common Application participation via NYC Charter Center starting 10/1/19.
- Preparing for upcoming 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.
- Revising and updating WCHS promotional materials and promotional items for consistent branding in concert with new website launch.
- Continuing to update Google Ads and social media outreach.
- Conducting outreach to Pending Discharge and Long-term Absent students, including inviting them to the Alt . Ed. Lab.

Human Resources

Recruiting and HCM

- Onboarded this month: 3 teachers, 2 counselors, an 11th grade Academy Leader, an operations staff member
- One internal hire which has initiated the Media Library development endeavor
- Hiring: Teachers of Literacy, French and Social Studies

Benefits & Payroll

- Completed implementation of our Benefits module in ADP, thanks to Payroll Coord. and HR Assoc.
- Handbook 2019-2020 is updated, thanks to Operations and Accountability, to be distributed

PD and training:

- Completed: Confronting Sexual Harassment training (90% of Certificates of Completion)
- Upcoming: NYSIF on-site(slip & fall); EEOC (Harassment Prevention) and gender awareness immersion for Safety and Student Life; EAP outreach - mental health, stress and triggers.

October:

- Ongoing ADP /HCM implementation process to upgrades how we recruit, onboard, store data
- Recruiting outreach
- Certification tracking
- Performance evaluations
- Ongoing review of HR processes



WILLIAMSBURG
CHARTER HIGH SCHOOL

Finance

WCHS Financial Update

September 17, 2019

As of July 31, 2019, total collected revenue for the month is \$1,437,802 million and total expenses for the period is \$1,429,053 million.

Total revenue over expenses as of July 31, 2019 is \$8,749.

Total Assets	\$10.6 million
Total cash	\$9.5
Total Fixed Assets	\$2.2
Building Deposit	\$1.5
Total Liabilities	\$11.8(*)

* Primarily – Deferred Rent of \$9,311,359 million.



Facilities

	Aug	Sept	Oct	Nov	Dec	Jan
DOB	0	0	0	0	0	0
ECB	0	0	0	0	0	0
DOH	0	0	0	0	0	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 on the 8th floor
3. There were no reported window leaks for the month
4. The scaffolding has been removed and the building's exterior, The building infrastructure repairs have been completed
5. Three proposals are being submitted for the building's exterior marble cleaning and polishing
6. The school's heating system is being prepared for the winter season



Safety

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

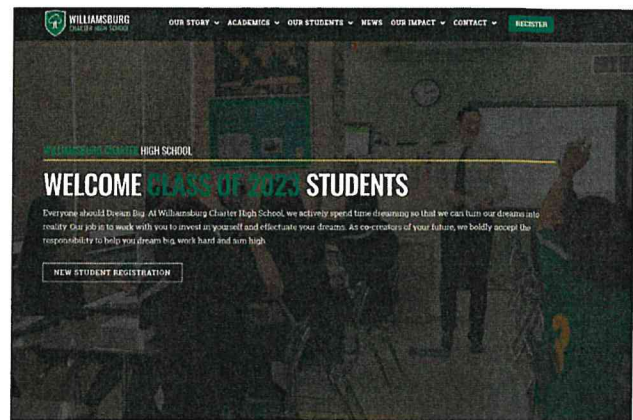
1. There were two student altercations on property for the month of September.
2. There was one NYPD (Police) visit for a non-school related incident.
3. There was one EMS (Emergency Medical Service) visit to the school for the month
4. There were no FDNY (Fire Department) visits to the school for the month of September. One fine for excessive alarms was imposed for \$935.00 a reduction from a fine of \$1,875.00



WILLIAMSBURG
CHARTER HIGH SCHOOL

Accountability and Development

- **Title Application**
 - **Vote** approving authority of Head of Operations to approve and sign financial documents related to grants administered by SED documents
 - Held parent meeting earlier tonight
- **Safety Plan**
 - Review Safety Plan for October **vote**
- **Space Usage - Community**
 - United We Stand - 9/28
 - Manifest TV Show - 9/30 or 10/1
 - Billy Crystal Movie (unlikely)
 - Setting up art show with Demi-Monde (cafe)
- **Website will be finalized 9/20**
 - Training w/ Greg



WILLIAMSBURG
CHARTER HIGH SCHOOL