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
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
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)
Head of School and Academy Leader Report

Senior Parent Night:
Discussed College Application/ FASFA
Senior Events and Requirements
Off Track and On Track Information

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)
NEW PHOTOGRAPHY AND FASHION ELECTIVE - MR. CLINTON BALLARD

WEEK 3

9TH GRADE ASSEMBLY FOR HISPANIC & LATINX HERITAGE MONTH AND ATTENDANCE AWARENESS

BACK TO SCHOOL MIXER
SEPT 20th
20th
3:10 - 5:30

UNDERCLASSMEN MIXER!
MUSIC GAMES FREE ENTRY REFRESHMENTS!

HISPANIC HERITAGE CELEBRATION
Celebrate with us!

Music, Dinner & Dancing! Performances Culture
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/](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

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**Recruitment and Enrollment as of 9/16/19**

<table>
<thead>
<tr>
<th>Powerschool</th>
<th>ATS</th>
<th>FTE</th>
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<tr>
<td>958</td>
<td>957</td>
<td>913.57*</td>
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</tbody>
</table>

* 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

<table>
<thead>
<tr>
<th>Cohort</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
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<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
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<tbody>
<tr>
<td>2023</td>
<td>85.5%</td>
<td>93.1%</td>
<td>93.3%</td>
<td>93.4%</td>
<td>93.5%</td>
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<td>2022</td>
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<td>2021</td>
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<tr>
<td>2020</td>
<td>76.6%</td>
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<td>86.2%</td>
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<tr>
<td>2019</td>
<td>74.6%</td>
<td>83.9%</td>
<td>84.0%</td>
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<td>Total</td>
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#### Monthly School Attendance Rates

- 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:

<table>
<thead>
<tr>
<th>Class of 2023</th>
<th>220</th>
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</thead>
<tbody>
<tr>
<td>Class of 2022</td>
<td>217</td>
</tr>
<tr>
<td>Class of 2021</td>
<td>252</td>
</tr>
<tr>
<td>Class of 2020</td>
<td>219</td>
</tr>
<tr>
<td>Class of 2019 and prior</td>
<td>50</td>
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</table>
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
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.

<table>
<thead>
<tr>
<th>Total Assets</th>
<th>$10.6 million</th>
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<tbody>
<tr>
<td>Total cash</td>
<td>$9.5</td>
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<tr>
<td>Total Fixed Assets</td>
<td>$2.2</td>
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<tr>
<td>Building Deposit</td>
<td>$1.5</td>
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<tr>
<td>Total Liabilities</td>
<td>$11.8(*)</td>
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* Primarily – Deferred Rent of $9,311,359 million.

Facilities

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<tbody>
<tr>
<td>DOB</td>
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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**

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<th></th>
<th>Aug</th>
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<tr>
<td>Altercations</td>
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<tr>
<td>NYPD Visits</td>
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<td>EMS Visits</td>
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<td>FDNY Visits</td>
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</table>

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

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**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