



WCHS Board Meeting Agenda
November 19, 2019
3:00pm

1. Welcome and Introductions
2. Approval of Board Minutes
3. Alberto Cruz Golden Apple Award
4. Instructional Coaches Brief
5. Head of School and Academy Leader Report
6. Head of Operations Report
7. Recruitment and Enrollment
8. Human Resources
9. Finance
10. Facilities and Safety
11. Accountability and Development
12. Adjournment
13. Executive Session



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CHARTER HIGH SCHOOL

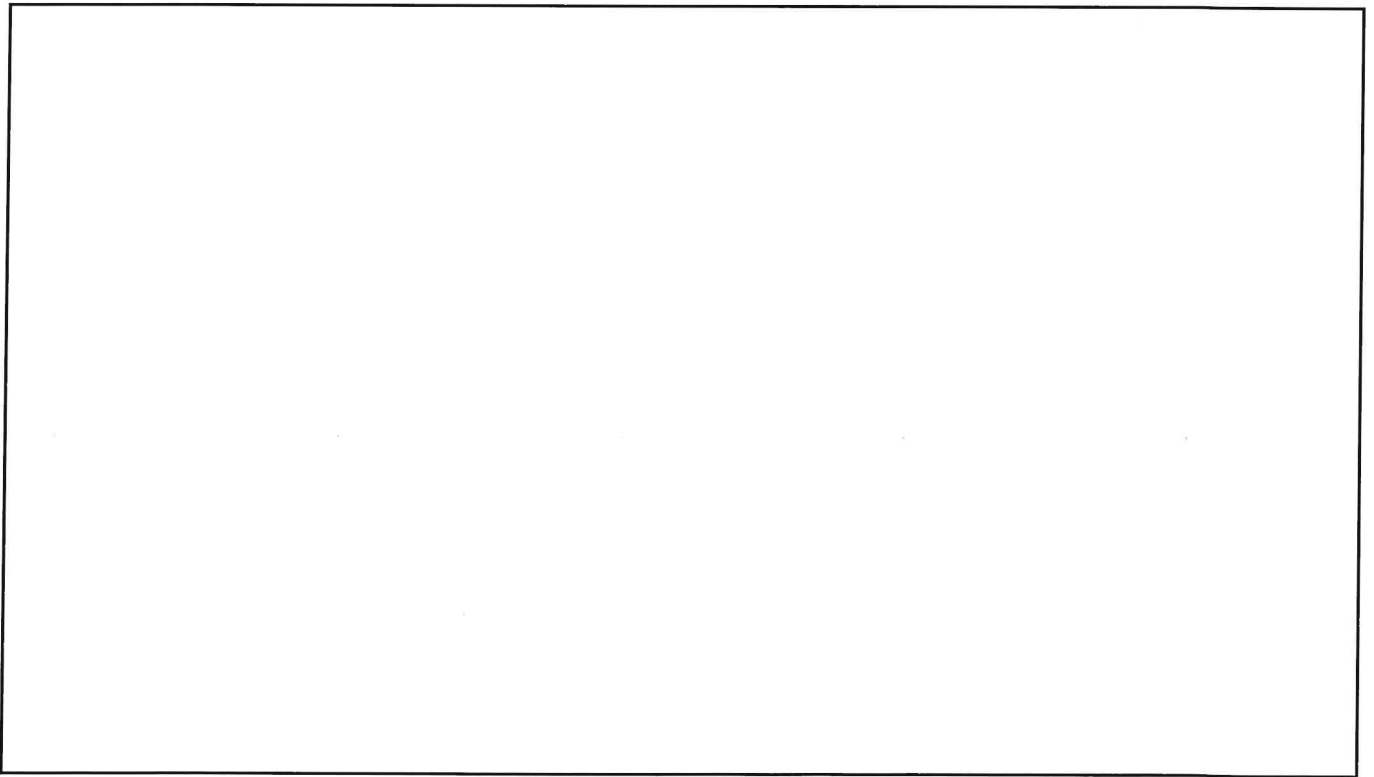
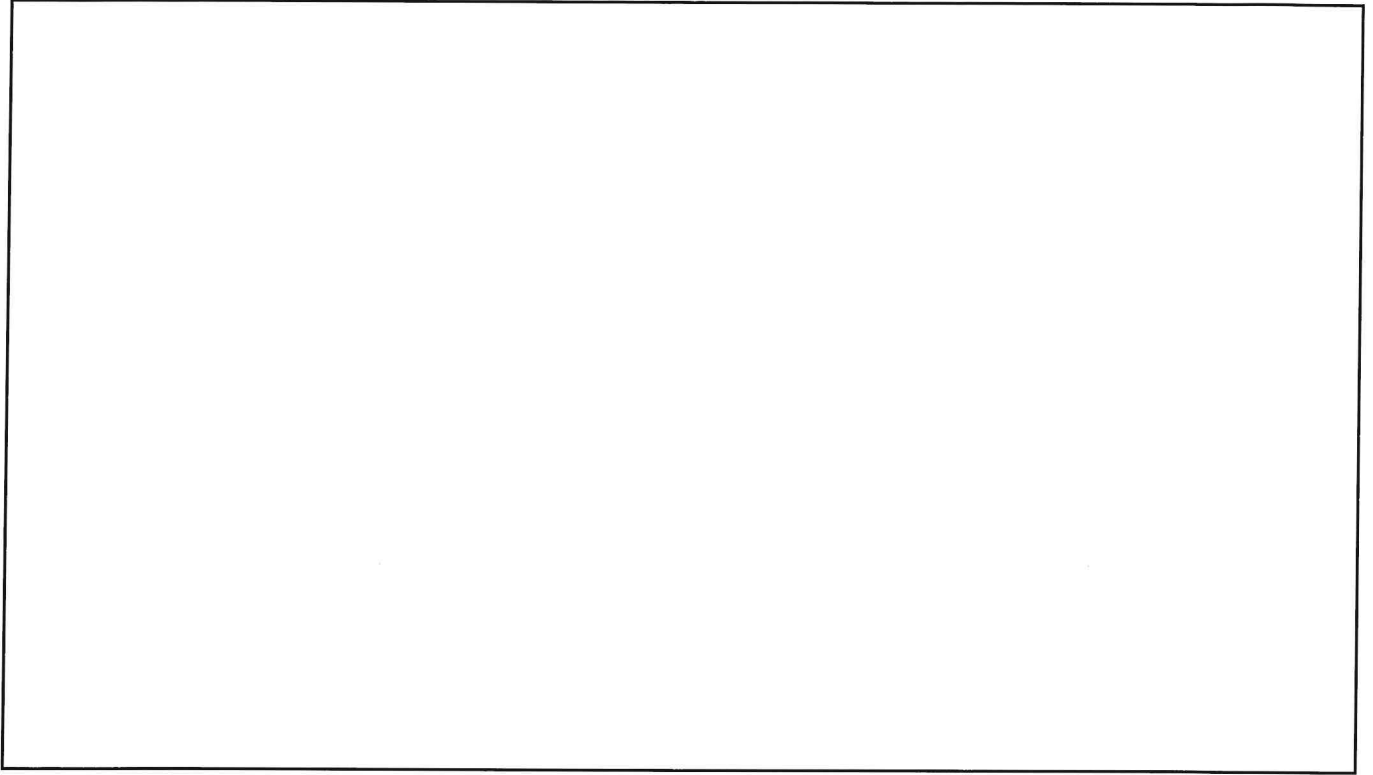
Board of Trustees Meeting

November 2019

Alberto Cruz Golden Apple Award



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Instructional Coaches Brief



Small Group Coaching Sessions (Posted in a dedicated Google Classroom Course)

1. 3 Part Objectives & Check for Understanding
2. Timed Agendas & Classroom Routines
3. Designing, Assessing & Aligning Midterms

Wolverine IC Team



Professional Development we've designed

1. Introduction to Instructional Coaching (August)
2. Close Reading Overview (September)
3. In's and Out's of MasteryConnect (September)
4. Teacher Tricks & Treats (Participated w/ Leadership Team) (October)
5. Facilitated Teacher Learning Walks (w/ DLs) (October)
6. WCHS Classroom (November)
7. Diversity & Gender In Schools for Safety/Operations (November)

Outside Professional Development we've attended

1. Participated in 2 part Equity workshop at the Center for Inclusive Education and developed steps to increase equitable student voice in classrooms
2. Participated in Critical Listening PD for Leaders
3. Coaching Co-Teaching

Instructional Coaches Brief (cont.)



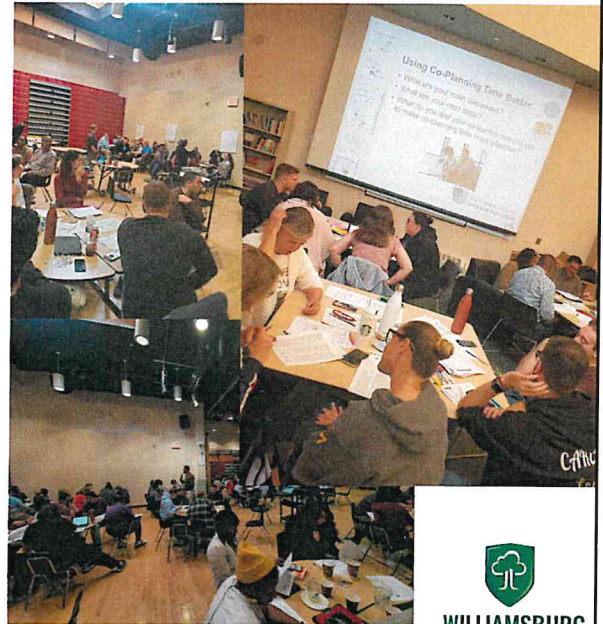
- Number of Observations w/ Feedback: 211
- Number of 1:1 meetings: 210 (**9,460 MINUTES!**)
- Number of co-taught lessons or demonstration lessons: 27

Some Feedback from our Teachers:

A highlight of my experience participating in Instructional Coaching thus far has been...	Something I would like to see the Instructional Coaches do this year is...
<ul style="list-style-type: none"> • Hearing different strategies and techniques to enhance my lessons • Growing and maximizing student success • Getting consistent feedback • I have learned how to teach close reading • Developing alternative ways of instruction • POSITIVE • Planning stations together. I have since integrated them into all my classes. • Different perspective on classroom management that were helpful. • Working with the coach who is very knowledgeable and has great solutions and a talent for bringing various teachers together for one student. (together with other teachers as well.) 	<ul style="list-style-type: none"> • Specify best instructional practices by content • More co-planning • Offer targeted small group PDs either during lunch or during department time such as Project Based Learning, Genius Bar, etc. • More modeling and less talking • Model a gradebook • Give a lesson • Small groups within a large classroom

Head of School and Academy Leader Report

- Trimester 2 starts November 21, 2019
- Parent Teacher Conference
- November 4th & 5th PD
 - School Data
 - Co-teaching
 - The WCHS Classroom
 - Classroom Management
 - Counseling Team PD
 - Grade Book
 - Diversity and Gender in Schools
 - RTI
 - Mindset
 - CPR/AED/First Aid
 - BEDS



PARENT TEACHER CONFERENCES



COLLEGE AND CAREER PANEL



HEALTHY RELATIONSHIPS WORKSHOP

WEEK 9 RECAP

WEEK 10 RECAP

HALLOWEEN DANCE
AND HAUNTED
HOUSE

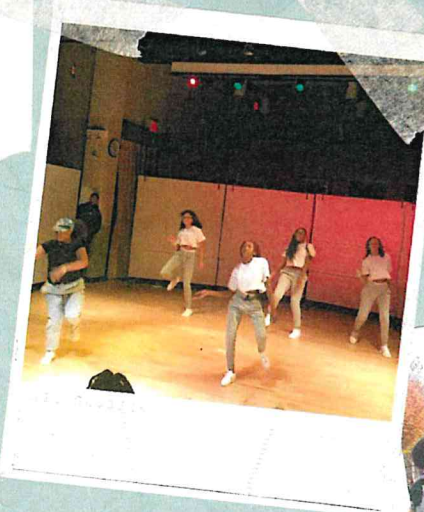


TOP HERO POINTS
REWARD PARTY



WEEK 11 RECAP

- DANCE PERFORMANCE
- STUDENT ATHLETES
- COLLEGE FAIR



STUDENT SPOTLIGHT: 10th Grade

All About Adrina & Adriana

These transfer students both emigrated to the US from Jamaica this summer

Are both on track to get on the honor roll this Trimester

Adriana loves the ocean, dance is her passion and she likes that WCHS has a nice positive vibe

Andrina likes to draw, is obsessed with makeup and loves that the WCHS teachers are involved with their students and care about their wellbeing



Andrina McQuick & Adriana Doctor

ADVISOR SPOTLIGHT: 10th Grade

All About Gonzalo:

I've been a teacher since I was 19.

I started WCHS as in Substitute back in 2013 covering ELA, Social studies, Sciences and Physical Education.

In January 2017 I was on boarded as the Grade Director for the class of 2020 and ISS/ISD Coordinator.

From 2017-2018 I was made the Alt ED Academic coordinator where I helped 40 student reach graduation on time, and 80 students in 2019.



Gonzalo Romero

Head of Operations Report

- Preparing for January Regents Exams, including training teachers and staff on NYC DOE Testing Protocols, ordering supplies and materials and coordinating with Instructional Leadership regarding Regents Review.
- Printing schedules for Trimester 2 for distribution to students
- Conducted 1 Fire Drill, 1 Code Blue Drill and 1 Bus Drill
- Website launch: Propose to migrate website from GoDaddy shared server to secure server hosted by CoCreators Group plus 3 hours per month of content updates and training for 3 months.

	Webhosting	Specs	Site Migration	Content Updates
GoDaddy	\$168/year	Shared server	fee	N/A
HostGator	\$120/year	500K visits /mo., 3GB backup	fee	N/A
CoCreators Group	\$600/year	Highspeed hosting on SSD drives, unlimited storage, daily backups, tech. server support	included	\$150/hr for 3 hrs/mo. = \$450/mo. (\$1,350)

Recruitment and Enrollment as of 11/15/19

<u>Powerschool</u>	<u>ATS</u>	<u>FTE</u>
955*	954	938.36

*includes 12 students with Zero Attendance and 11 Pending Discharge

School Mint Applications

Total Applicants for 2019-20: 1089

Applicants Verified: 342 Registration Complete: 3

Current Waitlist: 0 Offered: 3

Enrollments in Process: 13

Applicants for 2020-21 Lottery: 165

Recruitment and Enrollment

19 Registrations In Progress/Offered/Complete as of 11/15/19:

- 9th Gr: 9
- 10th Gr: 7
- 11th Gr: 1
- 12th Gr: 2

Waitlisted: 0

- PowerSchool Enrollment (955) as of 11/15/19 by Cohort:

Class of 2023 / Gr 9	227 / 244
Class of 2022 / Gr 10	216 / 310
Class of 2021 / Gr 11	256 / 190
Class of 2020 / Gr 12	216 / 211
Class of 2019 and prior	50

Recruitment and Enrollment

October/November Updates

- Tuesday, October 29 Bedford Stuyvesant New Beginnings Charter School had an informational tour hosted by, Ayisha, Karl and six of our 9th graders who are BSNB alum
 - 35 students were in attendance and some were even able to participate in a short keyboarding session with Ms. Parker Sparks!
- Saturday, 11/2 Open House
 - 15 families attended and completed applications on SchoolMint
- Wednesday, 11/13 - HS Fair at East New York Middle School of Excellence
 - 47 7th and 8th graders showed interest in our school!



Recruitment and Enrollment

- COMING SOON:
 - December 7th Open House
 - MVP Tour at WCHS
 - Vanguard mailing to 15 feeder zip codes
 - Continued outreach to middle schools and attendance at middle school events
 - ScreenVision Movie Ad @Williamsburg Cinemas starting 11/15 for 16 weeks
 - [WCHS 15 sec Ad](#)

Human Resources 11/2019

- **Recruiting and HCM**
 - Welcomed a new social-emotional AL (SEAL) Nov. 18, and two new security officers (last week and next), two new Intervention counselors IFSC Social Worker (this week and next), interim staff to cover leave.
 - Posts on WCS.org for teachers of Math, Social Studies, English.
 - Will post also on PowerSchool & ADP HCM
- **Benefits & Payroll**
 - AFLAC Representative came again
 - Bel and Ivette working tirelessly with ADP data system for link the our new carrier connection
- **HR Compliance / PDs and training: December - January**
 - Dec 13th - PD for BEDS (due 12/20) and ADP for new teachers
 - Dec. 14th - (approx) - Charter certification report results, 1-1 begins
 - Jan: Taking our pulse on and addressing/preempting matters of conduct, mental health, stress, customer service that have come up.

Human Resources

Gender Inclusivity - January 15th PFLAG's Safe Schools Program - 2 groups / 60

- Following on from Ann Leghorn's PD, answering questions that arose from that PD
- Addresses our safety and student life staff about LGBT issues but open to anyone
- Helps faculty and staff to understand and approach LGBT issues respectfully and accurately
- Teaches straight students, faculty, and parents to be allies

Harassment, Bullying - January 27th - EEO Training institute's Respect in the Workplace - 3 groups / 40

- Highly interactive
- Customizable for different types of workplaces
- Focus on acceptable workplace conduct, and behaviors that contribute to a respectful and inclusive, and therefore ultimately more profitable, workplace.
- Includes a section for reviewing employers' own harassment prevention policies and procedures

Human Resources

Stress management, Time management, Customer service, Team work

DiSC workshops & training Assessment, training, discussions, role-play, experiential learning activities and small-group exercises

- Customized workbooks include tools designed to help each participant with her/his ongoing personal growth.
 - Customised content applied to specific areas of skill development:
- | | | |
|---|--|--|
| <input type="checkbox"/> Customer Service / Customer Care | <input type="checkbox"/> Working with Difficult People | <input type="checkbox"/> Stress Management |
| <input type="checkbox"/> Conflict Management & Resolution | <input type="checkbox"/> Teamwork / Team Building | <input type="checkbox"/> Time Management / Team Productivity |
| <input type="checkbox"/> Work-Life Balance | <input type="checkbox"/> Goal Setting & Achievement | <input type="checkbox"/> Leadership and Management Skills |

Implicit Bias - (Online)

Charter Center's training - How Good, Well-Meaning People Can Produce & Perpetuate Harmful Behaviors & Outcomes.

- Examines various implicit biases and understand the neuroscience behind implicit bias
- Understand how they manifest in policies and procedures, society and school communities
- How to reduce the effects of implicit biases

The NYCDoe Office of Equity and Access training "address[es] subconscious prejudices, preferences or stereotypes that impact behavior and attitudes" thereby "improv[es] outcomes for all students, regardless of race, gender, socioeconomic status or native tongue."

Finance

WCHS Financial Update

As of **September 31, 2019** the total collected revenue for the period is **\$4,321,979 million** and total expenses for the period is **\$3,964,765 million**.

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

Total Assets	\$14.6 million
Total cash	\$10.3
Total Fixed Assets	\$2.1
Building Deposit	\$1.5
Total Liabilities	\$11.6(*)

* Primarily – Deferred Rent of **\$9,421,530 million**.



Facilities

1-The heating system is up & running with exceptions to Rooms 809 & 631 which are under repair

2-The school has on property snow salt, One salt thrower, two electric & battery operated snow blowers, one dry vac and a snow removal plan on the ready for this winter season.

3-Facilities has scheduled for the removal of the Library & Cafeteria's skylight panels

4-Light ballast have been replaced throughout-the facility and burnt bulbs are being replaced upon observation or being reported.

5-There was one Fire Department visit for the schools annual record keeping, permits, fire equipment and fire command station test. All records and equipment were up to date. No violations issued.

6-There was one Fire Department visit for a activated smoke detector caused by electrical work being conducted in Room 201 to add additional electrical outlets to the classroom. The school was closed at the time of occurrence. Work was scheduled for a Saturday

7- No other City agency visits were conducted during the month



Safety

- 1-There were six student altercations on property and two student altercations off property for the month
- 2-There was two NYPD (Police) visits, One mediation and one non-school related incident.
- 3-There was one EMS (Emergency Medical Service) visit to the school for the month. One trip & fall incident & three sport related incidents.
- 4-One vacant Safety Officer position has been filled leaving one additional vacancy. A final candidate is being presented to the Board for approval
- 5- Safety conducted three random bag searches for the month.
- 6-December 2nd the Safety Department commences a uniform compliance agenda. A new winter wear option is available to all students; a long sleeve tee shirt or long sleeve sweatshirt has been added to the school store as a recognized uniform option
- 7-The NYPD 90th PCT, Transit & Housing police have reported monitoring the area at the schools new dismissal time with no reported incidents for the month as of 11/14



Accountability and Development

Accountability

- Submitted Annual Report
- Completed BEDS IMF submission
- Title I final numbers submission

Recruitment/Marketing

- Improved Google Ads, Posted events to Yelp Business, Google, Patch

Development/Community

- Website Launch (finally) 11/20
- Solicited donations for Hispanic Heritage Celebration 11/23
- Launched #GivingTuesday campaign for Senior Scholarships through social media - **\$810 so far**
- Working on Holiday Donation campaign
- NYC Solar Schools Education Program Training 11/25
- Holiday Art show at Demi-Monde Cafe
- Working with Electeds and New York Charter Schools Association



Give Scholarships This
#GivingTuesday

Fundraiser by Williamsburg Charter High School - WCHS



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