



**WCHS Board Meeting Agenda**  
**April 28, 2020**  
**6:00pm**

1. Welcome and Introductions
2. Approval of Board Minutes
3. Academics
  - a. Remote Learning Update
  - b. Update to Evaluation Process
  - c. Graduation Projections 2020
4. Operations
  - a. Tech Proposal
5. Finance
6. Accountability
  - a. Student Data Privacy Officer
  - b. Board Development
7. Adjournment
8. Executive Session



**WILLIAMSBURG**  
CHARTER HIGH SCHOOL

## **Board of Trustees Meeting**

April 2020

# **Remote Learning Update, Operations, Finance, and Accountability**

# COVID-19 Update - Academics

- Collection of Qualitative and Quantitative Data on Remote Learning
- Revision on Remote Learning Plan

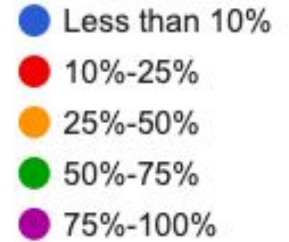
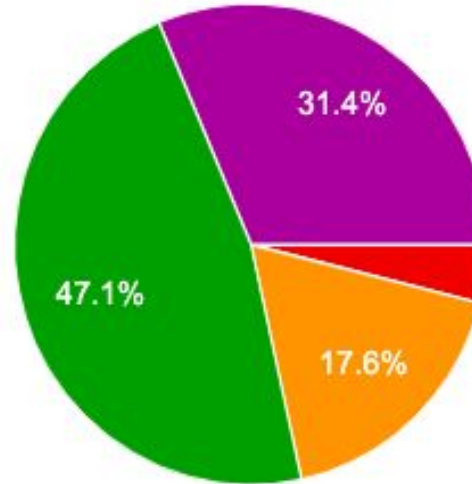


# Engagement

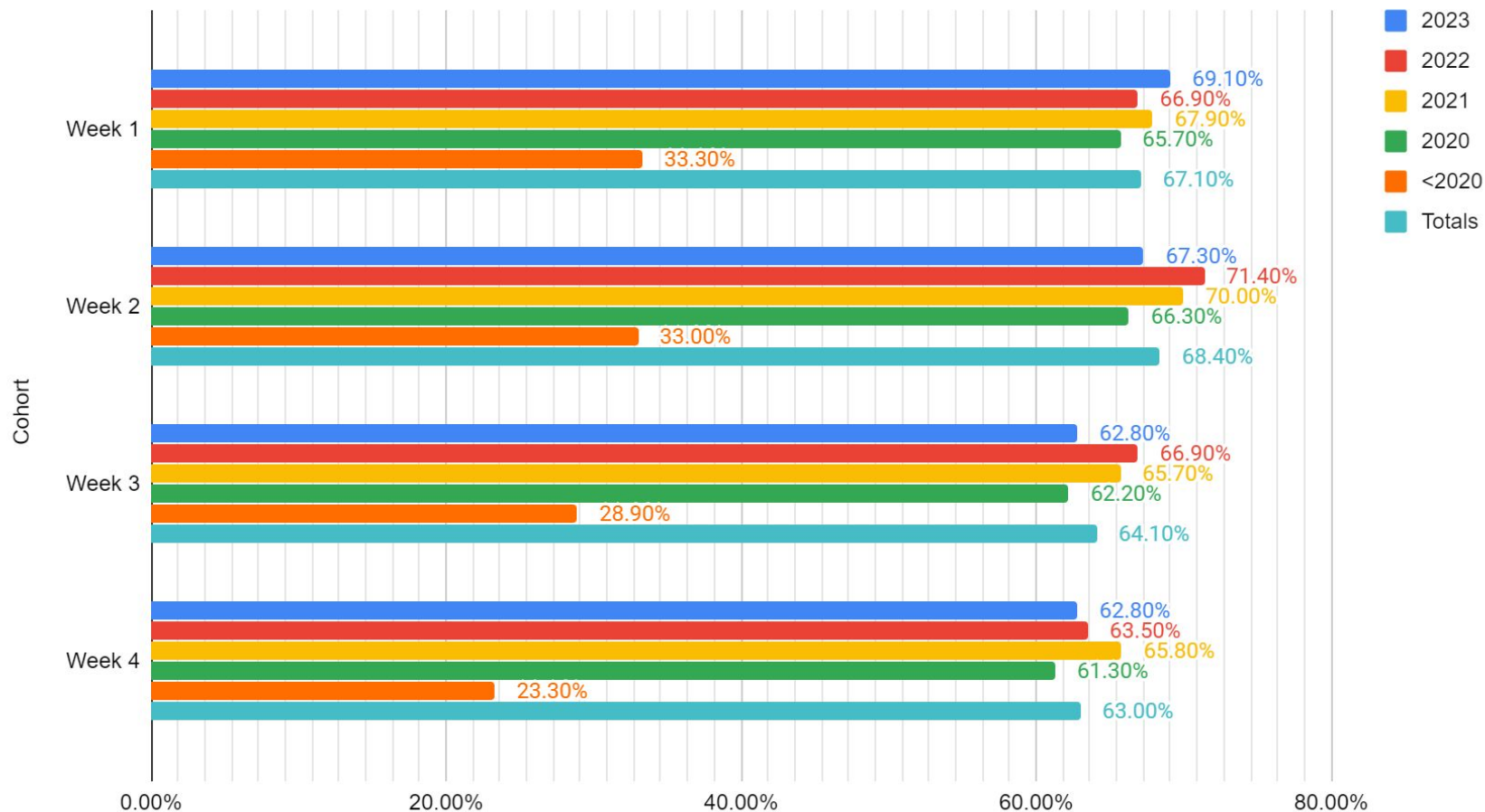
By estimation, what is the percentage of students who are turning assignments in by the 11:59 PM daily deadlines?



Less than 10%	0 Respondents (0%)
10%-25%	2 Respondents (4%)
25%-50%	9 Respondents (17.6%)
50%-75%	24 Respondents (31.4%)
75%-100%	16 Respondents (47.1%)



## Overall Pass Rates



# Remote Learning Program Iterations

Data Collected		<b>Original</b> Remote Learning Program	<b>Revised</b> Remote Learning Program
<ul style="list-style-type: none"> <li>Weekly passing rates (overall &amp; by department)</li> <li>Quantitative Weekly Google Classroom Engagement Data</li> <li>Qualitative Feedback from Teachers &amp; Students</li> <li>Direct student supports (Office Hours, SNAS Support, ENL Support)</li> </ul>		Daily engagement question posted in all classes to mirror a Do Now and ensure students are logging in regularly	<ul style="list-style-type: none"> <li>- Continue for daily engagement purposes and regular teacher-student contact</li> <li>- No longer required as a grade in PowerSchool</li> </ul>
		Daily assignments roll out in all classes at 8 AM and are due by 11:59 PM that day. There are 5 total assignments per week per class.	<ul style="list-style-type: none"> <li>- Increased flexibility in number of assessments posted weekly to Google Classroom (minimum of 3 as per PowerSchool requirements)</li> <li>- More time for students to submit assignments</li> </ul>
		No weekly overview or mandates for weekly calendars of assignments and explanations; Assignments roll out daily with directions (most often written)	<ul style="list-style-type: none"> <li>- Teachers post weekly academic overview of assignments, explicit directions, due dates, and connection to the assessment and larger unit</li> <li>- Encouraged to use instructional <b>video</b> or <b>audio</b> (minimum is a written weekly calendar that meets criteria above)</li> </ul>
		All teachers mandated to give weekly formative assessment, similar to a quiz; recommended to use Google Forms	<ul style="list-style-type: none"> <li>- Formative assessments given every 2 weeks</li> <li>- Calendar of assessment weeks by department to alleviate simultaneous assessment requirements of students (no more than 5 per week)</li> </ul>

# Amendment to Teacher Evaluation Process

Due to the closure of the school building and other factors relating to the Covid-19 pandemic and working remotely, it has become necessary for leadership to make adjustments to the WCHS teacher evaluation process and procedures for the remainder of the 2019-2020 school year.

Please review the changes below:

- Announced observations (2nd round) will not be completed due to the remote learning environment.
- Scores and data from the unannounced (1st round) observations will be used to determine continuation of contract for 2020-2021 school year.
- All teachers (certified and uncertified) who received a 2.0 or higher on their unannounced (1st round) observation will be eligible for contract renewal for the 2020-2021 school year. ***Please note that we adjusted the eligibility for a contract renewal from 2.5 to 2.0.***
- All teachers (certified and uncertified) who scored below 2.0 on their unannounced (1st round) observation will not be eligible for a contract renewal for the 2020-2021 school year.
- All teachers will receive a letter detailing their employment status by May 15, 2020.
- All teachers (certified and uncertified) are expected to continue their professional duties for the remainder of the school year. Failure to do so may result in disciplinary actions including probation and termination.



# COVID-19 Update - Academics

- Working with Ops Team: Partnering Safety Officers with Grade Level Teams for additional support for students and families
- Continuing Work on 2020-2021 Master Schedule
- Remote/Virtual Teacher Recruitment and Interviews
- Virtual Teacher and Staff Appreciation Week (May 4-8)



# Spring Reprieve assignment

## Advisory World Issue Project



**9TH GRADE**

141 projects



**10TH GRADE**

105 projects



**11TH GRADE**

96 projects



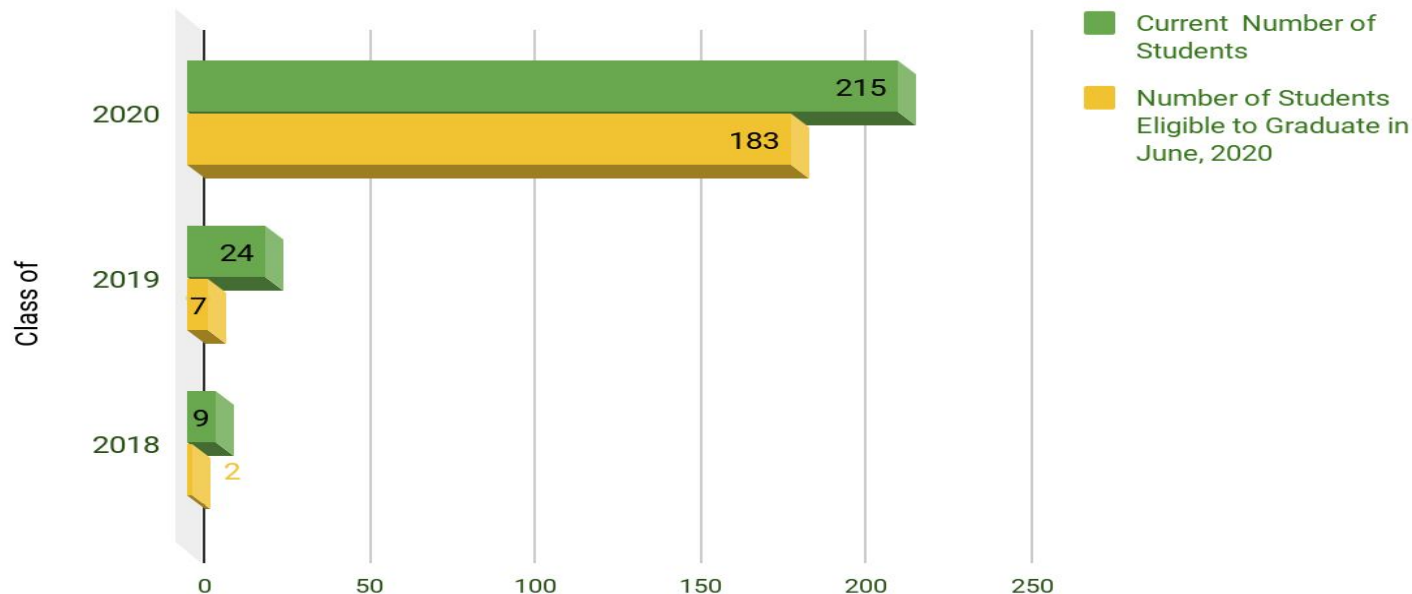
**12TH GRADE**

90 projects



# COVID-19 Update - Academics

## Senior Class Graduation Projections



### Additional Information:

Class of 2019: Two (2) students are LTAs and did not attend school this year

Class of 2018: Seven (7) Students are LTAs and did not attend school this year

Combined Projected June, 2020 Non-Grads: 49

Combined Projected Summer School Grads: 49

\* **LTA: Long Term Absences**



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# COVID-19 Update - Operations

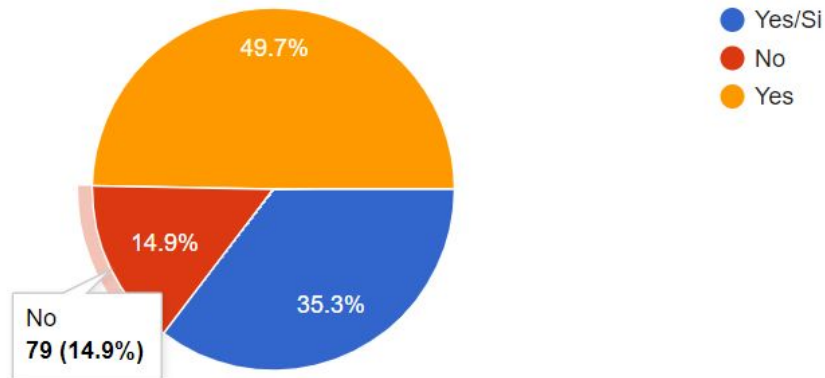
- **2019-20 Technology Updates**

- 540 responses to Technology Survey from 3/9 - 4/27
- Technology Survey Link: <https://forms.gle/vBC84L3Atpgvs1CRA>
- Continuing to collect survey responses as families are reporting that their needs are changing as they underestimated their technology needs
- 79 families reported difficulty with home access to internet/smartphone

If you/your child had to do assignments at home via the internet, would he/she be able to?/Ha podido usted o su estudiante completar asignaciones por internet?



529 responses



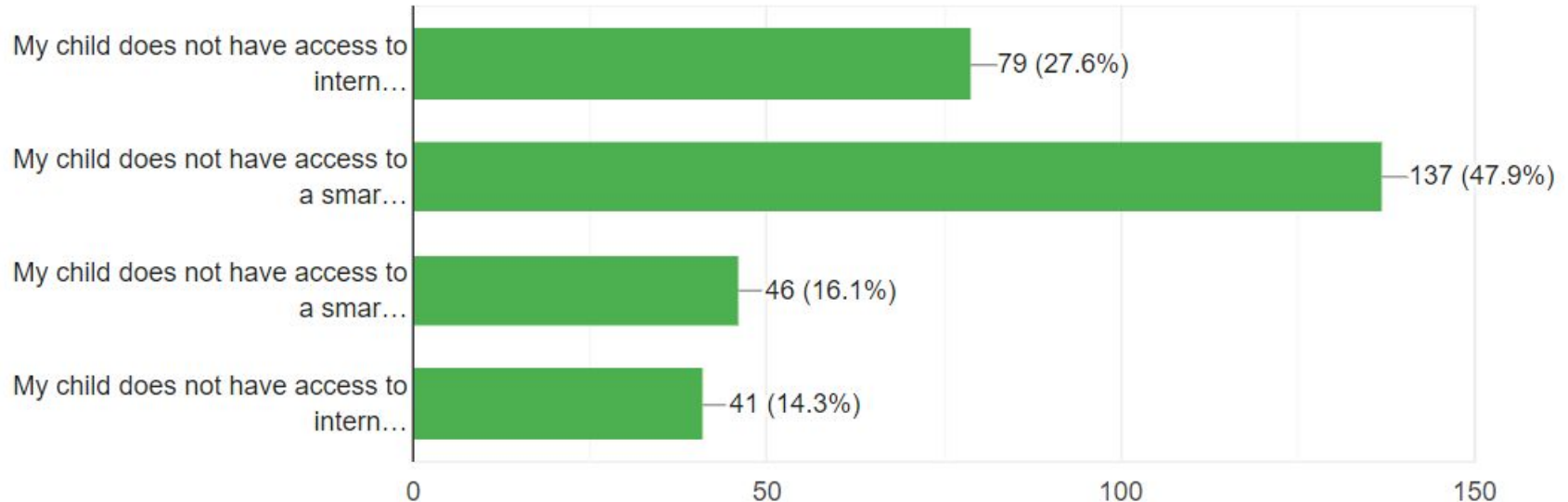
# COVID-19 Update - Operations

- **2019-20 Technology Updates**

- 120 stated they lack internet access
- 183 stated they lack access to a smartphone

If you do not have access to technology, please note below/ Por favor note al siguiente si no tiene acceso al internet

286 responses



# COVID-19 Update - Operations

- **2019-20 Technology Inventory**

- 386 Chromebooks and 8 Laptop Carts (these numbers were inadequate for widespread Google Classroom use during live instruction prior to COVID-19)
- 298 of these Chromebooks were distributed as of 4/23/20
- 0 internet hotspots for families without wifi or with limited wifi, so instead provided families with internet connectivity resource sheet
- <https://www.thewcs.org/community-resources/>

- **2019-20 Technology Budget**

- \$150,000 Line Item for Technology Equipment

- **Addressing Equity and Technology Access**

- Reopen -->> Reimagine
- Build our Remote Learning and in-house technology capacity
- “Surge and Flex” to prepare for future pandemic-related social distancing requirements and/or school closures

# COVID-19 Update - Operations

- **2019-20 Technology Ask**

- Utilize \$140,740 of the \$150,000 in the 2019-20 Technology Equipment Budget Line Item by purchasing 360 Chromebooks and 10 laptop carts from CDW and 100 wifi hotspots for 24 months from T-Mobile .

- **Chromebook Quotes**

Vendor/Item	1-Chromebook	1-Chrome License	1 Mobile Cart	Per 36-unit Mobile Cart	Total for 10 Carts & 360 Chromebooks
<b>CDW</b>	\$235.40	\$25	\$1,100	\$10,474	\$104,740
<b>Promevo</b>	\$279.00	\$30	\$1,599	\$12,723	\$127,230
<b>Amazon</b>	\$314.98	n/a	\$1,950	\$13,289	\$132,893
<b>Samsung</b>	\$600 (LTE equipped)	n/a	n/a	\$21,600	\$216,000

# COVID-19 Update - Operations

- **2019-20 Technology Ask**

- Utilize \$140,740 of the \$150,000 in the 2019-20 Technology Equipment Budget Line Item by purchasing 360 Chromebooks and 10 laptop carts from CDW and 100 wifi hotspots for 24 months from T-Mobile (our existing vendors) .

- **Wifi Hotspot Quotes**

Vendor/Item	1 Hotspot	\$ per month	Term	Data Plan	Subtotal	Total for 100 Hotspots
<b>T-mobile</b>	\$0 (with EmpowerED Agreement)	\$15	24 month	Unlimited CIPA compliant	\$360	\$36,000
<b>T-mobile</b>	\$0 (with agreement)	\$20	12 months	Unlimited CIPA compliant	\$240	\$24,000
<b>Verizon</b>	\$0 (with agreement)	\$29.99	24 months	15 GB	\$719.76	\$71,976

# COVID-19 Update - Operations

## 2020-21 Virtual Lottery on April 2, 2020

- # of Incoming 9<sup>th</sup> Grade seats = 320; # of seats in grades 10<sup>th</sup>= 17, 11<sup>th</sup>= 36, 12<sup>th</sup>= 0
- PowerSchool HeadCount as of 4/24/20 =952

9th/2024	10th/2023	11th/2022	12th/2021	
320	233+17	214+36	254+0	

- School Mint Applications as of 4/1/20 = 647

9th Gr.	10th Gr.	11th Gr.	12th Gr.	
567	48	25	7	

School Mint Applications as of 4/1/19 = 629

9th	10th Gr.	11th Gr.	12th Gr.	Over 12th
532	61	27	9	



# COVID-19 Update - Operations

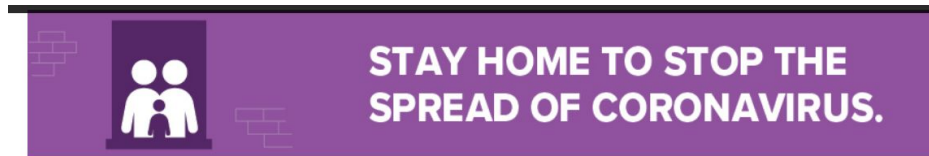
- **2020-21 Virtual Lottery April 2nd, 6pm!**
  - 244 participants logged in to the first virtual lottery event
  - Event invitation was posted publicly and event was recorded and transcribed
  - 64 families accepted the admissions offer and started online registration and 12 families accepted and fully completed their online registration on 4/2.
- **Monthly Open Houses**
  - 23 Families attended our virtual open house on 4/4
  - Additional virtual open houses and registration help sessions with Operation Team members are forthcoming
- **High School Fairs**
  - NYC Charter School postponed
- **Ongoing Recruitment**
  - Updating Google Ad Words and social media ads
  - Email blasts will continue to be sent out to our email lists
  - NYC Charter Center Common Application for Waitlist accepted through 4/24
  - SchoolMint applications for waitlist are continuing to be accepted

# COVID-19 Operations

## COVID-19 Portal

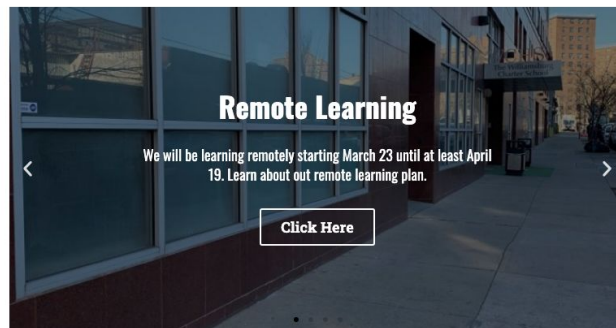
Serving as communications hub as the school

- Pop-up on website
- All community-wide COVID-19 updates posted
- Details around our Remote Learning Plan
- Housed our technology survey for students and families
- Page dedicated to Community Resources including a Community Resources Guide created by IFSC Karilyn Nunez



## WCHS COVID-19 (CORONAVIRUS) PORTAL

📅 March 5, 2020



### Updates

**March 22, 2020:** Please note that the school building is not open daily for laptop distribution. [Please complete our technology survey](#) if you need a Chromebook.

The building will be open on Thursday, March 26, from 8am to 1pm for technology pickup.

Please do not travel in groups when picking up technology. We ask that you adhere to the six feet distance policy in and outside of the building so that we can protect ourselves and our community. Thank you.

We understand that this is a strange and stressful time. We are working to resolve any technology issue you may be having as quickly as we can. This is new for all of us, and we kindly ask that you be patient during this process. Thank you, stay safe, and (unless you are picking up technology), please stay home.

**March 21, 2020:** Parents, need help with Google Classroom? [Click here](#).

### Categories

- [Alumni](#)
- [Community Events](#)
- [News](#)
- [Statistics](#)
- [Uncategorized](#)
- [Upcoming Events](#)



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# Finance

## WCHS Financial Update April 28, 2020

As of **March 2020**, total collected revenue for the period is \$12,833,913. million and total expenses for the period are \$12,209,795 million.

Total Excess of revenue over expenses for the period is \$624,117

Per Pupil funds last invoice have not been received. Payment expected date is May 1<sup>st</sup> 2020.

<b>Total Assets</b>	<b>\$15.1 million</b>
Total cash	\$11.2
Total Fixed Assets	\$2.1
Building Deposit	\$1.5
Total Liabilities	\$11.8(*)

\* Primarily – Deferred Rent of \$9,752,042 million.



# Accountability and Development

## Accountability

- **APPROVAL:** December, January, February, March Board Minutes and Special Meeting Minutes March 15 and April 14
- **APPROVAL:** NYSED Data Privacy Officer
  - Data Bill of Rights - May
- **APPROVAL:** Extension of School Closure through May 15
- Site Visit - Board and Parent Meetings

## Board Development

- Former Principal, Kathy Gaffney



## Other Updates

# Academy Leaders

- Team meetings continue to happen in an effort to tackle concerns as they arise
- Counseling staff has been available to students
- Students are currently working on completing the NYC survey
- Thank you to Mr. Medina and the Operations team for making available over 200 laptops for our students in need in a short time period
- Seniors and their families are waiting for a concrete response on graduation and prom and the return of their funds.





# **WILLIAMSBURG**

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## **CHARTER HIGH SCHOOL**

- During the reprieve students worked on an array of topics around world issues. Students researched and worked on topics like Covid-19, Climate Change, and Human Rights and trafficking.
- Our two winners for the Tik Tok challenge were Destiny Maldonado, and Gabriella Mendoza. (Destiny's is attached)
- Mr. Ferguson was fortunate enough to have obtained free licensing for free audio production software for the remainder of the year. This was made possible by Soundtrap an online music production software company.

# Head of Operations Report

- Distributed laptops and internet connectivity options sheet on a weekly basis to a total of 298 students while observing social distancing protocols
- Beginning audit preparation with Finance Team
- Continuing to collaborate with the Master Scheduling Team for 2020-21
- Anticipating re-entry planning with Instructional Leadership based on decisions from the Board of Trustees and forthcoming guidelines from the city, state, federal government and Centers for Disease Control and Department of Health
- Virtual strategy for DOE Parent and Student Surveys extended Deadline June 26th
  - Personalized weekly emails with survey access codes and auto-call reminders
  - Student Survey Completion in Advisory by 5/1
  - Grand Raffle for Parents and Wolverine Bucks for Students
  - Survey Response Rate as of 4/24/20

Teachers	83%
Parents	21%
Students	43%

# Recruitment and Enrollment as of 4/27/20

<u>Powerschool</u>	<u>ATS</u>	<u>FTE</u>
952	952	929.37

\*includes 17 students with Zero Attendance, including 1 pending graduate; 10 Pending Discharge

## School Mint Applications

Total Applicants for 2019-20: 1148

Applicants Verified: 369    Registration Complete: 3

Current Waitlist:    0    Offered: 0

Enrollments in Process: 0

Applicants for 2020-21 Lottery: 649

# Recruitment and Enrollment

2019-20 Waitlisted: 0

2019-20 Registrations In Progress/Offered/3 Complete: Gr 9=1, Gr 10=2

- PowerSchool Enrollment (952) as of 4/24/20 by Cohort:

Class of 2023 / <i>Gr 9</i>	233/ 248
Class of 2022 / <i>Gr 10</i>	214 / 307
Class of 2021 / <i>Gr 11</i>	254 / 190
Class of 2020 / <i>Gr 12</i>	215 / 207
Class of 2019 and prior	36

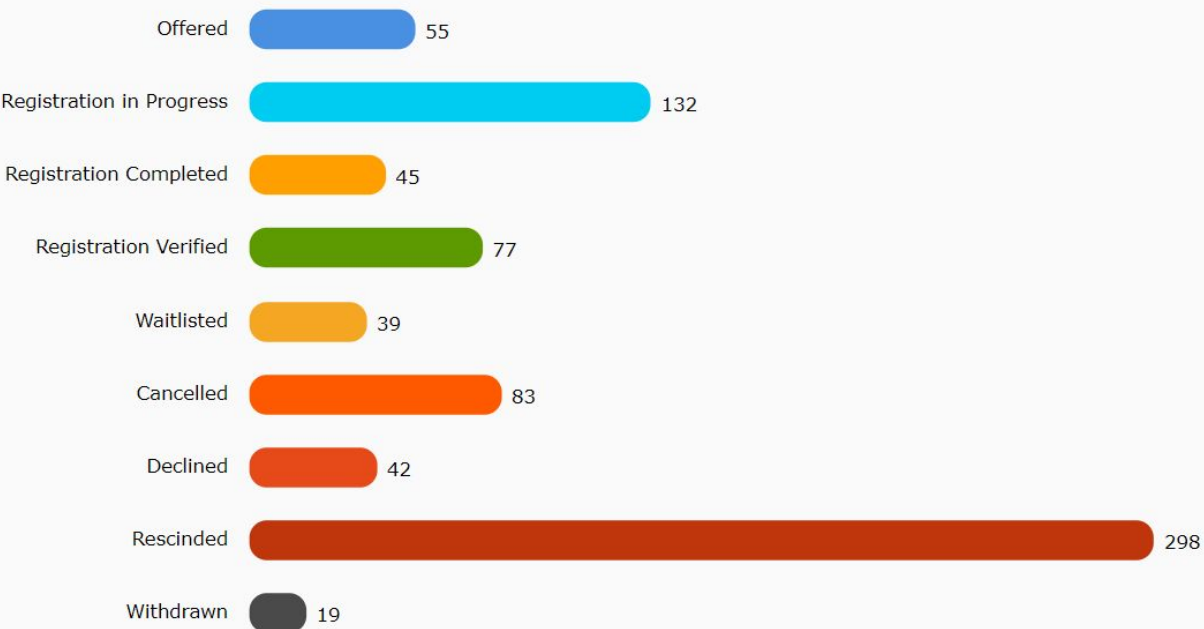
# Recruitment and Enrollment

## 2020-21 Lottery Registration Numbers as of 4/27/20

- Registration and Verification is ongoing as is follow up with Offers made
- Additional offers to be extended to Waitlist

Overview Of All Applications

Total Applications: 790



# Recruitment and Enrollment

## 2020-21 Lottery Registration Numbers as of 4/27/20

- 132 in Registrations in Progress + 122 Completed/Verified Registrations = 254

School Name	9th	10th	11th	12th	Total
Williamsburg Charter High School	232	13	9	0	254

- 55 Offers + 39 Waitlist = 94

School Name	9th	10th	11th	12th	Total
Williamsburg Charter High School	70	16	0	8	94

# Student Support Services

## Alternative Education

**30 credits earned since January**

On track to beat the Fall- 63 Credits

**Collaborative Meetings with Junior and Senior guidance counselors**  
-discussing current APEX progress and indications for future APEX

New students acclimating to remote learning system well



# Human Resources

## HR Compliance

Electronic posting of *Notice of the new FFCRA federal and non federal Employee Rights posters*

### **Teacher CERTIFICATION COMPLIANCE UPDATE: (currently in compliance)**

New guidelines for ease of restrictions:

- *The SED will exempt anyone from exams who is currently in an approved Teacher Prep Program from exams! (Teach will make note in the file of names sent to them by ATPP deans).*
- *State will accept pass/fail for individual on courses completed now (Spring and Fall 2020)*
- *Supplementary 5 yr certificate granted in some subject areas, under some circumstances*

Assisting Teachers with Certification process

- Relay partnership for Teacher certification and hiring new teachers
- Rolling out individual certification pathway plans (documented)

## Benefits Renewal Timeline

May 4-8	Health benefits renewal negotiation and meetings
May 15	Letters of employment continuation go out to be signed by staff
May 18-20	Contracts go out to be signed
May 28-29	Staff Virtual Benefits/pre-Open Enrollment presentation



# Human Resources

## ➤ WCHS Policy Updates under Families First CoVid Response Act

WCHS Paid Time Off -- There are two additional PTO provisions in effect 4/1 - 12/31, 2020:

- ePaid Sick Leave (The “Emergency Paid Sick Leave Act”) requires employers to provide up to **80 hours of paid sick time** to employees in specified circumstances, including when:
  - Under medical advise to quarantine or isolation order or caring for someone under quarantine (up to \$511 per day and \$5,110 in the aggregate over a 2-week period);
  - Experiencing symptoms of COVID-19 (at full salary);
  - Caring for a child whose school or child care facility remains closed (at 2/3 their regular rate up to \$200 per day and \$2,000 in the aggregate over a 2-week period).
- eFMLA (The “Emergency Family and Medical Leave Expansion Act”) allows **an additional 10 weeks of partially compensated FMLA leave** to care for a child whose school or child care facility has been closed due to COVID-19.

*Employers are not required to pay initial ten days of leave. Instead, employees substitute accrued vacation, personal or sick leave to cover unpaid leave portion.*

**Prohibitions:** Employers may not discharge, discipline, or otherwise discriminate against any employee who takes paid sick leave under the FFCRA and files a complaint or institutes a proceeding under or related to the FFCRA.

**Penalties and Enforcement:** Employers in violation of the first two weeks’ paid sick time or unlawful termination provisions of the FFCRA will be subject to the penalties and enforcement described in Sections 16 and 17 of the FLSA 29 U.S.C. 216; 217.



# Human Resources

## ➤ **Benefits Updates under the CARES ACT:**

### Oxford/United Healthcare special provisions

- ❑ Waived cost-sharing for COVID-19 testing-related visits, testing and treatment until 5/31/2020.
- ❑ Extended full coverage to furloughed staff -- premiums paid by employer - only through 5/31 (to date).
- ❑ Added a CoVID page featuring: symptom checker, telehealth, wellness suggestions and links.
- ❑ Re-opened enrollment for an April 1 coverage start date
- ❑ Allowed refills before their fill date
- ❑ Moved free Chelsea Piers offerings online!

### Health Savings Account (HSA) provisions

❑

### 403b (Sentinel) Provisions -- Three financial relief options for 403b Sentinel participants:

- ❑ **A new loan** - A plan participant can take a maximum loan in the amount of \$100,000, or 100% of their vested account balance without penalty. The duration of the loan would be for 5 years.
- ❑ **An existing loan** - A participant, even if they were furloughed or temporarily considered laid off, can request suspend loan repayments for 1 year. The request to suspend loan repayment needs to be made by the participant by December 31, 2020. This would apply to all plan participants
- ❑ **Coronavirus Related Distribution** - If plan participant, spouse or dependents are diagnosed by CDC test or experiences adverse financial consequences as a result of being quarantined, furloughed, laid off, or having work hours reduced due to such virus or disease, closing or reducing hours of business owned or operated by the individual due to such virus or disease, a maximum amount can be requested for a distribution of \$100,000 per tax year.
  - 20% withholding will not occur at the time of distribution and is not eligible for rollover.
  - The taxes on the distribution can be paid at the time of distribution or spread over 3 years by the plan participant.
  - If participant is under age 59 ½ then the early withdrawal 10% penalty will not apply if replenished in 3yrs



# Facilities

## FACILITIES DEPARTMENT STATS 2020

	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
DOB	<b>X</b>	<b>0</b>	<b>0</b>	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>
ECB	<b>X</b>	<b>0</b>	<b>0</b>	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>
DOH	<b>X</b>	<b>1</b>	<b>0</b>	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>



# Facilities

- 1) There was one (1) visit from the **Department of Health**, A kitchen inspection. No issues found
- 2) All heating units are prepared for turn over for the upcoming Spring & Summer 2020
- 3) There were no reported window leaks for the month
- 4) Mail continued to be delivered to the school during the hours from 10am and 2pm
- 5) A mask, soap and gloves delivery arrived at the school along with additional soap dispensers
- 6) Floors 7 to 2 classrooms have been stripped and waxed
- 7) School is fully disinfected
- 8) An annual **FDNY** invoice was forwarded to the school for payment. The invoice is in regards to an annual permit renewal for the schools FDNY HVAC, Refrigerator & Lab permits



# Safety

## SAFETY DEPARTMENT STATS 2020

	Feb	Mar	Apr	May	June	July	Aug
Altercations	<b>X</b>	<b>1</b>	<b>0</b>		<b>TBD</b>	<b>TBD</b>	<b>TBD</b>
NYPD Visits	<b>X</b>	<b>2</b>	<b>1</b>		<b>TBD</b>	<b>TBD</b>	<b>TBD</b>
EMS Visits	<b>X</b>	<b>0</b>	<b>0</b>		<b>TBD</b>	<b>TBD</b>	<b>TBD</b>
FDNY Visits	<b>X</b>	<b>0</b>	<b>1</b>		<b>TBD</b>	<b>TBD</b>	<b>TBD</b>



# Safety

- 1) There were no student issues during the month.
- 2) There was one visit to the school NYPD (Police) for a false alarm activation
- 3) There were no EMS visits to the school
- 4) There was one FDNY (Fire Department) visit to the school for the month for the schools Generator. No issues.
- 5) Security Team will attend virtual training with the Grade Teams on 4/29 to assist with daily grade level outreach phone calls

