



WCHS Board Meeting Agenda
August 25, 2020
6:00pm

1. Welcome and Introductions
2. Approval of Board Minutes
3. Academics
 - a. 2020-21 Bell Schedule
4. Finance
 - a. 2020-21 Budget Update
5. Accountability
 - a. Approval of Reopening Plan
6. Adjournment
7. Executive Session
 - a. Personnel



WILLIAMSBURG
CHARTER HIGH SCHOOL

Board of Trustees Meeting

August 2020

**Reopening Update, Bell Schedule,
Budget Update, Accountability**

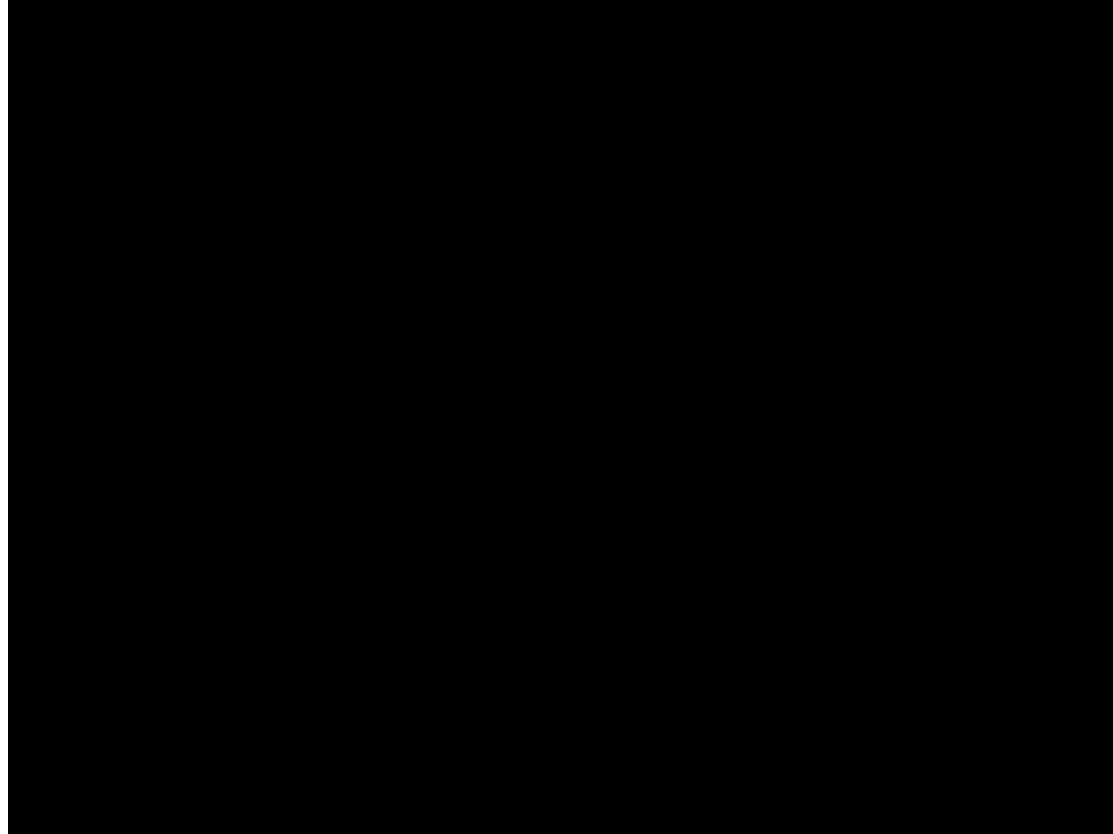
COVID-19 Re-Opening

- **Three meetings held on Family Reopening Feedback**
 - August 18th at 6:00pm - New families
 - August 20th at 9:00am - Returning families
 - August 20th at 6:00pm - Returning families
- **Over 400 families attended all three meetings**
- **SEALs, SLAs, Parent Coordinator, PLC Leadership, Acting Interim Head of School, Head of Operations, IT Manager, and other staff all present at meetings**
- **PLC Townhall meeting on 8/27 at 6:00pm to follow up on Reopening meetings**
- **Two meetings held on Teachers/Staff Reopening during August PD**
 -

8/8/20 9:15 - 11am	Introduction to Organization of the School/Governance of the School Reopening Plan Accommodation Process	All Staff	Reopening Plan	Ellen Eagen, Katie Manion
8/21/20 9:15 - 10:00	Review Reopening Schedule	Teachers	Review Reopening Schedule	Jahi Bashir



WCHS Facilities COVID Preparedness Video



2020-21 Bell Schedule

9th Grade

Time	Monday	Tuesday	Wednesday	Thursday	Friday
	9th Grade Group A		ALL Grades	9th Grade Group B	
8:00	Weekly Overview Posted in All Classes				
7:45-8:45	Staggered Arrival/Breakfast in the Advisory Room (9th Grade)				
8:45 - 9:30	1st Period	5th Period	Asynchronous Remote Learning with Teacher Office Hours* or Phased-in Hybrid In-person Learning Services	1st Period	5th Period
9:30 - 10:15	2nd Period	6th Period		2nd Period	6th Period
10:15-11:00	3rd Period	7th Period		3rd Period	7th Period
11:00-11:45	4th Period (Advisory)	8th Period		4th Period (Advisory)	8th Period
11:45 - 12:30	Staggered Dismissal/Grab and Go Lunch (9th Grade)				
12:30-1:15	Teacher Lunch				
1:15-2:00	All Teacher Office Hours/Asynchron ous Learning	All Teacher Office Hours/Asynchr onous Learning	Asynchronous Remote Learning with Teacher Office Hours* or Phased-in Hybrid In-person Learning Services	All Teacher Office Hours/Async ronous Learning	All Teacher Office Hours/Asynch ronous Learning
2:00-2:45	All Teacher Office Hours/Asynchron ous Learning	All Teacher Office Hours/Asynchr onous Learning	Professional Development	All Teacher Office Hours/Async ronous Learning	Grade Team Meetings
2:45 - 3:00 PM	Teacher Prep Time			Teacher Prep Time	

2020-21 Bell Schedule

Grades 10-12					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
	Grades 10-12 Remote		ALL Grades	Grades 10-12 Remote	
8:00	Weekly Overview Posted in All Classes				
7:45-8:45	Advisory Question of the Day				
8:45 - 9:30	1st Period	5th Period (Gr 10 Advisory)	Asynchronous Remote Learning with Teacher Office Hours* or Phased-in Hybrid In-person Learning Services	1st Period	5th Period (Gr 10 Advisory)
9:30 - 10:15	2nd Period	6th Period (Gr 11 Advisory)		2nd Period	6th Period (Gr 11 Advisory)
10:15-11:00	3rd Period	7th Period (Gr 12 Advisory)		3rd Period	7th Period (Gr 12 Advisory)
11:00-11:45	4th Period	8th Period		4th Period	8th Period
11:45 - 12:30	STUDENT LUNCH				
12:30-1:15	Teacher Lunch (STUDENT INDEPENDENT WORK TIME)				
1:15-2:00	All Teacher Office Hours/Asynchron ous Learning	All Teacher Office Hours/Asynchr ous Learning	Asynchronous Remote Learning with Teacher Office Hours* or Phased-in Hybrid In-person Learning Services	All Teacher Office Hours/Asy nchronous Learning	All Teacher Office Hours/Asy nchronous Learning
2:00-2:45	All Teacher Office Hours/Asynchron ous Learning	All Teacher Office Hours/Asynchr ous Learning	Professional Development	All Teacher Office Hours/Asy nchronous Learning	Grade Team Meetings
2:45 - 3:00 PM	Teacher Prep Time			Teacher Prep Time	

Finance - Budget Update

As of **June 2020**, total collected revenue for the period is \$16,731,474 million and total expenses for the period are \$16,320,170 million.

Total Excess of revenue over expenses for the period is \$411,303
The surplus amount could change due to end of the year audit adjustments.

Total Assets	\$16.3 million
Total cash	\$12.2
Total Fixed Assets	\$2.0
Building Deposit	\$1.5
PPP Loan	\$2.0
Total Liabilities	\$13.2(*)

* Primarily – Deferred Rent of \$9,917,299 million.



Accountability and Development

- Formal approval of Reopening Plan pending ongoing edits
- Annual Report submitted on August 1
- CSBM submitted ESSER funding application by August 15
- CSBM finalizing Title I application to be submitted prior to August 31
 - Title I Collaboration and Consultation meeting held on August 25 with parents



Other Updates

COVID Safety & Emergency Preparedness Updates

- Reopening Plan in accordance with NYSED and NYS DOH requirements for schools to be submitted 7/30/20 and posted to our website
 - Mandated face coverings
 - Mandated social distancing (6 feet apart)
 - Reduced classroom occupancy
 - Separation of Cohorts and sanitization between Cohorts
 - Enhanced cleaning and sanitation
 - Temperature checks, COVID symptom and Travel Advisory Questionnaire Completion prior to arrival
 - On-site School Nurse implementing DOH protocols
 - Isolation room for students who may become ill while at school
 - COVID Safety Coordinator to liaise with local DOH regarding contact tracing, isolation, quarantine, and school closure/reversion to fully remote instruction as needed
 - Reopening determination to be made by Governor in accordance with county being in Phase IV, infection rates below 5% and not to rise above 9%

WCHS Facilities COVID Preparedness

- Merv 13 filters for HVAC have been installed throughout the school and have been tested as required by the CDC & DOE
- Floor directional arrows & signage have been installed through the building
- Student classroom “Do Not Sit Here “ signs have been placed on desk separating for six (6) feet spacing
- No Touch hand sanitizers have been installed at all the entrances and throughout the building hallways on each floor & elevator bank
- Lexan polycarbonate portable virus shield guards have been placed in all offices throughout the building as required by the CDC



Recruitment and Enrollment as of 8/25/20

<u>Powerschool</u>	<u>ATS</u>	<u>FTE</u>
749	976	951**

Power School reflects discharging 189 Graduates in June 2020; Does not include pre-registered incoming 9th grade students. ATS includes incoming 9th graders, 12 pending August Graduates, and 6 pending discharges.

**Estimated based on prior year projections

School Mint Applications

Total Applicants for 2020-21: 952

Applicants Verified: 225 Registration Complete: 6

Current Waitlist: 35 Offered: 16

Enrollments in Process: 50

Applicants for 2021-22 (including Withdrawn, Declined): N/A - Application opens 9/1

COVID-19 Update - Operations

2020-21 Virtual Lottery on April 2, 2020

- # of Incoming 9th Grade seats = 320; # of seats in grades 10th= 17, 11th= 36, 12th= 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	



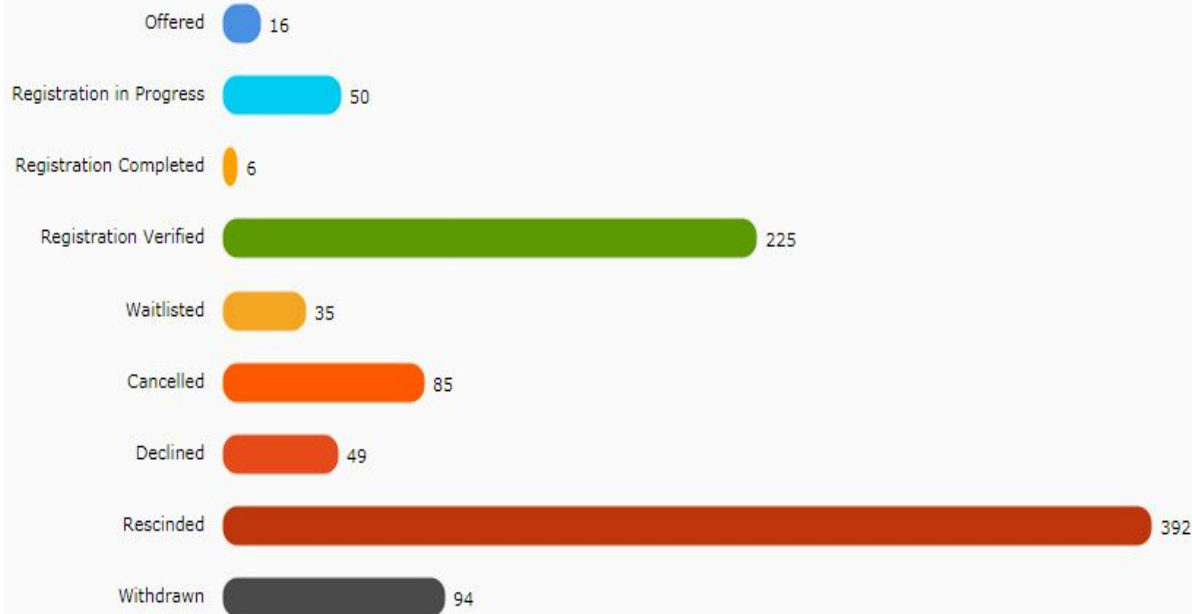
COVID-19 Update - Operations

2020-21 Lottery Registration Numbers as of 8/25/20

- Registration and Verification is ongoing as is follow up with Offers made
- Ops Team conducting outreach to Cancelled/Declined/Rescinded/Withdrawn

Overview Of All Applications

Total Applications: 952



COVID-19 Update - Operations

2020-21 Lottery Registration Numbers as of 8/25/20

- 50 in Registrations in Progress + 231 Completed/Verified Registrations = 281



School Name	9th	10th	11th	12th	Total
Williamsburg Charter High School	249	17	15	0	281

- 16 Offers + 35 Waitlist = 51

School Name	9th	10th	11th	12th	Total
Williamsburg Charter High School	10	27	2	12	51

COVID-19 Update - Operations

- 2021-2022 Applications
- Ongoing Recruitment
 - Updating Google Ad Words and social media ads
 - In the process of drafting Daily News email blasts to be sent to families by email in the surrounding area
 - Ad for Brooklyn Family Magazine for September and October



WILLIAMSBURG
CHARTER HIGH SCHOOL


Williamsburg Charter High School
(WCHS)

Still accepting applications
for the 2020-2021 school year.
Hybrid and Remote Learning Available!

WCHS offers:

- Advanced Placement (AP) and Syracuse University Project Advance (SU/PA) classes
- Student-driven course selection
- Social emotional supports
- Special Education (SPED) and English as a New Language (ENL) services
- Visual and performing arts, extracurricular activities, and athletics

Visit www.thewcs.org to
APPLY NOW
198 Varet Street
Brooklyn, NY 11206
admissions@thewcs.org
347-217-6995



Safety

- There have been no issues regarding Safety at the school
- One elevator security camera has faulty wiring requiring service
- Otis elevator is scheduling to re-inspect elevators 1 & 2 due to a phone connection issue. The connection was corrected and the Department of Buildings will be updated upon completion
- All exterior security cameras & exterior lighting is operational, Four exterior lights ballast were replaced
- Due to COVID-19 and the buildings reduced occupancy; the Safety Officers required were reduced until further notice



Head of Operations Report

- Updating School Safety Plan for 2020-21
- School Emergency Response Team participating in NYC DOE Building Response Team Trainings for 2020-21
- Conducting Emergency Response Drill Training with all Staff during August PD sessions
- Submitted Invoice for Payment 2 of FY21 due July 30th
- Submitted Per Pupil Reconciliation for 2019-20 due August 14th
- Processed and submitted 12 August Graduates
- Generated and mailed Summer School Report Cards to parents/guardians
- Collaborating with Data Department and Instructional Team on Master Scheduling, Issuing August Regents Exemptions, and Grade Promotions
- Re-entry planning and purchasing 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



Human Resources

