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CHARTER HIGH SCHOOL

WCHS Board Meeting Agenda
June 23, 2020
6:00pm

1. Welcome and Introductions

2. Approval of Board Minutes

3. Academics
   a. Math Curriculum

4. Operations
   a. Technology

5. Finance

6. Accountability

7. Adjournment

8. Executive Session

Board of Trustees Meeting

June 2020

Remote Learning Update, Operations, Finance

COVID-19 Update - Academics

- Wrapping up School Year
  -Graduation and Diploma Pick-up
- Summer School Planning and Staffing
- 2020-2021 School Year Master Scheduling and Staffing
- Mathematics Curriculum/Materials Purchase

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Mathematics Purchase and Solutions

Rationale

- Regents exam pass rate low in algebra in geometry
- Low class pass rates in algebra and geometry
- Currently there is a shortage of up-to-date mathematics materials for algebra and geometry
- Limited use of technology for students
- Poor student assessment and data collection
- Low student engagement in math classes compared to other classes

Math Department Needs

- An increase in assessment outcomes and student achievement
- A cohesive skills aligned vertical learning progression
- An increase in student engagement
- Updated textbooks and curriculum resources aligned with New York State Standards
- Instructional planning supports for teachers
- Adoptive classroom assessment methods and intervention tools
- Clear scope and sequence for each course

Solutions

- Purchase mathematics materials (Envision)
- Clear scope and sequence for teachers
- Move to blended learning
- Intense professional development for mathematics teachers
- Close monitoring of assessments and continued student data collection
- Realignment of math teaching teacher assignments
- Chromebook cart available in each math classroom
- Use of Promethean boards, and document cameras in math classrooms

Cost Analysis

HMH	Envisions	Carnegie
1. Print Resource (Textbook) 2. Digital Blended Learning 3. Teacher Professional Development 4. Adaptive Assessment Tools 5. Teacher Management System	1. Print Resource (textbook and consumable) 2. Digital Blended Learning 3. Teacher Professional Development 4. Teacher Materials Included 5. Adaptive Assessments 6. Google Classroom Connection 7. Adjustable Lesson Platform 8. Teacher Management System 9. Student digital license renewal every 6 years	1. Print Resources (Books separated in parts) 2. Digital Blended Learning 3. Teacher Professional Development 4. Adaptive Assessments 5. Student digital license renewal each year
Cost: $ 76,282.86	Cost: $ 42,983.90	Cost: $ 90,162.10 *

*Includes Algebra II materials

COVID-19 Update - Social Emotional

- Staff and Student Virtual Events
  - Events for Staff
    - Zumba, Cooking Class, Movie Night hosted by 9th Grade IFSC Ms. Nunez
    - Morning Meditation with Ms. Pratt
    - Quaran-Tea Time with the Head of School: Support for Teachers/Staff
  - Events for Class of 2020 Seniors
    - 2020 College Acceptance Instagram Page
    - Weekly Google hangout with the College Team
    - Virtual Senior Awards Event: June 18th at 5pm
    - Senior Committee events: Movie Night, Senior Party
    - Upcoming Senior Town Hall with Question and Answers for students
    - Virtual Graduation Planning
    - Senior Tribute
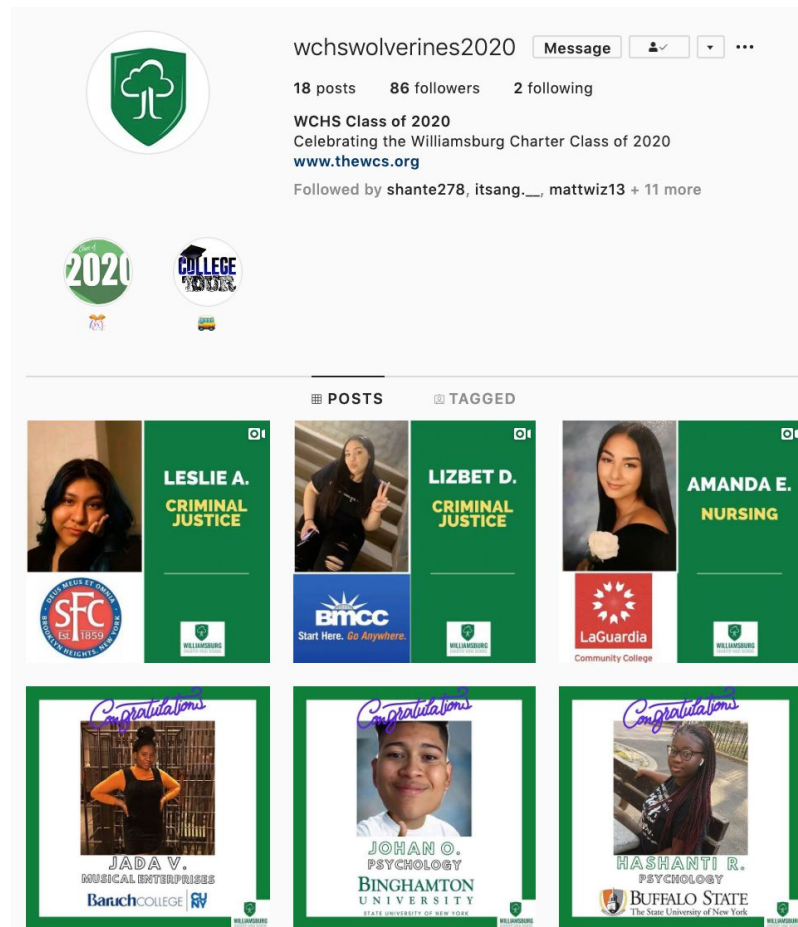
COVID-19 Operations - Re-Entry Committee

- **Re-Entry Committee:** Includes Board, Leadership, Admin, Staff, Family, and Student stakeholders
  - Academic and Operations Subcommittees
  - Closely following available guidance from FEMA, CDC, WHO, NYS, NYC DOH
  - Developing multiple planning scenarios
  - Student Reopening Survey
  - Parent Reopening Survey
  - Staff Reopening Survey

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COVID-19 Update - Operations

- **2019-20 Technology Inventory**
  - 370 Chromebooks (351 were functional) and 8 Laptop Carts (these numbers were inadequate for widespreads Google Classroom use prior to COVID-19)
  - 318 Chromebooks were distributed as of 5/15/20, leaving 33 in inventory.
  - 0 internet hotspots for families without wifi or with limited wifi, so instead provided families with internet connectivity resource sheet

- **2019-20 Technology Budget**
  - $150,000 Line Item for Technology Equipment from 2019-20 Budget

- **Mathematics E-textbooks Purchase and Technology Access**
  - Envision Algebra & Envision Geometry e-textbook 6 -year Licenses from Pearson Education = $42, 983.90 (from existing 2019-20 textbook budget)
  - Need to purchase 7 laptop carts with 36 laptops each (252 laptops) for the 7 mathematics classrooms for the 2020-21 school year for e-textbook use
  - Suggest purchasing an additional 3 laptop carts with 36 laptops (108 laptops) each for reservation by teachers in non-mathematics classrooms
  - Suggest 100 wifi hotspots for Summer School & Fall Remote/Blended Learning

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
CDW	$235.40	$25	$1,100	$10,474	$104,740
Promevo	$279.00	$30	$1,599	$12,723	$127,230
Amazon	$314.98	n/a	$1,950	$13,289	$132,893
Samsung	$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
T-mobile	$0 (with EmpowerED Agreement)	$15	24 month	Unlimited CIPA compliant	$360	$36,000
T-mobile	$0 (with agreement)	$20	12 months	Unlimited CIPA compliant	$240	$24,000
Verizon	$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 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

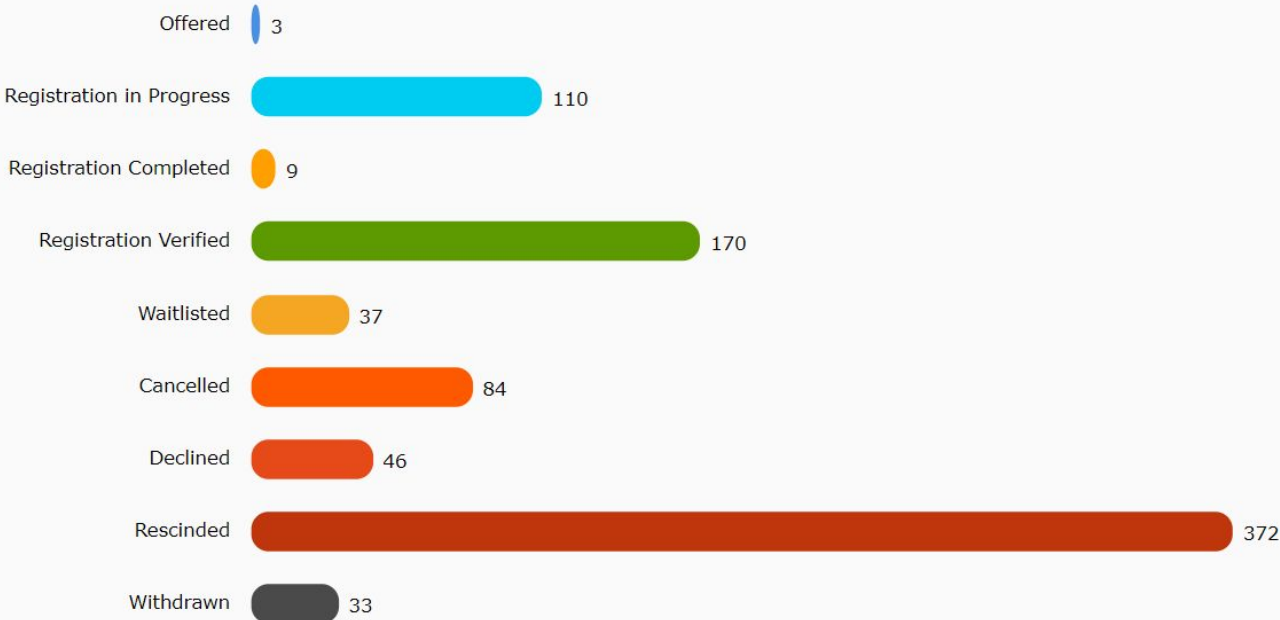| 9th	10th Gr.	11th Gr.	12th Gr.	Over 12th
532	61	27	9	

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COVID-19 Update - Operations

2020-21 Lottery Registration Numbers as of 6/22/20

- 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: **864**

Status	Count
Offered	3
Registration in Progress	110
Registration Completed	9
Registration Verified	170
Waitlisted	37
Cancelled	84
Declined	46
Rescinded	372
Withdrawn	33

COVID-19 Update - Operations

2020-21 Lottery Registration Numbers as of 6/22/20

- 110 in Registrations in Progress + 179 Completed/Verified Registrations = 289

School Name	9th	10th	11th	12th	Total
Williamsburg Charter High School	262	15	12	0	289

- 3 Offers + 37 Waitlist = 40

School Name	9th	10th	11th	12th	Total
Williamsburg Charter High School	9	20	1	10	40

COVID-19 Update - Operations

- **Freshman Bridge Program Planning**
- **Ongoing Recruitment**
  - Updating Google Ad Words and social media ads
  - Email blasts will continue to be sent out to our email lists
  - Ad for Brooklyn Family Magazine online graduation edition (~105K families)

COVID-19 Operations

COVID-19 Portal

Serving as communications hub as the school

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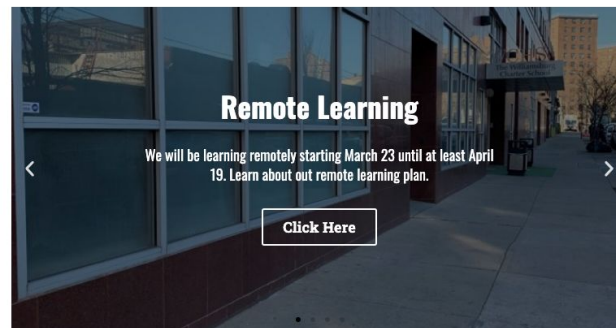- Details around our Remote Learning Plan
- Housed our technology survey for students and families
- Page dedicated to Community Resources including a Community Resources Guide created by IFSC Karilyn Nunez

STAY HOME TO STOP THE SPREAD OF CORONAVIRUS.
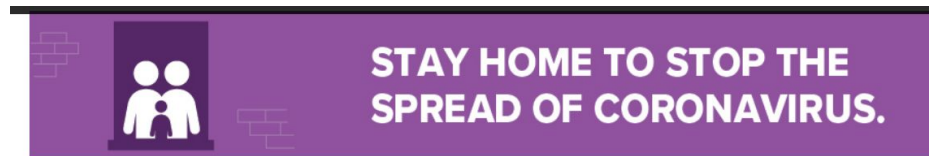
WCHS COVID-19 (CORONAVIRUS) PORTAL

March 5, 2020

Remote Learning

We will be learning remotely starting March 23 until at least April 19. Learn about out remote learning plan.

Click Here

Categories

- Alumni
- Community Events
- News
- Statistics
- Uncategorized
- Upcoming Events

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.

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Finance

Accountability and Development

Accountability

- NYSED Remote Check In Update
- Annual Board Meeting
  - Board evaluations, board elections, 2020-21 board calendar
- Annual Report due August 1

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Other Updates

Academy Leaders

- Welcome back Ms. Martin and Ms. Krantz!

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- During the repreve 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 fortuante 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.

Alternative Education - A Lab -APEX

- **30 credits earned since January**
  - On track to beat the Fall- 63 Credits
- **Collaborative Meetings with Junior and Senior Academic Counselors**
  - Discussing current APEX progress and indications for future APEX
- **New students acclimating to remote learning system well**

Head of Operations Report

- Distributed laptops and internet connectivity options sheet on a weekly basis to 300+ students while observing social distancing protocols
- All Operation Team evaluations completed by 6/1
- Continuing to collaborate with the Master Scheduling Team for 2020-21
- 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 6/15/20

Teachers	83%
Parents	26%
Students	53%

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Recruitment and Enrollment as of 6/22/20

Powerschool	ATS	FTE
951	951	929.18

*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 (including Withdrawn, Declined): 830
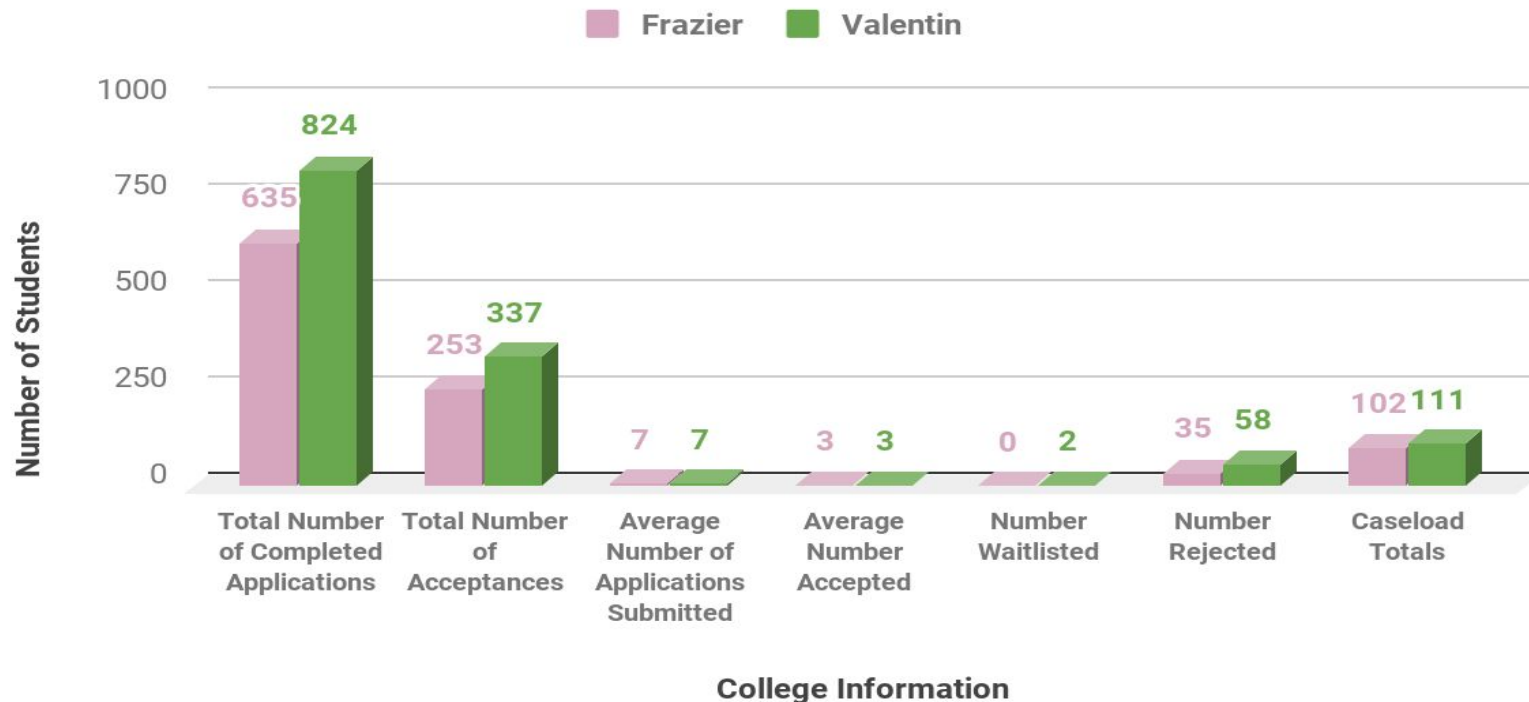
Recruitment and Enrollment

2019-20 Waitlisted: 0

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

- PowerSchool Enrollment (951) as of 5/22/20 by Cohort:

Class of 2023 / *Gr 9*	233/ *248*
Class of 2022 / *Gr 10*	213 / *306*
Class of 2021 / *Gr 11*	254 / *190*
Class of 2020 / *Gr 12*	215 / *207*
Class of 2019 and prior	36

Student Support Services

Class of 2020 College Update

Acceptance Deadlines for the Fall of 2020 have been extended to mid June

Human Resources

Employment Renewal Timeline

May 15   Letters of *Intent to Rehire* and *Non-renewal* went out to instructional staff ALL SIGNED AND RETURNED

June 19   Employment letters and contracts went to all 63 instructional staff. ALL ARE SIGNED AND RETURNED

Recruiting …. Onboarding Timeline

○   Started with 14 open positions (9 separations, 5 newly added). 8 new hires made

○   20 viable candidates currently in interview pipeline. Interviews ongoing.

○   Goal is to onboard all new hires by July 17th

Benefits New Year

June 5   Survey went around, proposal presented to staff -- plan was renegotiated

June 17   Open Enrollment in process until June 29 date

July 1   New plan year begins

Highlights: Negotiated down from 44% to 33%
● Included four Oxford Freedom and Liberty plan levels to further reduce employer expense to 9.9%
● Lowered rates to Low plan rates. No provider changes
● Defined contribution cost structure also reduces cost employer (same $ for each level;
● 75% - 25% split helps ER carry more of the cost

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Human Resources

Remote Onboarding Processes - New software and new guidelines are in place to sustain a higher level of engagement and efficiency in processes of recruiting and onboarding new staff, renewing employment and benefits, managing open enrollment and collecting staff data during remote work period and beyond.

- I-9 forms will be electronically submitted with e-Verify direct into ADP Onboarding
- Fingerprinting will proceed as usual, most Identogo locations are open. Allow more time.
- 20-day interview timeline from job application, through three interviews, to job offer

Teacher certification - WCHS is currently in certification compliance.

Our process going forward, currently uncertified teachers will sign certification pathway forms and attend meetings with HR and Leadership to track their progress. New SED guidelines have eased restrictions on hiring uncertified teachers: at School's discretion and demonstration of diligence in hiring skilled teachers who progress toward certification.

- An emergency CoVID certification is valid for 1-2 years
- The SED will exempt from exams anyone who is currently in an *Approved Teacher Prep Program.*
     (ATPP deans will send names of enrolled students names to the Office of Teaching Initiatives)
- State will accept Pass/Fail for courses completed Spring, Fall 2020 on the Individual Pathway
- Supplementary 5-yr certificate granted in some subject areas, under some circumstances

Return to Work - A forward look to July

<u>Consider continued full or partial remote work; update policies</u>
- Take surveys of staff concerns
- Co-VID handbook addenda to WCHS Employee Handbook 2020-2021 will provide guidance on new paid sick leave and all other policies (State and local level)
- Revisit flex-work discussion from June 2019

<u>Safe re-entry guidelines:</u>
- Follow new OSHA and CDC guidance relating to COVID-19 in the workplace (vs. HIPAA)
- Masks and face coverings will be required and supplied in the workplace (pending NYC DOH and CDC guidance)
- Temperature checks and thermal scanning will be required daily on entry (pending NYC DOH and CDC guidance)
- Tests are available in the metro area at no cost to employees.

<u>Consider provisions in case of continued remote work</u>
- Policy of reimbursement for expenses incurred (supplies, computer use) while utility bill must be lower at 198
- Are individual tax deductions possible?

Facilities

FACILITIES DEPARTMENT STATS 2020

	Feb	March	April	May	June	July
DOB	X	0	0	1	0	TBD
ECB	X	0	0	0	0	TBD
DOH	X	1	0	0	0	TBD

1) There was no visits from the **Department of Buildings**

1) All heating and air conditioning units are shut down

2) There were no reported window leaks during heavy rain for the month

3) Mail continued to be delivered to the school during the hours from 10am and 3pm

4) School continues to be disinfected and cleaned

5) Proposals were submitted for **Virus Protection Shields**

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Safety

SAFETY DEPARTMENT STATS 2020

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

1) There were no student cyber issues during the month.

2) There were no NYPD visits to the school

3) There were no EMS visits to the school

4) There were no FDNY visits to the school

5) Safety officers are assigned 6/23/20 for Senior Cap & Gown Pick-Ups and 6/29/30 Senior Graduation

6) An on line De-Escalation video lesson was conducted

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