



WCHS Board Meeting Agenda
March 31, 2020
6:00pm

1. Welcome and Introductions
2. Approval of Board Minutes
3. Alberto Cruz Golden Apple Award
4. COVID-19 Update
 - a. Academics
 - b. Operations
5. Lottery Update
6. Finance
7. Accountability
 - a. Parent and Family Engagement Policy
8. Adjournment
9. Executive Session



WILLIAMSBURG
CHARTER HIGH SCHOOL

Board of Trustees Meeting

March 2020

Alberto Cruz Golden Apple Award



COVID-19 Updates, Lottery/Operations, Finance and Accountability

COVID-19 Update - Academics

- Remote Learning Plan Summary

Attendance:

3/23 - 80%

3/24 - 85%

3/25 - 85%

3/26 - 86%

3/27 - 86%

Average = 84.4%

- 2020-2021 Master Schedule Progress
- School Survey
- Lottery(Virtual) - April 2, 2020



Academy Leaders

- Remote learning is going well and anxiety levels are down thanks to the work done daily to provide support to students
- Students respond to a daily question in Advisory for attendance
- Student Life Associates make contact with absent students
- Senior spirit is being celebrated, even remotely



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



COVID-19 Update - Operations

2020-21 Lottery Numbers

- **Declare # of Incoming 9th Grade seats = 320; # of seats in grades 10th= 17, 11th= 36, 12th= 0**
 - PowerSchool HeadCount as of 3/20/20 =952
 - School Mint Applications as of 3/27/20=621

9th Gr. / 2023	10th Gr. / 2022	11th Gr. / 2021	12th Gr. / 2020	2019 & prior
248 / 233	307 / 214	190 / 254	207 / 215	36
9th/2024	10th/2023	11th/2022	12th/2021	
320	233+17	214+36	254+0	

- School Mint Applications by Grade as of 3/27/20

10th Gr.	11th Gr.	12th Gr.	9th Gr.
47	27	6	541

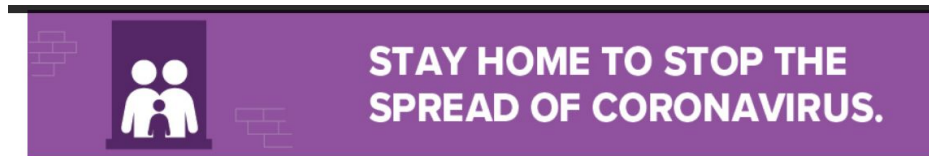


COVID-19 Operations

COVID-19 Portal

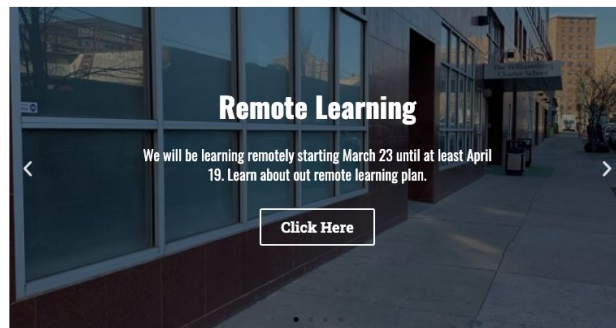
Serving as communications hub as the school

- 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



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.](#)



WILLIAMSBURG
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Finance

WCHS Financial Update March 31, 2020

As of **February 2020**, total collected revenue for the period is \$11,510,725 million and total expenses for the period are \$10,778,985 million.

Total Excess of revenue over expenses for the period is \$731,740

Per Pupil funds were received up to the month of April 2020.
IDEA funds were also received for the amount of \$156,814.

Total Assets	\$16.4 million
Total cash	\$12.2
Total Fixed Assets	\$2.1
Building Deposit	\$1.5
Total Liabilities	\$13.0(*)

* Primarily – Deferred Rent of \$9,696,957 million.



Accountability and Development

Accountability

- NYSED Title I Desk Audit revisions
 - **APPROVAL: Revisions to Parent and Family Engagement Policy**

PART IV, PARENT AND FAMILY ENGAGEMENT COORDINATION AND INTEGRATION

Williamsburg Charter High School will coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant federal, state and local laws and public programs, and conduct other programming and resources such as utilizing WCHS' parent resource center located on site., conducting monthly Parent Leadership Council meetings, issuing monthly parent bulletins, and having an on-site Parent Coordinator who serves as a direct contact for parents.



Accountability and Development

Accountability

- NYSED COVID-19 Continuity of Education Plans Submitted
 - Teletherapy protocol established
- NYSED Site Visit Postponed

Communications

- COVID-19 Portal - www.thewcs.org/covid-19
- Frequent updates to community on portal and social media
- All COVID-19 policy listed on portal

Development/Marketing

- Submitted NYC Charter Center COVID-19 Grant for \$30,000 for 36 Chromebooks and 75 hotspots



Other Updates

Head of Operations Report

- Distributed laptops and internet connectivity options to 226 students while building closed and 100% of staff required to work from home
- Spent 99.96% of NYSTL Allocation

84K473	\$	5,116.00	338	DJC2	004404	LIBRARY BOOKS
84K473	\$	12,262.00	199	DJPF	004404	EDUCATIONAL SOFTWARE
84K473	\$	47,681.00	337	DJIQ	004404	TEXTBOOKS

- Submitted Per Pupil Invoice for Payment 6.
- Developed tele-therapy forms with SNAS/IFSCs and Legal
- Mailed T2 Report cards to families
- Created projected room grid for Master Scheduling for 2020-21
- Virtual strategy for DOE Parent and Student Surveys extended Deadline April 8th

Preliminary response rates as of Thursday, March 26 at 9 am*:

83% teacher response rate (57 teacher surveys received)

9% parent/guardian response rate (81 parent/guardian surveys received)

0% student response rate (0 student surveys received)

Recruitment and Enrollment as of 3/27/20

<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: 621

Recruitment and Enrollment

Waitlisted: 0

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

- PowerSchool Enrollment (952) as of 3/27/20 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

Lottery Applications for 2020-21 as of 3/27/20:

School Name	9th	10th	11th	12th	Total
Williamsburg Charter High School	541	47	27	6	621

Recruitment and Enrollment

- **13 students virtually started us on 3/23**
 - Families were provided online or over the phone orientation prior to starting classes
- **Monthly Open Houses**
 - 23 Families attended our open house on 3/7
 - Next open house will happen virtually this Saturday, 4/4
- **High School Fairs**
 - NYC Charter School postponed
- **Lottery April 2nd, 6pm!**
 - Two more email blasts will be sent out before the lottery
 - Saturday, 3/28 and Tuesday, 3/31
 - Families that have applied for the 2020-2021 school year have been receiving updates regularly, regarding next steps in the admissions process
 - Ongoing outreach to siblings via Academy Leader newsletters and Parent Bulletin

Recruitment and Enrollment

- Excerpt from 3/30 Email Blast

Apply [Now](#) for Our 2020 - 2021 Lottery!

02 07 51 14
DAYS HOURS MINUTES SECONDS

Application deadline for the 2020 - 2021 admission lottery is [April 1st, 6pm!](#)

[Click here to apply to our lottery!](#)

Find Us on NYC Common Charter School Application

By using the Common Application, you may apply to multiple charter schools located through NYC

[Click here for the Common App!](#)



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**

- Spring data updates this week to BEDS and Certification data report
- Uncertified teachers' process meetings to talk through options/progress

- **Performance Evaluations & Renewal (approx.) Timeline:**

By April 15

- Continuation letters

May 15

- Early Renewal Contracts

By April 30

- Non-renewal letters

June 15

- Non-renewal Letter or Renewal Contract for PIP

- **Personnel Recruiting**

- Website features revised job descriptions for all positions, including new CTE Seminar teachers.
- Three job fairs - approx. 16 viable candidates
- 4/25 WCHS Job fair will be virtual using one of three possible platforms, proposal TBD.

- **Benefits** - UHC has provided that enrollees can now:

- add dependents and sign up if you have not done for an April 1 start date.
- pick up refills early, before their fill date
- Retain benefits coverage if furloughed

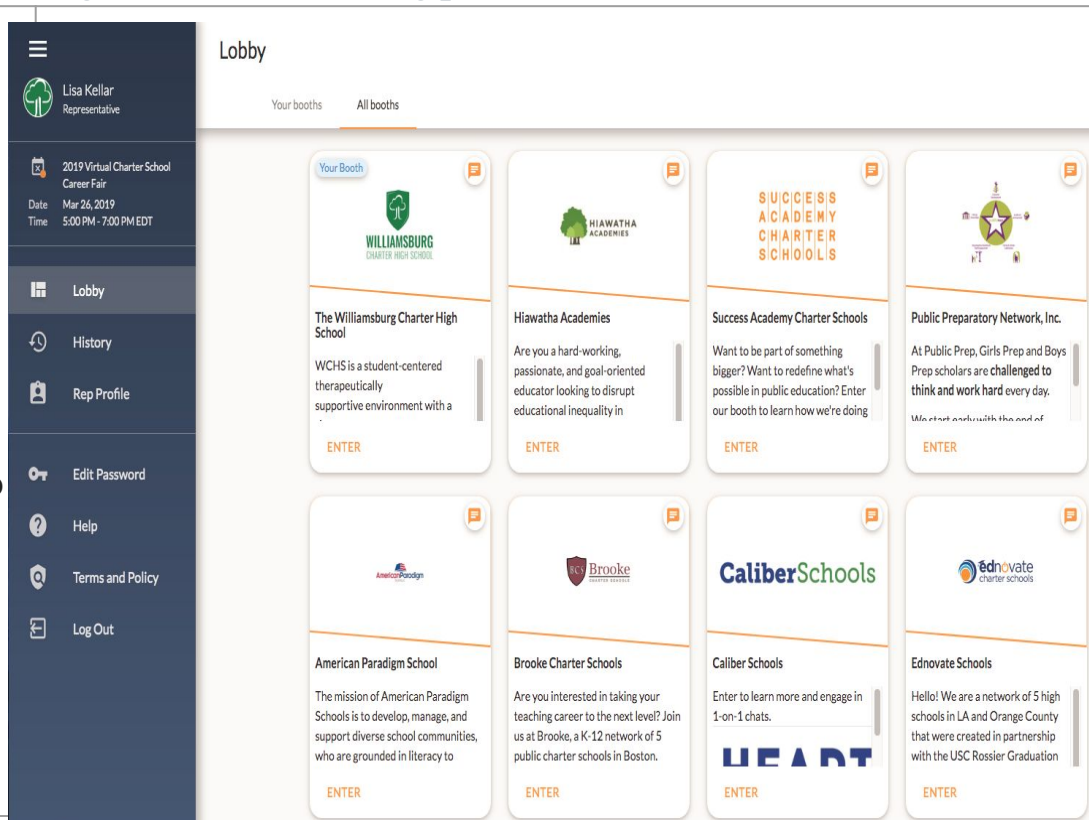


Human Resources

Job Fair rollout to Virtual format will attract and pre-screen candidates, introduce staff and core curriculum, and conduct a live video tour and interviews using one of the following platforms (TBD):

BRAZEN - Platform offers a basic landing page for Logo, mission, videos Position descriptions

- One “classroom” booth per department where DLs can present
- Candidates choose up to 10 people to speak with over the span of 90 minutes.
- When chosen, WCS staff sees the resume will also pop for conversation and interview. Questions will be available.
- Everyone will have 8-10 minute conversations with candidates throughout the course of the 90 minute fair -- up to 10 candidates per representative.
- Add on with Zoom for group and 1-1 interviews
- Brazen employer relations team will create a resume book of all students who registered for the fair.



Human Resources

EMPLOYEE LAW UPDATES (re FMLA, staff furlough, layoff, sick leave, reduced work hours)

- FFCRA and PTO: Emergency Paid Sick Leave tax credit* and Emergency FMLA* -
 - Extended notes for a targeted meeting and missive to all staff
- CARES Act (3/27/2020) and incentives for businesses adversely affected by the mandatory shutdown:

A combination of the **employee retention credit** (maximum credit of \$5,000 per employee) with **the payroll tax deferral** (employer's share of the Social Security tax, i.e., 6.2% of wages) allows employers to reduce this year's Social Security tax and defer any remaining liability to 2021 and 2022.

- CARES Act and WCHS 403B offers two loan relief options: **Participant Loans** New Loan Plan participant can take a maximum loan in the amount of \$100,000 or 100% of their vested account balance. The duration of the loan would be for 5 years. Suspending existing outstanding loan repayments If a participant requests to suspend their loan repayments then you as a plan sponsor will be able to suspend their 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 even if they were furloughed or temporarily considered laid off. **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; maximum amount that can be requested for a distribution is \$100,000 per tax year. This distribution window ends on December 31, 2020.
 - 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. The amount of the distribution can be replenished back by the participant within a 3-year time frame

Facilities

1. There was one school visit from the Department of Health with no findings or violations issued. No visits from the Environmental Control Board or Department of Health or Department of Buildings
2. All heating and air conditioning units have been shut down for the month
3. Facilities conducted a full building disinfection project which included all air vents
4. Facilities conducted floor cleaning work which included shampooing and disinfecting classroom and office rugs
5. The Facilities staff was reduced from six staff members to three staff members to ensure building disinfecting and cleanliness



Safety

1. There was one (1) student altercation for the month. One student & parent mediation was conducted to resolve the issue
2. There were two (2) NYPD (Police) visits to the school for the month one mediation and one social media issue.
3. here were no (0) EMS (Emergency Medical Service)visits to the school for the month
4. There was one (1) FDNY (Fire Department) visit to the school to inspect the schools rooftop generator
5. Safety Officers reviewed video instructional classes for Emergency Evacuations, COVID-19 Employee Training and First Aid during the school shut down dates



Accountability and Development

Other Updates

Lottery

- Lottery posted on Google, Eventbrite, Yelp, Niche, ClassifiedAds.com, ABC7, NY1, Brooklyn Paper, Spin Go, Mommy Poppins, Eventful, Facebook Parent Groups (Bed-Stuy + Bushwick Education, Bushridge Education)
- 4/2 Lottery transitioned to online platform and noticed

Development

- Reached out to Daptone Records prior to shutdown
- Fundraising at Tiltz and Pine Box indefinitely postponed
 - **Total scholarship funds raised: \$1,460**

