



WCHS Annual Board Meeting Agenda

August 17, 2021

6:00pm

1. Welcome and Introductions
2. Approval of Board Minutes
3. Academics
4. Operations
5. COVID Safety & Emergency Preparedness Updates
 - a. Safety
 - b. Facilities
6. Recruitment and Enrollment
7. Finance
8. Human Resources
9. Accountability and Development
10. Parent Leadership Council
11. Executive Session

Board of Trustees Meeting

August 2021



Agenda

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Academics

- Website
- Scheduling
- Parent Town Hall Meetings Each Week
- Freshman Bridge
- Reopening Plan



Operations as of 8/17/21

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- For Approval: 2021-22 District & Building Safety Plans; Posted for public Comment; email comments to vjacobson@thewcs.org
- Reopening/Safety Town Hall Meeting with NYPD Guest Speaker held 8/12/21
- Preparing plans, schedules, rooms, supplies, trainings for 2021-22 school year
- E-rate equipment and network upgrade in process with first install on 7/22/21
 - Wireless High Density Axispoint install completed - additional on order
 - Internet band-width increase to be installed
 - Router/firewall/switch upgrade completed
 - Emergency Connectivity Funding (ECF) Application submitted 8/13/21
 - July 2021-June 2022: 250 Wifi hotspots and 25 Surfaces tablet/laptops
- 1-1 Laptop Program for 2021-22: All new students will be assigned a school laptop and headphones for their WCHS career; returning students who have yet to sign out a school laptop will be assigned one as well
- Conducting interviews for HR Manager vacancy and gathering quotes for HR outsourcing and/or search firms
- Planning implementation for Canvas, Swipe, GoGuardian, website revisions, PowerSchool data dashboards



Laptop & Wifi Inventory as of 8/17/21

1. # of Laptops on WCHS Inventory List: 1,294
of Laptops loaned to students: 657
2. # of Laptops loaned to Students in Grades 10-12: 490 # of Laptops loaned to Students in Grade 9: 167
3. # of Laptops Remaining in stock at WCHS: 587
4. # of Laptops Broken/in need of Repair in stock at WCHS: 51
5. # of Laptops on Order 8-25-20: 963 # of Laptops on Order 7/31/20: 360
of Laptops Received by 6/8/21: 920
6. # 9th Grade Laptops Requested: 94 # 10-12th Grade Laptops Requested: 108
Total Laptops Requested 6/8/21: 202
7. # of Wifi Hotspots Ordered: 250
8. # of Wifi Hotspots Requested: 147
9. # Wifi Hotspots Distributed: 96



Operations as of 8/17/21

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- **Proposal for Board Approval:** Purchase of Swipe student attendance/lateness scanning and COVID-19 screening system (approved by Finance committee in review of 2021-22 Budget and ESSR2 Grant)
- **3 Quotes:**

Vendor	Price	Annual	Key Features
Swipe	\$15,962	\$5,557	<ul style="list-style-type: none">• COVID-19 screening app for students, parents, faculty, staff• Student Attendance scanning, including lateness, hallways, lunch period, uniform• Visitor Management• Integrates with PowerSchool
Schoolrunner	\$11,630	\$10,650	<ul style="list-style-type: none">• COVID-19 screening & Student Attendance app• Scanning modules still in development
Hero	\$4,000	\$4,000	<ul style="list-style-type: none">• Attendance & Behavior scanning only• No COVID-19 screening• Limited integration with PowerSchool





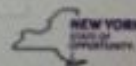
Reopening Fall 2021

Indicators and Thresholds for Community Transmission*

- CDC has developed four levels of indicators and thresholds for community transmission of COVID-19.

Indicator	Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Total new cases per 100,000 persons in the past 7 days ¹	0-9	10-49	50-99	≥100
Percentage of NAATs that are positive during the past 7 days ²	<5.0%	5.0%-7.9%	8.0%-9.9%	≥10.0%

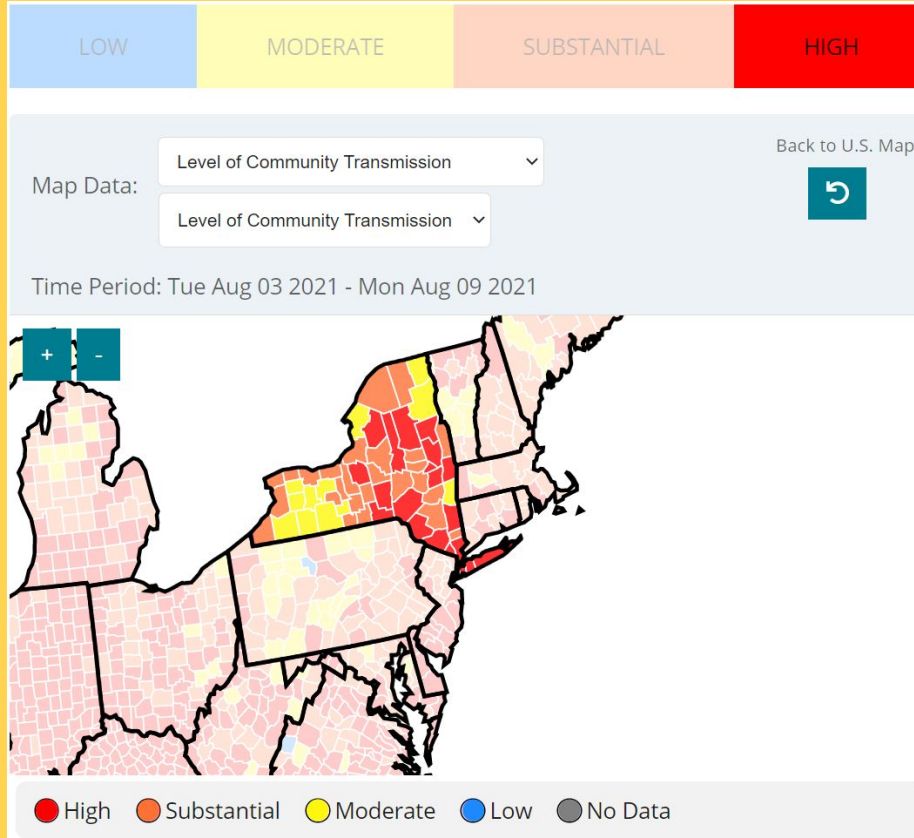
*See table 1 in [K-12 Operational Strategy](#) for additional information



Department of Health

CDC Local COVID-19 Transmission as of 8/9/21

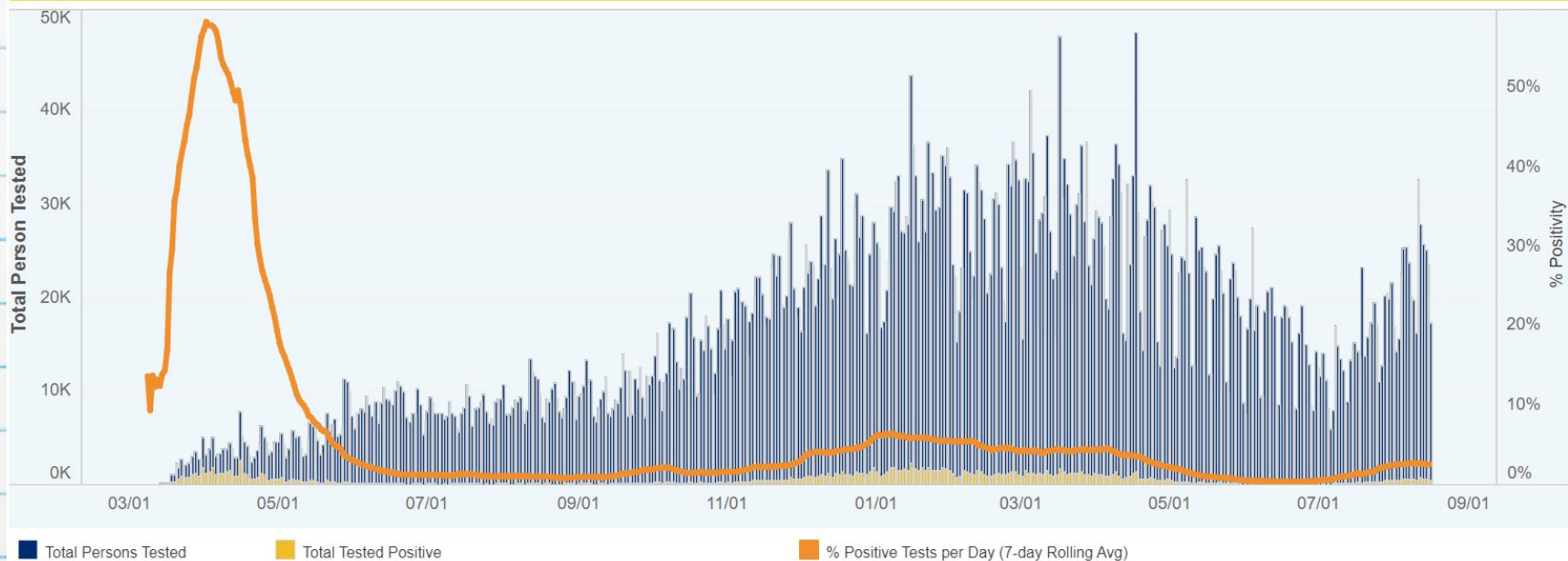
- Level of transmission in Kings County, NY
- <https://covid.cdc.gov/covid-data-tracker/#county-view>



Operations as of 8/15/21

- COVID positivity per NYS: NYC =2.6%, Kings=2.5% (7-day ave. as of 8/16) per forward.ny.gov

% Positive Results Over Time - Kings



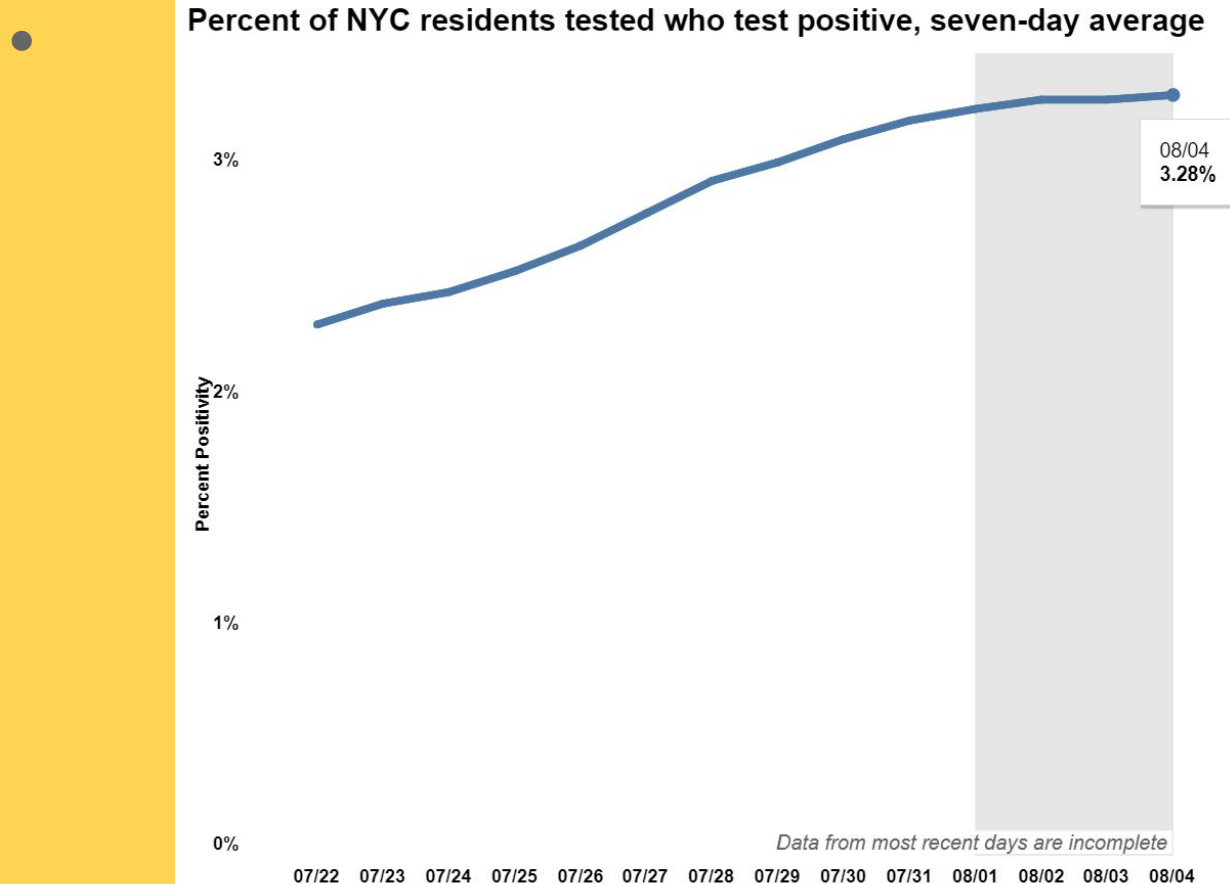
Test Results - Yesterday

		Total Persons Tested	Total Tested Positive	% Positive, Yesterday	% Positive, 7-day Avg
New York City	Kings	16,929	442	2.6%	2.5%

COVID-positivity rate as of 8/4/21

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- 7-day rolling average in NYC = 3.28% (as of 8/4/21) per www1.nyc.gov



Variant Spread in NYC as of 8/4/21

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- 90% of tested cases in NYC were the Delta variant as per www1.nyc.gov

The table below shows variants that have been observed in New York City and their classification. Currently, B.1.1.7 (alpha) and B.1.617.2 (delta) are the most widespread variants in the city. We are also closely monitoring P.1 (gamma) and B.1.526 (iota), which have been spreading rapidly in the U.S. and other countries.

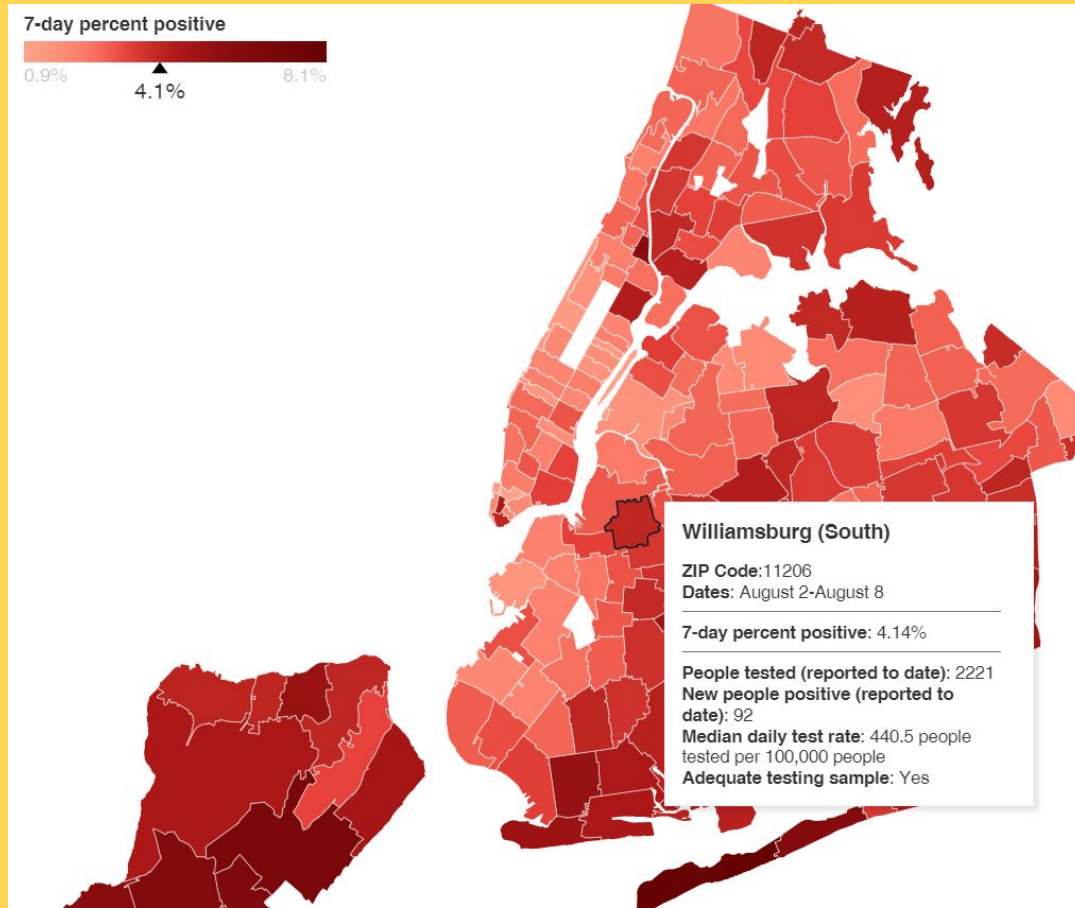
Variant	WHO Name	Classification	Last 4 Weeks
B.1.617.2	Delta	Variant of Concern	90% of tested cases
B.1.1.7	Alpha	Variant of Concern	2% of tested cases
B.1.621		Variant of Interest	2% of tested cases
P.1	Gamma	Variant of Concern	2% of tested cases
B.1.351	Beta	Variant of Concern	0% of tested cases



COVID-positivity as of 8/8/21

12

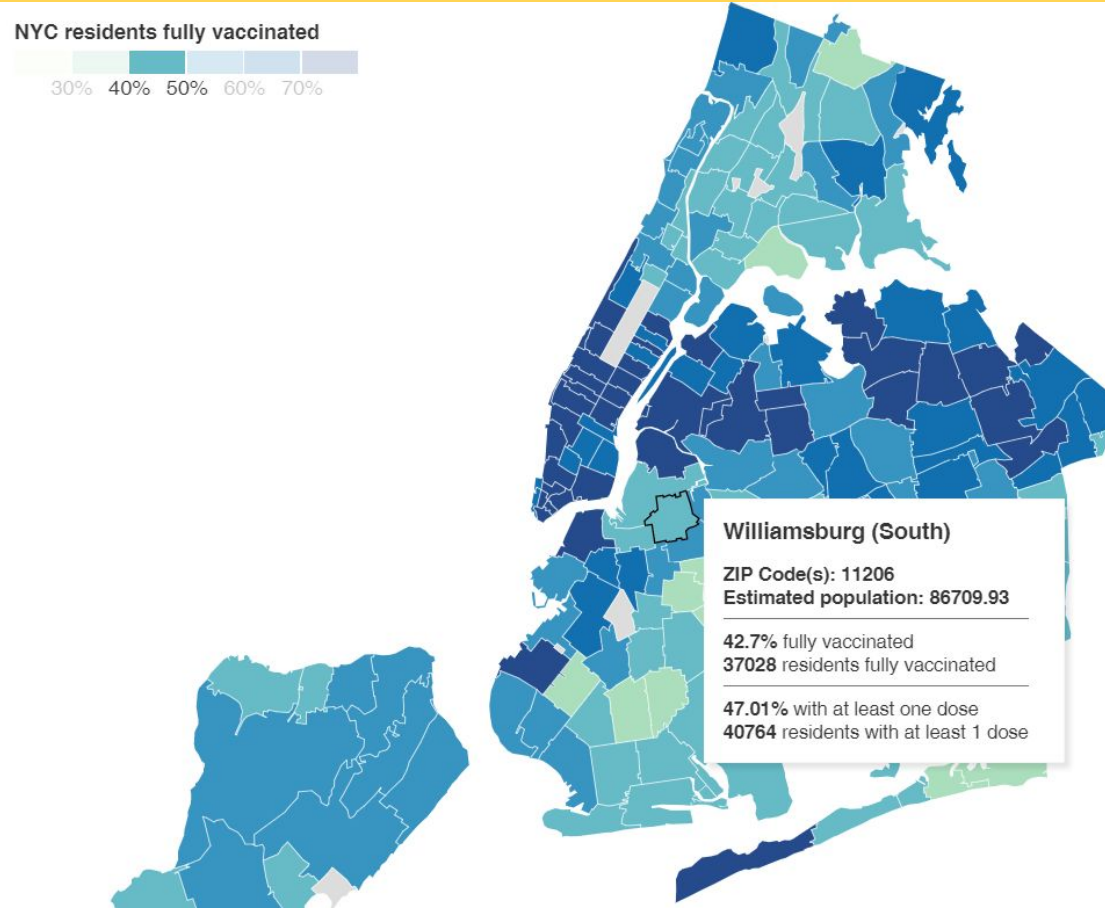
- 7-day average in 11206 Zip Code = 4.14% (from 8/2-8/8/21) per www1.nyc.gov



COVID-19 Vaccination Rate as of 8/8/21

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- % Population in 11206 Zip Code = 42.7% at fully vaccinated per www1.nyc.gov



Reopening Fall 2021

Under the present guidelines from CDC for schools, we anticipate the following safety measures until otherwise directed by NYC DOH, NYS, and/or the WCHS Board:

- Prioritize in-person learning 5 days a week for all students
- Remote option available if determined by the school to be in the best educational interest of the student
- Approximately 3 feet social distancing whenever possible
- Masks must be worn at all times in the school
- Daily COVID-symptom screening form must be completed by everyone prior to entering the building
- Continued frequent disinfecting and cleaning of high touch surfaces
- Ventilation in classrooms
- Onsite Nurse and coordination with NYC DOH Test & Trace Corps
- NYCDOE routine student COVID-19 screening testing when available
- Encourage COVID-19 vaccinations for anyone ages 12+

COVID Safety & Emergency Preparedness Updates¹⁵

- Walgreens is still not able to accommodate us for an on-site vaccination program due to unanticipated increase in demand. We will continue to seek additional opportunities.
- We have met with NYC DOH to request a mobile vaccine pop-up van. Although they are currently booked through August, they will keep us updated on availability.
- We have met with BRI, a community health organization offering mobile vaccination sites at charter schools; More info to come
- Working on a COVID-19 Vaccine promotion and education campaign



Safety

- One report of a cyber incident
- One NYPD visit o the school regarding the cyber incident-
- Daily temperature screening was conducted for Staff & Visitors
- Safety Officers received a NY State training on 8/16/21 for the following subjects; Role of a School Security officer, De-escalation techniques, Ethics & Conduct, Communications & Public Relations
- The Safety Department is fully staffed



Facilities

- Air conditioning units are being utilized and are on a daily timer
- All school lighting is being repaired
- **ECB hearing** : Date scheduled for **7/27/21** for an Unwarranted Fire Alarm received a fine of \$750
- The buildings summer maintenance and refurbishing plan are on schedule for the schools opening day
- Fire Standpipes & Sprinklers are functional & passed inspections for the month



Recruitment and Enrollment 8/12/21

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<u>Powerschool</u>	<u>ATS</u>	<u>FTE</u>
755	925*	TBD

1. *Pre-Registered 183 incoming students in ATS; Anticipate 12 August graduates
2. Reconciliation Submitted for 2020-21 (Estimated FTE: 958)
3. FY22 Invoice #2 Submitted for 2021-22 (Estimated FTE: 951)
4. Conducted 2021-22 Admissions Lottery on 4/12/21 at 6pm (~196 attendees)
5. # of Incoming 9th Grade seats = 330
6. # of Incoming seats in grades 10th= 25 , 11th= 25 , 12th= 0
7. SchoolMint Applications as of 4/1/21 Lottery Deadline

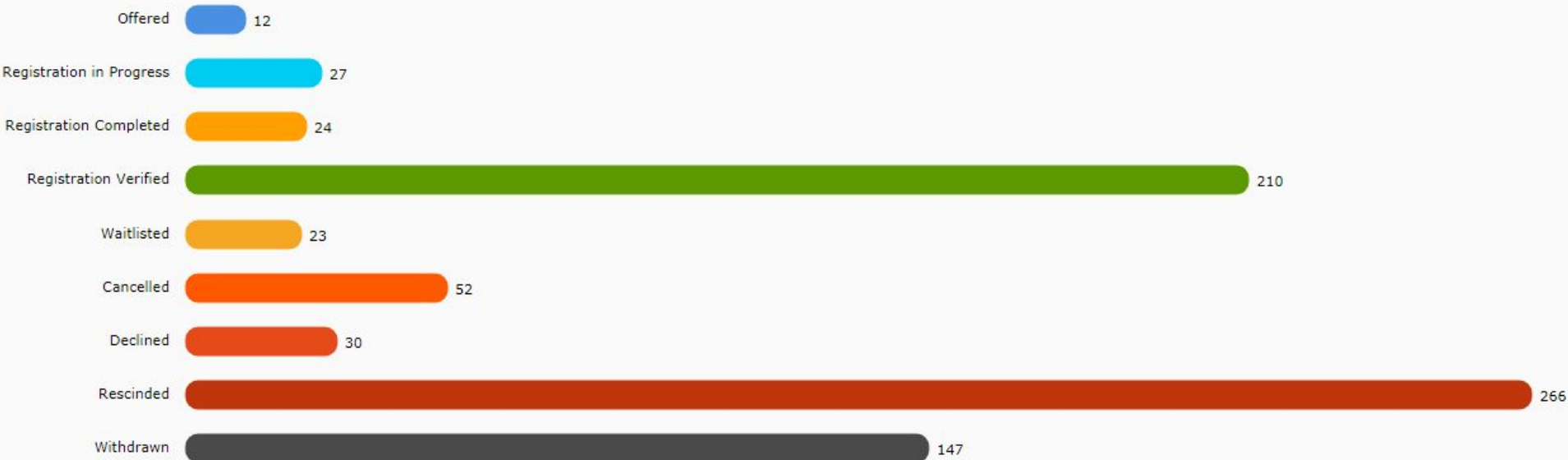
9th Grade	415
10th Grade	29
11th Grade	23
12th Grade	7
Total	474



Recruitment and Enrollment as of 8/12/21

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- Total for 2021-22: 791 Applications, 210 Verified
- Last Year at 8/25/20: 952 Applications, 225 Verified
- 161 application deficit
- 25-75 verified registration deficit in grade 9



Recruitment and Enrollment as of 8/12/21

School Mint Applications

- Applicants for 2021-22 (as of 8/12/21): 791
 - Registrations Verified: 210
 - 9th- 176, 10th- 17, 11th- 16, 12th- 1
 - Registrations Completed: 24
 - 9th- 14, 10th- 6, 11th- 4, 12th- 0
 - Registrations In Progress: 27
 - 9th- 18, 10th- 3, 11th- 5, 12th- 1
 - Offered: 12 (9th- 8, 10th- 1, 11th- 2, 12th- 1)
 - Accepted: 0
 - Waitlisted: 23 (9th-1, 10th -7, 11th-1, 12th-14)



Recruitment and Enrollment 8/12/21

- WCHS Virtual Tours
 - Wednesday, July 21, 2021 from 1-2pm
 - 87 Attendees
- Planning Open House Dates for 2021-22
- Finalizing Lottery Application for 2022-23 for launch 9/1/21
- Continued online marketing:
 - Niche.com
 - Charter Center Common Application
 - Brooklyn Family Magazine Back-to-School Edition- August
 - Email Blasts



WILLIAMSBURG
CHARTER HIGH SCHOOL

Williamsburg Charter High School
(WCHS)

Open enrollment has begun.
We currently have 9th-grade seats available
for the 2021-2022 school year

WCHS offers:

- Advanced Placement (AP) and Syracuse University Project Advance (SUPA) 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



WILLIAMSBURG
CHARTER HIGH SCHOOL

Recruitment and Enrollment 8/12/21

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- Daily News Email Blast on 8/5/21 to Adults w/ kids (13-17):
 - 15 Zip codes: 11206, 11221, 11385, 11237, 11208, 11207, 11211, 11213 11233, 11212, 11216, 11236, 11205, 11249, 11203
- Day 1 - 100,000 Targeted Emails
Day 7 - 13,000 Emails – retargeting to those who open Day 1 email
Day 7 – 28 - 50,000 Facebook Retargeting
Day 7 – 28 - 75,000 Facebook Lead Ads

	 WILLIAMSBURG CHARTER HIGH SCHOOL	
WCHS OFFERS: Advanced Placement (AP) Syracuse University Project Advance Special Education (SPED) English as a New Language (ENL) ...and much more!	Williamsburg Charter High School has a glowing and growing fan base amongst neighborhood parent, teachers, and students! Apply Today! thewcs.org/apply	
	WCHS OFRECE: Clases de Advanced Placement (AP) Syracuse University Project Advance Servicios de educación especial Inglés como nuevo idioma (ENL) ... y mucho mas!	¡La escuela Williamsburg Charter High School tiene una base de admiradores entusiasta y creciente entre los padres, maestros y estudiantes del vecindario! ¡Aplica hoy! thewcs.org/apply



Recruitment and Enrollment as of 8/12/21

23

- Bilingual Radio Ads -In Process
 - 97.9 La Mega, 93.1
- ASK: For Approval- Add \$14,520 to the Recruitment Budget for Hot 97 Morning Show Ad Campaign (M-F 6am-10am)
 - Hot97 reaches over 240,000 Black & Latino households with children 12+ in Brooklyn
 - Starting 8/23 running for 4 weeks through 9/13
 - 60 spots: (5) 30second ads and (10) 15 second ads each week
 - 901,500 General Impressions per week for a total of 3,606,000
 - Hot 97 Average demographic ages 12+ reached weekly = 4,641 listeners out of 15,997,800 people in the tri-state area
 - Professional recording artists and script editing
 - Radio provides a short implementation time to deliver results within the next 30 days
 - Competing schools are already using this strategy successfully
 - Data monitoring through Veritone to track website traffic after each ad airs and thewcs.org/apply97 landing page to monitor ROI



Finance

As of **June 30, 2021**, total collected revenue for the period is \$17,521,933 million and total expenses for the period are \$15,632,192 million.

Total Excess of revenue over expenses for the period is \$1,889,741.

This amount is pending Audit adjustments.

Our Forecast budget surplus for the year is \$1,431,912.

Assets		
Cash and Cash Equivalents	15.2	Bank Acct, Petty Cash, Loan, Recv.
Total Fixed Assets	2.3	Leasehold improvement, Furniture, Equipment, software
Building Security Deposit	1.5	Rent Deposit
Pre-paid expenses and Deposits	210,905	Utility, Insurances, other
Total Assets	19.4	
Liabilities		
Accounts Payable, Accrued expenses	1.2	Bills, Accrued salaries/taxes
Unearned Revenue	0	Advanced Per Pupil fund
Loan Payable	2.0	PPP Loan
Deferred Rent	10.4	Rent
Total Liabilities & Net Assets	19.4	5.5 Net Assets



Human Resources

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- **APPROVAL:** [Remote Work Policy](#)
- Staff received Personnel Handbook and training on 8-17-2021



Accountability and Development

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Accountability

- **Charter School Office Liaison Change**
 - WCHS' NYSED Charter School Office liaison, Paula Orlando, will be taking on a few new projects within the Charter School Office necessitating them to rebalance her liaison portfolio.
 - Our new CSO liaison will be Paolo Giovine, a veteran member of their team.
 - Before leaving, Ms. Orlando requested that we streamline our SEDREF titles
 - Awaiting our check-in visit report from the spring
- **Annual Report submitted August 1**
 - Progress Towards Goals due October 1
 - Finance audit docs due November 1
- **Entering Year 3 of Charter - Mid-Term Site Visit Year - Looking Ahead**

Development

- Board Development - Ahmad Duwaik

