

# WCHS Board of Trustees Meeting

August 2023



# Agenda

1. Executive Session
2. Welcome and Introductions
3. Approval of July Minutes
4. Academics
  - a. Instruction
  - b. Senior Class Data
5. Safety Update
6. Operations
  - a. Capital Budget
  - b. Internet Provider
  - c. Budget
  - d. LHH for HR Manager
  - e. Security Cameras and Installation
  - f. Website
  - g. Cleaning Company
7. Facilities
8. Recruitment and Enrollment
9. Finance
10. Human Resources
11. Salary Audit
12. Staff Advisor to the Board
13. Accountability



# Academics

- ❑ Community Day–Family Event–August 18, 2023
- ❑ Scheduling (Teacher and Students)
- ❑ Freshman Summer Bridge/Freshman Orientation
  - August 31st, 2023, 12th Grade Student and Parent Orientation*
  - September 7th, 2023, 10th and 11th Grade Student and Parent Orientation*
- ❑ Currently completing calendar for the school year
- ❑ Two Parent Town Hall Meetings
  - Tuesday, August 1, 2023, 6pm*
  - Thursday, August 24th, 6pm*
- ❑ Back to School Night–September 26, 2023
- ❑ Preparing high-leverage instructional items in preparation for our visit



# Goals for SY 2023

## Instruction

Literacy

Increase rigor

Increase student engagement

Common Assessments (Valid, reliable, rigorous)

PBIS

Response to Intervention (RTI)

## Social Emotional

Increase teacher-led social emotional student support.

- Start the day with a student check-in. ...
- Create opportunities for partner and group work. ...
- Nurture a culture of kindness. ...
- Build social-emotional vocabulary. ...
- Include reflective writing. ...
- Allow time for talking. ...
- Teach mindfulness.

## Advisory

## Parent Engagement

Increase overall parental participation by 20% (PLC meetings, parent report card pick up, parent teacher conferences, student activities and events)

## School Efficiency

- **Front Desk**
- **Main Office**
- **Attendance Office**

# Senior Class Data

Senior Class Data	
<b>Total Number of Seniors</b>	<i>234 seniors 231 in cohort 3 Early Graduates</i>
<b>Total number of 2023 Graduates</b>	<i>192 Graduates in Total Including: 3 -5th Year Seniors 2- Early Graduates</i>
<b>August Graduates</b>	<i>11 Students ( 2 additional pending apex completion) Total: 13</i>

# Safety Updates

- We are continuing to use metal detectors and we are continuing student bag checks.
- We have contacted the 90th precinct to request NYPD presence before school, during dismissal, and along the White Street corridor.
- We currently have 10 safety officers and we request three each day from JC security and additional officers as needed to cover safety officer absences.
- We are continuing to dismiss students by floor.
- Each day we have at least two safety officers assigned to the first floor.



# Safety Update—Use of Metal Detectors Survey

- 1 X-ray Scanner
- Make and model used by  
NYC DOE School Safety
- NYC DOE Contract pricing
- 3-year warranty
- Training by NYC DOE

**HI-SCAN™ 5030C**

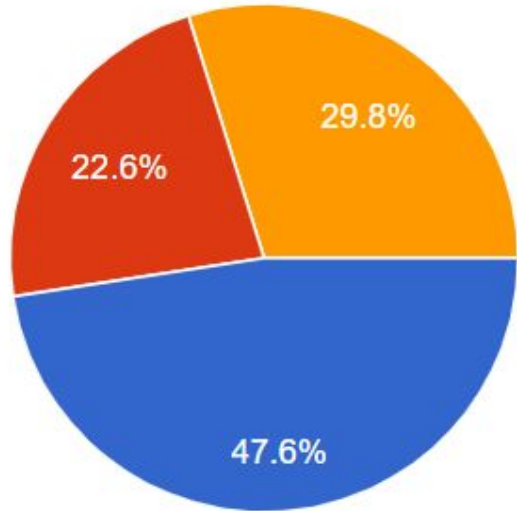
DEVELOPED SPECIFICALLY FOR URBAN SECURITY APPLICATIONS



# Safety Update—Use of Metal Detectors Survey -July 2023

I am a ... // Soy un ...

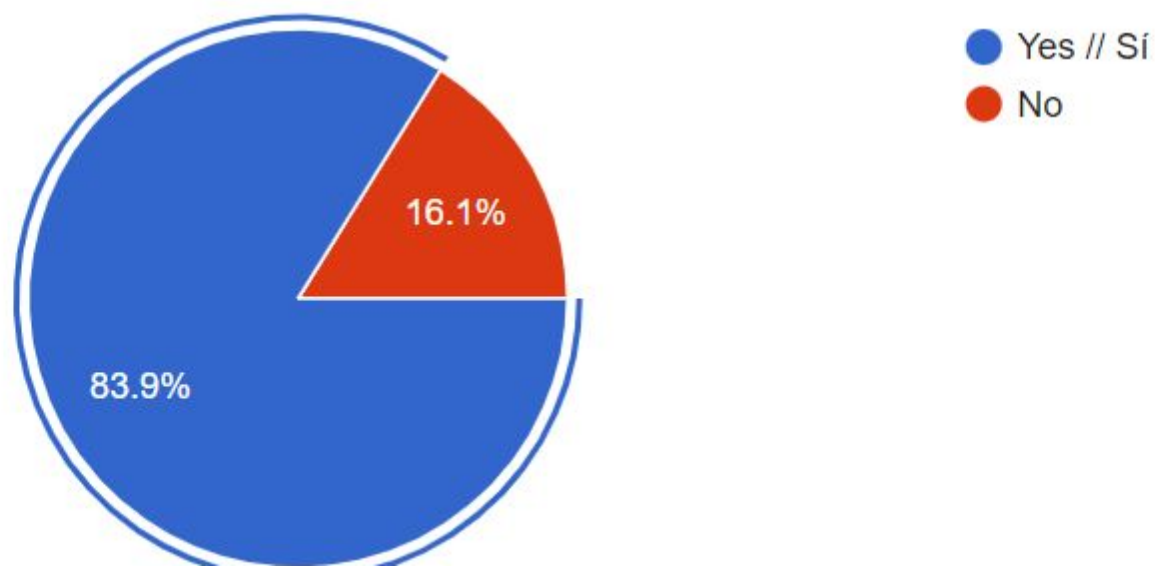
124 responses



- Parent/Guardian // Padre/Tutor
- Student // Estudiante
- Faculty/Staff // Facultad/Personal

Would you like to see the metal detectors continue to be used in the morning if we put a procedure in place to speed up the process? // ¿Cree que la escuela debería continuar usando detectores de metales por la mañana si implementamos un procedimiento para acelerar el proceso?

124 responses



## Operations as of 8/28/23

- FOR BOARD APPROVAL- The Capital Budget:
- Furniture/Equipment:\$300K
  - Cameras - \$77,648 & Install \$8,300 (Approved last month)
  - X-ray Hi Scan Machine - \$20,277 - Smith's Detection
  - 25 Replacement Surfaces - \$44,321 - Main Micro
  - 25 Replacement MacBooks/AppleCare - \$35,950 - Apple
  - 300 Replacement Chromebooks & Cases - \$81,900 -Main Micro
  - 10 CreateBoards - \$22,400 plus \$8,230 installation -TBD
- Leasehold Improvement: \$50K
  - Food Court Floor - \$9,000
  - TBD as needed -\$41,000



# Operations as of 8/28/23

## Capital Items Bids

Qty/Item	Vendor 1/Price	Vendor 2/Price	Vendor 3/Price
<a href="#"><u>25 Surfaces/keyboards</u></a>	Main Micro \$44,321	Comp Depot \$56,249.75	GHA (no keyboards) \$37,475-\$49,975
<a href="#"><u>25 Macbooks/ 3-year AppleCare</u></a>	Apple \$32,950	Main Micro (no Applecare) \$34,975	GHA (no AppleCare) \$29,300
<a href="#"><u>300 Chromebooks/cases</u></a>	Main Micro (in stock) \$81,900	GHA \$79,050	NewEggBusiness \$80,301
<a href="#"><u>10 CreateBoards/install</u></a>	QnATech \$30,630	Main Micro (no install) \$26,740	Crutchfield Business \$27,821



## Operations as of 8/28/23

- Upcoming- Quotes for new Internet Provider
- Current internet provider may be going out of business
- Our contract ended and we are currently month-to-month
- WCHS was approved by E-rate for \$84K at a 90% discount for internet service with the vendor for July 1, 2023 - June 30, 2024
- E-rate consultant advised us to switch vendors through June 30, 2024 and they will file the proper forms to switch to the new vendor
- Most vendors offered only a 3 year term, though Verizon will offer a 1-year term, but we can downgrade our service to 1GB as a backup starting 7/1/24 should Verizon not be the selected vendor through the 470 bid process
- For E-rate FY2025, we will post a new Form 470 by February 1 to solicit bids for the July 1, 2024-June 30, 2024



## Operations as of 8/28/23

- Bids for 10GB Internet
  - Requesting approval to use [Verizon](#) for 10GB plus router at \$6,793.01 per month for 12 months

Carrier	Service	Monthly	Install	Manage Router	Term	Notes
Lightpath	10G	\$2,750.00	\$0.00	\$0.00	3Y	120-day install. We provide a NID device that acts just like a managed router. No charge. Delivery to the customer suite : included
Spectrum	10G	\$3,499.00	\$0.00	\$1,250.00	3Y	budgetary quote 90 to 120 days install
Crown Castle	10G	\$7,000.00	\$0.00	?	3Y	/29 included Install and build waived Around 90 calendar days to install.

## Operations as of 8/28/23

- FOR BOARD APPROVAL- Contract with LHH for executive search services for an HR Manager, pending review of contract by Legal
- Positive vendor track record and rapport with vendor
- Already successfully contracted with LHH for temporary resume screening services during the 2022-2023 school year
- No cost unless we successfully hire one of their candidates
- Fee of 25% of the direct-hire's annual salary payable upon successful hire
- Included in the budget under Consulting fees
- Bids:

LHH	<a href="#">LHH Direct-Hire Agreement</a>	25% of annual salary
Tempositions	<a href="#">Client Master Agreement</a>	30% of annual salary
Arrow Search Partners	<a href="#">ASP Quote</a>	22% of annual salary for new clients

# Facilities

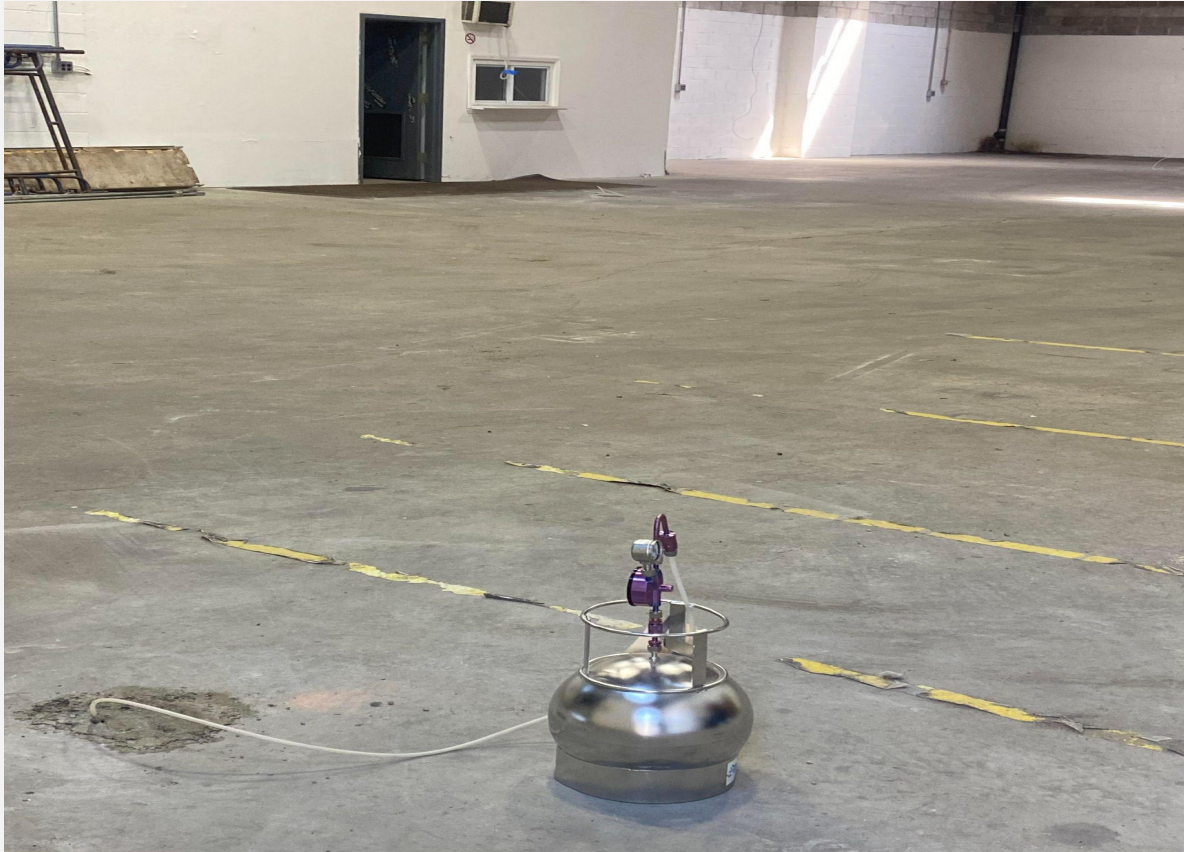
1-An FDNY Inspection was conducted at the school on 8/24/ 23 for the schools Air Handling Units & Roof Generator, No violations issued, A new permit will be sent to the school

2- One heating and cooling unit serving the 3rd floor hallway burned out. The entire unit is defective and requires replacement. All filters are presently being replaced

3-An ECB hearing is scheduled for September 7th regarding the buildings back flow report for the year 2021 , A back flow test for the schools water flow was conducted in 2021 & on 9/15/22 at the school. The violation will be answered at the hearing



# Facilities - New Gym Update



# Recruitment and Enrollment 8/28/23

<u>Powerschool</u> 839	<u>ATS</u> 809	<u>FTE*</u> 926.425
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1. \*Per Pupil Billing Document #6 approved 4/4/23; Reconciliation submitted 7/28
2. 0 Pending Discharge, 21 Discharges and 12 Will Not Attend since 7/1/22; includes 13 August Graduates
3. 2021-22 Admissions Lottery on 4/12/21 at 6pm (~196 attendees); 2022-23 Admission Lottery on 4/4/22 at 6pm (Zoom Attendees: 162, In-person Attendees: 21, Volunteers: 23); 2023-24 Lottery on 4/4/23 (5 in-person, 71 online)
4. 22-23 Incoming 9th Grade seats = 330; Incoming seats in grades 10th= 25 , 11th= 25 , 12th= 0
5. SchoolMint Applications:

	4/1/21	4/1/22	4/1/23
9th Grade	415	408	279
10th Grade	29	54	39
11th Grade	23	39	19
12th Grade	7	13	11
<b>Total</b>	<b>474</b>	<b>514</b>	<b>348</b>



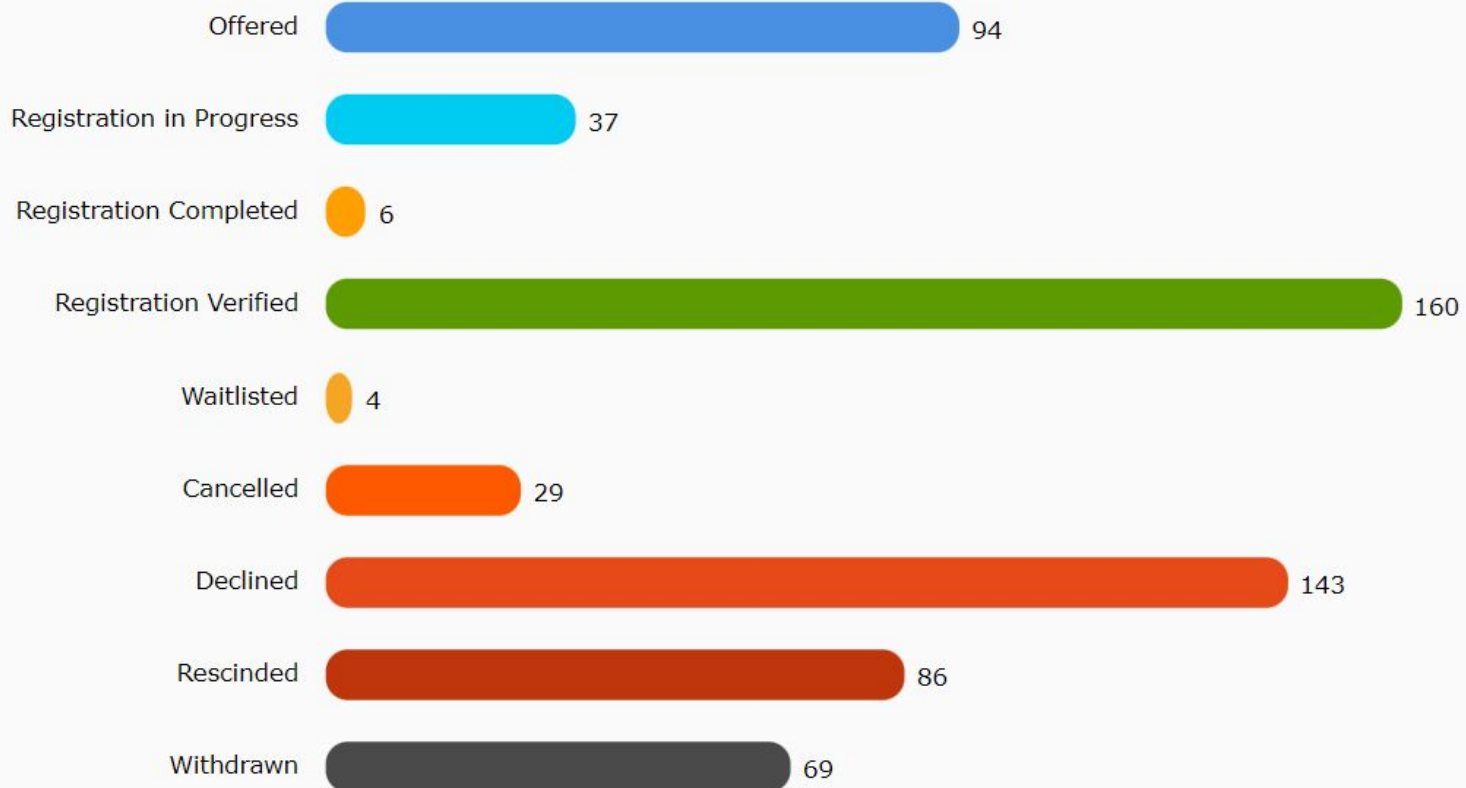
# Recruitment and Enrollment as of 8/28/23

Grade Level	Total in Grade	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Unclassified
9	104 M 52 /F 52	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	1 M 1 /F 0	50 M 25 /F 25	53 M 26 /F 27
10	203 M 107 /F 96	0 M 0 /F 0	0 M 0 /F 0	1 M 1 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	3 M 2 /F 1	190 M 98 /F 92	1 M 0 /F 1	8 M 6 /F 2
11	278 M 123 /F 155	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	19 M 11 /F 8	10 M 6 /F 4	234 M 101 /F 133	0 M 0 /F 0	0 M 0 /F 0	15 M 5 /F 10
12	255 M 120 /F 135	3 M 1 /F 2	4 M 3 /F 1	8 M 4 /F 4	11 M 7 /F 4	12 M 8 /F 4	14 M 6 /F 8	198 M 91 /F 107	1 M 0 /F 1	0 M 0 /F 0	0 M 0 /F 0	4 M 0 /F 4
Total	840 M 402 /F 438	3 M 1 /F 2	4 M 3 /F 1	9 M 5 /F 4	11 M 7 /F 4	12 M 8 /F 4	33 M 17 /F 16	208 M 97 /F 111	238 M 103 /F 135	191 M 99 /F 92	51 M 25 /F 26	80 M 37 /F 43



# Recruitment and Enrollment as of 8/28/23

- 2023-24: 628 Applications



# Recruitment and Enrollment as of 8/28/23

## 2023-24 Lottery Application Numbers

- Registrations Completed & Verified = 166

9th	10th	11th	12th	Total
110	23	28	5	166

- Registrations in Process = 37

9th	10th	11th	12th	Total
25	7	4	1	37

- Offered = 94

9th	10th	11th	12th	Total
70	7	5	12	94

# Recruitment and Enrollment 8/28/23

- Applications Waitlisted = 48

9th	10th	11th	12th	Total
7	5	14	22	48

## Open House Dates for 2023-24

- TBD

## Lottery Application for 2024-25

- Lottery Deadline 4/1/24
- Lottery 4/2/24 @6pm
- Application Launches 9/1/23; Common Application launches 10/1/23



# Recruitment and Enrollment 8/28/23

## In-Person Recruitment Events

- Collective Focus Hub
  - 8/26 Neighborhood Block Party
  - 12-6pm at 1046 Broadway
  - 50+ people visited our booth
- SchoolFest
  - 9/16 at JHS 126
  - 12-4pm
- Middle Village Prep Charter School
  - 10/11 at 6802 Metropolitan Ave, 11379
  - 6-8pm
- PAL High School Fair
  - 10/10
  - 34½ East 12th Street, New York, NY 10003
- Family & Youth Peer Support Pop Up
  - 9/23 at 1060 BedFord Ave, Brooklyn 11238
  - 10am-3pm



# Recruitment and Enrollment 8/28/23

## Online & Social Media

- **Daily News Email blast on 8/25 & Ad**
  - 100,000 custom emails ( in the past we've used parents with children of a certain age range and zips near the school)
  - Email redeployment to openers of initial email, 7 days later
  - 50,000 Facebook, retargeting from Email blast
  - 200,000 impressions on on Extended Audience Network (Google Display Network)
- **El Diario Spanish Email Blast & Ad**
  - 50K emails EBLAST
  - Facebook Post, FB Stories & Instagram
  - 82.5K IMP @ \$10CPM
  - One Quarter Page
  - One Quarter Page as added value
- **Brooklyn Family Magazine Ads**
  - August Education Guide
  - September Back-to-School Special
  - October High School Application Issue
- **Google Ads::** General and special populations ads,
- **Other Social Media:** Facebook, Instagram, Niche.com, weekly Email Blast to mailing list



# Finance

## WCHS Financial Update Board Meeting – Aug 29, 2023

This is **Draft as of June 30, 2023** final report will be presented after of the financial audit for FY 2023 is completed.

Total collected revenue for the period is \$19,726,723 and total expenses for the period are \$20,251,151 million.

Total deficiency of revenue over expenses for the period is (524,428)

Title and ESSER/ARP grants receivable still pending to be collected.

<b>Assets</b>		
Cash and Cash Equivalents	11.8	Bank Acct, Petty Cash,
Account Receivable	432,330	ESSER Grant/Title
Total Fixed Assets	2.1	Leasehold improvement, Furniture, Equipment, software
Building Security Deposit	5.7	Rent Deposit/New Building
Prepaid expenses and Deposits	152,237	Utility, Insurances, other
<b>Total Assets</b>	<b>20.3</b>	
<b>Liabilities</b>		
Accounts Payable, Accrued expenses	1.2	Bills, Accrued salaries/taxes
Unearned Revenue	752,429	Advanced
Deferred Rent	11.3	Rent
<b>Total Liabilities &amp; Net Assets</b>	<b>20.3</b>	9.2 Net Assets

- General Audit and 403B Audit are in progress.



# Human Resources

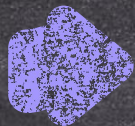
- **Salary Audit and Contracts**

- Instructional staff received hard copies of their contracts on 8-15-2023
- Staff with salary or title inquiries have been asked to complete a staff concern form
- KM and EKE are investigating individual cases and will determine whether salary is correct via parameters created by admin
- Adjustments will be made in the coming weeks and instructional staff who receive amended salaries will receive updated agreements and back pay dated from the start of the contract period (August 16)
- Non-instructional staff will receive updated rate of pay agreements following approval of %increase

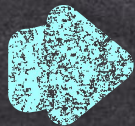




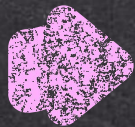
## Staff Advisor To The Board Updates



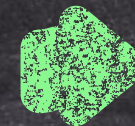
Continued communication with Ellen discussing staff concerns needs. *Salary Meeting* responses, general questions or concerns etc.



1st Day Feedback from Students and Staff. Things upon which we can develop to be proactive for future.



Priority of Safety still a concern of staff.



Share victories and school wide successes with board through Artifact Document.

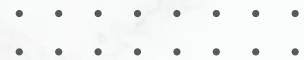
# Accountability and Development

- **Summer Reporting Deadlines**

- **SSEC** - submitted on July 24
  - Thank you to Mr. Guzman
- **Annual Report** - submitted on August 1
  - Next steps:
    - Progress towards goals, audit, and budget due November 1
- **Renewal application** - submitted on August 15
  - Next steps:
    - Benchmark 1 due October 3
    - Nonmaterial revisions
    - Supplementary info and materials
- **Title I** - completed by CSBM - will be submitted on August 31
  - Next steps: Title I parent meeting will be held in the fall

- **Media/Community**

- The Economist wants to film at the school first week of September re: Feb 8 community response
- Brooklyn Paper is interested in featuring Ms. Helliger's Back to School [GoFundMe](#) in a story
- Fall GROW planning w/ local charter schools



# **PARENT LEADERSHIP COUNCIL (PLC)**

# The Parent Leadership Council

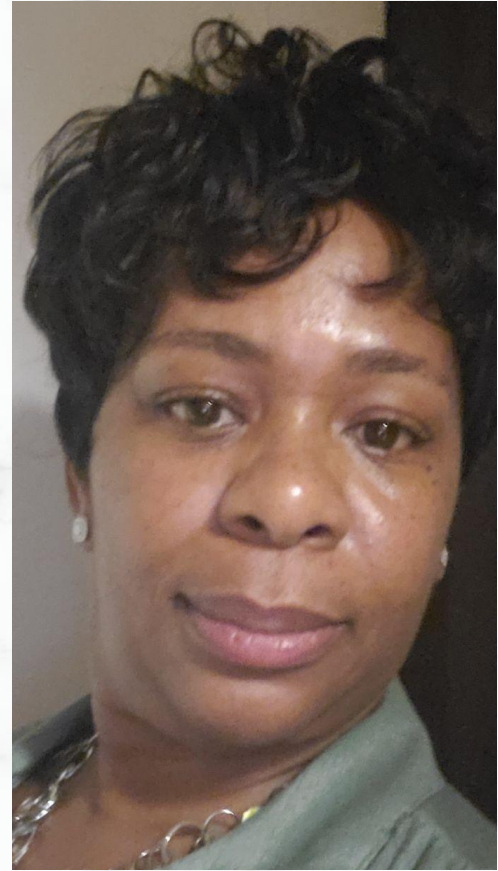
## Ready to ROAR!

Change the message.  
Change the perspective.  
Change the world.





*WCHS PARENT COORDINATOR & LIAISON TO  
PARENT LEADERSHIP COUNCIL (PLC)  
Ms. MELODY PINK*



*OUR PARENT LEADERSHIP COUNCIL (PLC)  
PRESIDENT Ms. MONIQUE BOWENS*



# Upcoming Parent Meetings

OUR UPCOMING PLC MEETING WILL  
TAKE PLACE THURSDAY SEPTEMBER  
28th, 2023 VIRTUALLY AT 6PM. WE WILL  
WELCOME FAMILIES FOR THE  
2023-2024 SCHOOL YEAR, HOLD PLC  
ELECTIONS, DISCUSS PARENTING TIPS  
FOR STUDYING & HAVING A  
SUCCESSFUL SCHOOL YEAR, AND GUEST  
PRESENTER TBA.

# LIST OF COMMUNITY PARTNERS WHO ATTENDED WCHS FAMILY DAY / BACK TO SCHOOL EVENT

- NEW YORK CHARTER SCHOOLS ASSOCIATION
- FBI
- BROOKLYN NEIGHBORHOOD SERVICES
- RISEBORO COMMUNITY SERVICES/ RISING STARS PROGRAM
- SUNNYSIDE COMMUNITY SERVICES
- HOUSING WORKS
- THE HOPE PROGRAM
- BROOKLYN YAS
- BEOC- BROOKLYN EDUCATIONAL OPPORTUNITY CENTER
- THE WICK AGAINST VIOLENCE
- NYC ENVIRONMENTAL PROTECTION
- EL PUENTE
- FDNY
- CYPRESS HILLS
- CAMBA WOMEN'S PREVENTION SERVICES
- \* NYAGV- NEW YORKERS AGAINST GUN VIOLENCE
- \* BRIDGE STREET DEVELOPMENT
- \* WCHS PARENT COORDINATOR / PLC TABLE
- \* WCHS RECRUITMENT TABLE
- \* WCHS SCHOOL SUPPLY TABLE
- \* BROOKLYN YOUTH SERVICES COORDINATION PROJECT
- \* PRIMERICA





















