

WCHS Board of Trustees Meeting

June 2023



Agenda

1. Welcome and Introductions
2. Approval of May Minutes
3. Academics
 - a. Instruction
 - b. Senior Class Data
4. Safety Update
5. Operations
6. Facilities
7. Recruitment and Enrollment
8. Finance
9. Human Resources
10. Staff Advisor to the Board
11. Accountability
 - a. Board Elections
 - b. 2023-24 Calendar and July Meeting Date
12. Parent Leadership Council
13. Executive Session



Academics

- ❑ Regents tests happening now
- ❑ Credit Recovery–Apex–happening now

Summer Programming

- ❑ Summer School Credit Recovery
- ❑ Summer Sports Camps

Planning for SY 2024

- **School Improvement Plan**
- ❖ ENL Student Support (540/360/180/180)
- ❖ [CDOS](#) as a path to graduation
- ❖ Intervention
- ❖ Literacy
- ❖ Discipline
- ❖ Community Covenant Updates
- ❖ Special Education
- ❖ Review room and space utilization



Academics

Celebrations

- Athletic Banquet
- Senior Awards

Athletics—Recap

- Boys Soccer— made it to the championship in fall and spring
- Boys Volleyball—made it to playoffs
- Girls Volleyball—Won Championship in Fall; Lost championship in Spring
- Girls Basketball—made it to playoffs (first time in 11 years)
- Boys/Girls Track—2nd Place in Five Borough City Championship
- Flag Football—made it to playoffs both seasons
- Boys Baseball—Made it to semi-finals
- Boys basketball—Made it to semi-finals



Academics

NYPD Support

- NYPD Options Program–Video created
- Options will return next school year
- Youth Leadership Council at Gracie Mansion to discuss school safety (Detective Claudine Smith and Officer Roberto Polafargue)



Senior Class Data

Senior Class Data	
Total Number of Seniors	234 seniors (3 are early-graduates) <i>231 in cohort</i>
On track for June Graduation	175 students confirmed for June graduation 8 students taking apex currently <i>183/231=79.22</i>
Regents	7 students can potentially graduate in June if they pass the regents <i>190/231=82.25</i>
5th Year Students	2 5th year seniors confirmed for June graduation <i>192/231=83.11</i>



2023 Senior Awards Dinner

\$17,500 Awarded in
WCHS scholarships



College and Career

12th Grade College Application Update

Acceptances are rolling in!

- Acceptances: 150
- CUNY Applicants: 153
- SUNY Applicants: 95
- Private Applicants: 141
- **Not Applied: 16 (some are not on track to graduate in June)**
- Trade Schools: 17
- Culinary School: 2
- Military: 5
- Work: 5
- All Grade 12 students are required to complete Common Application
- Two student athletes received scholarships to Mount Saint Vincent

We were featured on News 12 Brooklyn: Students had an opportunity to discuss getting accepted in Ivy League schools.



Safety Update—Use of Metal Detectors

We have collaborated with the NYC DOE Safety Team and their recommendations are below:

1. Purchase two scanners
2. Use magnetic batons
3. Reposition equipment in the cafeteria
4. Additional Safety Officer Training
5. Two safety officers at each scanning unit
6. Cameras in scanning area

Recommendation

The overall recommendation by DOE NYPD School safety is that we continue the use of metal detectors, and we purchase scanning equipment. The school safety department has agreed to provide us with training and information about the scanning equipment currently in use by DOE schools, and vendor information.

Operations as of 6/16/23

- Issue Trimester 3 Grade Verifications, Report Cards, and mailing
- End of Year close-out tasks for teachers, staff, students
- SY 2023-24 and summer school planning and preparation of rooms, permits, supplies, and schedules
- On going scheduling reviews of Operations Staff, including E-Portfolios, Goals, Evaluation and Self-Evaluation Rubrics in TeachBoost
- Administering June Regents Exams, including preparing proctor training, schedules, rooms, testing accommodations for June 1 and June 14-June 23 Regents Exams
- 2023-24 Student recruitment and student registration for 2023-24
- Collaborate with Instructional leadership and Finance for FY24 budget process
- Collaborating with Instructional leadership and HR to recruit/hire for existing vacancies & potential opening for 2023-24 school year



Operations as of 6/16/23

- 023-24 WCHS Calendar REVISION for approval
 - Changes after reviewing NYC DOE Calendar:
 - November 22nd -No School
 - March 29th - No School
 - Spring Break: April 22nd- April 30th
 - School Closed: July 3rd-7th (except for Facilities); Non-Instructional staff get a total of 6 floating vacation days to be used starting 6/28 and prior to 8/15/23; Instructional staff get 6 vacation days on Thursday, 6/29 and the following Fridays (6/30, 7/14, 7/21, 7/28, 8/4)
 - Summer School: July 10th - August 3rd, 8am-3pm, Monday-Thursday
 - New Teacher Orientation: Monday, August 14, 2023
 - Teachers Return for Professional Development: Tuesday, August 15, 2023
 - Freshman Bridge Program: August 16-18, 2023
 - First Day of School: Monday, August 28, 2023
 - Last Day of School: Wednesday, June 26, 2024
 - Graduation: Thursday, June 27, 2024



Website Development Proposals -3 Bids

Re-design of school website to improve communication with families (included in ARP-ESSR Grant):

Vendor	Proposal	Fee Structure	Price	Monthly Maintenance
Educational Networks Inc	12-19-22 Quote	Annual Fee	\$4,200.00	\$300
AmericanEagle.com	1-4-23 Quote	One-Time Fee	\$65,000 Plus \$150/hr copy editing	\$1,785
Xposure LLC	1-27-23 Quote	One-Time Fee	\$7,500	\$400

Facilities

1-There were no FDNY, DOH or ECB visits to the school for the month.

2-The buildings roof generator & fire command station are fully functional with the exception of the Verizon 2 way elevator connection, Verizon is presently making repairs.

3-One Condenser Fan Motor for AC 1-4 The unit serves Room 127 & One fan motor for AC unit 4-3 which serves Room 424 needed replacement, All other packaged HVAC units are reported functional,

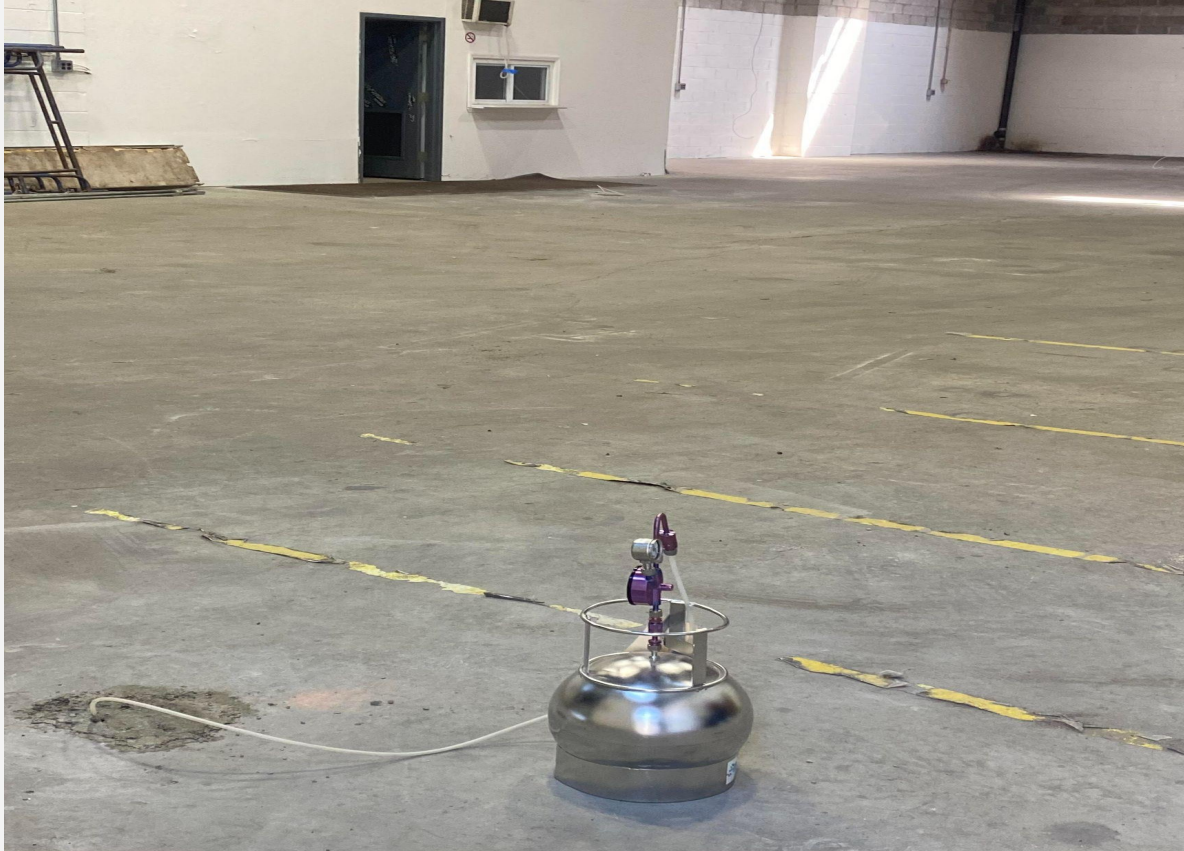
4-One single unit Ductless Mini AC unit required replacement in IT Computer Room 502. The unit became defective due to its time in use, Wear & tear, The unit was unable to be repaired.



Room 502
Computer Room AC Unit



Facilities - New Gym Update



Recruitment and Enrollment 6/16/23

<u>Powerschool</u> 908	<u>ATS</u> 908	<u>FTE*</u> 926.425
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1. *Per Pupil Billing Document #6 approved 4/4/23
2. 0 Pending Discharge and 21 Zero Attendance; 202 Discharges (55 since 2/9/23) and 118 Will Not Attend since 7/1/22; 42 Class of 2022+
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
Total	474	514	348



Recruitment and Enrollment as of 6/16/23

Grade Level	Total in Grade	2018	2019	2020	2021	2022	2023	2024	2025	2026
9	189 M 101 /F 88	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	185 M 98 /F 87
10	253 M 107 /F 146	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	17 M 9 /F 8	235 M 97 /F 138	0 M 0 /F 0
11	253 M 125 /F 128	1 M 0 /F 1	0 M 0 /F 0	1 M 1 /F 0	5 M 3 /F 2	1 M 1 /F 0	51 M 31 /F 20	194 M 89 /F 105	0 M 0 /F 0	0 M 0 /F 0
12	213 M 91 /F 122	3 M 2 /F 1	4 M 3 /F 1	7 M 3 /F 4	7 M 5 /F 2	12 M 8 /F 4	179 M 70 /F 109	1 M 0 /F 1	0 M 0 /F 0	0 M 0 /F 0
Total	908 M 424 /F 484	4 M 2 /F 2	4 M 3 /F 1	9 M 5 /F 4	12 M 8 /F 4	13 M 9 /F 4	231 M 102 /F 129	212 M 98 /F 114	238 M 99 /F 139	185 M 98 /F 87

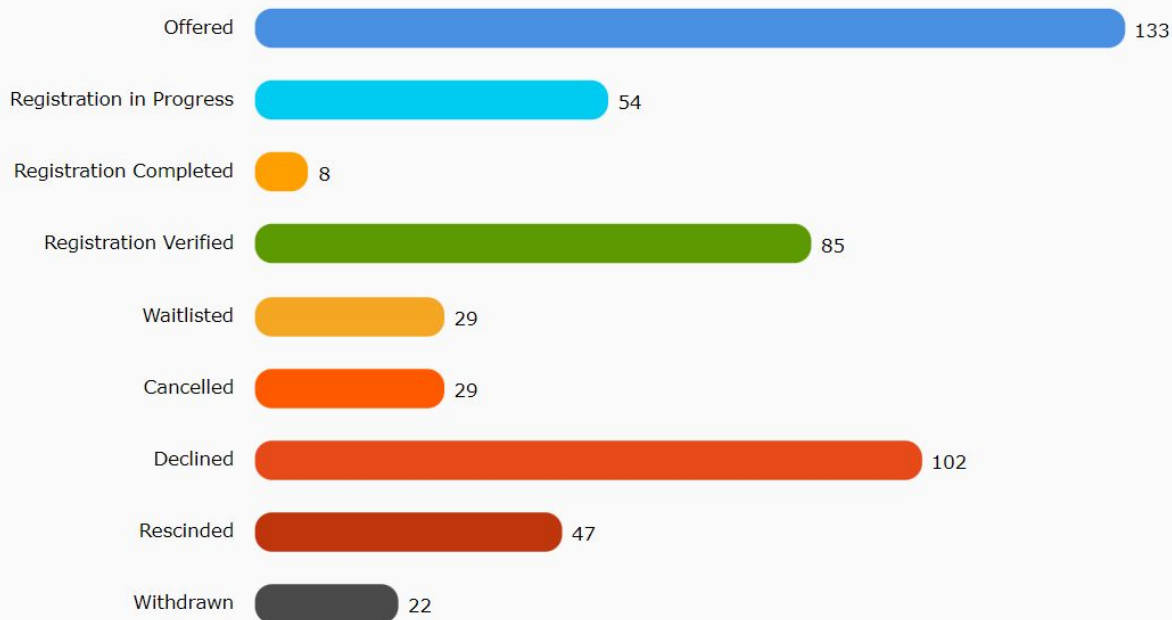


Recruitment and Enrollment as of 6/16/23

- 2023-24: 509 Applications

Overview Of All Applications

Total Applications: **509**



Recruitment and Enrollment as of 6/16/23

2023-24 Lottery Application Numbers

- Applications Completed & Verified = 93

9th	10th	11th	12th	Total
72	11	10	0	93

- Applications in Process =54

9th	10th	11th	12th	Total
38	9	7	0	54

- Offered =133

9th	10th	11th	12th	Total
121	10	2	0	133

Recruitment and Enrollment 6/16/23

Open House Dates for 2022-23

- Saturday, November 19 at 10am - 7 families attended
- Saturday, December 17 at 10am and 1pm - 18 families RSVPed
- Saturday, January 21 at 10am - 1 family attended
- Saturday, February 11 at 10am -rescheduled
- Saturday, March 11 at 10am at Brooklyn Charter High School Fair -37 families attended
- Saturday, March 25 at 10am -2 families attended
- Saturday, April 1 at 10am - 11 families attended
- Saturday, April 29 at 10am - 26 RSVPs
- Saturday, May 13 at 10am -10 families attended & 5/20 at 10am - 5 families attended
- Saturday, June 10 at 10am - 2 families attended, 13 RSVPs

Online and Social Media: Daily News 6/18, Brooklyn Family Magazine Graduation Special June 2023, Facebook, Instagram, Niche.com, Email List Weekly E-Blast; Planning video campaigns

Lottery Application for 2023-24

- Lottery Deadline 4/1/23
- Lottery 4/4/23 @6pm
- Applications as of 4/24/23: 478



Recruitment and Enrollment 6/16/23

- Daily News Weekend Special
 - June 2023



WILLIAMSBURG

CHARTER HIGH SCHOOL



Congrats

CLASS OF 2023!

Incoming 9-12 grade students can apply now for 2023-2024 School Year!

¡Los estudiantes que ingresan a los grados 9-12 pueden presentar su solicitud ahora para el año escolar 2023-2024!

Admissions@thewcs.org
(347)-217-6995

www.thewcs.org/apply
www.thewcs.org/aplique

SCAN WITH PHONE FOR
IMPORTANT LINKS

ESCANEE CON EL TELÉFONO PARA
ENLACES IMPORTANTES



WCHS Financial Update Board Meeting – June 20, 2023

As of **April 30, 2022** total collected revenue for the period is \$16,332,429 and total expenses for the period are \$16,318,588 million.

Total excess of revenue over expenses for the period is \$13,840.
Estimated budgeted surplus at year end \$447,053

Assets		
Cash and Cash Equivalents	15.0	Bank Acct, Petty Cash,
Account Receivable	432,330	Title Funds
Total Fixed Assets	2.2	Leasehold improvement, Furniture, Equipment, software
Building Security Deposit	5.7	Rent Deposit/New Building
Prepaid expenses and Deposits	375,271	Utility, Insurances, other
Total Assets	23.7	
Liabilities		
Accounts Payable, Accrued expenses	1.0	Bills, Accrued salaries/taxes
Unearned Revenue	2.4	Advanced Per Pupil fund
Deferred Rent	11.2	Rent
Total Liabilities & Net Assets	23.7	9.0 Net Assets

Interim general Audit, and 403 B Audit are in progress.



Human Resources

- Intent to Renew Letters
 - 65/75 letters returned from teachers
 - 62 Intend to Return
 - 0 Not Returning
 - 3 Not Sures
- Open Enrollment is running from 6/12 - 6/23
- Working to finalizing salary structure for 2023-24 school year. More information will be provided soon. A special board meeting will be scheduled in on order to approve. Hoping for 6/26.



Staff Advisor To the Board Update

- ❑ Thank you to the staff and personal goals for this role as liaison and advocate
- ❑ Upcoming Initiatives
- ❑ End of Year Culture and Climate Survey



Celebratory Artifact/Portfolio Update To The Board

- ❑ Create a Running Document With Monthly Updates to the board that may be too lengthy to review at board meetings.
- ❑ Opportunity for staff to share triumphs with the board and build connectivity in a meaningful way



Artifact/Portfolio

- [Absence/Substitute Procedure](#)
- [Academic Intervention Referral](#)
- ACT procedures
- Advisory Maps
 - [9th Grade](#)
 - [10TH GRADE](#)
 - [11TH GRADE](#)
 - [12th Grade](#)
- [Assessments \(Creating Assessments Presentation\)](#)
- [Bell Schedule](#)
- [Bulletin board assignment / expectations-rubric](#)
- [Canvas links](#)
- [Community Covenant \(Draft 2021-2\)](#)
- [Copy request form](#)
- [Counseling Assessment Referral Form](#)
- Counseling referral for
- [Course Catalog](#) (needs updating)
- [Curriculum page](#)
- [DASA info](#)
- [DEAN Referral form](#)
- [Differentiation & Accommodations Resources](#)
- [Emergency Readiness materials](#)
- Emergency Sub/ Sub/ lesson procedure / ADP
- [Employee handbook](#) (2021-2)
- ENL list
- [ENL REFERRAL FORM](#)

- [Expense Report \(PDF\)](#)
- [Facilities/Tech Request](#)
- [Field Trip Request \(PDF\)](#)
- [Golden Ticket](#)
- [Google Document URL Tricks](#)
- [Grade Level Academy Contact Sheet 2022-2023](#)
- [Grading Memo:](#) Grading categories and weights, explanation of PowerSchool grading - "M" versus "O" versus the orange missing button I, etc.
- [Honors program info](#)
- [Incident Report](#)
- Incomplete policy
- [Interpreter \(Over-the-Phone Interpretation Overview\)](#)
- [Key Design Elements](#)
- [Late morning procedures](#)
- [Link to board meeting schedule, minutes, contacts](#)
- [Link to club list \(day of week, location, advisor, etc\)](#)
- [Literacy Strategies PD Slides](#)
- [Mandate reporting info \(needs updating\)](#)
- [McKinney - Vento info](#)
- Media consent list
- [Media form 2018](#)
- [Medical /insurance plan document / 403 B Open Enrollment Slide Info](#)
- [Mission and Key Design Elements](#)
- [Monthly School Wide Events \(Department Led\)](#)
- [Naviance info \(uploading rec, letterhead template, etc\)](#)
- [Observation procedure \(link to Danielson domain rubric, etc.\)](#)
- [Organizational Chart & Goals](#)
- [Parent Teacher Conferences \(Virtual Appointment Instructions Set Up\)](#)

- [Permit Form/WCHS SPACE REQUEST \(PDF\)](#)
- [PD \(offsite\) request procedure](#) [Instruction on Submitting](#)
- [PD Schedule](#) & [PD Supplemental Materials / Slides](#)
- [PLC Protocols](#)
- [Powerschool \(Parent Lookup, Submitting Log, Rosters, Finalizing Grades, Assignments, etc\)](#)
- [PowerSchool Transferring Grades](#)
- [Purchase order form,](#)
- [Reimbursement form, time sheet,](#) field trip request, schedule for how/when requests get approved by Bashir/Jacobson
- Remote policy and procedure for teachers
- [Schedule change procedure and form](#)
- Scholarship packet - dates for nomination / deadline / etc.
- [School calendar](#)
- [SLA/DEAN Contact](#)
- [Staff contact/Dept/office location/phone extension:](#) cell phone # / email- would be amazing if staff photos were included as well.
- [Star Data](#)
- [Star Data PD & How To Create Your Log In](#)
- [Supply Request](#)
- [Synchronous Google Meet Classroom Links \(T2/2023\)](#)
- [Teacher Evaluations](#)
- [Time Sheet](#)
- Trip Slip
- [WCHS Agenda/Lesson Flow](#)

Staff Google Form

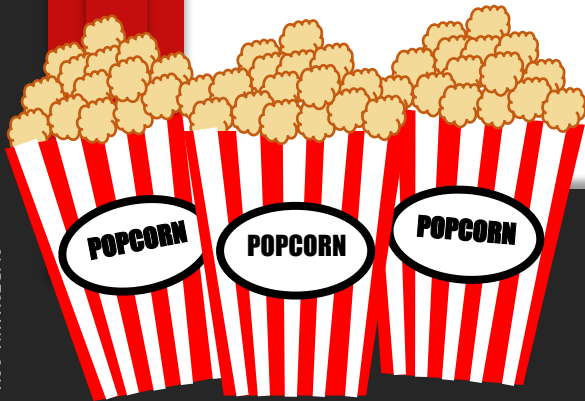
For Flow of Communication

- ❑ Celebrations/Artifacts to update to the Running Document
- ❑ Express Concerns or Questions
- ❑ Share ideas, actions or initiatives to pose to the administration and board.



Climate & Culture Survey

- ☐ Will solicit information about positive moments and initiatives for the year.
- ☐ Will aggregate data surrounding concerns or queries the staff may have for the upcoming year.
- ☐ Will gather meaningful feedback and comments that the staff believes is crucial to communicate with the board.



Accountability and Development

- **Board Annual Meeting**

- **2023-2024 Election Slate**

- Lourdes Rivera-Putz, Board Chair
 - Samuel Rivera, Vice-Chair
 - John Witherspoon, Treasurer
 - Sabrina Philson, Secretary
 - Marcenia Johnson, Trustee

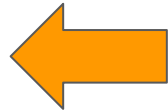
- **2023-24 Board Dates**

- Tuesday, July 18, 2023
 - Tuesday, August 22, 2023* (renewal app is due 8/15)
 - Tuesday, September 19, 2023
 - Tuesday, October 17, 2023
 - Tuesday, November 21, 2023
 - Tuesday, December 19, 2023
 - Tuesday, January 16, 2024
 - Tuesday, February 27, 2024* (school closed 2/20 for midwinter break)
 - Tuesday, March 19, 2024
 - Tuesday, April 16, 2024
 - Tuesday, May 21, 2024
 - Tuesday, June 18, 2024

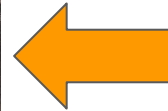
Accountability and Development

- **Renewal application - due August 15**
 - Renewal application not available yet
 - Solicited request for letters of support to staff members - received 3 so far
- **Media**
 - The Economist
 - Chalkbeat
- **Community**
 - Brooklyn Charter School (K-5 school) will be utilizing WCHS space for summer school from July 5-August 4. 80 students will be participating in the program. BCS will be providing the school with a donation.

UPDATES FROM YOUR PARENT LEADERSHIP COUNCIL (PLC)



PLC PRESIDENT MS. MONIQUE BOWENS



**PARENT COORDINATOR / PLC
LIAISON MS. PINK**





PLC

Parent Leadership Council

**FINAL PARENT LEADERSHIP COUNCIL
(PLC) MEETING FOR 2022-2023
SCHOOL YEAR. STAY TUNED FOR OUR
SUMMER RESOURCE FAIR.**



DID YOU GET THE PHONE CALL???

COME JOIN US!

**VIRTUAL PARENT LEADERSHIP
COUNCIL (PLC) MEETING**

THURSDAY JUNE 22ND 2023 AT 6PM

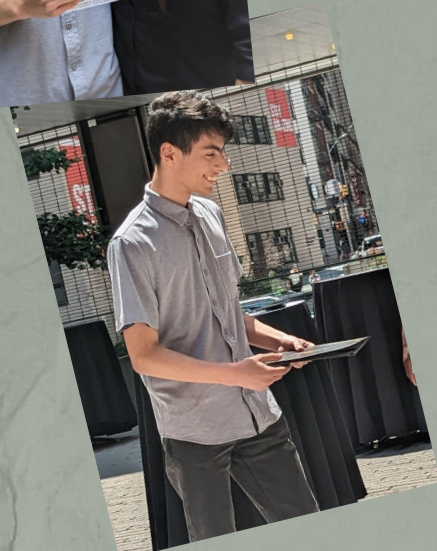
Our Guest presenters will be The State University of New York Brooklyn Educational Opportunity Center (BEOC). BEOC offers tuition-free programs which provide professional and educational training as a pathway to a career, a high school equivalency diploma, improvement in English proficiency, or preparation for college. BEOC offers the following programs: Academic Programs: College Preparation, English as a Second Language, GED. Plus Career and Technical Programs: Direct Support Professional, Medical Assisting, Medical Billing and Coding, Office Administrative Professional, OSHA Certification, Patient Care Technician, Security Guard Training, Tourism and Hospitality Operations

Our second Guest presenter will be NYC Civic Engagement Commission (CEC). CEC's outreach efforts includes conducting programming and partnerships with other City agencies & schools to increase awareness and access to city services, Civic 101 Workshops and Voting.

Our PLC President Ms. Bowens will provide families school updates & Ms. Pink will have resources for our families. Remember if you miss a PLC meeting, you miss a lot.

**CHECK YOUR EMAIL FOR LOGIN INFORMATION
CONTACT MS. PINK FOR DETAILS AT
MPINK@THEWCS.ORG**

WHEN FAMILIES ATTEND A PLC MEETING THEY LEARN ABOUT ENRICHMENT PROGRAMS YOUTH OPPORTUNITIES & MORE. SOME OUR FAMILIES JOINED ONE HUNDRED BLACK MEN JUNIOR ONE HUNDRED. HERE ARE A FEW PHOTOS FROM THEIR GRADUATION CEREMONY.



Ms. Pink's Dress & Suit Giveaway for Graduation, College & Beyond 2023



IT WAS A
HIT!!!!









WCHS Staff Stopped by too. Like Oprah says, You get a Dress and You get a Dress and a Suit too!!



Family & Community Engagement

WHAT A YEAR IT'S BEEN

WE PUT TOGETHER AN END OF THE YEAR FAMILY ENGAGEMENT VIDEO.
A LOOK BACK AT OUR VIRTUAL PLC MEETINGS, BACK TO SCHOOL &
RESOURCE FAIR, NEW YORK CHARTER SCHOOLS ASSOCIATION RALLY,
SCHOOL SURVEYS, DRESS & SUIT GIVEAWAY AND OUR WONDERFUL
FAMILIES & SCHOLARS. WE ARE WOLVERINE STRONG!

<https://photos.app.goo.gl/CZ4QNwTY6GFxx9WWA>