

WCHS Board of Trustees Meeting

May 2023



Agenda

1. Welcome and Introductions
2. Approval of March Minutes
3. Academics
 - a. Instruction
 - b. Senior Class Data
4. Safety Update
5. Operations
6. Facilities
 - a. Gym Update
7. Recruitment and Enrollment
8. Finance
9. Human Resources
 - a. Salary Audit
10. Accountability
11. Parent Leadership Council
12. Performing Arts Department in Review
13. Executive Session



Academics

- ❑ Teacher and Staff Evaluations (Teachers, Operations, Instruction (non-teaching), Department Leaders)
- ❑ Regents Review Classes Continue
- ❑ Regents Exams - First Regent exam June 1, 2023
- ❑ Final Exams - 6/9 - 6/12; Make-ups 6/13
- ❑ Senior Prom Terrace on the Park - 6/2
- ❑ Senior Grades Due - 6/16
- ❑ PD Day (Teacher Showcase Event) - 6/8

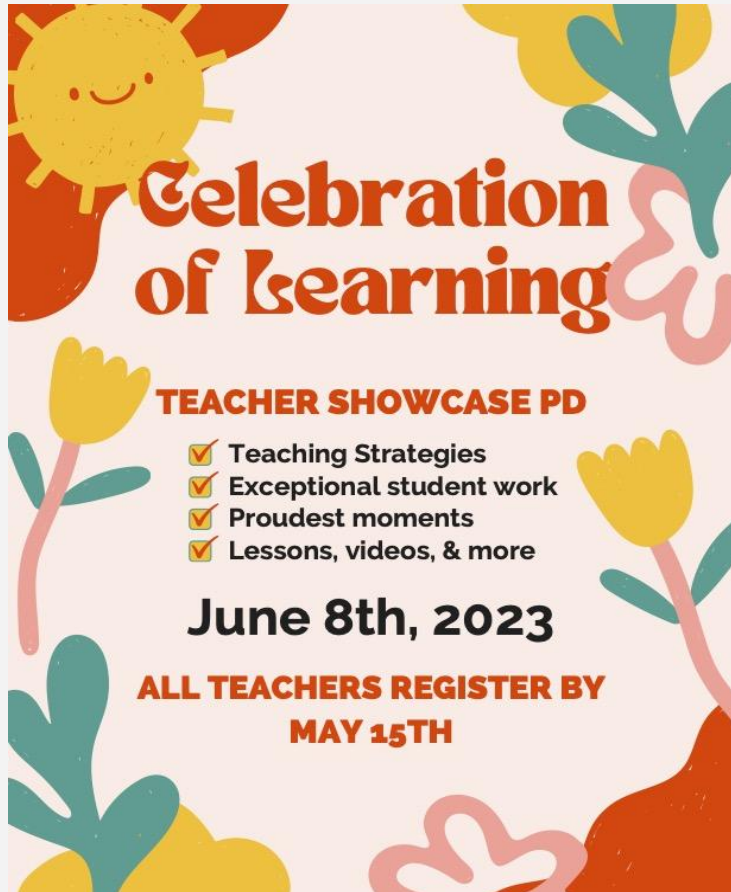


Academics

- ❑ Juneteenth School Closed - 6/19
- ❑ Trimester 3 Grades Due - 6/20 & verification 6/21
- ❑ Summer School Late Registration - 6/22 - 6/23
- ❑ Report Cards - 6/23
- ❑ Trimester 3 Ends/Last Day of School - 6/26
- ❑ Graduation Rehearsal - 6/26
- ❑ Graduation Hunter College 11am - 6/27
- ❑ End of Year Tasks—System roll over, clean up, counselor tasks, locker clean out
- ❑ Technology Planning



Academics: Instruction



Teacher Showcase of Learning Event *June 8th* *PD*

- ☐ Danielson Framework for Teaching Alignment
- ☐ 2 Session Rotations
- ☐ Teacher Presentations of Instructional Best Practices

8:30 - 9:00: Breakfast & round 1 set up

9:00 - 10:00: Round 1 teacher rotation

10:00 - 10:30: Break & round 2 set up

10:30 - 11:30: Round 2 teacher rotations

11:30 - 12:00: Final reflections & share out



Senior Class Data

Senior Class Data

Total Number of Seniors	235 seniors (4 are early-graduates)
On track for June Graduation	164 students (71 not on track)
Regents	43 students still need regents
5th Year Students	44 students in total 5 January Graduates

Number of Seniors who Completed ALL Credit Recovery: 39

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 5/26/23

- Conducted virtual Town Hall on Summer School at 6pm on 5/18
- Scheduling Reviews of Operations Staff, including E-Portfolios, Goals, Evaluation and Self-Evaluation Rubrics in TeachBoost
- Collaborate with Counseling, SNAS, ENL, and LOTE Departments to prepare June Regents Exam orders, 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 5/26/23

- 023-24 WCHS Calendar REVISION for approval *Pending DOE Calendar dates
 - After reviewing the summer school training needs, we only need 1 day of Summer School Training on Weds, 6/28. We therefore request to revise last month's calendar approval.
 - 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
 - Spring Break: March 29-April 5, 2024 *Pending DOE Calendar
 - Last Day of School: Wednesday, June 26, 2024
 - Graduation: Thursday, June 27, 2024



Operations as of 5/26/23

- **Requesting Board Approval:** WCHS will **renew existing benefit plans** as is and **absorb the cost of the premium increase for each plan level** for 2023-24 with the following understandings:
 - Employees who keep their same plan level will not see a change in their semi-monthly benefits payroll deduction
- Oxford/UHC initially offered a 5% (\$69,195.00) increase on the Oxford medical plans and a 0% increase on Vision, dental, and ancillary plans with the UBundled discount.
 - Broker competitively bid the plans and was able to finalize the renewal at an 1.75% (\$24,218.27) price increase, which did not substantially differ from the increases for plans from other carriers
- Renewal maintains consistency for faculty/staff:
 - Maintain benefits plans/networks
 - Does not increase out-of-pocket costs (deductibles/co-pays) or employee portion of benefits premium (semi-monthly payroll deduction)
- Post-renewal:
 - Work with our broker & HR Manager (once hired) to explore additional benefits options, HSA accounts, level-funding, and/or self-funding



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-The FDNY conducted a building inspection on 5/2/23 and issued citations for classroom violations. Violations were cured & corrected on 5/16/23. A Department of Health inspection was conducted on 5/10/23 with one minor warning for the lobby staff restrooms which was corrected on 5/15/23

2-The buildings defective water pump was repaired on 5/30/23

3-The buildings roof generator & fire command station are fully functional with no defects

4-Proposals are being submitted to replace the Cafeteria floor tiles.

5-Proposals are being submitted to replace the Cafeteria tables & chairs

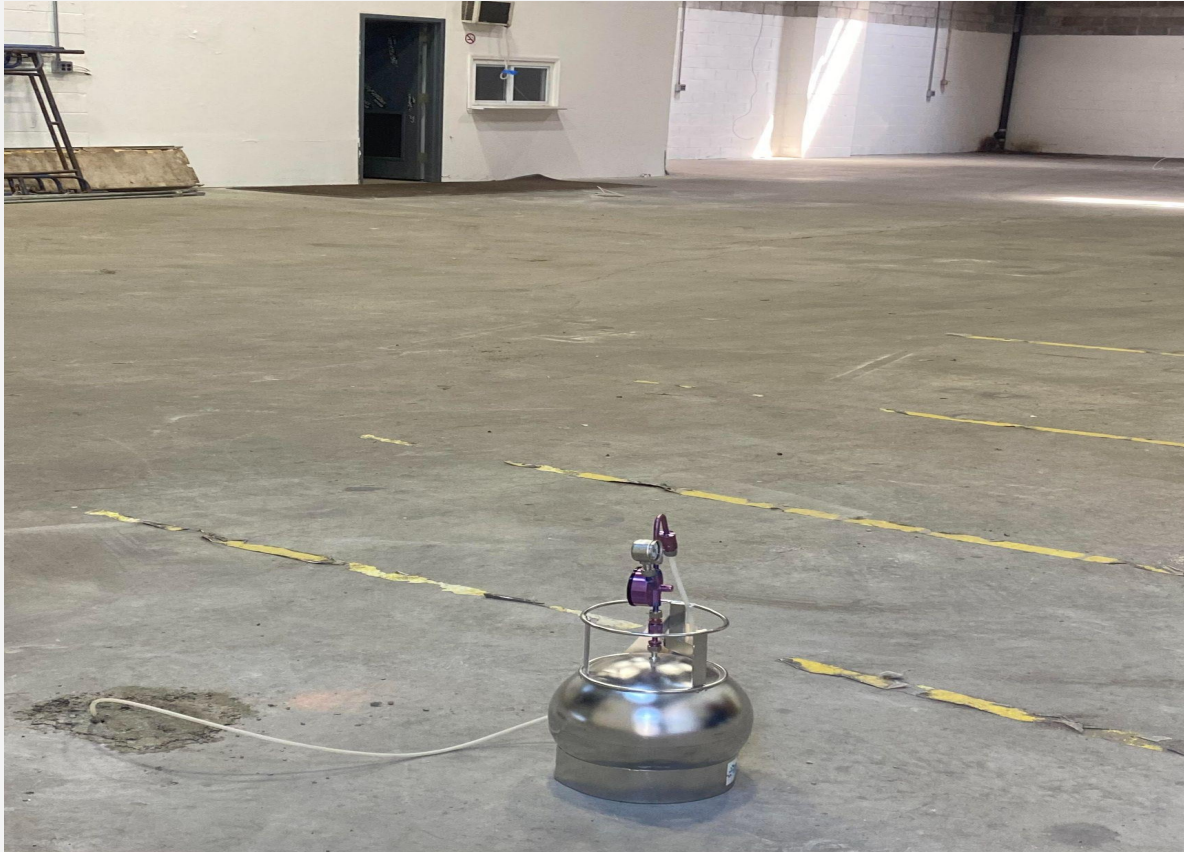
6-Proposals are being submitted for cleaning services



Water pump



Facilities - New Gym Update



Recruitment and Enrollment 5/26/23

<u>Powerschool</u> 909	<u>ATS</u> 909	<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

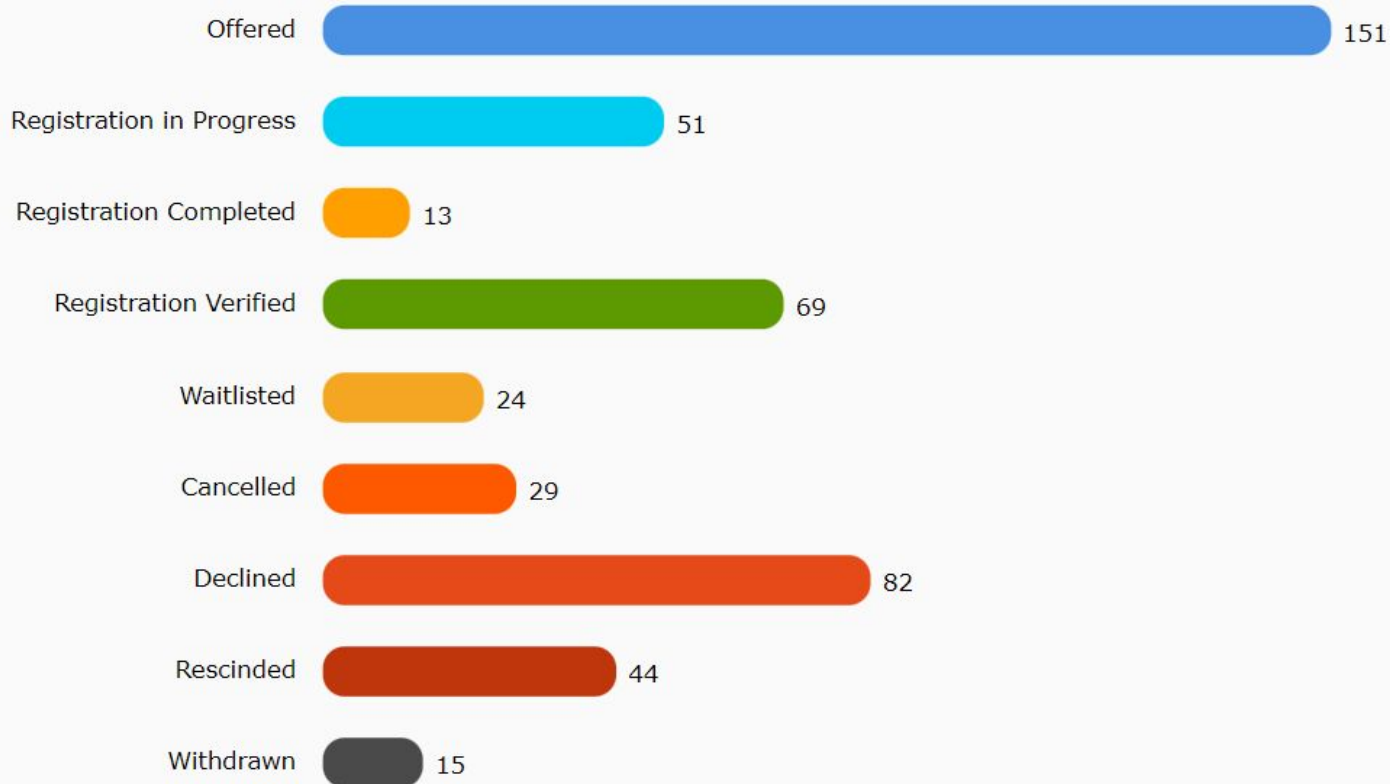
Recruitment and Enrollment as of 5/26/23

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	254 M 108 /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	236 M 98 /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	909 M 425 /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	239 M 100 /F 139	185 M 98 /F 87



Recruitment and Enrollment as of 5/26/23

- 2023-24: 478 Applications



Recruitment and Enrollment as of 5/26/23

2023-24 Lottery Application Numbers

- Applications Completed & Verified = 82

9th	10th	11th	12th	Total
65	9	8	0	82

- Applications in Process =51

9th	10th	11th	12th	Total
40	6	5	0	51

- Offered =151

9th	10th	11th	12th	Total
134	14	3	0	151

2023-24 # of Lottery Seats Available per Grade:

9th - 250; 10th Gr- 30; 11th-25; 12th:0 (wait-list only)



Recruitment and Enrollment 5/26/23

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

Online and Social Media: Daily News Email Blasts & Ads on 5/9 and 5/28, Brooklyn Family Magazine Graduation Special June 2023, Facebook, Instagram, Niche.com, Email List Weekly E-Blast

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 5/26/23

- Registration Help Sessions and Email Blasts
 - 5/24 from 3-6pm
 - 6/1 from 3-6pm

REGISTRATION HELP EVENT(S)

MAY 24TH, 2023

3PM - 6PM

&

JUNE 1ST, 2023

3PM - 6PM

EVENTOS DE
AYUDA PARA
EL REGISTRO

join our
champion spirit.

Event location:
198 Varet
Street,
Brooklyn, NY
11206



únete a
nuestra
imaginación.



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



Recruitment and Enrollment 5/26/23

- Brooklyn Family Graduation Special
 - 6/2
- Daily News Weekend Special
 - 5/28



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 TELEFONO PARA
ENLACES IMPORTANTES



Finance

WCHS Financial Update Board Meeting – May 31, 2023

As of **March 31, 2023** total collected revenue for the period is \$14,604,715 and total expenses for the period are \$14,583,777 million.

Total excess of revenue over expenses for the period is \$20,938.

Assets		
Cash and Cash Equivalents	13.8	Bank Acct, Petty Cash,
Account Receivable	432,330	ESSER Grant
Total Fixed Assets	2.2	Leasehold improvement, Furniture, Equipment, software
Building Security Deposit	5.7	Rent Deposit/New Building
Prepaid expenses and Deposits	265,166	Utility, Insurances, other
Total Assets	22.5	
Liabilities		
Accounts Payable, Accrued expenses	1.0	Bills, Accrued salaries/taxes
Unearned Revenue	1.4	Advanced Per Pupil fund
Deferred Rent	11.2	Rent
Total Liabilities & Net Assets	22.5	9.0 Net Assets

- Interim General Audit scheduled for May 30, 2023



Human Resources

- Intent to Renew letters distributed to teachers on 5/23
 - Other instructional staff will receive letters shortly
 - 50 returned
- Salary Audit and next steps





Salary Audit

JER HR Group conducted a staff compensation study utilizing published/subscription data sources and comparing WCHS to a custom database of comparable independent charter schools.

Data Sources	Comparable Independent Charters	
<ul style="list-style-type: none">• CompAnalyst Database• Culpepper Compensation Report• Economic Research Institute• New York City Charter Center School Compensation Survey• Nonprofit New York• NYC.gov• PRM Management Compensation in Not-for-Profit Organizations; and,• The United Federation of Teachers Salary Scales	<ul style="list-style-type: none">• Bronx Lighthouse Charter School• Brooklyn Lab Charter Schools• Charter School of Educational Excellence• Children's Aid College Prep Charter School• Equality Charter School• Equity Project Charter School• Harlem Village Academy West Charter School• Harriet Tubman Charter School• HydeLeadership Charter School - Brooklyn,• Integration Charter School• Inwood Academy for Leadership Charter School• John V. Lindsay Wildcat Charter School• Kew-Forest School• Leaders in Our Neighborhood Charter School• Math Engineering and Science Academy Charter High School	<ul style="list-style-type: none">• Metropolitan Lighthouse Charter School• Mott Haven Academy Charter School• New Dawn Charter High School• New Heights Academy Charter School• New Visions Charter High School for Advanced Math and Science• New Visions Charter High School for the Humanities• New Visions Charter High School for the Humanities I• New Visions Charter High School for the Humanities II• Opportunity Charter School• Renaissance Charter School• Rosalyn Yalow Charter School• Think Global School• Unity Preparatory Charter School of Brooklyn• University Prep Charter High School• Urban Dove Team Charter Schools



Salary Audit

- Salary audit was conducted by JER HR Group LLC.
- WCHS paid \$25,250 for the audit.
- Goal: Conduct a careful analysis of WCHS salaries to assess (1) comparisons to market and (2) determine equity internally and externally



Findings

- WCHS is generally on par with other independent charter schools
- Our teacher salaries are not internally consistent
- While we can compare ourselves to NYC nonprofit organizations and similarly sized independent charters, the DOE remains our key comparable
- An equal number of staff are getting overpaid or underpaid (compared to NYC DOE)
- To try to gain equity internally and align to NYC DOE, some salaries would need to be increased and some decreased.



Proposal

- **SHORT TERM PROPOSAL:** WCHS will make a one-time adjustment to address pay inequities and better align WCHS to DOE scale.
- **LONG-TERM PROPOSAL:** WCHS will continue to monitor actions taken by DOE (a new scale is expected soon) and work towards creating a more permanent, DOE-aligned solution during the Y24 school year.



Short Term Proposal

Adjustment Proposal: We will compare your current salary with your hypothetical salary under the DOE ladder and determine the salary percentage difference (the variance).

The size of your variance will determine the percentage of your raise.

More than 10% below DOE	COLA Increase + Additional %
-5% below to 5% above DOE	COLA Increase +/-
More than 10% above DOE	<COLA Increase



Hypothetical

Hypothetically the Board decides that if you are making less than 6% of what you would pay based on the DOE ladder, you would receive the COLA plus 2 percent. The COLA is 3 percent. So, you are a 3rd year teacher and you make \$72,977.18. At the DOE you would make \$77,960. Now, you will make a percentage increase of 5 (3 + 2). So now you will make \$76,626.



Process

You will first receive a salary verification form that includes:

- Numbers of years teaching;
- Bachelors or Masters;
- Variance to DOE salary; and
- Salary raise based on variance (pending board approved percentage of salary increase) to achieve equity adjustment

You will be able to analyze this and comment.



Timeline

May Board of Trustees Meeting	May 31
Special Board Meeting	~June 7
Salary Verification Form and Initial Contract	June 20
Final Contract Pay	Summer

- This proposal will be presented to the Board tonight for feedback. We will use the week to analyze budget and determine variance and corresponding percentage of salary increase. This will be presented for a vote at a special board meeting.
- Following board approval, a Salary Verification Form and Initial Contract will be issued by June 20. You can use this document to estimate what your raise will be based on your credential, degree and number of years of teaching experience.
- It will take time to review and confirm Salary Verification Forms. Your final salary will be provided during the summer.



Employing the “independence” of a charter school

Other ideas we will try to pilot considering economic impact:

- Fall bonus for retention
- Merit based bonus for evaluation process
- Paying towards commuter benefit
- Other ideas?



Summary of Staff Feedback from Meeting 5-31

- Pay needs to be addressed for staff outside of teachers
- Salary scale would be helpful for pay equity
- WCHS pay for furthering education
- Retroactive pay to address pay inequity
- Incentive pay for teachers who are taking on additional roles and responsibilities; incentive pay for good reviews; retention bonuses
- WCHS should go above and beyond DOE scale or provide at least 3-5% increases for all staff due to difficulty of year and lack of pension/health benefits provided by DOE
- Democratic process for creating salary scale in 2024
- Merit based pay based on Danielson Rubric is an effective way to reward dedicated teachers who have demonstrated devotion to practice

Accountability and Development

- **Board Development**

- Staff Representative to the Board
 - Campaign materials
 - Winner: Jeremy Kronenberg

- **Renewal application - due August 15**

- Attending NYSED renewal meeting on June 6

- **Fundraising**

- WCHS not selected as Governors Ball vendor
- Approached to host a roller skating performance at the end of June

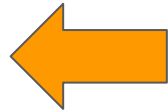
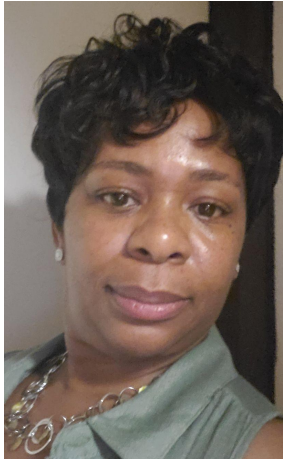
- **Community**

- Brooklyn Charter School (K-5 school) approached WCHS about utilizing space for summer school

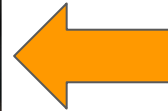
- **GROW Updates**

- Ms. Martin, Ms. Sherman, Mr. Fuller, and myself interviewed by Chalkbeat re: school rally and petition
- Ms. Sherman and Mr. Fuller coordinated a student interview on 5/31
- Looking to host an event at school in October and coordinate a letter-writing campaign to legislators

UPDATES FROM YOUR PARENT LEADERSHIP COUNCIL (PLC)



PLC PRESIDENT MS. MONIQUE BOWENS



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





Our Next Parent Leadership Council (PLC) Meeting will Take Place June 22nd, 2023.

On May 25th, 2023 we held our monthly Parent Leadership Council (PLC) Meeting. We had an Amazing presentation from “ **The Animation Project / Made in New York Animation Project / TAP**”. TAP provided Ms. Pink with a special link this morning to apply to their Summer Animation program for our families to apply before it is made public on their website today May 31st, 2023 at 2pm, for families to apply. Emails went out this morning as soon as Ms. Pink received this special link for our WCHS families to apply. During the PLC meeting families also received school updates from our PLC President Ms. Bowens and community resources from Ms. Pink. Please refer to the meeting flyer on the next slide.



Come Join Us!!

Virtual Parent Leadership Council (PLC) Meeting



DATE: Thursday MAY 25th, 2023
TIME: 6pm



Our Special Guest Presenters will be "The Animation Project / The Made in New York Animation Project (TAP)" TAP is a non-profit therapy, education and workforce development program. Storytelling, animation and self actualization are their wheelhouse. They prepare untapped creatives for the media and animation industries through direct-service software training, career readiness mentorship, and personal development guidance. With few opportunities immersed with focused training on industry-standard programs and workforce guidance, TAP aims to help bridge the existing equity gap. In our groups, young adults produce raw, original, crowd-validated stories using the animation pipeline as their guide. TAP films feel different to watch because of the people who tell the stories and because of the therapeutic process that goes into creating them. A story that's never been told is the result of every group. Our PLC President, Ms. Bowens will give updates and Ms. Pink will provide community resources, positive parenting tips & affirmations. PLUS our Mother's Day Raffle. It's a meeting you don't want to miss.

CHECK YOUR EMAIL FOR THE MEETING LINK

ANY QUESTIONS PLEASE EMAIL MS. PINK AT MPINK@THEWCS.ORG

Performing Arts Department in Review

