

# Application: Williamsburg Charter High School

Katie Manion - kmanion@thewcs.org  
2023-2024 Annual Report

## Entry 1 – School Information and Cover Page

Completed - Jul 31 2024

### Instructions

#### Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the Annual Report Portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 – School Information and Cover Page

(New schools that were not open for instruction for the 2023-2024 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (as of June 30, 2024) or you may not be assigned the correct tasks.

### BASIC INFORMATION

#### a. LEGAL SCHOOL NAME (as chartered)

(Select name from the drop down menu)

WILLIAMSBURG CHARTER HIGH SCHOOL 800000057520

#### b. Unofficial or Popular School Name

WCHS

**c. CHARTER AUTHORIZER (As of June 30th, 2024)**

Please select the correct authorizer as of June 30, 2024 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. School Unionized**

Is your charter school unionized?

No

**d. District/CSD of Location**

CSD #14 - BROOKLYN

**e. Date of Approved Initial Charter**

Feb 1 2004

**f. Date School First Opened for Instruction**

Sep 1 2004

## **g. Approved School Mission and Key Design Elements**

*(Regents, NYCDOE and Buffalo BOE authorized schools only)*

### **Mission Statement:**

The Williamsburg Charter High School unites youth, families, staff, teachers and the community at large in providing young people with the tools necessary to make sense of the world, preparing them in their journey to become citizens of the local and global community.

Young people will accomplish this through participation in a liberal arts education that includes language, literature, writing, science, history, mathematics, the visual and performing arts, technology and explorations in disciplines designed to teach justice, independent thinking, respect and compassion for themselves and others, as well as the skills of critical thinking, communication, and research.

### **Key Design Elements:**

#### **STUDENT CENTERED AND THERAPEUTICALLY SUPPORTIVE ENVIRONMENT**

With Advisors, Guidance Counselors, Social Workers, Grade Leaders, Deans, teachers, administrators and the Board of Trustees focused on the academic, social, and emotional development of our students WCHS, believes in the holistic growth of its students and aims to provide an environment that fosters the feeling of a second home. Each student is supported by a grade team comprised of a Grade Leader, Guidance Counselor, Dean and Advisor. Additional social-emotional support is provided by two Social Workers and a Clinical Counselor. This unique structure provides personalized attention to every student with the goal of ensuring all students are on track to graduate and are prepared for a College or Career path.

#### **RIGOROUS, RESPONSIVE EDUCATIONAL PROGRAM**

WCHS supports its students in a way that prepares them to identify their goals post high school, including achieving acceptance into college and other higher education opportunities and preparing them for successful and productive careers as professionals.

#### **COLLEGE AND CAREER READINESS CULTURE**

WCHS offers the opportunity for students to take AP and College credit bearing classes with our partner school NYC College of Technology. WCHS has created a College Going Culture that is being integrated into advisory classes. It teaches our students information about Postsecondary options that are available to them, scholarship opportunities, financial aid and college preparatory programs they can attend. As a collaborative community, we guide our students in producing strong applications intended to increase college acceptance and increased personal skills that aid in their post-secondary options.

## COMMUNITY ORIENTED

Sibling and district enrollment preferences, parent representatives on the Board, partnerships with local businesses, schools and community organizations, an alumni association of 1,300 people, and a “shared space” culture for our school building keeps WCHS deeply embedded in the local community.

## LITERACY ACROSS THE CONTENT AREAS AND SUPPORT FOR STRUGGLING READERS

As part of the school's Keys to Literacy initiative, ninth grade teachers participate in monthly workshops where they learn how to implement literacy strategies in their content area. Sessions are led by Content Literacy coaches who then conduct classroom walkthroughs to provide feedback in the implementation literacy skills.

## INTERDEPARTMENTAL COLLABORATION

The school's master schedule provides a common planning across the departments. Teachers engage in department meetings, professional learning teams, or co-planning during that time. Department leaders engage teachers in utilizing data to make informed instructional decisions.

## COLLABORATIVE, DATA-DRIVEN ACADEMICS

Launching in the spring of this school year, WCHS will update the approach to data and data driven instruction. The school has adopted a four-year partnership with Renaissance Learning to ensure high-quality, norm referenced, computer adaptive assessments that will be used to monitor student growth through his or her entire high school experience. Administered quarterly, the ELA and Math assessment data will be used to personalize individual learning, dictate academic intervention and determine appropriate programmatic structures.

## MULTIFACETED LEARNING OPPORTUNITIES AND EXPERIENCES

WCHS offers a range of student opportunities (during the school day and after school) to engage students in a variety of experiences. Students have access to fully functional facilities: dance studio, an industry standard ceramics studio, and professional grade recording studio. Students also have access to a variety of intervention supports, courses, electives, and academic pathways: Honors and AP courses, comprehensive special education program, sports teams, learning abroad opportunities, on-site speech pathologist, career development and occupational studies courses, work based learning experiences and APEX Learning. WCHS seeks to offer a program that meets the social, emotional, and academic needs of all students.

## COURSE SEQUENCE AND ACADEMIC PROGRAM DIVERSITY

Over the course of the 2017 spring semester and summer planning, members of the Instructional Leadership Team will delve into work around building a more rigorous, more culturally relevant and more twenty-first century course sequence and academic program. The team will work to restructure classes to increase student interest and better



equip them for a technologically diverse society. Increasing student choice and option (including time of day for classes), the academic program will include a variety of resources, learning tools and stimuli intended to not only build student capacity but also encourage and engage students in project based and service learning.

**h. School Website Address**

[www.thewcs.org](http://www.thewcs.org)

**i. Total Approved Charter Enrollment for 2023-2024 School Year**

963

**j. Total Enrollment on June 30, 2024 - excluding Pre-K program enrollment**

759

**k. Grades Served**

Grades served during the 2023-2024 school year (exclude Pre-K program students):

**Responses Selected:**

9
10
11
12

I. Charter Management Organization/Educational Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES: Owned, rented, leased to educate students

Will the school maintain or operate multiple sites in 2024-2025?

No, just one site.

School Site 1 (Primary)

**m1. SCHOOL SITES**

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site for 2023-2024 School Year (K-5, 6-9, etc.)	Grades to be Served at Site for 2024-2025 school year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	198 Varet Street, Brooklyn, NY 11206	7187829834	NYC CSD 14	9-12	9-12	No

**m1a. Please provide the contact information for Site 1.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Valerie Jacobson	Interim Head of School and Head of Operations	718-782-9834		<a href="mailto:vjacobson@thewcs.org">vjacobson@thewcs.org</a>
Operational Leader	Valerie Jacobson	Interim Head of School and Head of Operations	718-782-9834		<a href="mailto:vjacobson@thewcs.org">vjacobson@thewcs.org</a>
Compliance Contact	Katie Manion	Accountability and Development Manager	718-782-9834		<a href="mailto:kmanion@thewcs.org">kmanion@thewcs.org</a>
Complaint Contact	Lourdes Rivera Putz	Board Chair	718-782-9834		<a href="mailto:uwsofny@aol.com">uwsofny@aol.com</a>
DASA Coordinator	Rodney Guzman Cruz	Dean	718-782-9834		<a href="mailto:rguzmancruz@thewcs.org">rguzmancruz@thewcs.org</a>
Phone Contact for After Hours Emergencies	Valerie Jacobson	Head of Operations	718-782-9834		<a href="mailto:vjacobson@thewcs.org">vjacobson@thewcs.org</a>

**m1b. Is site 1 in public space or in private space?**

Private Space

**m1c. Is site 1 in a co-located or not in a co-located facility?**

**Responses Selected:**

Not Co-Located

## IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1e. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC.

**Certificate of Occupancy and Fire Inspection.** Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2024.

Fire inspection certificates must be updated annually. For the upcoming school year 2024-2025, please submit a current fire inspection certificate.

If the fire inspection certificate will expire between the August 1, 2024, submission of the Annual Report and the November 1 Annual Report submission please submit the new certificate with the Annual Report entries due no later than 11:59 PM on November 1, 2024.

### Site 1 Certificate of Occupancy (COO)

[Williamsburg Charter High School Certificate of Occupancy.pdf](#)

**Filename:** Williamsburg Charter High School Certificate of Occupancy.pdf **Size:** 1.1 MB

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### Site 1 Fire Inspection Report

*This is required, marked optional for administrative purposes.*

[\\_certificationofsafetyinspectio\\_20231108\\_140110 \(1\).pdf](#)

**Filename:** \_certificationofsafetyinspectio\_20231108\_140110 (1).pdf **Size:** 306.0 kB

n. List of owned, rented, leased facilities not used to educate students and the purpose of each.

Separate by semi-colon (;)

1. 188 Varet Street, Brooklyn, NY 11206 - This property will be converted to a gym and office space. It is currently under construction and thus is not yet being used to educate students. Once construction is complete, the space will be used to educate students.

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**o1. Total Number of School Calendar Days**

182

**o2. Total Number of Instructional Hours by Month (Entries are required for all months. Enter a zero for months with no instructional hours.)**

January 2024	20
February 2024	16
March 2024	20
April 2024	13
May 2024	22
June 2024	15
July 2023	0
August 2023	4
September 2023	18
October 2023	21
November 2023	17
December 2023	16

**CHARTER REVISIONS DURING THE 2023-2024 SCHOOL YEAR**

p. Summary of Material and Non-Material Charter Revisions approved or pending in 2023-2024, including updates to the school’s board of trustees’ bylaws, enrollment policy, discipline policy, or complaint policy.

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

Does the school have any material or non-material revisions approved or pending?

No

ATTESTATIONS

q. Name/Position of Person Completing/Submitting the 2023-2024 Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Katie Manion
Position	Accountability and Development Manager
Phone/Extension	718-782-9834
Email	<a href="mailto:kmanion@thewcs.org">kmanion@thewcs.org</a>

q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

Responses Selected:

Yes

As outlined in ENTRY 7 (Employee Fingerprint Requirements Attestation):

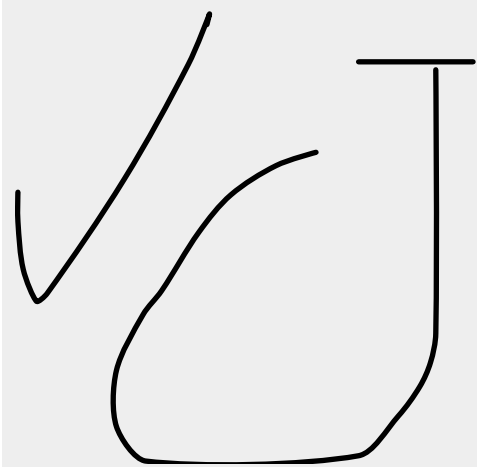
Our E-Signatures (not digital signatures) (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 7 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

**Responses Selected:**

Yes

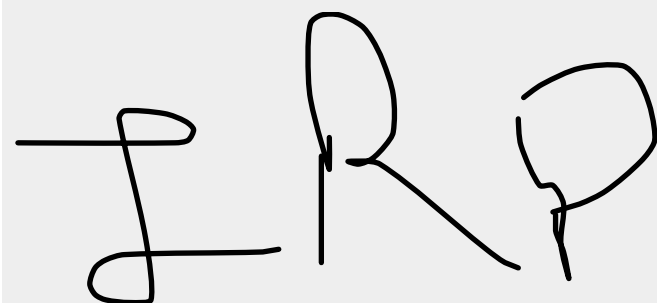
**Signature, Head of Charter School**

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)

A handwritten signature in black ink on a light gray background. The signature consists of a large, stylized 'J' or 'L' shape with a horizontal bar at the top right.

**Signature, President of the Board of Trustees**

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)

A handwritten signature in black ink on a light gray background. The signature is stylized and appears to be 'JRP' or similar, with a large loop at the end.



Date

Jul 24 2024



Thank you.

## Entry 2 – Links to Critical Documents on School Website

Completed - Jul 31 2024

### Instructions

**Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (DASA) policy and NYSED-Approved School Discipline Policy)**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items. All links must be readily found on the school's website.

1. Current Annual Report (i.e., 2023-2024 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law;[\[2\]](#) (Even if there is no school data yet reported, provide a direct web link to the most recent [New York State School Report Card](#) for the charter school.
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the July 2023 [Emergency Response Plan Memo](#) – Charter Schools Only);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

[\[2\]](#) SRC data is included in the reporting requirements for New York charter schools in 8 NYCRR 119.3.

## Entry 2 – Links to Critical Documents on School Website

School Name: Williamsburg Charter High School

**Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (DASA) policy and NYSED-Approved School Discipline Policy)**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the [link from the school's website](#) for each of the items. All links must be readily found on the school's website.

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2023-2024 Annual Report)	<a href="https://thewcs.org/charter-status">https://thewcs.org/charter-status</a> (Please note, the 2022-23 Annual report has not been uploaded to the NYSED profile page yet).
2. Board meeting notices, agendas and documents	<a href="https://www.thewcs.org/our-story/board-of-trustees/">https://www.thewcs.org/our-story/board-of-trustees/</a>
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law; (Even if there is no school data yet reported, provide a direct web link to the most recent New York State School Report Card for the charter school.	<a href="https://thewcs.org/charter-status">https://thewcs.org/charter-status</a>
4a. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://www.thewcs.org/dignity-act/">https://www.thewcs.org/dignity-act/</a> and <a href="https://www.thewcs.org/code-of-conduct/">https://www.thewcs.org/code-of-conduct/</a>
4b. Authorizer-approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://www.thewcs.org/dignity-act/">https://www.thewcs.org/dignity-act/</a> and <a href="https://www.thewcs.org/code-of-conduct/">https://www.thewcs.org/code-of-conduct/</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://www.thewcs.org/safety-plan/">https://www.thewcs.org/safety-plan/</a>
6. Authorizer-approved FOIL Policy	<a href="https://www.thewcs.org/contact/foil/">https://www.thewcs.org/contact/foil/</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://www.thewcs.org/contact/foil/">https://www.thewcs.org/contact/foil/</a>

Thank you.



## Entry 3 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 31 2024

### Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2023-2024 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) due **no later than 11:59 PM on August 1, 2024**. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2023-2024 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

### [2023-24 Disclosure of Financial Interest Form-marcenia\\_y\\_johnson\\_yahoo](#)

Filename: 2023-24\_Disclosure\_of\_Financial\_In\_qpBpF3g.pdf Size: 896.7 kB

### [2023-24 Disclosure of Financial Interest Form-sabrinaphilson\\_gmail](#)

Filename: 2023-24\_Disclosure\_of\_Financial\_In\_ozAYRJc.pdf Size: 925.6 kB

### [2023-24 Disclosure of Financial Interest Form-samuelmrivera\\_gmail](#)

Filename: 2023-24\_Disclosure\_of\_Financial\_In\_qbVnbQP.pdf Size: 896.8 kB

### [2023-24 Disclosure of Financial Interest Form-uwsofny\\_aol](#)

Filename: 2023-24\_Disclosure\_of\_Financial\_In\_mvvc4tm.pdf Size: 900.0 kB

### [2023-24 Disclosure of Financial Interest Form - John Witherspoon](#)

Filename: 2023-24\_Disclosure\_of\_Financial\_In\_vlrIJ6s.pdf Size: 486.7 kB

## Entry 4 – Board of Trustees Membership Table

Completed - Jul 31 2024

## Instructions

### Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

# Entry 4 – Board of Trustees Membership Table

- 1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
- 2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

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**Authorizer:**

Who is the authorizer of your charter school?

Board of Regents

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**1. 2023-2024 Board Member Information (Enter info for each BOT member)**

	Voting Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliation (s)	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2023- 2024
1	Lourdes Rivera Putz	[REDACTED]	Chair	Development and Fundraising	Yes	6	06/01/2023	06/01/2026	10
2	Samuel Rivera	[REDACTED]	Vice Chair	Accountability and Finance, Development and Fundraising	Yes	3	10/01/2022	10/01/2025	10
3	John Witherspoon	[REDACTED]	Treasurer	Accountability and Finance	Yes	2	11/1/2021	11/1/2024	11
4	Marcenia Johnson	[REDACTED]	Secretary	Development and Fundraising	Yes	1	02/01/2023	02/01/2026	9
5	Sabrina Philson	[REDACTED]	Trustee/ Member	Accountability and Finance	Yes	1	02/01/2023	02/01/2026	10
6									
7									

8									
9									

1a. Are there more than 9 members of the Board of Trustees?

No

2. Number of board meetings conducted in 2023-2024

12

3. Number of board meetings scheduled for the 2024-2025 school year

12

4. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

- SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
- REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total number of Voting Members on June 30, 2024	5
b. Total number of Voting Members added during the 2023-2024 school year	0
c. Total number of Voting Members who left the board during 2023-2024 school year	0
d. Total Maximum Number of Voting Members in 2023-2024; as set by the board in bylaws, resolution, or minutes	5

## 5. INFORMATION ABOUT NON-VOTING MEMBERS OF THE BOARD OF TRUSTEES (REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED ONLY)

a. Total number of Non-Voting Members on June 30, 2024	0
b. Total number of Non-Voting Members added during the 2023-2024 school year	0
c. Total number of Non-Voting Members who left the board during the 2023-2024 school year	0
d. Total Maximum Number of Non-Voting members in 2023-2024, as set by the board in bylaws, resolution, or minuteset by the board in bylaws, resolution, or minutes	0
e. Board members attending 8 or fewer meetings during 2023-2024	0

Thank you.

## Entry 5 – Board Meeting Minutes

Completed - Aug 1 2024

### **Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY**

Schools must upload a complete set of final monthly board meeting minutes (July 2023-June 2024), which should match the number of meetings held during the 2023-2024 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted **no later than 11:59 PM on August 1, 2024**.

### **WCHS Minutes 9-27-23**

**Filename:** WCHS\_Minutes\_9-27-23\_mBon5Pc.pdf **Size:** 192.0 kB

### **WCHS Board Minutes 3-26-24 (2)**

**Filename:** WCHS\_Board\_Minutes\_3-26-24\_2.pdf **Size:** 194.3 kB

### **January Board Minutes 1-31-24 (1)**

**Filename:** January\_Board\_Minutes\_1-31-24\_1.pdf **Size:** 192.7 kB

### **Board Minutes 12-19-23**

**Filename:** Board\_Minutes\_12-19-23.pdf **Size:** 188.8 kB

### **Board Minutes 6 25 24 (1)**

**Filename:** Board\_Minutes\_6\_25\_24\_1.pdf **Size:** 202.6 kB

## [WCHS Bd Minutes 10-25-23](#)

Filename: WCHS\_Bd\_Minutes\_10-25-23.pdf Size: 191.4 kB

## [WCHS Board Minutes 7-18-23](#)

Filename: WCHS\_Board\_Minutes\_7-18-23.pdf Size: 316.6 kB

## [Board Minutes 5 28 24 \(1\)](#)

Filename: Board\_Minutes\_5\_28\_24\_1.pdf Size: 220.5 kB

## [WCHS Minutes 8 29 23](#)

Filename: WCHS\_Minutes\_8\_29\_23.pdf Size: 185.7 kB

## [Board Minutes 4 16 24 \(1\)](#)

Filename: Board\_Minutes\_4\_16\_24\_1.pdf Size: 196.0 kB

## [Board Meeting Minutes 11-28-23 \(1\)](#)

Filename: Board\_Meeting\_Minutes\_11-28-23\_1.pdf Size: 195.7 kB

## [2-27-24 Board Minutes \(1\)](#)

Filename: 2-27-24\_Board\_Minutes\_1.pdf Size: 191.5 kB

# Entry 6 – Enrollment & Retention

Completed - Jul 31 2024

## Instructions for submitting Enrollment and Retention Efforts

### Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2023-2024 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWD), English Language Learner(s) (ELL), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2024-2025.

### \*SUNY-authorized charter schools

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

# Entry 6 – Enrollment and Retention of Special Populations



## Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2023-2024	Describe Recruitment Plans in 2024-2025
Students with Disabilities	<p>In 2023-24, we continued to expand our online outreach and recruitment strategies for students with disabilities while maintaining our in-person outreach. Some of our online and social media marketing strategies included Google ads focused on our Special Education programs along with ads on platforms such as Facebook and Instagram that are frequented by families of students with disabilities.</p> <p>WCHS continued its Special Education program in-person recruitment outreach by regularly disseminating flyers, brochures/ and information about our Special Needs and Academic Services (SNAS) program. We ensured that our SNAS Compliance Coordinator regularly attends recruitment events and open houses.</p> <p>In addition, we continued outreach to local middle schools, including public, charter, and private schools, with high percentages of students with disabilities and forged partnerships with counselors and Parent Associations at these schools.</p>	<p>WCHS will continue previous SWD recruitment initiatives, such as:</p> <ul style="list-style-type: none"> <li>- Creating social media posts and Google Ads featuring our SPED programs;</li> <li>- Disseminating flyers, brochures, and information about our SPED programming;</li> <li>- Ensuring our SPED Compliance Coordinator regularly attends recruitment events and open houses;</li> <li>- Continuing outreach to local middle schools (including public, charter, and private schools) with high percentages of students with disabilities and forging partnerships with counselors and Parent Associations at these schools.</li> </ul> <p>Moving into 2024-25, WCHS will add the following to our SPED recruitment efforts:</p> <ul style="list-style-type: none"> <li>- Increasing awareness of school's SPED programming via increased presence at local community events and featured social media posts;</li> <li>- Improving partnerships with local organizations who work with middle and high school-aged students;</li> <li>- Inviting SPED teachers to contribute to SPED marketing efforts</li> </ul>
English Language Learners	<p>WCHS maintained our bilingual recruitment and enrollment staff and continued to offer in-person application and enrollment assistance sessions in multiple languages. WCHS continued to create and disseminate flyers for our ENL program (in English and</p>	<p>WCHS will continue WCHS' ELL recruitment efforts from previous years, including:</p> <ul style="list-style-type: none"> <li>- Offering in-person application and enrollment assistance sessions in multiple languages;</li> <li>- Disseminating flyers about our ENL program in English and Spanish at</li> </ul>

	<p>Spanish) at all of our open houses and recruitment fairs. We also provided monthly open houses in both English and Spanish and continued to create and disseminate marketing materials in English and Spanish. For instance, we mailed and emailed multilingual marketing materials to families of school-age in 15+ local zipcodes.</p> <p>We also continued to utilize a bilingual bus ad campaign specifically in predominantly Spanish-speaking neighborhoods and continued our annual advertising in El Diario, both in print, online and on ElDiario's Facebook page, which has thousands of followers. We also continued to run ads in Spanish on well-subscribed Spanish radio channels for families in NYC. These ads have run on LaMega and Amor with positive feedback from families of applicants.</p>	<p>all of our open houses and recruitment fairs;</p> <ul style="list-style-type: none"> <li>- Providing open houses in both English and Spanish;</li> <li>- Mailing bilingual marketing materials to families of school-age children in 15+ zip codes;</li> <li>- Utilizing bilingual bus ad campaign in predominantly Spanish-speaking neighborhoods;</li> <li>- Maintaining online, social media, and in-print advertising with El Diario; and,</li> <li>- Running radio ads on Spanish radio stations such as LaMega and Amor.</li> </ul> <p>In the 2024-25 school year, WCHS will add the below ELL recruitment initiatives:</p> <ul style="list-style-type: none"> <li>- Increasing canvassing to Spanish-speaking neighborhoods;</li> <li>- Increasing Spanish language in school's social media videos;</li> <li>- Increasing awareness of school's two-way ear piece technology utilized in classrooms for our ELL and bilingual students</li> </ul>
Economically Disadvantaged	<p>In 2023-24, WCHS maintained our recruitment budget in order to continue to recruit a diverse student body, with focus on online and hybrid strategies. We continued our monthly recruitment outreach events, while adding a virtual option for tours to better accommodate families who have become accustomed to virtual participation in meetings and events. WCHS also continued our in-person outreach efforts that included WCHS shadow day programming with local middle schools, recruitment at in-person local and community events such as SchoolFest and participation in</p>	<p>WCHS plans on continuing its recruitment efforts from 2023-24, including:</p> <ul style="list-style-type: none"> <li>- Monthly outreach events with a virtual option to accommodate more families;</li> <li>- WCHS shadow day programming with local middle schools;</li> <li>- Attendance at local community events such as SchoolFest and charter and city-wide fairs;</li> <li>- Outreach to local businesses and partners;</li> <li>- Digital and in-print ads;</li> <li>- Email blasts;</li> <li>- Partnering with Parent Leadership Council to conduct parent outreach;</li> </ul>

charter and city-wide fairs. We also conducted outreach to local businesses and organizations. Our digital and print strategies continued with Google Ads campaigns, participation in a Daily News email blast to 45,000 emails in 10 zip codes, and advertising in El Diario and Brooklyn Family online and print magazines.

We also continued to involve our Parent Leadership Council in student recruiting events and encourage parent and student volunteers, including attending festivities and rallies such as SchoolChoice Week.

We also included the community in our plans for our new athletic space at 188 Varet in the coming years.

- Creating positive conversations about the school through social media campaigns and press releases to local media;

Despite our concentrated efforts, WCHS' enrollment continues to remain lower than hoped. In order to address this, additional efforts are being made, including:

- Advertising the school's five year renewal;
- Encouraging all staff to distribute WCHS recruitment materials;
- Expanding the school's recruitment team;
- Marketing the school's 20th anniversary through branding, social media campaigns, and celebratory events;
- Offering student opportunities to create marketing content for the school to be shared across social media platforms;
- Expanding "street team" marketing efforts via increased visits to DOE enrollment centers, community events, local parks, local businesses, places of worship, migrant/foster care centers, public pools (in the warmer months), community pantries, and community board meetings;
- Increasing school representation at local middle schools; and,
- Continuing to circulate information about special school events and programming to local press and media.

## Good Faith Efforts To Meet Retention Targets

	Describe Retention Efforts in 2023-2024	Describe Retention Plans in 2024-2025
Students with Disabilities	<p>For 2023-24, our two full-time dedicated Special Needs and Academic Services Coordinators continued to support the retention of special needs students by continuing to offer students and families the support needed regarding their child's IEP, IEP goals, and progress.</p> <p>In 2023-24, we added an Intervention Coordinator to the student services support team to provide support and training to Special Education and general education teachers including modeling co-teaching strategies, differentiating instruction, identifying students in need of academic and/or behavioral intervention, and assessing and tracking student progress. The Intervention Coordinator also assisted in the ChildFind process.</p> <p>WCHS also continued to support students in the 5th and 6th year of high school, many of whom are special needs students, with our 5th Year Counselor. The 5th Year Counselor supported students in fulfilling any outstanding credits and graduation requirements, and supported the students and their families on their path to graduation plus with post-graduation planning.</p>	<p>In the 2024-25 school year, WCHS will continue SWD retention efforts from previous years, including:</p> <ul style="list-style-type: none"> <li>- Utilizing Special Needs and Academic Services Coordinators who support students and families with IEPs, IEP goals, and progress;</li> <li>- Providing support and training to Special Education and general education teachers including modeling co-teaching strategies, differentiating instruction, identifying students in need of academic and/or behavioral intervention, and assessing and tracking student progress, and assisting in the ChildFind process.</li> </ul> <p>Supporting students in their 5th and 6th years of high school, many of whom are special needs students, via our senior counselor and College and Career Staff. These staff members support students in fulfilling any outstanding credits and graduation requirements, and support the students and their families on their path to graduation plus with post-graduation planning.</p> <p>Moving into 2024-25, WCHS will add the following to our SWD retention efforts:</p> <ul style="list-style-type: none"> <li>- Expanding CTE offerings including the CDOS diploma endorsement</li> </ul>
English Language Learners	<p>or 2023-24, the ENL Department engaged and supported students through ENL classes, push-in/pull-out services in CORE classes and</p>	<p>In the 2024-25 school year, WCHS will continue ELL retention efforts from previous years, including:</p> <ul style="list-style-type: none"> <li>-Supporting ELL students in their</li> </ul>

	<p>provided differentiation support across subjects. The ENL Department also expanded its lunch-time and after-school homework help sessions. We have also expanded our AP Spanish and Spanish for native speakers courses.</p> <p>We have also added an ENL Department Leader/Coordinator to ensure ENL students, families and staff receive additional support. The ENL Department Leader/Coordinator worked with the instructional team to analyze and share progress data to better tailor instruction to support ENL students and provide support and training to teachers.</p> <p>For students who had recently transferred to WCHS from other countries, the Recruitment Team continued the following retention and support strategies: Pairing new students with a “buddy” who is current ENL student who speaks the same language/is in at least one of the same classes; First Day Check-in / meet and greet with ENL Coordinator or ENL staff in ENL Resource Center.</p>	<p>classes via push-in and push-out services in CORE classes and providing differentiation across subjects;</p> <ul style="list-style-type: none"> <li>- Offering lunch-time and after-school homework sessions; and,</li> <li>Maintaining AP Spanish and Spanish for native speaker courses</li> </ul> <p>Moving into 2024-25, WCHS will add the following to our ELL retention efforts:</p> <ul style="list-style-type: none"> <li>- Regents Preparation and review sessions led by ENL teachers specifically designed for ELLs;</li> <li>- Simultaneous translation earbuds for ELLs in the scoring Emergent on the NYSESLAT as a language support in core and non-core classes; and,</li> <li>- Applying to add the Seal of Biliteracy graduation pathway.</li> </ul>
Economically Disadvantaged	<p>WCHS welcomed incoming students over the summer at our Summer Bridge program in August to acclimate our new students to high school and to the WCHS culture, values and community expectations. Our Academy Leaders also held student and family orientations for each grade level to foster relationship building among students, grade team members, families and advisors.</p>	<p>In the 2024-25 school year, WCHS will continue Economically Disadvantaged retention efforts from previous years, including:</p> <ul style="list-style-type: none"> <li>- the hosting of school events, such as the Summer Bridge Program, an orientation designed to to acclimate new students to the school, and other student and family orientations;</li> <li>- Offering our Evangeline Rodriguez Honors Program to retain advanced</li> </ul>

	<p>We also continued to offer our Evangeline Rodriguez Honors Program to retain advanced students, plus continue our Advanced Placement and Syracuse University Project Advance courses.</p> <p>Additionally, we continued to strengthen student retention through expanded social-emotional supports and programming for students. This includes expanded sports, clubs, and activities as planned by our Academy Leaders, Wellness Coordinator, At-risk Social Worker, Athletic Director, and Youth Development Coordinator.</p>	<p>students, plus continue our Advanced Placement and Syracuse University Project Advance courses; and,</p> <ul style="list-style-type: none"><li>- Strengthening of student retention through expanded social-emotional supports and programming for students. This includes expanded sports, clubs, and activities as planned by our Academy Leaders, Wellness Coordinator, At-risk Social Worker, Athletic Director, and Youth Development Coordinator.</li></ul> <p>Moving into 2024-25, WCHS will add the following to our ED retention efforts:</p> <ul style="list-style-type: none"><li>- Applying to add the Seal of Civic Readiness graduation pathway;</li><li>- Continuing to re-build community following the pandemic through monthly celebrations, schoolwide events, field trips, and performances;</li><li>- Highlighting student successes on social media and in school mailings;</li><li>- Continuing to build our Parent Leadership Council;</li><li>- Building additional community partnerships to bring new opportunities to our students</li></ul>
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**Entry 7 – Employee Fingerprint Requirements Attestation**

Completed - Jul 31 2024

**Entry 7 – Employee Fingerprint Requirements Attestation**

## A. TEACH System – Employee Clearance

### Required of ALL Charter Schools

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at [NYSED CSO Employee Clearance and Fingerprint Memo](#) or visit the NYSED website at [Who Must Be Fingerprinted Charts](#) for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

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## **B. Emergency Conditional Clearances**

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo](#).

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### **Attestation**

#### **Responses Selected:**

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

## **Entry 8 – Organization Chart**

Completed - Jul 31 2024

### **Instructions**

#### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

Upload the 2023-2024 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

#### **[WCHS Org Chart 2023-24 and 2024-25 \(1\)](#)**

Filename: WCHS\_Org\_Chart\_2023-24\_and\_2024-25\_1.pdf Size: 70.0 kB

## **Entry 9 – School Calendar**

Completed - Jul 31 2024

### **Instructions for submitting School Calendar**

#### **Required of ALL Charter Schools**

If the charter school has a tentative calendar based on available information and guidance at the time, please submit it **no later than 11:59 PM on August 1, 2024**. Charter schools must upload a final school calendar into the portal and may do so at any time but **no later than 11:59 PM on September 16, 2024**.



School calendars must meet the [minimum instructional requirements](#) as required of other public schools “... unless the school's charter requires more instructional time than is required under the regulations.”

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

#### Sample Calendar:

12 Month Calendar 2021-2022 184 Instructional Days										
<b>July</b>					<b>January (20)</b>					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
			1	2	3	4	5	6	7	
5	6	7	8	9	10	11	12	13	14	
12	13	14	15	16	17	18	19	20	21	
19	20	21	22	23	24	25	26	27	28	
26	27	28	29	30	31					
<b>August</b>					<b>February (15)</b>					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
2	3	4	5	6		1	2	3	4	
9	10	11	12	13	7	8	9	10	11	
16	17	18	19	20	14	15	16	17	18	
23	24	25	26	27	21	22	23	24	25	
30	31				28					
<b>September (18)</b>					<b>March (23)</b>					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
		1	2	3		1	2	3	4	
6	7	8	9	10	7	8	9	10	11	
13	14	15	16	17	14	15	16	17	18	
20	21	22	23	24	21	22	23	24	25	
27	28	29	30		28	29	30	31		
<b>October (20)</b>					<b>April (15)</b>					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
				1					1	
4	5	6	7	8	4	5	6	7	8	
11	12	13	14	15	11	12	13	14	15	
18	19	20	21	22	18	19	20	21	22	
25	26	27	28	29	25	26	27	28	29	
<b>November (18)</b>					<b>May (21)</b>					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
1	2	3	4	5	2	3	4	5	6	
8	9	10	11	12	9	10	11	12	13	
15	16	17	18	19	16	17	18	19	20	
22	23	24	25	26	23	24	25	26	27	
29	30				30	31				
<b>December (17)</b>					<b>June (17)</b>					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
		1	2	3			1	2	3	
6	7	8	9	10	6	7	8	9	10	
13	14	15	16	17	13	14	15	16	17	
20	21	22	23	24	20	21	22	23	24	
27	28	29	30	31	27	28	29	30		
<div> <div>Staff Report - August 23rd</div> <div>Early Dismissal Days</div> <div>Holiday/Recess (No Students or Staff)</div> <div>Superintendent's Conference Day (No School for Students)</div> <div>Regents and School-level Exams</div> <div>September 8, 2021 All Grade Levels Report</div> <div>June 24, 2022 - Last Day of School</div> </div>										

#### [School Calendar 2024-25](#)

Filename: School\_Calendar\_2024-25\_UgcRjmv.pdf Size: 77.2 kB

# Entry 11 – Progress Toward Goals

Completed - Nov 1 2024

## Instructions

**SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter**

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, and into the SUNY Epicenter document management system **no later than 11:59 PM on September 16, 2024**.

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters **no later than 11:59 PM on November 1, 2024**.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

# Entry 11 – Progress Toward Goals

**PROGRESS TOWARD CHARTER GOALS**

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2024.

**1. ACADEMIC STUDENT PERFORMANCE GOALS**

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2024**.

## 2023-2024 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	75% of each cohort will have scored at least 65 on a New York State Regents examination in English by their fourth year.	NYS Regents Examination and Exemption results	Met	WCHS meets this goal if we take into account Regents examinations, special appeals, and COVID exemptions.
Academic Goal 2	75% of each cohort will have scored at least 65 on a New York State Regents examination in Math by their fourth year.	NYS Regents Examination and Exemption results	Met	WCHS meets this goal if we take into account Regents examinations, special appeals, and COVID exemptions.
Academic Goal 3	75% of each cohort will have scored at least 65 on a New York State Regents examination in Science by their fourth year.	NYS Regents Examination and Exemption results	Met	WCHS meets this goal if we take into account Regents examinations, special appeals, and COVID exemptions.
Academic Goal 4	75% of each cohort will have scored at least 65 on a New York State Regents examination in History by their fourth year.	NYS Regents Examination and Exemption results	Met	WCHS meets this goal if we take into account Regents examinations, special appeals, and COVID exemptions.
Academic Goal 5	20% of each cohort will graduate with an Advanced Regents Diploma.	Graduation rate data, NYS Regents Examination Data	Not Met	12% of students graduated with an Advanced Regents diploma in 2024, up from 6% in 2023.

WCHS always strives to provide multiple diplomas pathways for students at all levels, including invitations to programs and activities for students on the cusp of getting an Advanced Regents Diploma. Our newly formed Evangelina Rodriguez Honors program provides students with additional opportunities for learning and success while building confidence and encouraging students to earn an advanced Regents diploma. We are also continuing to focus on preparing our students to be college ready and to achieve College Readiness scores on Regents exams, which helps students achieve Advanced diploma designations. All students are encouraged to take an additional higher level math course and science course. Students are also encouraged to sit for Regent exams earlier and are scheduled to retake

the Regent exams until they are college-ready, which in turn builds a growth mindset for all students as they prepare for life, college, and careers.

To support students toward achieving these diploma types, WCHS also holds Regents review for core subjects after school in the winter and spring. Grade level counselors and advisors also encourage students to retake Regents for higher scores where applicable and take all of the Regents and communicate the why behind it.

For 2024-25, WCHS has formed a committee to improve regents exam participation and pass rates, including in subject areas required for an advanced regents diploma. The committee is working with regents review teachers, department leaders and subject area teachers to better tailor regents tutoring to student

				<p>skill deficits and to create incentives for students to attend regents review sessions and participate in exams that lead to advanced regents. This includes creating a “Rock the Regents campaign to inspire students.</p>
Academic Goal 6	5% of each cohort will graduate with an Honors Regents diploma.	Graduation rate data, NYS Regents Examination Data	Not Met	<p>None of our students graduated with an Honors Regents diploma in 2024.</p> <p>While WCHS continues to offer Syracuse University Project Advance (SUPA) classes, advanced placement (AP) classes, and honors classes, we are continuing to overcome challenges stemming from the pandemic.</p> <p>As we continue into the 2024-25 school year, our academic leadership and instructional coaches will work closely with our teachers to ensure the needs of our high achieving students are being met in the classroom. We will also analyze the success of our</p>

				<p>honors program and make adjustments as needed throughout the year.</p> <p>To support students toward achieving these diploma types, WCHS also holds Regents review for core subjects after school in the winter and spring. Grade level counselors and advisors also encourage students to retake Regents for higher scores where applicable and take all of the Regents and communicate the why behind it.</p>
Academic Goal 7	Each year, at least 80% of each cohort will graduate within four years.	WCHS graduation data	Met	
Academic Goal 8	Each year, at least 85% of each cohort will graduate within five years.	WCHS graduation data	Met	
Academic Goal 9	Each year, the school will help students improve on their incoming proficiency levels and pass Regents exams in English.	NYC DOE School Quality Snapshot	Unable to Assess	The NYC DOE School Quality Snapshot is not available for the 2023-24 school year.
Academic Goal 10	Each year, the school will help students improve on their incoming proficiency levels	NYC DOE School Quality Snapshot	Unable to Assess	The NYC DOE School Quality Snapshot is not available for the 2023-24 school year.

	and pass Regents exams in Mathematics.			
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2. Do have more academic goals to add?

Yes

2023-2024 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	Each year, the school will be deemed "In Good Standing".	NYSED Accountability Status	Met	
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				



### 3. Do have more academic goals to add?

(No response)

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## 2023-2024 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
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Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

#### 4. ORGANIZATION GOALS

**For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

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## 2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Each year, the students will have a daily student attendance rate of at least 90 percent.	WCHS student attendance data	Not Met	<p>In 2023-24, WCHS' attendance rate was 81.4%, up from 77.6% in 2022-23 and 80.2% in 2021-22.</p> <p>WCHS' attendance rate continues to be affected by COVID-19 during winter months and/or during any other COVID surge; however, our social workers have continued previously successful practices of home visits throughout the year.</p> <p>WCHS has continued successful attendance outreach practices which include daily calls, emails, and texts; weekly letters; grade team meetings with a focus on at-risk students including chronic absenteeism; advisory outreach such as daily</p>

				reminders, raffles, prizes, and wake-up calls; attendance case conferencing and grade team outreach; individual phone calls and outreach meetings; home visit referrals through our Intervention & Family Support Counselors at each grade level; and, summer outreach to Long-Term Absent students.
Org Goal 2	Each year, 95 percent of students who are enrolled as of October 1st will either graduate or return and remain enrolled as of October 1st of the following year.	School records, ATS records	Not Met	<p>82% of students enrolled as of October 1, 2023 either graduated, returned, and/or remained enrolled as of October 1, 2024.</p> <p>WCHS' enrollment in October 2023 was 792 and WCHS' enrollment in October 2024 was 674.</p> <p>WCHS' 2024-25 retention efforts include efforts from previous years, including: the hosting of school events, such as the Summer Bridge Program, an orientation designed to acclimate new students to the school, and other</p>

student and family orientations; offering our Evangeline Rodriguez Honors Program to retain advanced students, plus continue our Advanced Placement and Syracuse University Project Advance courses; and, strengthening of student retention through expanded social-emotional supports and programming for students. This includes expanded sports, clubs, and activities as planned by our Academy Leaders, Wellness Coordinator, At-risk Social Worker, Athletic Director, and Youth Development Coordinator.

Moving into 2024-25, WCHS will add the following to our retention efforts: offering the newly-approved Seal of Civic Readiness graduation pathway; continuing to re-build community following the pandemic through monthly celebrations, schoolwide events, field trips, and performances;

				highlighting student successes on social media and in school mailings; continuing to build our Parent Leadership Council; and, building additional community partnerships to bring new opportunities to our students.
Org Goal 3	Each year the School will comply with all applicable laws, rules, regulations and contract terms including but not limited to the New York Charter Schools Act, the New York Freedom of Information Law, the New York State Open Meetings Law, the Federal Individuals with Disabilities Education Act, and Federal Family Educational Rights and Privacy Act.	Review of School policies and operations	Met	
Org Goal 4	Each year, members of the Board will complete a self-evaluation process designed to ensure adequacy, alignment and coherence of actions toward furthering the School's mission, program and goals. The process will	Board Self-Evaluations	Met	



	include self-assessment at the start of the school year, the development of personal and full board growth outcomes and self-assessment at the end of the school year to determine the extent of growth.			
Org Goal 5	Each year the Principal will complete a self-evaluation process designed to ensure adequacy, alignment, and coherence of actions toward furthering the School's mission, program and goals. The process will include a self-assessment at the start of the school year, the development of personal outcomes, and a self-assessment at the end of the school year to determine growth.	Principal Self-Evaluation	Met	
Org Goal 6	Each year, parents will express satisfaction with the school's program, based on available stakeholder satisfaction data in which the school will	NYC and NYSED School Surveys	Unable to Assess	The NYC School Survey is not available for the 2023-24 school year. In addition, we are awaiting our aggregate 2024 survey results from SED.

	receive at least 85% positive responses.			
Org Goal 7	Each year, teachers will express satisfaction with the school's program, based on available stakeholder satisfaction data in which the school will receive at least 85% positive responses.	NYC and NYSED School Surveys	Unable to Assess	The NYC School Survey is not available for the 2023-24 school year. In addition, we are awaiting our aggregate 2024 survey results from SED.
Org Goal 8	Each year, students will express satisfaction with the school's program, based on available stakeholder satisfaction data in which the school will receive at least 85% positive responses.	NYC and NYSED School Surveys	Unable to Assess	The NYC School Survey is not available for the 2023-24 school year. In addition, we are awaiting our aggregate 2024 survey results from SED.
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

---

## 2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Each year, student enrollment will be within 15% of full enrollment as defined in the school contract. This will be maintained on an ongoing basis and monitored bi-monthly.	ATS Records	Not Met	<p>WCHS' enrollment is not within 15% of full enrollment as defined in our school contract.</p> <p>As of BEDS Day, 2024, WCHS' enrollment was 674.</p> <p>WCHS has undertaken extensive recruitment and marketing strategies to improve our enrollment. In addition to our regular recruitment strategies that include monthly outreach events, shadow day programming with local middle schools, attendance at local community events, outreach to local businesses and partners, digital and in-print ads; email blasts; parent outreach, and, creating positive conversations about the school through social media campaigns and press releases to</p>

local media, WCHS has undertaken a variety of additional strategies. These include advertising the school's five year renewal; encouraging all staff to distribute WCHS recruitment materials; expanding the school's recruitment team; marketing the school's 20th anniversary through branding, social media campaigns, and celebratory events; offering student opportunities to create marketing content for the school to be shared across social media platforms; expanding "street team" marketing efforts via increased visits to DOE enrollment centers, community events, local parks, local businesses, places of worship, migrant/foster care centers, public pools (in the warmer months), community pantries, and community board meetings; increasing school representation at local middle schools;

				<p>and, continuing to circulate information about special school events and programming to local press and media.</p> <p>The Board is exploring other practical solutions such as grade expansion, relocation and amending its charter to lower its enrollment.</p>
Financial Goal 2	<p>Upon completion of the School's first year of operation and every year thereafter, the School will undergo an independent financial audit that will result in an unqualified opinion and no major findings.</p>	<p>Financial audit completed by the School's auditor, PKF O'Connor Davies, LLP</p>	Met	<p>PKF O'Connor Davies, LLP did not identify any deficiencies in internal control considered to be material weaknesses.</p>
Financial Goal 3	<p>Each year, the School will operate on a balanced budget and maintain a stable cash flow.</p>	<p>School financial records</p>	Partially Met	<p>The School maintained a stable cash flow throughout the 2023-24 school year; however, the school operated at a deficit due to lower enrollment, an issue schools are having city and state-wide. The School was prepared for the deficit and continues to make adjustments to rectify it. Changes included</p>

				adjustments to how Title funding is allocated, position eliminations, and increased fundraising efforts. The 2024-25 budget reflects the current enrollment. The School has maintained a healthy cash reserve to address the deficit.
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

## Entry 12 – Audited Financial Statements

Completed - Nov 1 2024

### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the Annual Report Portal and into the SUNY Epicenter document management system **no later than 11:59 PM on November 1, 2024**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the Annual Report Portal **no later than 11:59 PM on November 1, 2024**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2024 but will be identified as a required task thereafter and due on November 1, 2024. This is a required task, and it is marked optional for administrative purposes only.**

### [The Williamsburg Charter High School FST with Mgmt Ltr](#)

**Filename:** The\_Williamsburg\_Charter\_High\_Scho\_zFMrxP4.pdf **Size:** 450.4 kB

## Entry 12b – Audited Financial Report Template (BOR)

[Instructions - Regents-Authorized Charter Schools ONLY](#)

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2023-2024 Annual Reports](#) webpage. Upload the completed file in Excel format and submit **no later than 11:59 PM on November 1, 2024**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[audited-financial-report-template-nysed-for-ar-2023-24 \(1\)](#)

Filename: audited-financial-report-template\_nbyTsJh.xlsx Size: 74.9 kB

Entry 12c – Additional Financial Documents

Incomplete

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit **no later than 11:59 PM on November 1, 2024**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

- 1. Advisory and/or Management letter
- 2. Federal Single Audit
- 3. Agreed-Upon Procedure Report
- 4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
- 5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

<sup>[1]</sup> Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 12d – Financial Contact Information

Completed - Nov 1 2024

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal **no later than 11:59 PM on November 1, 2024**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Kathy Fernandez	<a href="mailto:kfernandez@thewcs.org">kfernandez@thewcs.org</a>	718-782-9830



## 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Joseph X. Ciorciari, PKF O'Connor Davies, LLP	<a href="mailto:jciorciari@pkfod.com">jciorciari@pkfod.com</a>	914-381-8900	12

## 3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	PKF O'Connor Davies, LLP	Joseph X. Ciorciari	500 Mamaroneck Avenue, Suite 301, Harrison, NY 10528	<a href="mailto:jciorciari@pkfod.com">jciorciari@pkfod.com</a>	914-381-8900	12

## Entry 13 – Fiscal Year 2024-2025 Budget

Completed - Nov 1 2024

**SUNY-authorized charter schools** should download the [2024-2025 Budget and Quarterly Report Template and the 2024-2025 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due no later than 11:59 PM on November 1, 2024.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY25 Budget using the [2024-2025 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due no later than 11:59 PM on November 1, 2024.**

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### [2024-2025-Projected Budget](#)

Filename: 2024-2025-Projected\_Budget.xlsx Size: 38.0 kB

## Optional Additional Documents to Upload (BOR)

Incomplete

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Marcenia Johnson

---

**Name of Charter School Education Corporation:**

Williamsburg Charter High School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Secretary

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

None

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

None

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

None

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

None

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

*Marcenia Johnson*

07 / 20 / 2024

---

**Signature****Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

Title	2023-24 Disclosure of Financial Interest Form
File name	annual-report-cur...sclosure-form.pdf
Document ID	f8c63e43ef04bbec06495b16e6bb88dea6542f21
Audit trail date format	MM / DD / YYYY
Status	● Signed

## Document History



SENT

**07 / 15 / 2024**

16:08:16 UTC-4

Sent for signature to Marcenia Johnson  
(marcenia\_y\_johnson@yahoo.com) from kmanion@thewcs.org  
IP: 174.229.61.109



VIEWED

**07 / 18 / 2024**

19:41:55 UTC-4

Viewed by Marcenia Johnson (marcenia\_y\_johnson@yahoo.com)  
IP: 148.76.224.245



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**07 / 20 / 2024**

21:14:07 UTC-4

Signed by Marcenia Johnson (marcenia\_y\_johnson@yahoo.com)  
IP: 69.112.125.121



COMPLETED

**07 / 20 / 2024**

21:14:07 UTC-4

The document has been completed.

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Sabrina Philson

---

**Name of Charter School Education Corporation:**

Williamsburg Charter High School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

N/A

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

N/A



4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

N/A

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]



07 / 30 / 2024

---

**Signature****Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

Title	2023-24 Disclosure of Financial Interest Form
File name	annual-report-cur...sclosure-form.pdf
Document ID	d7c50c730226f2c6b79360e2ffd53b69906df122
Audit trail date format	MM / DD / YYYY
Status	● Signed

## Document History



SENT

**07 / 15 / 2024**

16:06:29 UTC-4

Sent for signature to Sabrina Philson  
(sabinaphilson@gmail.com) from kmanion@thewcs.org  
IP: 174.229.61.109



VIEWED

**07 / 30 / 2024**

16:38:51 UTC-4

Viewed by Sabrina Philson (sabinaphilson@gmail.com)  
IP: 172.58.231.156



SIGNED

**07 / 30 / 2024**

16:45:09 UTC-4

Signed by Sabrina Philson (sabinaphilson@gmail.com)  
IP: 172.58.231.216



COMPLETED

**07 / 30 / 2024**

16:45:09 UTC-4

The document has been completed.

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Samuel Rivera

---

**Name of Charter School Education Corporation:**

Williamsburg Charter High School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Vice Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

N/A

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

N/A

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

N/A

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
N/A	N/A	N/A	N/A



7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
N/A	N/A	N/A	N/A	N/A

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**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]



07 / 30 / 2024

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**Signature****Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

Title	2023-24 Disclosure of Financial Interest Form
File name	annual-report-cur...sclosure-form.pdf
Document ID	3c5148a4b0009d5d145a99734ee5f64d65a6c101
Audit trail date format	MM / DD / YYYY
Status	● Signed

## Document History



SENT

**07 / 15 / 2024**

16:05:38 UTC-4

Sent for signature to Samuel Rivera  
(samuelmriviera@gmail.com) from kmanion@thewcs.org  
IP: 174.229.61.109



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**07 / 22 / 2024**

14:46:10 UTC-4

Viewed by Samuel Rivera (samuelmriviera@gmail.com)  
IP: 12.74.53.7



SIGNED

**07 / 30 / 2024**

13:55:24 UTC-4

Signed by Samuel Rivera (samuelmriviera@gmail.com)  
IP: 173.70.11.51



COMPLETED

**07 / 30 / 2024**

13:55:24 UTC-4

The document has been completed.

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Lourdes Rivera-Putz

---

**Name of Charter School Education Corporation:**

Williamsburg Charter High School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

None

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

None

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

None

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

None

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

*Lourdes Putz*

07 / 30 / 2024

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**Signature****Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*



Title	2023-24 Disclosure of Financial Interest Form
File name	annual-report-cur...sclosure-form.pdf
Document ID	3562b405712ee1ff66c397b6354d9c15c7ad5923
Audit trail date format	MM / DD / YYYY
Status	● Signed

## Document History



SENT

**07 / 15 / 2024**

16:04:27 UTC-4

Sent for signature to Lourdes Rivera Putz (uwsofny@aol.com)  
from kmanion@thewcs.org  
IP: 174.229.61.109



VIEWED

**07 / 30 / 2024**

16:54:32 UTC-4

Viewed by Lourdes Rivera Putz (uwsofny@aol.com)  
IP: 74.73.226.245



SIGNED

**07 / 30 / 2024**

18:17:05 UTC-4

Signed by Lourdes Rivera Putz (uwsofny@aol.com)  
IP: 74.73.226.245



COMPLETED

**07 / 30 / 2024**

18:17:05 UTC-4

The document has been completed.

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

John Witherspoon

---

**Name of Charter School Education Corporation:**

Williamsburg Charter High School

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Treasurer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

7/31/2024

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**Signature****Date**

Acceptable signature formats include:

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- Print form, manually sign, scan to PDF

*last revised 04/2022*



**MINUTES**  
**Board of Trustees Meeting**  
**September 27, 2023**

**The meeting was held in person at 198 Varet Street, Brooklyn, NY**

**PRESENT**

Lourdes Putz, Chair  
Samuel Rivera, Trustee  
Marcenia Johnson, Trustee  
Sabrina Philson, Trustee  
John Witherspoon, Trustee

**GUESTS**

Jahi Bashir, Head of School  
Valerie Jacobson, Head of Operations  
Mary Kenny, Minutes Transcriber  
Jeremy Kronenberg, Staff Advisor  
Additional staff in-person and online

**1. WELCOME**

Ms. Putz welcomed everyone to the meeting.

**2. APPROVAL OF AUGUST BOARD MINUTES**

- Mr. Witherspoon made a motion to approve the Board minutes pending counsel review. Ms. Philson seconded. There was one Abstention. All others were in favor.

**3. ACADEMICS**

Mr. Bashir and Ms. Holford provided an academic update. Leadership is preparing high-leverage instructional items in preparation for the CSO visit, including learning walks and targeted feedback and classroom particulars. STAR Testing will begin with 9th grade in ELA and Math classes. Instructional coaching has begun with initial 1:1 coaching meetings. This year the focus will be aligning supervision and coaching with school-wide literacy initiatives as well as skills based strategies for student success. New and updated curriculum texts were ordered for core content areas. Professional development focuses will be on Jane Schaffer writing, ENL strategies for reading, writing, Response to Intervention (RTI), ICT/Co-Teaching, restorative practices, school wide classroom particulars, differentiation, Danielson FFT, and after school PD. Back to School Night will be on September 23. Credit recovery begins on October 2. New student Chromebooks have arrived and are being distributed. The board discussed the distribution of the chromebooks and decided that moving forward, technology will be assessed before the start of school so that broken/lost items can be replaced quickly. Hispanic Heritage Month planning is ongoing. Midterms will take place on October 3. PSAT/SAT testing will take place on October 11 for grades 10 and 11. Grade 9 PSAT/8/9 will take place on March 20, 2024. Clubs and sports have started. Administration meetings with the 90th precinct have started back up. The NYPD Options Program will begin in October for students only.

Senior Data

There are 203 seniors in the class of 2024.

**4. OPERATIONS**

Ms. Jacobson proposed the 2023-24 district and building safety plans. The district plan was posted for 30 days on the website for public comment. Discussion and review occurred.

- Ms. Johnson made a motion to accept the 2023-2024 District and Building Safety Plan subject to amendments in the future. Mr. Witherspoon seconded. All were in favor.

Ms. Jacobson is preparing schedules, proctors, supplies and rooms for October 11 PSAT administration on October 11. Grades 9 and 12 will receive asynchronous remote instruction that day. The school is working to train advisors to proctor the exam and the tech department is testing wifi capabilities to prepare for the test. A Back to School Night Overview presentation was delivered to families on September 26 at 6pm. Recruitment is ongoing for HR Manager, Data Systems Coordinator, Safety Officers, and a Safety Manager. Teacher vacancies and leave replacements are being covered for the time being.

## **6. FACILITIES**

Mr. James reported that an FDNY inspector visited the school on August 24 and inspected the roof and 5th and 2nd floor air handling units. No defects or violations were issued. A Department of Health inspector visited the school on August 29 and inspected the school's kitchen. No defects or violations were issued. All heating units have been inspected and are available for use in the cooler months. A new heating and air conditioning unit was installed in room 809.

## **8. ENROLLMENT AND RECRUITMENT**

Ms. Jacobson reported that enrollment is 803 in Powerschool and 800 in ATS. The estimated FTE is 926.425. Billing is due on September 29. The Board reviewed enrollment by grade levels. Ms. Jacobson stated that 34 registrations were in process. The next admissions lottery will be held on April 2, 2024.

A number of in-person and online recruitment efforts are in place in order to get our enrollment number up. WCHS attended the Collective Focus Hub Neighborhood Block Party on August 26, School Fest at JHS 126 on September 16, and the Family and Youth Peer Support pop-up on September 23. WCHS will be attending the PAL High School Fair on October 10 and will be visiting Middle Village Prep Charter on October 11. Online and social media recruitment efforts include Daily News, El Diario, and WCHS mailing list email blasts, ads in Brooklyn Family Magazine, and Google and social media ads.

## **9. FINANCE**

Ms. Fernandez reported that the total collected revenue for the period is \$1,619,278. The total expenses are \$1,822,000. The total excess of revenue over expenses is \$202,722 due to the payroll and taxes accrual entry. The Board reviewed the finance report showing total assets and total liabilities. Ms. Fernandez said the general audit and 403b audit are in progress. The Board discussed diversifying funds.

## **10. HUMAN RESOURCES**

Ms. Manion stated that administration will be proposing a 2.7% increase for non-instructional staff upon the board's approval of the budget. If approved at a later date, the 2.7% increase would be backdated to August 16. Salary corrections are still an ongoing priority and will be fixed soon. Any changes will be backdated to August 16 as well.

## **11. STAFF ADVISOR TO THE BOARD**

Mr. Kronenberg is continuing to summarize and provide school climate feedback. He reported that staff are concerned about teacher vacancies and its effects on instructional rigor. The Board discussed the use of substitute teachers and adherence to instructional guidelines. Mr. Kronenberg shouted out Mr. Frost, Ms. Martino, and Ms. Yenque. He suggested that the school bring back the "Burning Flame Award".

## **12. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion stated that the renewal application was submitted on August 15. Next steps include submission of a signed and notarized charter agreement. This has been sent to NYSED. Benchmark 1 is due October 3. She will submit supplementary materials soon. WCHS is awaiting confirmation of the NYSED CSO site visit date. Ms. Manion also requested that the Board review minor changes to the school's Code of Conduct to be submitted as a nonmaterial revision as part of the charter renewal. The minor changes and policy updates include language about:

- cell phone use;
- prohibition of airsoft guns;
- fire alarm procedures;
- lockdown expectations and procedures;
- elevator usage;
- the school guest policy;



- classroom removals;
- detention hours;
- alternative learning environment placement;
- prohibition of vaping and e-cigarettes;
- prohibition of gang affiliated attire;
- physical violence;
- the school mediation policy;
- long term suspension/expulsion; and,
- discipline procedures for students with disabilities.

The above mentioned changes reflect changes that have been made and reviewed by staff and counsel since 2018; however, it requires a formal nonmaterial revision to the state. The changes were made to improve safety, classroom management, and the effectiveness of impartial hearings and related procedures.

- Mr. Witherspoon approved minor policy changes and language updates in the WCHS Code of Conduct. Ms. Johnson seconded. All were in favor.

The Title I parent meeting will be held this fall. The Annual Report progress towards goals, audit, and budget are due November 1. The Economist filmed at the school today regarding WCHS' community response to February 8. The film crew complimented the school community and was impressed with what they saw. The Brooklyn Paper featured Ms. Helliger's back to school supplies GoFundMe in a story. A student film is interested in filming in early 2024.

### **13. PARENT LEADERSHIP COUNCIL**

Ms. Pink reported that the first PLC meeting will be held virtually on September 29. Board elections will be held and guests from the New York Charter School Association and Cypress Hills Local Development Corporation will be in attendance.

### **14. ADJOURNMENT**

- Mr. Rivera made a motion to adjourn the meeting. Ms. Johnson seconded the motion. All were in favor.



**MINUTES**  
**Board of Trustees Meeting**  
**March 26, 2024**

**PRESENT**

Lourdes Putz, Chair  
Sabrina Philson, Trustee  
Samuel Rivera, Trustee  
John Witherspoon, Trustee

**GUESTS**

Valerie Jacobson, Acting Head of School  
Mary Kenny, Minutes Transcriber  
Ellen Eagen, Legal Counsel  
Additional Staff (32)

**EXCUSED:** Marcenia Johnson, Trustee

**1. WELCOME**

Ms. Putz welcomed everyone to the meeting. The Board viewed a Pi Day video created by Mr. Dilworth. Ms. Putz asked that the video be showcased on the school's website and social media to advertise the great job the school is doing.

**2. APPROVAL OF FEBRUARY BOARD MINUTES**

- Mr. Witherspoon motioned to approve the February Board minutes pending counsel review. Ms. Philson seconded. All were in favor.

**3. ACADEMICS**

Ms. Jacobson presented upcoming dates. School will be closed on March 29 and April 1 for Easter. The WCHS Admissions Lottery will be April 2. The NYC School Survey closes April 5. WCHS will be closed April 10 for Eid. T3 Midterms will take place from April 16-18. Makeup testing will take place on April 19. WCHS Spring Recess is April 22-30. March teacher and staff person of the month will be announced soon. Successful March events included a visit from Rhonda Ross, Report Card Night, a Shirley Chisholm movie viewing, an anti-gun violence rally, and a student entrepreneur "Shark Tank" competition.

Ms. Holford stated that informal observations have been completed and feedback has been provided to all teaching staff. Round 2 unannounced observations begin the first week of April. Mock Regents Exams will be administered for T3 midterms. 14 pairings have been created for mentor/mentee intro meetings. Staff are conducting T2 reflections. Teachers and staff have received professional development, including: mandated reporter training, MasteryConnect training for T3 midterms, and Lunch 'n' Learn sessions for Tier 1 classroom interventions. Danielson training continues to be held after school every Monday. Ms. Holford presented survey data from staff, which showed classroom intervisitation has been a beneficial tool this year.

**SENIOR CLASS DATA**

Ms. Martin presented. Currently 114/198 seniors are on track for graduation. She provided a link to the senior tracker. 84/198 seniors are off track. 38 are off track but a June graduation is possible with credit recovery and APEX. 9 of those 38 also need a Regents to graduate. 22 are off track but an August graduation is possible. 26 students are very off track and can graduate after August. 7/26 very off track students are long term absences. There are 39 5th year seniors. 10/39 are in a program such as YABC, 12 are enrolled but are not on track for a June graduation, 9 are unresponsive, and 8 will age out in August.

76 seniors are on the honor roll. 44 are on the Principal's List with a GPA of 95 or higher. 18 are on the High Honor Roll with a GPA of 90 or higher. 14 are on the Honor Roll with a GPA of 85 or higher. The Board discussed parent outreach and motivational events such as the senior prom, trip, etc.

## **COLLEGE DATA**

Ms. Martin shared a college update. Students have submitted 63 SUNY applications, 138 CUNY applications, and 70 private applications. Students have received 64 acceptances so far. Acceptances have been delayed on a whole due to FAFSA delays. A Google Form has been created to highlight acceptances. College decision day is scheduled for May 15. 107 students recently took the PSAT and 183 took the SAT.

## **4. OPERATIONS**

Ms. Jacobson stated that Operations has collaborated with College and Career Readiness, SPED, and instructional staff to prepare June Regents Review, exams, rosters, rooms, schedules, as well as AP and NYSESLAT testing schedules. The DOE Teacher Survey was administered on February 13. Student and parent survey administration started February 13 and will run through April 5. She is preparing the 2024-25 Course Catalog and scheduling timeline. Ms. Jacobson asked the Board to tentatively approve the 2024-25 Calendar pending any changes to the NYC DOE calendar. School would be closed July 1-5, 2024. Non-instructional staff would have six additional floating vacation days to be used by August 15, 2024. Instructional staff would get six vacation days on the following Fridays (June 28, July 12, July 19, July 26, August 2, and August 9. Summer school would run July 8-31 from 8am-3pm, Monday-Thursday. Teachers would return for professional development on Friday, August 16. Freshmen Bridge Program would run August 22-23, the first day of school would be Monday, August 26. The last day of school would be Friday, June 25, 2025. The Board decided to vote on approving the calendar.

- Ms. Philson motioned to approve the 2024-2025 WCHS School Calendar. Mr. Rivera seconded. All were in favor.

## **TECHNOLOGY UPDATES**

The Board reviewed bids for internet providers from Verizon, Knight Nets, and Switch Technology to upgrade the school's internet service due to the current provider going out of business. Mr. Witherspoon suggested that the school proceed with Verizon due to their reputation and speed.

- Ms. Philson made a motion to accept the contract of the Verizon E-Rate bid as our Internet Service Provider. Mr. Rivera seconded the motion. All were in favor.

## **5. FACILITIES**

The building's heating units are still activated due to the cold weather. Air conditioning units are being tested and prepared for use. ConEdison is preparing to conduct electrical work underground below the school. No shutdown of power will occur. ConEdison has completed their LED replacements for the Energy Star LED energy reducing program. There have been no visits from the FDNY, ECB, DOB, or DOH this month.

Mr. Morales updated the Board on the new Gym. He filed with the Department of Buildings and selected a contractor. He thanked everyone who helped make this process move smoothly. He has forwarded all data on finances as requested. He doesn't expect any delay in groundbreaking.

## **6. RECRUITMENT AND ENROLLMENT**

Ms. Jacobson reviewed enrollment data over the past year. Currently, enrollment is 767 in PowerSchool and 766 in ATS. The projected FTE is 770.755. The school enrolls students daily; however, students also transfer out at a similar rate. Ms. Jacobson presented student recruitment initiatives. The Board discussed decreasing enrollment and teacher vacancies. Ms. Jacobson stated that several vacancies have been filled. The lottery is on April 2. There are currently 302 applications. The school continues with advertising, marketing, and in-person open houses.

## **7. FINANCE**

Ms. Fernandez updated the Board. As of January 31 the total collected revenue was \$10,834,570 and the total expenses were \$11,610,196. The deficit of revenue over expenses is \$775,626. The total assets and liabilities are both \$21,800,000. The Board discussed grant writing and welcomed ideas from interested parties.

## **8. HUMAN RESOURCES**

Mr. Kloss presented. He is monitoring the requirements of the Workplace Violence Prevention Law. The Human Resources Department will use NYS Department of Labor PowerPoint presentation and will create a Certificate of Completion that will be emailed back to Human Resources. The training will be mandatory for all new hires as of

May 1, 2024. The recruiting event with CharterSchoolJobs.com yielded four leads and one job offer. He will look to attend the next session as their candidates have been experienced and/or credentialed. The HR Department started using the National Student Clearinghouse to verify new instructor credentials during Onboarding. There were four instructional new hires in February and one termination. Two instructors are currently on leave. He is continuing to organize the HR office and update compliance binders. Mr. Kloss also spoke with the school's Aflac representative. He hopes the representative can come in during Open Enrollment. Representation and enrollment fell off after COVID.

#### **9. STAFF ADVISOR TO THE BOARD**

Mr. Kronenberg stated he is continuing to look at ways to get students more engaged in and out of the classroom. He suggests more opportunities for staff to interact next year, possibly more additional professional development time or common preparations. He commended staff involved in events and suggested that additional monies be allocated for comp time for staff who go above and beyond. Mr. Kronenberg stated that staff would appreciate updates regarding any changes to salaries, contracts, and what 2024-25 may look like. He asked if there are any target questions from the Board that he can focus on. The Board stated a school climate survey would be helpful.

#### **10. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion presented. The NYSED CSO requested additional fingerprinting information for the school's renewal report. Ms. Manion will follow up. The next Board of Regents dates are April 15 and 16, it is possible WCHS will be reviewed for renewal at that meeting. The CRDC will be submitted by April 1. The ESF Monitoring audit was submitted March 13. The second annual WCHS anti-gun violence rally will be held on March 27. Reporters from Bushwick Daily and News 12 will attend. WCHS is partnering with Bushwick Ayuda Mutua to fundraise for local asylum seekers as part of the admissions lottery. Ms. Pink invited a number of community partners to attend the event. Ms. Manion invited local electeds as well.

#### **11. PARENT LEADERSHIP COUNCIL (PLC)**

Ms. Pink invited everyone to attend the next PLC meeting on March 28. Guest speakers will include representatives from NYC Health + Hospitals and Day One, a nonprofit supporting NYC youth and works to end dating abuse and domestic abuse through education and services. There will also be a PLC raffle with two \$25 Amazon gift cards.



**MINUTES**  
**Board of Trustees Meeting**  
**January 31, 2024**

**PRESENT**

Lourdes Putz, Chair  
Samuel Rivera, Trustee  
Marcenia Johnson, Trustee  
John Witherspoon, Trustee  
Sabrina Philson, Trustee

**GUESTS**

Valerie Jacobson, Acting Head of School  
Mary Kenny, Minutes Transcriber  
Ellen Eagen, Legal Counsel  
Additional Staff (36)

**1. WELCOME**

Ms. Putz welcomed everyone to the meeting.

**2. APPROVAL OF DECEMBER BOARD MINUTES**

- Mr. Rivera made a motion to approve the December Board minutes pending counsel review. Mr. Witherspoon seconded. All were in favor.

**3. ACADEMICS**

Ms. Jacobson presented recent and upcoming dates. The Trimester 1 Honor Roll Assembly was held on January 17. Over 200 students were celebrated. WCHS hosted Senator Julia Salazar on January 19 at the school. Ms. Salazar met with Ms. Jacobson, Ms. Pink, stopped by a parent community event, and received a tour of the school from National Honor Society (NHS) students. The Parent Leadership Council (PLC) hosted a town hall meeting on January 25 featuring safety representatives from the NYPD. Staff received professional development on January 29. Middle of the year (MOY) STAR Testing will take place between February 5-9 in ELA and Math classes. AP Social Studies classes will be attending Hamilton on Broadway on February 7. The Black History Gala will be held on February 9. The PLC Winter Market New You Resource Fair will take place on February 14. School will be closed for mid winter recess between February 19-23. The 'WCHS Got Talent' show will take place on February 28. The December Teacher of the Month was Carmel Waldron. The December Staff Person of the Month was Natasha Robinson.

Ms. Holford provided an instructional update. Round 1 announced formal observations are complete for 61 teachers. 80% of teachers are within the effective range (2.8-3.4). Round 2 unannounced formal observations will take place in March and April of 2024. Instructional learning walks took place on January 18. Teachers received informal feedback on the three Danielson Domains (3a: explicit instruction, 3b. question/discussion techniques, 3c: purposeful instructional grouping of students). Ms. Holford and Mr. Giscombe are exploring NYU Teacher Residency and Touro College programs for pathway to certification for teachers and to recruit resident teachers. The Trimester 2 (T2) coaching model will consist of teacher intervisitation of classrooms beginning the first week of February. This will continue through the end of T2. Ms. Eagen asked about whether or not substitute teachers are observed. The Board agreed that great progress has been made closing the vacancy gap. Professional learning communities have been collaborating and sharing in the development of T2 midterms. On February 13, Lunch 'n' Learn Session #4 focused on close-reading and literacy. Danielson training takes place after school every Monday.

Ms. Martin reviewed senior class data. 95/200 seniors are currently on track for graduation. Staff are working with seniors on graduation plans. Seniors must be on track to attend senior functions. 83 seniors are on honor roll and 42 are on the Principal's list with a GPA of 95 or higher. 58 seniors applied to SUNY, 109 applied to CUNY, and 65 applied to private schools. 11 students are enrolled in the spring semester of College Now. The School hosted FAFSA events on January 18 and January 27. The Board discussed the graduation rate, how it compares to previous years, the effects of COVID citywide, Regents waivers, learning loss due to remote learning, and techniques to help

recover missed instruction. Mr. Kronenberg mentioned that Department Leaders met to strategize ideas for the June Regents. Ms. Eagen stated that the school must also focus on the 9th and 10th graders and on providing summer credits, not just credit recovery, an aspect community colleges are focusing on.

#### **4. OPERATIONS**

Ms. Jacobson messaged parents and assisted teachers in generating links for virtual parent-teacher conferences on January 30 from 4-7pm and January 31 from 2-4pm. She also administered the January Regents Exams, managed examination ordering, storage, proctoring and scoring. Planning is ongoing for the NYC DOE Parent, Student, and Teacher Survey administration which will take place from February 12-April 5, 2024. Ms. Jacobson is preparing Trimester 3 student and teacher schedules. The updated website with Educational Networks is in process. Recruitment and coverage for teacher vacancies, counselor vacancy, and leave replacements, Safety Manager, and Safety Officers continues. Ms. Jacobson collaborated with Recruitment Coordinator, PLC, Accountability Manager, and Board Committee to create a Student Recruitment Marketline Timeline and Task List.

1020/1555 laptops have been loaned to students. 21 remain in stock. 179 have been reported lost. 335 were broken. The school still holds 250 hotspots. Per the school's capital budget, the following technology orders have been placed: 50 Chromebooks (replacements), 10 LG CreateBoards (replacing broken Prometheans/projectors), 20 MacBooks (replacing broken teacher Surfaces), and 5 Surfaces (replacing broken staff Surfaces). Ms. Jacobson reported that staff are delighted with the new LG CreateBoards. Teachers report that these innovative displays have already made a significant impact on the teaching and learning environment, and teachers are excited about the possibilities they offer for the future.

#### **5. FACILITIES**

Ms. Manion reported for Mr. James. One heating unit was repaired and an inspector from the Department of Health visited and found that two previous items of concern had been corrected. The boiler was inspected. There were two issues that are currently being rectified.

#### **6. FINANCE**

Ms. Fernandez reported. As of November 30, 2023, the collected revenue for the period was \$8,113,917. The total expenses are \$8,318,030. The total deficiency of \$204,112 is due to low enrollment. The Board reviewed the breakdown of assets and liabilities in detail. Ms. Fernandez and Mr. Rivera have been meeting to discuss the deficit.

#### **7. RECRUITMENT AND ENROLLMENT**

Ms. Jacobson reported that enrollment is 779 in Powerschool and 772 in ATS. The FTE is 773, There have been 125 discharges with 35 registrations in process. 25 students are on the waitlist. The school continues to deploy robust recruitment efforts, including social media advertising, in print and online publication advertising, radio advertising, cinema Screen advertising, bus route advertising, in-person events with community organizations, on-person high school fairs at local middle schools, in-person open houses, in-person school tours for middle schools, weekly Email blasts, mailings to local middle school counselors, mailings to NYC DOE mailing list, canvassing local establishments with updated brochures and postcards, seeking proposals for online lead generation services, and seeking proposals for marketing/branding/reputation management services.

The lottery will take place on April 2 at 6pm. The school currently has 177 applications. The Board discussed the current discharge numbers versus previous years. Ms. Jacobson provided a detailed account of enrollment by grade, applications, open house dates, advertisements, and Spanish/English brochures.

#### **8. HUMAN RESOURCES**

Mr. Kloss reported that audits and compliance continue. NYS Department of Labor in conjunction with NYSED held a webinar on the amendments to workplace violence prevention law. A draft of requirements is to be submitted to the Board of Directors. Key components include developing a policy statement, conducting a risk evaluation, developing programing, developing reporting systems and employee training. Mr. Kloss is working on employee handbook updates for an August release before the new school year. A small recruitment team met with NYU for a second time. NYU is looking to come in for a site visit as next steps. The recruitment team also met with Touro's

Graduate School of Education to initiate a relationship for bringing in new instructional staff and enhancing the certification process. There were five instructional new hires and three terminations in December. Three instructors are currently on leave and one returned. Mr. Kloss ordered two new file cabinets so older files can be relocated to Ms. Offei's office.

#### **9. STAFF ADVISOR**

Mr. Kronenberg thanked everyone for their warm welcome back to the building. He said he will be reaching out to Ms. Eagen and Ms. Manion. In the interim, some staff had been emailing him with different topics. Mr. Kronenberg is considering coordinating a town hall or deploying a staff survey to increase staff engagement. He encouraged teachers to celebrate seniors' college acceptances.

#### **10. ACCOUNTABILITY**

Ms. Manion reported that she submitted the school's FDNY inspection certificate to finalize the school's renewal application. WCHS' liaison, Jennifer Marshall, is finalizing her recommendation report. The school has not been scheduled for a Board of Regents meeting yet. The Civil Rights Data Collection (CRDC) report is due February 26. Ms. Manion, Ms. Jacobson, and Ms. Fernandez are meeting with CSBM on February 1 to review upcoming Title deadlines. An education company is interested in using WCHS space for a photoshoot, Ms. Manion will follow up. She is also hoping to partner with a local mutual aid organization to fundraise for asylum seekers at the school's admissions lottery.

#### **11. PARENT LEADERSHIP COUNCIL**

Ms. Pink shared highlights from her parent meet and greet with Senator Salazar and the PLC Town Hall Meeting on January 25. Parents created vision boards with hopes for the future. The PLC Winter Market New You Resource Fair will take place on February 14. The Board asked her to send them a flyer.

#### **12. ADJOURNMENT**

Ms. Johnson made a motion to adjourn the meeting. Ms. Philson seconded. All were in favor.



**MINUTES**  
**Board of Trustees Meeting**  
**December 19, 2023**

**PRESENT**

Lourdes Putz, Chair  
Samuel Rivera, Trustee  
Marcenia Johnson, Trustee  
John Witherspoon, Trustee

**GUESTS**

Valerie Jacobson, Acting Head of School  
Mary Kenny, Minutes Transcriber  
Additional staff online

**ABSENT:** Sabrina Philson, Trustee

**1. WELCOME**

Ms. Putz welcomed everyone to the meeting.

**2. APPROVAL OF NOVEMBER BOARD MINUTES**

- Mr. Witherspoon made a motion to approve the November Board minutes pending counsel review. Mr. Rivera seconded. Two abstained and all others were in favor.

**3. ACADEMICS**

Ms. Jacobson provided an overview of upcoming events:

- Events on December 20:
  - Holiday Assembly 9:15-10:00 am;
  - Meet & Greet 10:00 am-12:00 pm;
  - Holiday Caroling 12:00-12:40 pm;
  - NHS Holiday Craft Fair 2:00-3:00pm;
- Ugly Sweater Day - December 22;
- December Birthdays Celebration - December 22;
- Winter Recess - December 25- January 1;
- Trimester 2 MidTerm Exams - January 9-11;
- Trimester 2 MidTerm Exam Makeup - January 12;
- Trimester 2 Midterm Grades Due - January 16;
- Trimester 2 Progress Reports - January 19;
- Regents Exams - January 23-26;
- School Closed January 15 - Martin Luther King Day;
- Senator Salazar Visit - January 19;
- Staff PD Day, No Student Attendance - January 29; and,
- Parent-Teacher Conferences January 30 and 31.

55 round one announced formal observations are complete to date. 76% of teachers scored a 2.8 or higher, which is within the Effective range (2.8 – 3.4).

Recent teacher/staff professional development include:

- December 12: December Lunch ‘n’ Learn - differentiation models and engagement Strategies - 24 teachers in attendance;
- Trimester 2 Instructional Coaching: small group coaching & classroom intervisitation: focus on student intellectual engagement;
- December 6: ILit PD - pilot program for literacy/intervention classes;
- December 6: PLCs - looking at student work with a focus on T1 Finals; and,



- Danielson After School PD: weekly on Mondays (Focus on student intellectual engagement & student centeredness in instruction).

There are 273 students on the Trimester 1 honor roll. 96 students are on the honor roll, 86 students are on the High Honor Roll, and 91 are on the Principal's List.

A schoolwide Honor Roll assembly is scheduled for January (in person and virtual). A restorative conversations professional development was held on Wednesday, December 14 with teachers and staff. 42 students attended the senior sleepover. 13 staff members chaperoned. There was a Brooklyn College tour on December 6. SUNY Onondaga visited the school on December 7. 6 applications were submitted. Students received a military information session on December 13. 18/19 students who attended the workshop are interested in pursuing it. SUNY hosted an application workshop on December 14. 40 students attended and initiated or continued their applications. 2 students submitted applications during the workshop.

102/200 seniors are on track to graduate. All students are equipped with a graduation plan. 35 students have applied to SUNY schools; 64 have applied to CUNY schools, and 24 have submitted applications to private schools. 8 students have received acceptances. 11 students are enrolled in the Spring 2024 College Now program.

#### **4. OPERATIONS**

Ms. Jacobson issued Trimester 1 Report Cards and conducted the Parent Report Card Pick Up Event on December 12 from 5:00-7:00 pm with various resource tables for families. She collaborated with Data, Counselors and Academy Leaders to create, mail, and distribute January Regents exam letters to students/guardians. Ms. Jacobson also collaborated with SNAS and Ops team to generate Regents Exam room rosters, exam scantron sheets, testing accommodations lists, proctoring schedules and proctoring training. The updated website with Educational Networks is in process. Ms. Jacobson is overseeing recruitment and coverage for teacher vacancies and leave replacements, including for the Safety Manager, and Safety Officers. Ms. Jacobson also collaborated with the Recruitment Coordinator, Parent Leadership Council, Accountability Manager, and Board Committee to create a student recruitment marketing timeline and task list.

#### **TECHNOLOGY INVENTORY**

1,202/1,505 laptops are loaned to students. 322 are reported broken. 175 are reported lost. 50 replacement Chromebooks have been ordered along with 10 LG Createboards, 20 Macbooks, and 5 Surfaces.

#### **5. FINANCIAL**

Ms. Fernandez reported that the total revenue for the period is \$6,630,793. The total expenses for the period is \$6,344,626. The total excess of revenue over expense is \$286,167. The Board reviewed the breakdown of assets and liabilities.

#### **6. FACILITIES**

Mr. James reported that the Con Edison light exchange program is ongoing and should be complete by January. All heating units are in working order. The school sustained no flooding from recent weather events; however, ConEdison did make drainage repairs.

#### **7. RECRUITMENT AND ENROLLMENT**

Ms. Jacobson reported that enrollment is 776 in Powerschool and 778 in ATS. The FTE is 774.435. There are 29 registrations in process and 16 more offered. Open houses occur once a month. The lottery will be on April 2, 2024. Recruitment efforts continue.

#### **8. HUMAN RESOURCES**

Mr. Kloss reported that he has been going through the Personnel Handbook for compliance. He is in the process of updating and learning all systems. He's met with NYU to establish a relationship for new recruits to the instructional staff. He's also digitizing old files. Ms. Putz welcomed Mr. Kloss to the school.

#### **9. STAFF ADVISOR**

Mr. Kronenberg congratulated Ms. Pink on being the Staff of the Month and Mr. Fuller as Teacher of the Month! He said that the school has shown a wonderful sense of community with the Alvin Ailey trip, toy drive, senior sleepover and caroling. He encouraged everyone to reach out to him with any concerns.

#### **10. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion reported on the salary audit. Instructional staff have received salary updates. Leadership staff will be evaluated soon. Cover letters and updated contracts will be sent out. Next steps include long term measures such as opportunities for bonuses, merit-pay, expanded benefits, tuition reimbursement, and establishing competitive pay scales. Fingerprinting issues noted as part of the renewal process have been researched and identified. WCHS still has to submit the FDNY inspection certificate. Ms. Manion thanked donors to the school's Giving Tuesday scholarship campaign. \$1,035 was raised. Ms. Manion thanked Ms. Eagen for her generous donation. The school will also be hosting a toy and clothing drive in December with Brooklyn Charter School to support migrant families.

#### **11. PARENT LEADERSHIP COUNCIL**

Ms. Pink reported that the PLC Flea Market Resource Fair was a success and raised \$402. Vendors sold food, crochet items, jewelry and hosted information booths. The PLC Potluck Dinner included special guest speaker Dr. Easterling who spoke about the Young Doctor Project. Ms. Bowen invited everyone to the next PLC meeting on December 21 with guest speakers from the Fifth Avenue Committee. The Fifth Avenue Committee's mission is to incorporate social, emotional, economic and racial justice in New York communities across the city.

#### **12. ADJOURNMENT**

Ms. Putz wished everyone a safe and wonderful holiday.

- Mr. Witherspoon made a motion to adjourn. Mr. Rivera seconded. All were in favor.



**MINUTES**  
**Board of Trustees Meeting**  
**June 25, 2024**

**PRESENT**

Lourdes Putz, Chair  
Sabrina Philson, Trustee  
Marcenia Johnson, Trustee  
Samuel Rivera, Trustee  
John Witherspoon, Trustee

**GUESTS**

Valerie Jacobson, Acting Head of School  
Mary Kenny, Minutes Transcriber  
Ellen Eagen, Legal Counsel  
Additional Staff (37)

**1. WELCOME**

Ms. Philson welcomed everyone and called the meeting to order at 5:30 PM. She stated that she would be conducting the meeting on behalf of Ms. Putz.

**2. ACCOUNTABILITY**

Ms. Manion addressed 2024-25 school position cuts and next steps for employees affected. There will be a streamlined application process for employees in cut positions interested in re-applying for open positions. The Board Finance Committee will meet weekly to discuss additional revenue streams for the school. There is now a Board Feedback form available on the website ([www.thewcs.org/our-story/board-of-trustees](http://www.thewcs.org/our-story/board-of-trustees)) for staff to utilize at any time. Moving forward, the School Improvement Committee will be reinstated in collaboration with the Staff Advisor to the Board. Ms. Eagen and Ms. Jacobson invited all staff to participate in the School Improvement Committee.

The Board's annual meeting will take place on July 16. At that meeting board positions, self-evaluations, and approval of the 2024-25 board calendar will take place.

WCHS received a full five-year renewal term on Tuesday, June 11. The school met Benchmarks 2-9 and was marked as "approaching" for Benchmark 1 - Student Performance and Benchmark 10 - Legal Compliance. The data used for renewal was from over the course of the 2019-2024 charter term and up through the time of the site visit in November.

The SSEC report is due on July 22. Mr. Guzman is compiling data now. The Annual Report is due August 1. The ESF Desk Audit was submitted on June 13. The Title office had questions regarding one section and edits will be submitted this week. Ms. Jacobson, Ms. Fernandez, and Ms. Manion are meeting with CSBM on June 28 to discuss the 2024-25 Title funding application.

A friend of Ms. Manion's is interested in conducting a small film shoot at the school. The crew would be 10-12 people. She will find out more about the project's budget and insurance.

**3. APPROVAL OF MAY BOARD MINUTES**

- Ms. Johnson made a motion to approve the May Board Minutes. Mr. Rivera seconded. All were in favor.

**4. ACADEMICS**

Ms. Jacobson presented important dates in June:

- Senior Final Exams- June 5 and 7
- Senior Grades Due- June 10
- Regents Exams- June 4 and June 14-25
- Athletics Awards Banquet- June 11
- Alumni College Panel- June 12

- Faculty/Staff Awards Ceremony- June 12
- Senior Awards Dinner- June 21
- T3 Final Exams- June 11-14
- T3 Grades Due- June 18
- T3 Grade Verification- June 20
- PD Day- June 6
- School Closed for Eid- June 17
- School Closed for Juneteenth - June 19
- T3 Report Cards- June 26
- Graduation- June 27 at Hunter College at 11am

The May/June Teachers of the Month are Jalen Fraser and Angelica Trujillo. The May/June Staff Person of the Month are Melissa Wade and Charisse Johnson. The Teacher of the Year is Ryan Fuller.

2024-25 school year planning is ongoing, which includes: summer school and summer enrichment, August and school year professional development, school-wide events, and curriculum planning. Ms. Jacobson is working to get WCHS a Seal of Biliteracy (due December 1) and a Seal of Civic Readiness (due August 1). She is also working to expand WCHS' CDOS Credential.

Ms. Jacobson discussed the re-implementation of the School Improvement Committee for the 2024-25 school year. She is working with the Staff Advisor to the Board to engage stakeholders including teachers, department leaders, parents, operations, leadership, and the Board to participate. Ms. Jacobson is also hoping to establish subcommittees, build upon School Improvement Committee work from the 2022-23 school year, and prioritize short-term and long-term initiatives.

The Board viewed highlights from the Teacher Showcase of Learning Event, the Athletic Awards Banquet, the Senior Awards Banquet, and the Alumni College Panel.

## **5. SENIOR CLASS DATA**

Ms. Martin reported that 158 students have met graduation requirements, which would bring the graduation rate to 78%. There are two early graduates from the Class of 2025 and six 5th year graduates from the Class of 2023. Ms. Eagen explained how the graduation rate is calculated.

## **6. COLLEGE DATA**

Ms. Martin stated that there have been 111 college acceptances: 66 SUNY, 150 CUNY, and 75 from private schools. 104 students have committed to a college or university, 8 students are joining the military, and 13 will attend trade school.

## **7. OPERATIONS**

Ms. Jacobson reported that she has been collaborating with SNAS and Ops teams to prepare June Regents Exam rosters, scantrons, letters, room assignments, autocalls, trainings, and proctoring schedules. The 2024-25 master schedule, room assignments, and teaching assignments based on student course requests and teacher preferences survey is being prepared. She is working on summer school 2024 staffing, planning, course registration, and schedules. Late registration based on Trimester 3 grades runs from June 24 through June 26. FY2025 budget development is ongoing. Ms. Jacobson is awaiting videos and social media content from photoshoots with Educational Networks and Schola. Operations and staff reviews are ongoing in TeachBoost. She also conducted the grade verification process for generating Trimester 3 report cards and Spring STAR assessment result letters for mailing.

Ms. Jacobson presented cell phone survey results. Out of 212 responses (77 staff, 98 parents, 37 students), 75% agree that cell phones are a distraction. 63% agree with a proposed Yondr system to lock up the devices. Ms. Jacobson asked the Board to authorize the purchase of Yondr pouches at \$27 per pouch for a total cost of \$27,230 after shipping and fees. The Board discussed the costs, the benefits, and the life expectancy of the pouches. Ms. Eagen reiterated that

there would be a bidding process (although this is a specialty item). Mr. Rivera stated that he did not think the purchase of these pouches was fiscally responsible at this time.

## **8. FACILITIES**

Mr. James reported that all of the school's HVAC air conditioning units are operational. Both elevators are working. One water leak was reported. This occurred due to an ice build up on a cooling unit on the second floor roof setback. This has been corrected. No energy saving demands were requested from the ConEdison NY Demand Response program. A new proposal was submitted for the contracted cleaning company Executive Cleaning Services. Three new proposals were also submitted. No issues have been reported with the new HVAC cooling unit on the 5th floor roof setback.

## **9. RECRUITMENT AND ENROLLMENT**

Ms. Jacobson reported that enrollment is 758 in Powerschool and 759 in ATS. The FTE is 770.5. There were 151 total discharges throughout the year.

Extensive recruitment initiatives are ongoing, including: canvassing local businesses, community boards, enrollment centers; marketing and outreach for schoolwide events on social media; student-led initiatives such as bumper stickers and video testimonials; open houses; in-print and online advertising; mailings; and radio ads.

## **10. FINANCE**

Ms. Fernandez reported. As of April 30, 2024 the total collected revenue was \$14,585,828. The total expenses were \$16,899,385. The total deficiency is \$2,313,557. Ms. Fernandez reviewed total assets and total liabilities. The deficit will be reduced when pending revenue from ESSER and Title grants are collected. The Board discussed cash reserves, funds for the new gym, and the budget for 2024-25 based on projected enrollment and changes in grant funding.

## **11. HUMAN RESOURCES**

Mr. Kloss and Ms. Offei held an open enrollment presentation on June 6. A representative from Aflac was available to speak to staff about supplemental gap benefits. Several staff expressed interest. There were 0 instructional hires in May and 0 instructional terminations. 1 operations employee was terminated. One operations employee is on leave. Open enrollment was successfully held from June 12 through June 21. Mr. Kloss and Ms. Offei are continuing to work with staff who missed the deadline to update their benefits in ADP. Contracts were updated and sent out to staff for the 2024-25 school year. Staff received a reminder to return them by June 26. PIPs were distributed to staff based on their overall Danielson evaluation scores. Mr. Kloss and Ms. Jacobson informed staff of discontinued positions and invited them to apply for open roles on the school's website. There have been three resignations to date.

## **12. STAFF ADVISOR**

Mr. Kronenberg reported that staff morale has dipped following the position cuts. Ms. Eagen reassured those in attendance that there would never be retaliation towards staff raising concerns and feedback and added that the re-established School Improvement Committee will be a great space to express them. Ms. Philson took several questions and statements from staff regarding budget cuts. Ms. Philson expressed her gratitude for staff's honesty in this difficult situation. Mr. Kronenberg expressed concern over fundraising efforts since enrollment is low. Mr. Rivera thanked him and responded that student recruitment remains a priority. Ms. Eagen stated that the school is run by the administration in collaboration with the staff and encouraged staff collaboration. The Board serves as oversight. The Finance Committee and School Improvement Committee is proof that the Board wants transparency and accountability.

## **13. PARENT LEADERSHIP COUNCIL**

Ms. Pink presented photos from the PLC's prom and graduation dress giveaway. The June PLC meeting took place on June 20. Representatives from Primerica and Brooklyn Neighborhood Services presented. Both organizations presented about financial literacy. Ms. Pink announced that she received the 2023-24 New York State Charter School Community Parent Award.

## **14. ADJOURNMENT**

Ms. Philson thanked everyone for staying strong and said she is looking forward to the end of year celebrations. Ms.

Johnson made a motion to close. Mr. Witherspoon seconded. All were in favor.



**MINUTES**  
**Board of Trustees Meeting**  
**October 25, 2023**

**The meeting was held in person at 198 Varet Street, Brooklyn, NY at 6:00 pm**

**PRESENT**

Lourdes Putz, Chair  
Samuel Rivera, Trustee  
Marcenia Johnson, Trustee  
Sabrina Philson, Trustee  
John Witherspoon, Trustee

**GUESTS**

Jahi Bashir, Head of School  
Valerie Jacobson, Head of Operations  
Mary Kenny, Minutes Transcriber  
Jeremy Kronenberg, Staff Advisor  
Additional staff in-person and online

**1. WELCOME**

Ms. Putz welcomed everyone to the meeting.

**2. APPROVAL OF SEPTEMBER BOARD MINUTES**

- Mr. Rivera made a motion to approve the Board minutes pending counsel review. Mr. Witherspoon seconded. All were in favor.

**3. ACADEMICS**

Mr. Bashir provided a brief update about STAR, PSAT, and SAT testing. Students are excited about the homecoming pep rally, dance, and supporting WCHS' athletic teams. Classes with teacher vacancies are being covered by WCHS staff. Instructional staff are working on standards, curriculum, pacing guides, and teaching materials. The Teacher of the Month for October is Ryland Frost and the Staff Person of the Month is Carlyle James.

WCHS is preparing for the upcoming site visit. A checklist was created. Mr. Bashir, Ms. Jacobson, and Ms. Pink met with a representative from the New York Charter School Association to prepare and receive recommendations. The school deployed a student letter writing campaign and will be hosting student assemblies to inform the community about the visit. Mock walkthroughs are planned and there will be time for staff to attend chat and chews with administration. There will also be time to discuss particulars during the November 7 professional development.

Ms. Holford reviewed in more detail how teachers will prepare, including: updating bulletin boards, lesson planning, creating word walls, and deploying instructional strategies and learning walks with feedback. A mock audit showed areas of bright spots and areas of growth. Mr. Kronenberg complimented the new translation earbuds for ELL students. Ms. Eagen reminded leadership that renewal visits focus on the whole charter term, not just what is happening right now. She suggested that administration schedule time with the liaison before the visit to review enrollment, vacancies, and the budget. Ms. Eagen also suggested that technology be checked prior to the visit.

Ms. Holford stated that Formal Observations - Round 1 have been announced. Danielson training is available after school for teachers, so far 8 teachers have participated. Teachers are analyzing student work in professional learning communities, they are currently conducting mid term analysis and department SMART goals. CANVAS Lunch 'n' Learn sessions are available for teachers. 17 teachers are participating, 6 of whom are new.

Mr. Bashir reviewed upcoming dates and events. Staff professional development will be held on election day, November 7. Trimester 1 finals will take place between November 28-30. Veterans Day will be observed on Friday, November 10. There will be no school. Thanksgiving break will take place November 22-24. Mr. Bashir reported that there are 203 seniors.

#### **4. OPERATIONS**

Ms. Jacobson has prepared the FY2024 budget and marketing proposals; created and disseminated information for teachers and parents to participate in virtual parent teacher conferences on October 24 from 4-7pm and October 25 from 2-4pm; and, generated and distributed Trimester 1 Progress Reports on October 12. Ms. Jacobson is collaborating with Academy Leaders, Accountability Manager, Parent Coordinator, and SNAS Coordinator to prepare faculty, staff, and the facility for the renewal site visit on November 8 and 9. Recruitment is ongoing or Data Systems Coordinator, Safety Officers, and Safety Manager. Ms. Jacobson stated that teacher vacancies and leave replacements are being covered.

#### **5. FACILITIES**

Mr. James stated that heating units are functioning properly. ConEdison is preparing to work on the school's electric feed from the street to the interior of the building. They will also be sealing all open spaces that leak water during heavy rainfall. No violations from FDNY, ECB, DOB, or DOH have been reported for the month. One heating unit control board and service was conducted for the 8th floor hallway and room 407 units 7-3 and 5-6. Some air conditioning units will need to be replaced for summer 2024.

#### **6. RECRUITMENT AND ENROLLMENT**

Ms. Jacobson reported that in June, Powerschool/ATS enrollment was 908 with an FTE of 922.90. As of October, Powerschool/ATS enrollment is 775 and the FTE is 770.551. She explained that lower enrollment is due to lower enrollment in schools citywide, additional charter schools in Bushwick with similar offerings, feeder middle school closures, feeder middle school grade expansions, the incident on February 8, family relocations, and teacher vacancies. WCHS currently has 78 SchoolMint applications and if all matriculate, enrollment will be 848. Additional recruitment efforts will continue, including social media ads, radio announcements, in-person events, and weekly email blasts.

#### **7. GYM UPDATE**

Mr. Morales stated that the architect has four contractors viewing the area. They are preparing bids for the Board's approval. Afterwards, the school will start the financing process and begin construction.

#### **8. FINANCE**

As of August 31, 2023 total collected revenue is \$3,247,413. The total expenses are \$3,060,151. The excess of revenue over expenses is \$187,261. The Board reviewed the breakdown of assets and liabilities. The budget will be submitted as part of the Annual Report and the independent audit has to be approved. The Board discussed meeting this week to review and finalize the budget and Ms. Eagen will seek advice from CSBM on using the contingency line.

#### **9. HUMAN RESOURCES**

Ms. Manion asked for approval of HR Manager candidate Jerry Kloss. He has interviewed with a number of people at the school. Ms. Eagen added that there was a second qualified candidate who would be a good fit, James Fantau, if needed, and suggested that the Board approve his hiring in the event that Mr. Kloss did not accept the position.

- Mr. Rivera made a motion to approve the recommendation of candidate Jerry Kloss for HR Manager. Mr. Witherspoon seconded. All were in favor.
- Ms. Johnson made a motion to approve the second candidate, James Fantau for HR Manager. Mr. Witherspoon seconded the motion. All were in favor.

Ms. Manion said the salary audit corrections were still in process.

#### **10. STAFF ADVISOR TO THE BOARD**

Mr. Kronenberg reported that he continues to be available for any questions for the Board from staff. He showed pictures from the recent school trip to Broadway and shouted out staff members and departments, including, Ryland Frost, Carlyle James, the ENL, SNAS, Intervention and Literacy Department, and the Instructional Coaches for their work improving ENL strategies and technology.

#### **11. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion reported that Benchmark 1 for the school's renewal application was submitted on October 3. Next steps include submission of a nonmaterial revision to the Code of Conduct, submission of supplementary info and materials, and the school site visit on November 8 and 9 with the NYSED CSO. The WCHS Title I parent meeting will be held in



the fall. Additional items for the annual report are due on November 1, including the school's progress towards goals, fiscal audit, and budget. The Economist's short film featuring WCHS should be released in the coming weeks. Giving Tuesday fundraising is on the horizon.

## **12. PARENT LEADERSHIP COUNCIL**

Ms. Pink and Ms. Bowens invited everyone to the next PLC meeting on October 26. The meeting will have a guest speaker from the NYC Children's Family Assessment Program. Ms. Pink introduced the newest members of the PLC: Denise Turner, Lucia Martinez Jimenez, and Kaneesha Hodge. Ms. Johnson stated that she enjoyed the last meeting and found it very informative for families.

## **13. ADJOURNMENT**

- Mr. Rivera made a motion to adjourn. Mr. Witherspoon seconded. All were in favor.

## **14. EXECUTIVE SESSION**



**MINUTES**  
**Board of Trustees Meeting**  
**July 18, 2023**

**The meeting was held via Google Meets.**

**PRESENT**

Lourdes Putz, Chair  
Samuel Rivera, Trustee  
Marcenia Johnson, Trustee  
John Witherspoon, Trustee

**GUESTS**

Jahi Bashir, Head of School  
Valerie Jacobson, Head of Operations  
Katie Manion, Minutes Transcriber  
Jeremy Kronenberg, Staff Advisor  
Over 33 Virtual Participants

**EXCUSED**

Sabrina Philson, Trustee

**1. WELCOME**

Ms. Putz welcomed everyone to the meeting.

**2. APPROVAL OF MAY BOARD MINUTES**

- Mr. Rivera made a motion to approve the June Board minutes pending counsel review. Mr. Witherspoon seconded. All were in favor.

**3. ACADEMICS**

Mr. Bashir stated that Brooklyn Charter School (BCS) students are in the building and participating in their summer school program. 202 students are enrolled in the WCHS summer credit recovery program. 34 students are participating in sports camps. Offerings include softball/baseball, soccer, dance, track and field, volleyball/weight training, flag football, and yoga. Freshman Summer Bridge will take place from August 16-18. Grade level orientations have been scheduled. Summer Regents Review in sessions for Algebra and Global History will be scheduled the week before the August Regents. SY 2024 planning is ongoing. In the school improvement plan, teachers requested additional ENL support, so Mr. Bashir has added one additional ENL teacher line to the budget. Literacy focuses include vocabulary instruction, formulaic writing, and guided/close reading. WCHS is moving towards Common Assessments. Midterms and final exams will mirror a Regents exam in terms of structure and rigor. Staff will receive professional development in August. Mr. Bashir is also reviewing room and space utilization.

Parent Town Hall meetings will take place on August 1 and August 24. Back to school night will be held on October 5. Other important dates include:

- August 8: Department Leaders Return;
- August 14: New Staff Orientation;
- August 15: Faculty/Staff Return;
- August 16-17: Regents Exams;
- August 18: WCHS Family Event;
- August 21: Faculty/Staff Professional Development; and,
- August 28: First Day of School for Students.

192/231 seniors graduated in June including 3 5th year seniors and 2 early graduates. 15 students have the potential to graduate in August.

Mr. Bashir stated that a metal detector survey was circulated to faculty/staff, students, and parents. There were 124 responses, 59 from parents, 37 from faculty/staff, and 28 from students. Of those responses, 84% would like WCHS to continue utilizing metal detectors if procedures can be put in place to speed up the process. A plan is being developed to improve the metal detector scanning process.

#### **4. HUMAN RESOURCES**

Ms. Manion requested approval to delegate the finalization of 2023-2024 salary structure to a subcommittee consisting of the Head of School, Head of Operations, School Counsel, Finance Manager, and Board Member(s). This will allow the salary audit team additional time to assess and verify data needed to inform budgetary decisions. Ms. Putz stated that Mr. Rivera and Ms. Philson could be available for the subcommittee if approved.

- Mr. Witherspoon made a motion to delegate the finalization of the 2023-2024 salary structure to a subcommittee consisting of the Head of School, Head of Operations, School Counsel, Finance Manager, and Board Member(s). Ms. Johnson approved. All were in favor.

#### **4. OPERATIONS**

Ms. Jacobson stated that the NYC DOE made revisions to their school calendar that they had just released. Ms. Jacobson compared the WCHS calendar to the NYC DOE calendar and there is just one change. The DOE added the Monday after Good Friday as a holiday to their calendar. Ms. Johnson is requesting to add that to the WCHS calendar to provide consistency for families who may have students in multiple schools. WCHS would still be in line with the required number of days.

- Mr. Witherspoon made a motion to add an additional day off, Monday, April 1, 2024, to be in line with the NYC DOE calendar. Mr. Rivera seconded. All were in favor.

Ms. Jacobson discussed WCHS' outdated camera system and the need for updated technology. The existing camera system is over 10 years old and contains multiple systems from multiple vendors, limited access, and recording capabilities.

She presented three bids for a new camera system from Main Micro (\$77,648), GHA (\$189,973), and Pioneer Business Systems (\$110,000), and three bids for camera installation from Pioneer Business Systems (\$8,300), Main Micro (\$72,250), and Cube Builders Group NY (\$30,000). Ms. Jacobson is recommending Main Micro for the purchase of the new camera system and Pioneer Business Groups for installation. The costs would be covered by WCHS' capital budget. Ms. Jacobson, Mr. Witherspoon, and Mr. Crews, Technology Manager, discussed their reasoning for the recommendations, including staffing, cost, and services. Ms. Putz questioned why the cost of installation would have been so high with Main Micro and Mr. Crews explained that their installation team is outsourced, which is why the cost is much more affordable with Pioneer Business Groups. Additional discussion occurred.

- Mr. Witherspoon made a motion to approve the purchase of a new camera system with Main Micro and the installation with Pioneer Business Groups. Mr. Rivera seconded. All were in favor.

Ms. Jacobson met with Mr. Witherspoon to review three website development proposals from Educational Networks (\$4,200/year with \$300/year maintenance fee), AmericanEagle.com (\$65,000 one-time fee, \$150/hr copy editing, \$1,785 monthly maintenance), and Xposure LLC (\$7,500 one-time fee, \$400 monthly maintenance).

- Mr. Witherspoon made a motion to move forward with selecting Educational Networks for \$4,200/year with \$300/year maintenance fee pending school counsel's review of the contract. Ms. Johnson seconded. All were in favor.

Ms. Jacobson and Mr. James reached out to 6-8 cleaning companies and three responded with quotes: Executive Cleaning Services (\$25,500), Sentry Maintenance (\$26,640), and Diamond Power (\$22,975). Ms. Jacobson and Mr. James are

recommending Executive Services due to their extensive experience with charter schools, and variety of services. If approved, Executive Cleaning Services would start August 1.

- Mr. Witherspoon made a motion to proceed with Executive Cleaning Services beginning August 1. Ms. Johnson seconded. All were in favor.

## **6. FACILITIES**

Mr. James reported that there were no Department of Health, Environmental Control Board, or Fire Department of New York visits to the school for the month. One compressor unit and two control boards for air conditioners were replaced. New tiles were installed in the cafeteria.

## **7. GYM UPDATE**

Mr. Morales reported that Mr. Bashir and Ms. Jacobson presented at a hearing with the Board of Standards and Appeals (BSA) on July 11. The BSA had no objections to the school's permit; however, the Department of Environmental Protection had a late request to do air quality testing in the school. The Board cannot grant WCHS a permit until they receive the DEP report. The BSA has scheduled WCHS for a next hearing on September 18 or 19. Architectural drawings and logistics are still moving forward.

## **8. ENROLLMENT AND RECRUITMENT**

Ms. Jacobson reported that enrollment is 716 in both Powerschool and ATS. The FTE is 926.425. The Board reviewed a summary of each cohort's enrollment. WCHS received 538 applications for the 2023-24 school year. Currently 105 applications have been completed and verified, 38 are in progress, and an additional 122 seats were offered. Online and social media ads are running across channels. The Recruitment Coordinator met with a Google Ads specialist on July 12. In-person registration sessions will be held from 9am-1pm on Tuesdays, Wednesdays, and Thursdays from July 18-August 10. WCHS will be featured in the Daily News Back to School Special. WCHS will also be in three Brooklyn family ads from August-October.

## **9. FINANCE**

Ms. Fernandez reported that the total collected revenue for the period is \$18,062,569. The total expenses are \$17,861,453. The total excess of revenue over expenses is \$201,116. The Board reviewed the finance report showing total assets and total liabilities. Ms. Fernandez said the interim general audit and 403b audit are in progress.

## **10. STAFF ADVISOR TO THE BOARD**

Mr. Kronenberg stated that he would like to create and circulate a culture and climate survey to teachers and staff. He created an artifact document with running information for the Board of Trustees and suggested that the school organize a Board/staff meet and greet event to promote community. Mr. Kronenberg would like to develop an efficient means of collecting information from staff for the Board. He also would like to streamline communication systems.

## **11. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion provided a summer reporting update. The School Safety and Educational Climate (SSEC) survey report is due on July 24. Ms. Manion thanked Rodney Guzman, WCHS Dean of Students, for his assistance completing the report. The WCHS Annual Report is due on August 1. Ms. Manion circulated Disclosure of Financial Interest forms to the Board via DropboxSign. The WCHS renewal application is due on August 15. Anyone who would like to submit a letter of support is welcome. The WCHS Title I application is due on August 31, CSBM is completing. WCHS has recently been interviewed by AMNY, the Economist, and Chalkbeat. GROW, WCHS' anti-gun violence coalition, would like to host an anti-gun violence event in October with other local charter schools.

## **12. ADJOURNMENT**

- Mr. Witherspoon made a motion to adjourn the meeting. Ms. Johnson seconded the motion. All were in favor.

**MINUTES**  
**Board of Trustees Meeting**  
**May 28, 2024**

**PRESENT**

Lourdes Putz, Chair  
Sabrina Philson, Trustee  
Marcenia Johnson, Trustee  
Samuel Rivera, Trustee

**GUESTS**

Valerie Jacobson, Acting Head of School  
Mary Kenny, Minutes Transcriber  
Ellen Eagen, Legal Counsel  
Additional Staff (39)

**EXCUSED:** John Witherspoon, Trustee

**1. WELCOME**

Ms. Putz welcomed everyone and called the meeting to order at 6:00 PM.

**2. APPROVAL OF MARCH AND APRIL BOARD MINUTES**

- Ms. Philson made a motion to approve the March Board Minutes. Mr. Rivera seconded. Ms. Johnson abstained. All others were in favor.
- Ms. Philson made a motion to approve the April Board Minutes. Ms. Johnson seconded. All were in favor.

**3. ACADEMICS**

Ms. Jacobson presented upcoming dates:

- Visual Arts Showcase - May 17 from 3-5pm and May 18 from 10am-3pm
- Student vs Staff Athletic Games at Williamsburg Community Center - May 20 at 6pm
- Teacher Showcase Prep - May 22
- STAR Testing - May 20-24
- Summer School Registration - May 20-May 31
- Spring Musical - May 22 at 3pm and May 23 at 5pm
- Memorial Day - No school on May 27
- Science Fair - May 30
- Virtual PLC Meeting - May 30 at 6pm
- Senior Prom - May 31 at Terrace on the Park
- Professional Development - June 6

Round 2 of unannounced teacher observations are complete. Teachers received final Danielson scores, ratings, and actionable feedback/next steps. 82% of teachers (53/65) received effective or highly effective, 18% (12/65) received developing. Teachers who scored below a 2.7 will be afforded a third observation if requested. Performance Improvement Plans (PIPs) will be considered for teachers in need of support as well as targeted/strategic instructional support for next school year.

Teachers have completed Restorative Practices Module 5. Staff have been working on their teacher showcase preparation in their professional learning communities. Danielson after school training is now complete for the year. The teacher showcase will be held on June 6 during the staff professional development day.

Ms. Martin presented senior data. 138 seniors are on track for graduation and 59 are off track. 14/138 need one to two Regents to graduate. 18/59 off track students may graduate in June with credit recovery and APEX. 19/58 off track could graduate in August. 22/58 are very off track with extreme attendance issues. There are 39 5th year seniors. 8/39 are in a program such as YABC, APEX, or are enrolled in classes. 4/39 are enrolled but are not

on-track for a June graduate. 19/59 have been unresponsive despite multiple attempts to contact them. 8/59 will age out in August, but one may graduate in June or August.

There have been 98 total college acceptances. 42 students have committed to a college or university.

#### **4. OPERATIONS**

Ms. Jacobson presented the operations report. She is preparing the 2024-25 school year via creation of the 24-25 course catalog and scheduling timeline. Student course selection will take place during Advisory on May 1. Counselor follow up will occur during lunch periods from May 8 through May 12. Students may enter additional course requests at that time. The Data department will then create the master schedule. Ms. Jacobson is also working on summer school 2024 staffing, planning, and course registration. Operations continues to collaborate with finance, human resources, and other applicable departments for FY2025 budget development. The new website photoshoot will take place on May 29 by Educational Networks. Operations and staff reviews have taken place and are in TeachBoost. Ms. Jacobson continues to collaborate with CCR, SNAS, and instruction for June Regents Review and Regents exams. Rosters, rooms, schedules, and AP and NYSESLAT testing schedules have been prepared.

Ms. Jacobson proposed the renewal of the school benefits package, updates to the bell schedule for 2024-25, and implementation of a new cell phone policy.

- **Benefits Plan-** WCHS will renew existing benefit plans as is and absorb the cost of the premium increase for each plan level for 2024-25. The Board reviewed the details of the renewal plan and made a motion to approve.
  - Ms. Johnson made a motion to approve the Oxford/UHC Benefit Plan. Ms. Philson seconded. All were in favor.
- **Bell Schedule for 2024-25** - WCHS will submit a non-material change to the charter to shorten class time on Wednesdays from 35 minutes to 30 minutes in core classes so that professional development can run for 100 minutes. This bell schedule would include 210 minutes of instruction per course per week which is above the NYS requirement of at least 180 minutes per week.
  - Mr. Rivera made a motion to approve the proposed bell schedule for 2024-25. Ms. Philson seconded. All were in favor.
- **Cell Phone Policy** - Ms. Jacobson proposed amendments to the school electronic policy which would require students to turn in their phones at the start of the school day or lock them away in a pouch. A survey was sent out to parents, students, and staff. Parents and staff largely agreed with the policy and students disagreed. The Board noted low survey participation and asked that more feedback be gathered prior to moving forward on this.

#### **5. NEW GYM UPDATE**

Mr. Morales worked with the architect to find an alternative solution to permanent easement. The new plan is to install a small lift elevator to ensure accessible entry to the mezzanine as well as reduce the second floor occupancy. The Board will meet separately to discuss further.

#### **6. FACILITIES**

Mr James stated that HVAC air filters have been replaced. Elevator car #1 is out of service and parts required to repair are on backorder. WCHS will participate in the Con Edison NY Demand Response program to reduce energy usage.

#### **7. RECRUITMENT AND ENROLLMENT**

Enrollment is 758 in Powerschool, 759 in ATS, and the FTE is 770.5. There have been 151 discharges since July 1. 435 applications have been submitted for the 2024-25 school, 81 of which have been verified.

Recent marketing efforts included canvassing local businesses, community boards, and enrollment centers. Mr. Usher participated in the Scholes Street Community BBQ on May 27 and will attend the Community Board 3 meeting on June 21. Mr. Usher will also attend School Counselor Association meetings. Marketing and outreach for schoolwide events continues to take place on social media. The Recruitment Department is working on utilizing student participation. A

senior assisted with the Recruitment Department this past spring. Art students will be working on “Proud parent of...” bumper stickers and/or banner ads as well as video testimonials

Open houses were held on April 6 and May 18. The next one is scheduled for June 15. 21 attended in April, 11 attended in May, and 57 RSVP'd for June. 30,260 Vanguard postcards were sent out to 15 zip codes, ads in Brooklyn Family, New York Family, and Queens Family Magazines will run June in print and online, and radio ads continue to be run on El Amor and La Mega radio stations. Social media ads continue. The Recruitment Department continues to solicit online testimonials via Niche.com and will utilize free marketing opportunities from the NYCSA.

## **8. FINANCE**

As of March 31, 2024 the total collected revenue was \$13,365,855. The total expenses are \$15,291,077. The total deficiency is \$1,925,222. Ms. Fernandez reviewed in detail total assets and total liabilities with the Board.

## **9. HUMAN RESOURCES**

Ms. Manion presented on behalf of Mr. Kloss. Workplace Violence Prevention Law training and OCFS Mandatory Reporter training are now part of new hire employee onboarding. Renewals on insurance rates have been provided by Operations. Looking into STD options and an HSA product with the broker. There was one new instructional in April and one termination. Two operations employees are currently on leave. Mr. Kloss proposed additional recruiting strategies through Indeed and is waiting to see if the budget will support them. A new contract was secured with an outside recruiter at a 20% fee to aid in the search for a Safety Manager. Mr. Kloss negotiated the current LHH contract down to 20% from 25%. Mr. Kloss held a hiring event in conjunction with the ceramics and pottery workshop. Outside audits have begun. The BKD annual audit is ongoing. He is currently working with finance on the 403b audit. Open enrollment preparation is ongoing. Mr. Kloss is meeting with ADP to see about getting EDI feed into PPI from data entered into ADP. Changes to NYLL 206-c are effective June 19. Employee breaks of up to 30 minutes to express milk will now be paid by the employer for up to 3 years after birth.

## **10. STAFF ADVISOR**

Mr. Kronenberg circulated a school climate survey to staff and Ms. Manion synthesized initial data for trends. He has met with administration to discuss updates to cell phone usage in school, changes to the Wednesday professional development schedule, suggestions for the advisory program, and reinstating a student advisor to the board/student government. A number of great events are coming up. Mr. Kronenberg thinks a student climate survey could be helpful as well. He would also like to reinitiate a school improvement committee.

Ms. Manion summarized data from the school climate survey. School strengths include interim leadership, improved morale and school climate across the 2023-24 school year, interdepartmental collaboration, schoolwide events, and school operations. Areas that could be improved include school communication, policy enforcement, community and stakeholder engagement, and the number of school wide events. Staff recommended the implementation of more student events and opportunities for outside engagement, strengthened partnerships with the community, and examination of school policies and school adherence to them. Staff also requested an improved contract process and more time for professional development.

## **11. ACCOUNTABILITY**

Ms. Manion stated that factual corrections to the draft renewal site visit report have been reviewed and submitted. Most corrections were accepted by the NYSED CSO. On June 3, WCHS will have a brief meeting with the NYSED CSO and will learn what charter term recommendation WCHS will be receiving at the June 10 Board of Regents meeting. PAR forms will be sent out to staff. Corrections to the ESF desk audit are due on June 13. Updates requested are not substantial. The Title II Survey and FRPL enrollment form have been submitted. Title allocation revisions have been submitted by CSBM.

## **12. PARENT LEADERSHIP COUNCIL**

Ms. Pink stated that the next PLC meeting will take place on May 30 at 6pm. A representative from the Made in New York Animation Project (TAP) will present information about their non-profit therapy, education, and workforce development program. The second presenter will be from Camba Leap, an LGBTQ+ nonprofit helping young people thrive in their communities. The third presenter will be from Educated Little Monsters, a local music nonprofit.

Ms. Manion showed a video created by Mr. Kronenberg showing highlights from the school production of the *Little Mermaid*.

### **13. ADJOURNMENT**

Ms. Philson made a motion to close. Ms. Johnson seconded. All were in favor.





**MINUTES**  
**Board of Trustees Meeting**  
**August 29, 2023**

**The meeting was held via Google Meets.**

**PRESENT**

Lourdes Putz, Chair  
Samuel Rivera, Trustee  
Sabrina Philson, Trustee  
John Witherspoon, Trustee

**GUESTS**

Jahi Bashir, Head of School  
Valerie Jacobson, Head of Operations  
Mary Kenny, Minutes Transcriber  
Over 35 Virtual Participants

**EXCUSED:** Marcenia Johnson, Trustee

**1. WELCOME**

Ms. Putz welcomed everyone to the meeting and wished everyone an amazing start to the new school year.

**2. APPROVAL OF APRIL BOARD MINUTES**

- Mr. Rivera made a motion to approve the July Board minutes pending counsel review. Ms. Philson seconded. All were in favor.

**3. ACADEMICS**

Mr. Bashir reported on summer events including Community Day, Freshman Bridge/Orientation and Parent Town Hall Meetings. Back to School Night will take place on September 26. Scheduling for teachers and students is ongoing and leadership is working to fill vacancies. The academic team is working to prepare high-leverage instruction for the school year and is focusing on school efficiency, social emotional and parent engagement.

Senior Class Data

The 2023 graduation rate is 87.6%, which includes 13 August graduates.

**4. SAFETY UPDATE**

Ms. Jacobson reported that metal detectors continue to be in use and student bag checks continue. The NYPD has maintained a presence before school, during dismissal, and along the White Street corridor. WCHS has 10 safety officers and three additional (and more as needed) are requested from JC security each day to cover safety officer absences. Students continue to be dismissed by floor. Two safety officers are assigned to the first floor each day. Ms. Jacobson showed results of a recent metal detector survey: 83.9% are in favor and 16.1% are not. An additional metal detector survey will be administered in the fall.

Ms. Jacobson presented capital budget items for review, including proposed furniture, equipment, and leasehold improvement items. Ms. Jacobson did not request approval at this time. WCHS' current internet provider may be going out of business. The school is currently on a month-to-month plan. 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. The school's E-rate consultant advised WCHS to switch vendors through June 30, 2024. E-rate will file the proper forms to switch.

**5. OPERATIONS**

Ms. Jacobson reported that there is an HR Manager vacancy and would like to contract with LHH for executive search services. WCHS has already successfully contracted with them for temporary resume screening services and there will be

no cost unless one of their candidates is hired. This is already included in the budget under consulting fees. The Board decided to review candidates first and then decide.

## **6. FACILITIES**

Mr. James reported that there was an FDNY inspection with no violations. A heating/cooling system on the third floor needs replacing. An ECB hearing is scheduled for September 7 regarding a violation.

## **7. RECRUITMENT AND ENROLLMENT**

Ms. Jacobson stated that enrollment is 839 in PowerSchool and 809 in ATS. The ATS enrollment only includes pre-registered students. The FTE is estimated at 926. Students continue to enroll. The Board reviewed data by cohort. Open houses will now include virtual tours. The lottery is scheduled for April 2, 2024.

WCHS' recent recruitment efforts include attendance at neighborhood block parties, school fests, high school fairs and the Family and Youth Fair Support Pop Up. WCHS will be increasing its online and social media presence.

## **8. FINANCE**

Kathy Fernandez reported. She stated that this report is a draft as of June 30 and the final report will be presented following the audit. Revenue is \$19,726,723 and expenses are \$20,251,151. There is a deficiency of \$524,428. Ms. Fernandez said that the school is still expecting revenue from the Title and ESSR/ARP grants. The general audit and 403b audits are in progress.

## **9. HUMAN RESOURCES**

Ms. Manion provided an update on the salary audit and contracts. Instructional staff received hard copies of their contracts on August 15. 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 administration. 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 the percentage increase.

## **10. STAFF ADVISOR**

Mr. Kronenberg stated that he and Ms. Eagen meet weekly to discuss staff concerns. He believes staff's current concerns focus around salaries and safety. He will continue to share victories and school wide successes.

## **11. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion reported that the SSEC report was submitted on July 29. She thanked Mr. Guzman for his help. The WCHS annual report was submitted on August 1. Next steps include submission of progress towards goals, the audit, and 2023-24 budget on November 1. The WCHS renewal application was submitted on August 15. Benchmark 1 is due October 3. Nonmaterial revisions and supplementary information and materials will be submitted soon. The WCHS title funding applications will be submitted on August 31. The Economist is interested in filming at the school the first week of September. They would like to feature the school's community response to the events on February 8. The Brooklyn Paper is interested in featuring Ms. Helliger's Back to School GoFundMe. Fall GROW planning with other charter schools is ongoing.

## **12. PARENT LEADERSHIP COUNCIL**

Ms. Pink stated that Monique Bowens will continue as PLC President and that an election for other positions will be held soon. The next PLC meeting will be on September 28 at 6pm and all Board members are invited to attend virtually. Ms. Pink stated that the back to school field day was a huge success and showed photos of community members participating.

## **13. ADJOURNMENT**

Mr. Rivera made a motion to adjourn. Mr. Witherspoon seconded the motion. All were in favor.

## **14. EXECUTIVE SESSION**



**MINUTES**  
**Board of Trustees Meeting**  
**April 16, 2024**

**PRESENT**

Marcenia Johnson, Trustee  
Sabrina Philson, Trustee  
John Witherspoon, Trustee

**GUESTS**

Valerie Jacobson, Acting Head of School  
Mary Kenny, Minutes Transcriber  
Ellen Eagen, Legal Counsel  
Additional Staff (20)

**EXCUSED:** Lourdes Putz, Chair; Samuel Rivera, Trustee

**1. WELCOME**

Ms. Philson welcomed everyone and called the meeting to order at 5:54 PM. The agenda was reviewed. Approval of board minutes was moved to Accountability and Development.

**2. ACADEMICS**

Ms. Jacobson reviewed upcoming important dates:

- April 1: School Closed - Easter Holiday
- April 2: Admissions Lottery
- April 5: NYC DOE School Surveys Close
- April 10: School Closed- Eid
- April 16-18: T3 Midterms
- April 18: Poetry Slam for National Poetry Month
- April 19: Make Up Testing Day
- April 22-30: Spring Recess
- May 3: Trimester 3 Progress Reports
- May 7-8: Virtual Parent Teacher Conferences

The March Teacher of the Month is Tiffany Hampton. The March Staff Person of the Month is Allison Witkowski.

Ms. Jacobson reviewed Trimester 2 Honor Roll data. The WCHS Honor Roll consists of 3 categories: Honor Roll (overall average GPA of 85% or higher), High Honor Roll (overall average GPA of 90% or higher), and Principal's List (overall GPA of 95% or higher). The data is as follows:

- Honor Roll (80 total)
  - 9th grade: 21
  - 10th grade: 20
  - 11th grade: 24
  - 12th grade: 15
- High Honor Roll (67 total)
  - 9th grade: 12
  - 10th grade: 22
  - 11th grade: 14
  - 12th grade: 19
- Principal's List (100 total)
  - 9th grade: 8
  - 10th grade: 20
  - 11th grade: 27
  - 12th grade: 45

Ms. Jacobson summarized recent events, including: Trimester 2 Honor Roll celebrations on April 11 and 12, Lottery night on April 2, and the National Poetry Month Poetry Slam on April 18.

Ms. Jacobson reported that round two unannounced observations are in progress. Teachers will receive their final Danielson scores, ratings, and actionable feedback and next steps. Trimester 3 midterms and mock Regents exams in core content areas are in progress. Last round of updated bulletin boards are complete. Teachers and staff have received professional development on Trimester 23 academic data deep dives in their PLCs using the ATLAS protocol. Lunch 'n' Learn session #6 focused on tech tools for student engagement and differentiation. Danielson training occurs after school every Monday. June 6 will be a non-instructional professional development day. There will be a teacher showcase of learning event in the morning.

114/198 seniors are on track for graduation. There are two early graduates. 84 students are off track. 38 off track students could possibly graduate in June with credit recovery and APEX. 9/38 students also need a Regents. 22 off track students could possibly graduate in August. 26 students are very off track and will not be able to graduate in June or August.

College acceptances are delayed because of FAFSA. College decision day is scheduled for May 15. 107 students took the PSAT and 183 students took the SAT.

### **3. OPERATIONS**

Ms. Jacobson is preparing the 2024-25 course catalog and scheduling timeline. 2024-25 student course selection will take place during Advisory beginning May 1. Counselor follow-up will occur during lunch periods May 8-12. Summer school 2024 staffing, planning, and course registration is in progress. FY2025 budget development is ongoing with Finance and HR. The new website photoshoot will take place May 8 by Educational Networks. Operation and staff reviews are taking place and will be stored in TeachBoost. She is collaborating with the College and Career Readiness, SNAS, and instructional teams to prepare June Regents Review and exams, rosters, rooms, schedules, and AP and NYSESLAT testing schedules. The DOE Teacher Survey was administered on February 13. 89% of teachers responded. Student and parent survey administration ends April 19. 16% of parents and 51% of students have responded. The Board discussed incentives to get more parents involved.

### **4. NEW GYM UPDATE**

Mr. Morales said he will have a contract with the contractor for the Board's review within the next week. He stated that the project's attorney and her team switched firms (with a 20% rate decrease). Mr. Morales asked if the Board approval was required. Ms. Eagen advised that it should not be a concern if it is the same attorney. Mr. Morales confirmed. Ms. Putz will sign the approval.

### **5. FACILITIES**

Mr. James reported that an FDNY inspector visited the school on April 28 and issued one violation for the elevator communication system. Corrections are in process. There were no visits in April from the Department of Health, the Department of Buildings, or the Environmental Control Board. Air conditioning units and compressors in rooms 414 and 502 were replaced. The air handling units have reached their 15 year life expectancy throughout the building. There was one water leak in room 532 as a result of heavy rain conditions. The leak was due to an issue with the connecting roof at 210 Varet Street. The building owner was advised and agreed to make the necessary repairs. A spring recess facilities deep cleaning and disinfecting plan is scheduled.

### **6. RECRUITMENT AND ENROLLMENT**

Enrollment is 766 in PowerSchool and ATS. The FTE is 770.755. Ms. Eagen stated that while the school mentioned low enrollment during the renewal visit, the auditor suggested that WCHS ensure this notice is in writing. Ms. Jacobson recounted steps taken, including, social media advertising in-print and online, radio advertising, cinema screen advertising, bus route advertising, in-person events with community organizations, high school fairs at local middle schools, open houses, school tours for middle schools, weekly email blasts, and mailings to local middle school counselors. Brochures and postcards have been updated for the school's NYC DOE mailing list distribution. The Board reviewed upcoming Open House dates. Ms. Jacobson stated that enrollment is trending down 3% across the country and 3.3% in New York since the pandemic began. thanked everyone for their hard work in this endeavor. Ms. Philson suggested including all of the school's enrollment efforts in the notice. Ms. Manion confirmed she had a notice drafted and would include the school's initiatives.

So far, there are 393 applications for 2024-25. 31 are verified, 20 are complete, and 196 seats have been offered/accepted. 48 registrations are in process and 34 are waitlisted.

## **7. FINANCE**

Ms. Fernandez provided a draft report for the month. As of February 29, the total revenue is \$12,104,883 and the total expenses are \$12,965,539. The total deficit of expenses over revenue is \$860,657. She noted that this number will change once all the account receivable allocations and all the expenses for the period are recorded. The interim audit is scheduled for May 8 with PKF O'Connor Davies.

## **8. HUMAN RESOURCES**

Mr. Kloss stated that a Workplace Violence Prevention Law employee training will be sent out by the end of the week. This training will become part of new hire onboarding as of May 1. A majority of staff have completed the OCFS Mandated Reporter training. This training is now part of new hire onboarding. New insurance rate from the school's carrier will be out at the end of April. The broker will go out to market on all lines of insurance. There were 0 new hires in March and 3 instructional terminations. One instructor is currently on leave. Mr. Kloss is looking to implement additional recruiting strategies through Indeed in anticipation of additional staff openings for the new year. Indeed and the New York City Charter School hiring events have been the main source of new employees. Staff have been asking if a small bank of remote days could be possible in the new year. The Board also discussed compensation for working events throughout the year and referral incentives for new candidates. Mr. Kloss will follow up with the administration on these issues.

## **9. STAFF ADVISOR**

Mr. Kronenberg provided recent feedback from staff. Cell phones are continuing to be disruptive in class. Teachers have mentioned wanting more staff interaction, professional development time, and re-implementing a student advisor to the Board. He also is collecting data about a potential school improvement committee. Staff have mentioned wanting more transparency regarding salary and compensation time. He mentioned an overview of the organizational chart and how changes are made to it could be helpful. Mr. Kronenberg has put together a school climate survey, Ms. Manion will be sending it out for him. He also suggested a full-time development/fundraising position. Mr. Kronenberg invited the Board to upcoming events, including:

- Poetry Slam - April 18
- Choir Performance - May 6 and May 10
- Visual Arts Showcase and Brooklyn Ceramics Tour - May 17 and 18
- Little Mermaid - May 22 and May 23
- Scooby Doo Interactive Mystery - May 30

Ms. Johnson asked Mr. Kronenberg to send the Board a calendar of upcoming events. Ms. Philson said the Board is looking at fundraising. Ms. Eagen added that fundraising would be helpful to address ongoing concerns regarding the school's technology infrastructure. Ms. Fernandez, Ms. Jacobson and Mr. Crews will meet to discuss technology needs.

## **10. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion presented. Approval of March minutes was moved to the May meeting. The WCHS liaison had a few renewal follow up questions to which Ms. Manion was responsive. She anticipates that the school's renewal application will be presented at the May 6 Board of Regents meeting. WCHS will submit a notice of lower than anticipated enrollment to NYSED. The Civil Rights Data Collection was submitted. The Title II Survey and Free and Reduced Price enrollment submissions are in progress. The school's second annual anti-gun violence rally was held on March 27. Bushwick Daily, News12, and a CUNY student reporter attended. Ms. Manion partnered with Bushwick Ayuda Mutua to collect clothing and toiletries for asylum seekers. Donations were delivered for distribution at May Day Space on April 6.

## **11. PARENT LEADERSHIP COUNCIL**

Ms. Pink reported that the next PLC meeting will be held on April 18 at 6:00pm. There will be guest speakers from Brooklyn Neighborhood Services and Stride New York. The PLC will raffle off two Amazon gift cards. All are invited to attend. Ms. Pink showed a video of the lottery Resource Fair.

## **12. ADJOURNMENT**

- Mr. Witherspoon made a motion to close. Ms. Johnson seconded. All were in favor.



**MINUTES**  
**Board of Trustees Meeting**  
**November 28, 2023**

**The meeting was held via Google Meets videoconference.**

**PRESENT**

Samuel Rivera, Trustee  
Sabrina Philson, Trustee  
John Witherspoon, Trustee

**GUESTS**

Valerie Jacobson, Acting Head of School  
Mary Kenny, Minutes Transcriber  
Ellen Eagen, School Counsel  
Additional staff online

**ABSENT:** Lourdes Putz, Chair; Marcenia Johnson, Trustee

**1. WELCOME**

Mr. Rivera welcomed everyone to the meeting. He announced that Ms. Jacobson would be serving as Interim Head of School.

**2. APPROVAL OF OCTOBER BOARD MINUTES**

- Mr. Witherspoon made a motion to approve the Board minutes pending counsel review. Ms. Philson seconded. All were in favor.

**3. ACADEMICS**

Ms. Jacobson presented upcoming important dates. Regents Review sessions began on November 13. Trimester 1 exams are taking place November 28-30. End of Trimester 1, final exam make-ups, and Trimester 2 schedule distribution will occur on December 1. Trimester 2 begins on December 4. Parent report card pickup will take place on December 12 from 5-7pm.

Other upcoming events include:

- College and Trade Fair - November 15;
- Pre-Thanksgiving Dinner - November 20, 4-7pm;
- Thanksgiving Holiday (no school) - November 22-24;
- Parent Leadership Council Flea Market - November 28, 10am-3pm;
- Parent Leadership Council Family Potluck - November 30, 5-8pm;
- Faculty/Staff Holiday Party - December 8; and,
- Senior Sleepover - December 15.

The October Teacher of the Month was Lee Burchett. The October Staff of the Month was Renee de Lyon.

Mr. Giscombe provided an instructional update. Round 1 announced formal observations are taking place. 40 teacher observations have been completed to date. 75% of teachers are scoring a 2.8% or higher, which is within the Effective range (2.8-3.4). In November, teachers received professional development on restorative practices, literacy strategies, RTI, remote class setup, and AED and CPR. On November 16, 14 teachers, 5 of whom are new teachers, participated in a MasteryConnect Lunch 'n' Learn session. The next Lunch 'n' Learn will feature co-teaching strategies. Danielson after school professional development continues to take place weekly on Mondays.

Mr. Giscombe discussed STAR testing results. Literacy classes are in place for grade 9 and 10 students who are 3 or more grade levels behind. Teachers are providing in-class support based on STAR skill reports. Teachers will receive professional development on STAR testing soon. The Board reviewed STAR Testing results on Math and English literacy by grade.

Ms. Jacobson stated that WCHS had its NYSED Renewal Site Visit on November 8 and 9. It consisted of classroom

observations, student, teacher, special populations, leadership, and board focus groups. The public hearing was held on November 8. Speakers included current and former staff, students, and parents. Next, WCHS will receive a NYSED Site Visit Report and NYSED will make its recommendation to the Board of Regents. WCHS is hoping for a five-year renewal. Ms. Philson thanked the community for their support and hard work.

#### **4. SENIOR DATA**

Ms. Martin updated the Board on senior class data. There are currently 203 seniors, 102 of whom are on track for graduation. All students are equipped with June graduation plans. Plans include current classes, credit recovery, APEX courses, and night school with partner organization, YABC. 8 students have completed Advanced Regents Diploma requirements. 86 students meet Regents Diploma requirements. 48 students will be eligible for Advanced Regents Diplomas following the January Regents. 121 students have completed Regents testing requirements and may meet diploma requirements after completing a special appeal. So far, there are 21 SUNY applicants, 33 CUNY applicants, and 19 private applicants. College Q&As take place during 6th and 7th period lunch. Thursday virtual parent workshops are available for parents. There will also be a FAFSA Parent Workshop on January 11 and 13.

#### **5. OPERATIONS**

Ms. Jacobson has prepared exam orders for the January Regents exams, Spring NYSESLAT and NYSITELL. She is collaborating with Data, Counselors, and Academy Leaders to prepare Regents Exam rosters and tailored Regents Review plans based on past exam scores and Item Analysis Reports. 8 emergency readiness drills were conducted ahead of the December 1 deadline. 4 more are scheduled before June 24, 2024. Recruitment and coverage for teacher vacancies and leave replacements, Safety Manager, and Safety Officers is ongoing. Ms. Jacobson has collaborated with Recruitment Coordinator, PLC, Accountability Manager, and Board Committee to create a student recruitment marketing timeline and task list. There are currently 1,505 laptops in stock. 1,003 are loaned to students. 170 laptops have been reported as lost and 310 are broken. The Board reviewed proposals for a new internet service, as WCHS' current provider may be going out of business. The Board decided to vote on the proposal for Skywire at \$1,999 per month for one year and then move to Verizon using E-rate.

- Mr. Witherspoon made a motion to move forward with Skywire Internet Service Network for \$1,999 per month. Ms. Philson seconded. All were in favor.

#### **6. FACILITIES**

Ms. Manion presented on behalf of Mr. James. The school's heating and air conditioning repairs and replacement costs will depend on the unit. Most of the units have reached their 15 year life expectancy. Repair and replacement costs include:

- \$11,000 heating and cooling unit;
- \$1,200 condenser motor;
- \$874 blower motor; and,
- \$625 control switch.

An FDNY inspector visited the school on November 8 for a building re-inspection and found no defects or violations. All previous violations were cleared. A Department of Health inspector visited the school's kitchen. No defects or violations were issued. Con Edison will complete the installation of LED low voltage energy saving light fixtures by December 9.

#### **7. ENROLLMENT & RECRUITMENT**

Ms. Jacobson reported that enrollment is 775 in Powerschool and ATS. The FTE is 775.801. A number of recruitment initiatives are ongoing, including: advertising via bus route ads, cinema screen ads, radio ads, social media ads, and print and online ads; in-person events with community organizations; in-person high school airs at local middle schools; in-person open houses; in-person school tours for middle schools; weekly email blasts; mailings to local middle school counselors; mailings to NYC DOE mailing list; seeking proposals for online lead generation services; and seeking proposals for marketing/branding/reputation management services. 57 student registrations are in-process, 25 are waitlisted.

#### **8. FINANCE**

Ms. Fernandez reported that as of September 30, 2023 the total collected revenue was \$4,872,405. Total expenses for the period was \$4,655,422. The total excess of revenue over expenses was \$216,913. The Board reviewed the breakdown of assets and liabilities.

## **9. HUMAN RESOURCES**

Ms. Manion welcomed WCHS' new HR Manager, Mr. Jerry Kloss. He introduced himself to the Board. Ms. Manion reported that instructional salary corrections will be entered by the next payroll.

## **10. STAFF ADVISOR**

Ms. Manion announced that Mr. Kronenberg is currently out on leave; however, he is still accessible via email.

## **11. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion discussed the WCHS renewal application. A nonmaterial revision to the school's Code of Conduct has been submitted to NYSED. Letters of support from students, faculty, staff, alumni, and community members were also sent to the school's liaison. The NYSED CSO Site Visit took place on November 8 and 9. The visit consisted of art, math, social studies, science, ENL, ELA ICT, and Spanish classroom visits and teacher, leadership, student, and board focus groups. The renewal hearing took place on November 8, a recording is available for anyone interested in viewing. Ms. Manion thanked all attendees and speakers. Next renewal application steps include research and rectification of any fingerprinting issues and submission of the FDNY inspection certificate.

The WCHS annual report progress towards goals, audit, and budget were submitted on November 1. WCHS also submitted factual corrections to the school's Midterm Site Visit report regarding board quorum and fingerprinting for review. The school's CSPR Title IV Data Collection Survey was submitted. The Title I Supplement Not Supplant Survey and Comparability Reports have been approved. The school's BED IMF report was submitted on November 17.

The Economist short film WCHS participated in has been released. \$505 has been raised so far for WCHS' Giving Tuesday scholarship fundraiser. WCHS will host a toy and clothing drive in December in support of migrant families. Media have been invited to Mr. Revello's Pre-Thanksgiving Dinner and Ms. Pink and the PLC's Flea Market and Holiday Potluck.

## **12. PARENT LEADERSHIP COUNCIL**

Ms. Manion reported that Ms. Pink held the PLC Flea Market Resource Fair earlier in the day and it was a big success. The next event will be the PLC Potluck dinner on November 30 at 6pm. There will be music, food, and prizes. The guest speaker will be New York City Department of Health and Mental Hygiene First Deputy Commissioner and Chief Equity Officer, Dr. Torrian Easterling. Dr. Easerling will be presenting information about the Young Doctors Project. All are welcome.

## **13. ADJOURNMENT**

- Mr. Witherspoon made a motion to adjourn. Ms. Philson seconded. All were in favor.





**MINUTES**  
**Board of Trustees Meeting**  
**February 27, 2024**

**PRESENT**

Lourdes Putz, Chair  
Sabrina Philson, Trustee  
Marcenia Johnson, Trustee  
John Witherspoon, Trustee

**GUESTS**

Valerie Jacobson, Acting Head of School  
Mary Kenny, Minutes Transcriber  
Ellen Eagen, Legal Counsel  
Additional Staff (32)

**EXCUSED:** Samuel Rivera, Trustee

**1. WELCOME**

Ms. Putz welcomed everyone to the meeting.

**2. APPROVAL OF JANUARY BOARD MINUTES**

- Mr. Witherspoon made a motion to approve the January Board minutes pending counsel review. Ms. Philson seconded. All were in favor.

**3. ACADEMICS**

Ms. Jacobson presented recent and upcoming events. Midyear STAR Testing took place between February 5-9 in ELA and Math classes. The AP Social Studies classes attended a Hamilton field trip on February 7. The Black History Month Gala took place on February 9. The PLC Winter Market New You Resource Fair occurred on February 14. School was closed February 19-23 for President's Day and Midwinter Recess. The WCHS Got Talent Show will take place on February 28. Upcoming dates include T2 Final Exams, which will take place March 5-8. T2 grades are due March 12. Grade verifications will occur on March 13. T3 begins on March 11. School will be closed on March 29 for Good Friday. The January and February Teachers of the Month are Mr. Vargas and Ms. Brown, respectively. The January and February Staff Persons of the Month are Ms. Yenque and Mr. Robinson.

Mr. Giscome presented academic updates. Content Review Week is occurring in classrooms as students and staff prepare for T2 finals. Teacher intervisitation continues with a focus on instructional routines, student engagement/group work, discussion techniques, and hands-on collaborative activities. T3 Midterms and Mock Regents Exams are occurring in ELA, Algebra I and II, Living Environment, US History and Government, and Global History. Mr. Giscombe presented STAR Tier 3 Progress Monitoring. 76% of students demonstrated reading/literacy growth and 84% of students demonstrated math growth. 22% of reading/literacy and 21% of math students will exit interventions. The Board discussed how WCHS defines proficiency and determines whether students should be removed from intervention services. Teacher and staff professional development continues.

95/200 seniors are on track for graduation. 83 made the Honor Roll and 42 are on the Principal's List. All students have been put on a graduation plan. Plans include current classes, credit recovery, APEX courses and night school with partner organization, YABC. The Board expressed concern over the on-track to graduate numbers. Ms. Martin anticipates that there could be 140 graduates after completion of coursework and credit recovery. Ms. Eagen requested a structured graduation audit review by several school personnel. 29 students have been accepted to college so far. 11 students are enrolled in the spring CollegeNow course.

**4. OPERATIONS**

Ms. Jacobson is collaborating with the College and Career Readiness (CCR), Special Needs and Academic Services (SNAS), and Technology Departments to prepare training, supplies, and schedules for the March 20 Exam Day

which will consist of Grade 9 PSAT and Grade 11 SAT testing. The DOE Teacher Survey was administered on February 13. Student and Parent survey administration will take place February 12-April 5. Trimester 3 student and teacher schedules will be prepared by March 8. An updated website with Educational Networks is in process. Recruitment and coverage for two teacher vacancies, Safety Manager, and Safety Officers continue. Recruitment collaboration continues. 1020/1555 laptops have been loaned out. 21 remain in stock. 179 laptops have been reported lost and 335 have been reported broken. 50 Chromebook replacements, 10 LG CreateBoards, 20 MacBooks, and 5 Surfaces have been purchased per the capital budget.

## **5. FACILITIES**

Ms. Manion reported for Mr. James. The boiler is scheduled for repairs. The Facilities Department serviced all floors over the break and will submit proposals for lockers and paint. The HVAC unit in Room 324 needs servicing.

## **6. RECRUITMENT AND ENROLLMENT**

Ms. Jacobson reported that enrollment is 772 in both ATS and Powerschool. The FTE is 772.51. Eight new students enrolled but are not reflected in the numbers. Six discharges are pending. The Board reviewed the numbers in detail by each cohort. Six students have received offers/acceptances, 32 are in process, and 39 are waitlisted.

The Board also reviewed extensive recruitment and marketing efforts which include advertising, in-person events, mailings and weekly blasts. The lottery will take place on April 2 at 6pm. 230 applications have already been received.

## **7. FINANCE**

Ms. Fernandez reported that as of December 31, 2023, the collected revenue for the period was \$9,308,287. The total expenses were \$9,935,083. The total deficiency of revenue over expenses for the period is \$626,796. The Board reviewed the breakdown of assets and liabilities in detail.

## **8. HUMAN RESOURCES**

Mr. Kloss stated that WCHS is analyzing current policy to meet requirements of the new Workplace Violence Prevention Law. HR will work with Mr. James to determine workplace risk evaluation and will look into NYS DOL model forms for future phases of compliance. Mr. Kloss and Ms. Offei are attending an online recruiting event in conjunction with CharterSchoolJobs.com. They are also working on digitizing all current staff to streamline future audits and paperwork. There were 3 instructional hires in January and 4 terminations. 2 instructors are currently on leave. 2 new file cabinets are in and the HR office is being organized. Employee files beyond 7 years post separation will be relocated to Ms. Offei's office. HR met with Brown and Brown for an initial 2024-25 benefits meeting. More information will follow as the broker goes out to market.

## **9. STAFF ADVISOR TO THE BOARD**

Mr. Kronenberg gave kudos to the instructional team. Intervisitations have been very beneficials for teachers. He congratulated fellow teachers for engaging lessons and creating authentic connections with students. Wonderful WCHS events have been happening including BHM Gala, Valentine's Choir Performance, TDF residency field trip, a visual arts showcase, and social studies talent show. Ms. Pink and the PLC hosted a great fair prior to vacation as well. 100 bags were provided to the community. Mr. Kronenberg continues to work with staff and teachers. He suggested a midyear town hall or survey to check in with staff to get feedback.

## **10. ACCOUNTABILITY AND DEVELOPMENT**

Ms. Manion reported that WCHS is awaiting renewal news from NYSED. Upcoming Board of Regents dates are March 10-11 and April 15-16. The CRDC is now due March 18 and is nearly complete. The ESF Monitoring audit is due March 13. An education company went in a different direction for anticipated February photoshoot. Ms. Manion will be inviting the media and electeds to anti-gun violence rally on March 27. WCHS hopes to partner with a local mutual aid organization for a fundraiser for local asylum seekers at our lottery. Senator Salazar, Assemblywoman Davila, and Councilwoman Gutierrez have been invited to our lottery. Ms. Manion is working with Ms. Johnson to try and set up Governor's Ball fundraising.

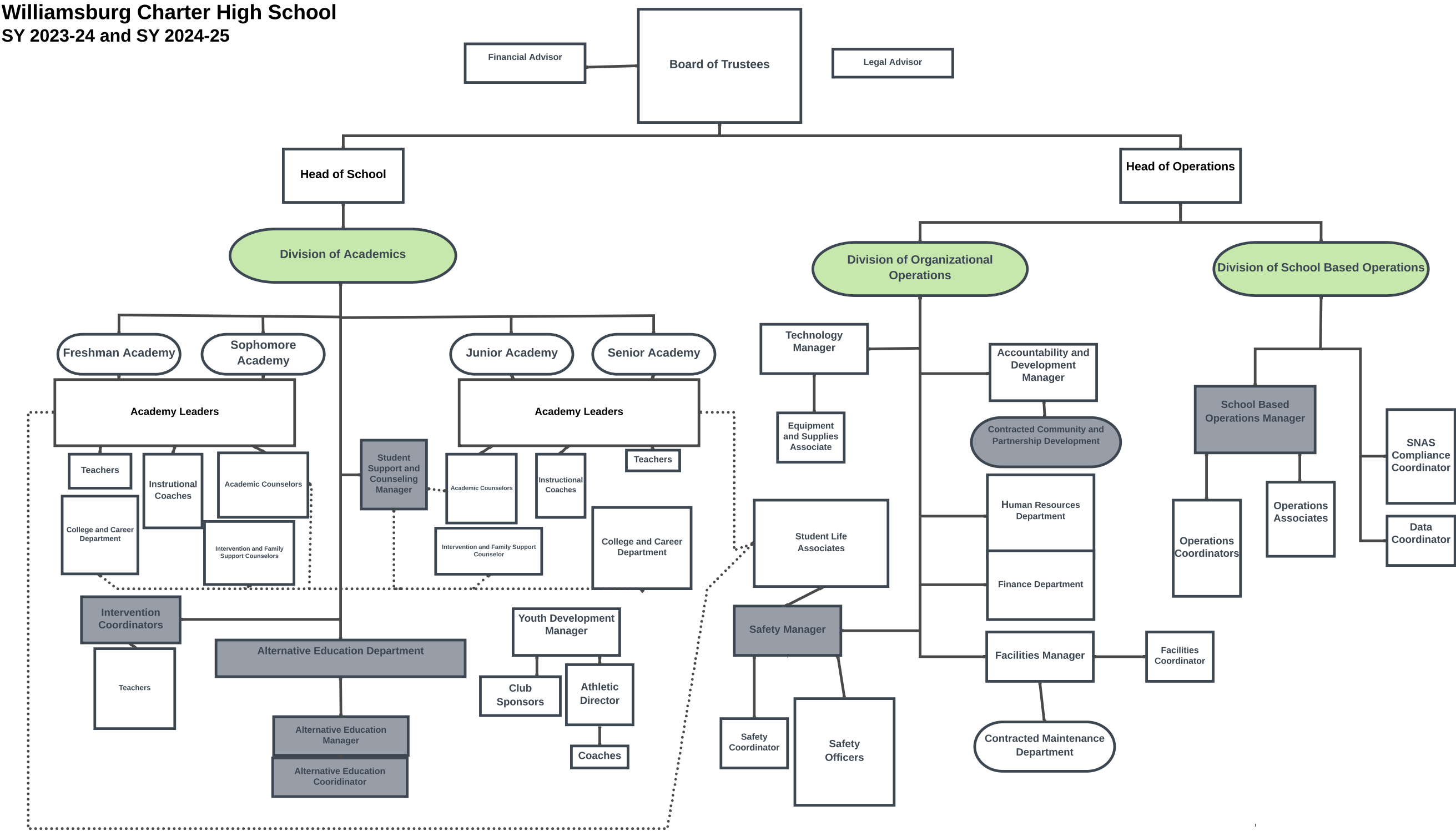
#### **11. PARENT LEADERSHIP COUNCIL (PLC)**

Ms. Pink presented. The PLC's Winter Market and New Year New You Resource Fair took place on February 14. A number of vendors attended, including the FBI, Woodhull Hospital, The Women's Health Pavilion, ABLE Adolescents Becoming Leaders Empowered, The Wick Against Violence/Los Sures, Bridge Street Development Corporation & MY Base Program, United States Army, First Tech Fund, DayOne, Good Temps, Riseboro, El Puente, St. Nicks Alliance, Build Your Wealth & Legacy, Brooklyn Youth Services Coordination- YSC, CUNY New York Early Childhood Professional Development Institute, Change Food for Good, Cypress Hills Local Development Corporation, PLC Valentine's Table, and M&S Bakery. They raised \$175 for the PLC. The next PLC meeting will be February 29. Presenters from the First Tech Fund and The Wick Against Violence will attend.

#### **12. ADJOURNMENT TO EXECUTIVE MEETING**

John Witherspoon made a motion to close. Ms. Johnson seconded. All were in favor.

Williamsburg Charter High School  
SY 2023-24 and SY 2024-25



# July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 School Closed (except Facilities)	2 School Closed (except Facilities)	3 School Closed (except Facilities)	4 Independence Day School Closed	5 School Closed (except Facilities)	6
7	8 Summer School T1 Begins	9 Summer School T1	10 Summer School T1	11 Summer School T1	12	13
14	15 Summer School T1 Ends, Grades Due	16 Summer School T2 Begins	17 Summer School T2	18 Summer School T2	19	20
21	22 Summer School T2	23 Summer School T2 Ends, Grades Due	24 Summer School T3 Begins	25 Summer School T3	26	27 Open House @10am
28	29 Summer School T3	30 Summer School T3	31 Summer School T3 Ends, Grades Due			

On Snow Days or days when school buildings are closed due to an emergency, all students and families should plan on participating in remote learning.

# August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Summer School Report Cards Issued	2	3
4	5	6	7	8	9	10 Open House @10am
11	12	13	14	15	16 All Faculty/Staff PD Earth Science Lab Practical @1pm Rm 425	17
18	19 REGENTS EXAMS All Faculty/Staff PD	20 REGENTS EXAMS All Faculty/Staff PD	21 All Faculty/Staff PD	22 Freshman Bridge All Faculty/Staff PD	23 Freshman Bridge/Family Day All Faculty/Staff PD	24
25	26 First Day of School Weds. Schedule	27 Weds. Schedule	28 Weds. Schedule	29 Weds. Schedule	30 Weds. Schedule	31
						School Days: 5 Instructional Hours: 31.25 Total School Days: 5

On Snow Days or days when school buildings are closed due to an emergency, all students and families should plan on participating in remote learning.

# September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day: School Closed	3	4	5 Sophomore & Junior Parent/Student Orientation @6pm	6	7
8	9 STAR Testing (in class) Freshman Parent/Student Orientation @6pm	10 STAR Testing (in class)	11 STAR Testing (in class)	12 STAR Testing (in class)	13 STAR Make-ups (in class)	14 Open House @10am Senior Parent/Student Orientation @10am
15	16	17 SNAS Parent Orientation @6pm	18	19 ELL Parent Orientation @6pm	20	21
22	23	24	25	26 Virtual PLC Meeting @6pm	27	28
29	30					School Days: 20 Instructional Hours: 125 Total School Days: 25

On Snow Days or days when school buildings are closed due to an emergency, all students and families should plan on participating in remote learning.

# October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 Rosh Hashanah, school closed	4 Rosh Hashanah, school closed	5
6	7	8 Midterm Exams	9 Midterm Exams	10 Midterm Exams	11 Midterm Make-Ups	12
13	14 Italian Heritage/Indigenous Peoples' Day, school closed	15 Midterm Grades Due @8am	16 PSAT 8/9 (Gr. 9) PSAT/NMSQT (Gr. 11) Advisory Trips (Gr. 10) Senior Picnic (Gr. 12)	17	18 Progress Reports Released to Students	19 Open House @10am
20	21	22	23 Parent-Teacher Conferences 2-4pm	24 Parent-Teacher Conferences 4-7pm	25	26
27	28	29	30 Virtual PLC Meeting @6pm	31		
						School Days: 18 Instructional Hours: 112.5 Total School Days: 43

On Snow Days or days when school buildings are closed due to an emergency, all students and families should plan on participating in remote learning.



# November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Diwali, school closed	2
3	4	5 PD Day, Election Day, students do not attend school	6	7	8	9
10	11 Veterans Day, school closed	12 Rock the Regents 2025 Festival Begins	13	14	15	16 Open House @10am
17	18	19	20	21 Virtual PLC Meeting @6pm	22	23
24	25	26	27 Thanksgiving Recess, school closed	28 Thanksgiving Recess, school closed	29 Thanksgiving Recess, school closed	30
						School Days: 15 Instructional Hours: 93.75 Total School Days: 58

On Snow Days or days when school buildings are closed due to an emergency, all students and families should plan on participating in remote learning.

# December 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Trimester 1 Ends	7
8 Trimester 2 Begins	9	10	11	12	13	14 Open House @10am
15	16	17	18	19 Virtual PLC Meeting @6pm	20	21
22 Winter Recess, school closed	23 Winter Recess, school closed	24 Winter Recess, school closed	25 Winter Recess, school closed	26 Winter Recess, school closed	27 Winter Recess, school closed	28
29 Winter Recess, school closed	30 Winter Recess, school closed	31 Winter Recess, school closed				
						School Days: 15 Instructional Hours: 93.75 Total School Days: 73

On Snow Days or days when school buildings are closed due to an emergency, all students and families should plan on participating in remote learning.

# January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Winter Recess, school closed	2	3	4
5	6	7	8	9	10	11 Open House @10am Rock the Regents 2025 Showcase
12	13 Midterm Exams	14 Midterm Exams	15 Midterm Exams	16 Midterm Exams	17 Midterm Make-ups Rock the Regents 2025 Headliner	18
19	20 Rev. Dr. Martin Luther King Jr. Day, schools closed	21 REGENTS EXAMS	22 REGENTS EXAMS	23 REGENTS EXAMS	24 REGENTS EXAMS	25
26	27 PD Day no school for students	28 Midterm Grades Due @8am	29 Lunar New Year, school closed	30 Virtual PLC Meeting @6pm	31 Progress Reports released to students	
						School Days: 19 Instructional Hours: 118.75 Total School Days: 92

On Snow Days or days when school buildings are closed due to an emergency, all students and families should plan on participating in remote learning.

# February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 STAR Testing (in class)	4 STAR Testing (in class)	5 STAR Testing (in class) Parent-Teacher Conferences 2-4pm	6 STAR Testing (in class) Parent-Teacher Conferences 4-7pm	7 STAR Make-ups (in class)	8 Open House @10am
9	10	11	12	13	14	15
16	17 Midwinter Recess, school closed	18 Midwinter Recess, school closed	19 Midwinter Recess, school closed	20 Midwinter Recess, school closed	21 Midwinter Recess, school closed	22
23	24	25	26	27 Virtual PLC Meeting @6pm	28	
						School Days: 15 Instructional Hours: 93.75 Total School Days: 107

On Snow Days or days when school buildings are closed due to an emergency, all students and families should plan on participating in remote learning.

# March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Rock the Regents Festival 2025 Begins	4	5	6	7	8 Open House @10am
9	10 Final Exams	11 Final Exams	12 PSAT Exam (Gr. 10) SAT Exam (Gr 11)	13 Final Exams	14 Final Exam Make-ups Trimester 2 Ends	15
16	17 Trimester 3 Begins	18 Grades Due @8am	19 Grade Verifications Due by noon	20	21	22
23	24	25 Report Cards mailed	26	27 Virtual PLC Meeting @6pm	28	29
30	31 Eid al-Fitr, schools closed					School Days: 20 Instructional Hours: 125 Total School Days: 127

On Snow Days or days when school buildings are closed due to an emergency, all students and families should plan on participating in remote learning.

# April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Lottery Application Deadline	2 Admissions Lottery @6pm	3	4	5
6	7	8	9	10	11	12 Virtual Tour @10am
13	14 Spring Recess, school closed	15 Spring Recess, school closed	16 Spring Recess, school closed	17 Spring Recess, school closed	18 Spring Recess, school closed	19
20	21 Spring Recess, school closed	22	23	24 Midterm Exams Virtual PLC Meeting @6pm	25 Midterm Exams	26 Open House @10am
27	28 Midterm Exams	29 Midterm Make-ups	30 Midterm Grades Due @8am			
						School Days: 16 Instructional Hours: 100 Total School Days: 143

On Snow Days or days when school buildings are closed due to an emergency, all students and families should plan on participating in remote learning.

# May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Progress Reports released to students	3
4	5	6	7 Student-Led Conferences 2-4pm	8 Student-Led Conferences 4-7pm	9	10
11	12	13	14	15	16	17 Open House @10am
18	19 STAR Testing (in class)	20 STAR Testing (in class)	21 STAR Testing (in class)	22 STAR Testing (in class)	23 STAR Make-ups (in class)	24
25 Memorial Day, school closed	26	27	28	29 Virtual PLC Meeting @6pm	30	31
						School Days: 21 Instructional Hours: 131.25 Total School Days: 164

On Snow Days or days when school buildings are closed due to an emergency, all students and families should plan on participating in remote learning.

# June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Senior Final Exams	3 Senior Final Exams	4 Senior Final exam Make-ups	5 Eid al-Adha, school closed	6 Clerical Day, no school for students	7 Rock the Regents 2025 Showcase
8	9 Senior Grades Due @8am	10 REGENTS EXAMS: Life Science: Biology Earth & Space Sciences	11 REGENTS EXAM: Geometry	12 Final Exams Virtual PLC Meeting @6pm	13 Final Exams	14 Open House @10am Rock the Regents 2025 Showcase
15	16 Final Exam Make-ups Rock the Regents 2025 Headliner	17 REGENTS EXAMS	18 REGENTS EXAMS T3 Grades Due @8am	19 Juneteenth, school closed	20 REGENTS EXAMS	21
22	23 REGENTS EXAMS	24 REGENTS EXAMS	25 REGENTS EXAMS Graduation Rehearsal @Hunter College	26 RATING DAY	27 RATING DAY Trimester 3 Ends Last day of school Graduation @Hunter College	28
29	30					School Days: 17 Instructional Hours: 106.25 Total School Days: 181

On Snow Days or days when school buildings are closed due to an emergency, all students and families should plan on participating in remote learning.



# **The Williamsburg Charter High School**

Financial Statements and  
Uniform Guidance Schedules  
Together With Independent Auditors' Reports

June 30, 2024 and 2023

**The Williamsburg Charter High School**  
Financial Statements and  
Uniform Guidance Schedules  
Together With Independent Auditors' Reports  
  
June 30, 2024 and 2023

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## **Independent Auditors' Report**

**Board of Trustees**  
**The Williamsburg Charter High School**

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the accompanying financial statements of The Williamsburg Charter High School (a nonprofit organization), which comprise the statements of financial position as of June 30, 2024 and 2023, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Williamsburg Charter High School as of June 30, 2024 and 2023, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of The Williamsburg Charter High School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about The Williamsburg Charter High School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of The Williamsburg Charter High School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about The Williamsburg Charter High School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

**Report on Supplementary Information**

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 1, 2024, on our consideration of The Williamsburg Charter High School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of The Williamsburg Charter High School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering The Williamsburg Charter High School's internal control over financial reporting and compliance.

*PKF O'Connor Davies, LLP*

Harrison, New York  
November 1, 2024

# The Williamsburg Charter High School

## Statements of Financial Position

	June 30,	
	<u>2024</u>	<u>2023</u>
<b>ASSETS</b>		
Current Assests		
Cash	\$ 6,270,311	\$ 9,050,420
Grants and contracts receivable	2,545,880	1,835,582
Prepaid expenses	<u>133,158</u>	<u>127,795</u>
Total Current Assets	8,949,349	11,013,797
Investments	2,796,600	2,661,245
Property and equipment, net	6,528,246	6,440,305
Right of use asset - operating lease, net	42,232,551	44,132,301
Security deposits	1,524,743	1,524,743
Restricted cash	<u>100,400</u>	<u>100,493</u>
	<u>\$ 62,131,889</u>	<u>\$ 65,872,884</u>
 <b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities		
Accounts payable and accrued expenses	\$ 299,619	\$ 188,198
Accrued payroll and payroll taxes	980,965	1,021,931
Operating lease liability	1,774,122	1,617,025
Refundable advances	<u>43,810</u>	<u>74,817</u>
Total Current Liabilities	3,098,516	2,901,971
Operating lease liability, less current portion	<u>52,088,053</u>	<u>53,862,175</u>
Total Liabilities	55,186,569	56,764,146
Net assets, without donor restrictions	<u>6,945,320</u>	<u>9,108,738</u>
	<u>\$ 62,131,889</u>	<u>\$ 65,872,884</u>

See notes to financial statements

# The Williamsburg Charter High School

## Statements of Activities

	Year Ended June 30,	
	2024	2023
<b>REVENUE AND SUPPORT</b>		
State and local per pupil operating revenue	\$ 15,408,417	\$ 18,022,429
Federal grants	2,496,605	2,061,938
State grants	75,244	76,036
Other income	631,065	235,778
Total Revenue and Support	<u>18,611,331</u>	<u>20,396,181</u>
<b>EXPENSES</b>		
Program Services		
Regular education	15,464,108	15,301,421
Special education	2,434,117	2,311,792
Total Program Services	17,898,225	17,613,213
Supporting Services		
Management and general	2,876,524	2,637,579
Total Expenses	<u>20,774,749</u>	<u>20,250,792</u>
Change in Net Assets	(2,163,418)	145,389
<b>NET ASSETS, WITHOUT DONOR RESTRICTIONS</b>		
Beginning of year	<u>9,108,738</u>	<u>8,963,349</u>
End of year	<u>\$ 6,945,320</u>	<u>\$ 9,108,738</u>

See notes to financial statements

**The Williamsburg Charter High School**

Statement of Functional Expenses  
Year Ended June 30, 2024

	No. of Positions	Program Services			Management and General	Total
		Regular Education	Special Education	Total		
Personnel Services Costs						
Administrative staff personnel	28	\$ 1,831,712	\$ 217,079	\$ 2,048,791	\$ 102,785	\$ 2,151,576
Instructional personnel	106	6,292,606	745,749	7,038,355	353,103	7,391,458
Non-Instructional personnel	<u>12</u>	<u>449,270</u>	<u>53,244</u>	<u>502,514</u>	<u>25,210</u>	<u>527,724</u>
Total Personnel Services Costs	<u><u>146</u></u>	<u>8,573,588</u>	<u>1,016,072</u>	<u>9,589,660</u>	<u>481,098</u>	<u>10,070,758</u>
Fringe benefits and payroll taxes		1,832,247	201,237	2,033,484	95,285	2,128,769
Retirement		109,725	12,052	121,777	5,706	127,483
Legal services		-	-	-	176,300	176,300
Accounting and audit services		-	-	-	72,580	72,580
Other purchased/professional/consulting services		606,622	403,247	1,009,869	322,812	1,332,681
Building lease		2,659,909	466,456	3,126,365	548,772	3,675,137
Repairs and maintenance		5,005	444	5,449	549,421	554,870
Insurance		210,841	25,567	236,408	20,053	256,461
Utilities		384,718	65,167	449,885	11,202	461,087
Supplies and materials		176,602	38,221	214,823	27,726	242,549
Equipment and furnishings		56,032	49,437	105,469	11,316	116,785
Staff development		30,748	6,732	37,480	2,618	40,098
Marketing and recruiting		183,735	34,836	218,571	54,643	273,214
Technology		-	-	-	238,996	238,996
Student services		275,827	43,155	318,982	-	318,982
Office expense		69,720	21,714	91,434	15,650	107,084
Depreciation and amortization		247,541	43,904	291,445	34,436	325,881
Other		<u>41,248</u>	<u>5,876</u>	<u>47,124</u>	<u>207,910</u>	<u>255,034</u>
Total Expenses		<u>\$ 15,464,108</u>	<u>\$ 2,434,117</u>	<u>\$ 17,898,225</u>	<u>\$ 2,876,524</u>	<u>\$ 20,774,749</u>

See notes to financial statements



# The Williamsburg Charter High School

## Statement of Functional Expenses Year Ended June 30, 2023

	No. of Positions	Program Services			Management and General	Total
		Regular Education	Special Education	Total		
Personnel Services Costs						
Administrative staff personnel	36	\$ 1,766,900	\$ 209,398	\$ 1,976,298	\$ 99,148	\$ 2,075,446
Instructional personnel	124	6,490,429	769,194	7,259,623	364,204	7,623,827
Non-Instructional personnel	20	480,517	56,947	537,464	26,964	564,428
Total Personnel Services Costs	180	8,737,846	1,035,539	9,773,385	490,316	10,263,701
Fringe benefits and payroll taxes		1,753,707	192,611	1,946,318	91,200	2,037,518
Retirement		118,322	12,996	131,318	6,153	137,471
Legal services		-	-	-	194,270	194,270
Accounting and audit services		-	-	-	65,900	65,900
Other purchased/professional/consulting services		449,318	298,681	747,999	239,104	987,103
Building lease		2,659,911	466,457	3,126,368	548,769	3,675,137
Repairs and maintenance		4,656	413	5,069	511,083	516,152
Insurance		196,120	23,782	219,902	18,653	238,555
Utilities		352,550	59,718	412,268	10,265	422,533
Supplies and materials		184,292	39,885	224,177	28,933	253,110
Equipment and furnishings		41,800	36,880	78,680	8,442	87,122
Staff development		47,028	10,297	57,325	4,004	61,329
Marketing and recruiting		90,945	17,243	108,188	27,047	135,235
Technology		-	-	-	257,785	257,785
Student services		355,991	55,697	411,688	-	411,688
Office expense		56,473	17,589	74,062	12,676	86,738
Depreciation and amortization		233,688	41,447	275,135	32,509	307,644
Other		18,774	2,557	21,331	90,470	111,801
Total Expenses		<u>\$ 15,301,421</u>	<u>\$ 2,311,792</u>	<u>\$ 17,613,213</u>	<u>\$ 2,637,579</u>	<u>\$ 20,250,792</u>

See notes to financial statements

# The Williamsburg Charter High School

## Statements of Cash Flows

	Year Ended June 30,	
	2024	2023
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ (2,163,418)	\$ 145,389
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	325,881	307,644
Amortization of right of use asset - operating lease	1,899,750	1,849,415
Changes in operating assets and liabilities		
Grants and contracts receivable	(710,298)	(1,083,365)
Prepaid expenses	(5,363)	30,458
Accounts payable and accrued expenses	111,421	10,771
Accrued payroll and payroll taxes	(40,966)	9,903
Security deposits	-	(500)
Operating lease liability	(1,617,025)	(1,467,881)
Refundable advances	(31,007)	(28,117)
Net Cash from Operating Activities	<u>(2,231,025)</u>	<u>(226,283)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchases of property and equipment	(413,822)	(119,529)
Dividends reinvested	<u>(135,355)</u>	<u>(88,604)</u>
Net Cash from Investing Activities	<u>(549,177)</u>	<u>(208,133)</u>
 Net Change in Cash and Restricted Cash	 (2,780,202)	 (434,416)
<b>CASH AND RESTRICTED CASH</b>		
Beginning of year	<u>9,150,913</u>	<u>9,585,329</u>
End of year	<u>\$ 6,370,711</u>	<u>\$ 9,150,913</u>
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</b>		
Cash paid for amounts included in the measurement of lease liabilities	\$ 3,392,412	\$ 3,293,064

See notes to financial statements

# **The Williamsburg Charter High School**

## **Notes to Financial Statements**

June 30, 2024 and 2023

### **1. Organization and Tax Status**

The Williamsburg Charter High School (the "School") is a New York State, not-for-profit educational corporation that operates as a charter school in the borough of Brooklyn, New York. On February 23, 2004, the Board of Regents of the University of the State of New York (the "Board of Regents") for and on behalf of the State Education Department granted the School a provisional charter valid for a term of five years from the effective date of February 23, 2004 and renewable upon expiration. On May 8, 2018, the Board of Regents approved the transfer of the School's charter from the NYC Department of Education to the Board of Regents effective for the 2018-2019 school year. On July 3, 2024, the Board of Regents approved and issued the renewal to the charter for a period of five years effective until June 30, 2029. The School's mission is to equip students with the academic and character skills necessary to succeed in high school, college and the competitive world beyond. The School provided education to approximately 768 students in ninth through twelfth grades during the 2023-2024 academic year.

The New York City Department of Education provides free and reduced-price lunches and transportation directly to a majority of the School's students. Such costs are not included in these financial statements.

Except for taxes that may be due for unrelated business income, the School is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state and local income taxes under comparable laws.

### **2. Summary of Significant Accounting Policies**

#### ***Basis of Presentation and Use of Estimates***

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP"), which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

#### ***Net Asset Presentation***

Resources for various purposes are classified for accounting and reporting purposes into net asset categories established according to nature and purpose as follows:

*Net assets without donor restrictions* – consist of resources available for the general support of the School's operations. Net assets without donor restrictions may be used at the discretion of the School's management and/or the Board of Trustees.

## The Williamsburg Charter High School

Notes to Financial Statements  
June 30, 2024 and 2023

### 2. Summary of Significant Accounting Policies (*continued*)

#### ***Net Asset Presentation (continued)***

*Net assets with donor restrictions* – represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. The School had no net assets with donor restrictions at June 30, 2024 and 2023.

#### ***Restricted Cash***

Under the provisions of its Charter, the School established an escrow account to pay for legal and audit expenses that would be associated with a dissolution, should it occur.

The following table provides a reconciliation of cash and restricted cash reported within the statements of financial position to the amounts presented in the statements of cash flows for the years ended June 30:

	2024	2023
Cash	\$ 6,270,311	\$ 9,050,420
Restricted cash	100,400	100,493
	<u>\$ 6,370,711</u>	<u>\$ 9,150,913</u>

#### ***Fair Value Measurements***

The School follows U.S. GAAP guidance on fair value measurements which defines fair value and establishes a fair value hierarchy organized into three levels based upon the input assumptions used in pricing assets. Level 1 inputs have the highest reliability and are related to assets with unadjusted quoted prices in active markets. Level 2 inputs relate to assets with other than quoted prices in active markets which may include quoted prices for similar assets or liabilities or other inputs which can be corroborated by observable market data. Level 3 inputs are unobservable inputs and are used to the extent that observable inputs do not exist.

#### ***Investment Valuation***

Investments consist of a government money market mutual fund which is recorded at fair value.

#### ***Investment Income Recognition***

Purchases and sales of securities are recorded on a trade date basis. Interest income is recorded on the accrual basis and dividends are recorded on the ex-dividend date. Realized and unrealized gains and losses are included in the determination of change in net assets.

## The Williamsburg Charter High School

### Notes to Financial Statements

June 30, 2023 and 2022

## 2. Summary of Significant Accounting Policies (*continued*)

### ***Property and Equipment***

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$5,000 and a useful life in excess of one year. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset. Purchased property and equipment are recorded at cost at the date of acquisition. Costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred.

Depreciation and amortization is recognized on the straight-line method over the estimated useful lives of such assets as follows:

Equipment	5 years
Furniture and fixtures	5 years
Software	5 years
Building - Gym	39 years

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the years ended June 30, 2024 and 2023.

### ***Leases***

The School accounts for leases under Accounting Standards Update (ASU) No. 2016-02, Leases. The School determines if an arrangement is a lease at inception. Leases are included in ROU assets and lease liabilities in the statements of financial position. All leases are recorded on the statements of financial position.

Operating lease ROU assets and lease liabilities are recognized at the lease commencement date based on the present value of the lease payments over the lease term. The School has made an accounting policy election to use a risk-free rate, determined using a period comparable with that of the lease term, to discount future lease payments. ROU assets also include adjustments related to lease payments made and lease incentives received at or before the commencement date. At lease commencement, lease liabilities are recognized based on the present value of the remaining lease payments and discounted using the School's risk-free rate. Operating lease cost is recognized on a straight-line basis over the lease term within building lease in the accompanying statements of functional expenses. Lease and non-lease components of lease agreements are accounted for separately. Lease terms may include options to extend or terminate the lease. When it is reasonably certain that the School will exercise that option, such amounts are included in the ROU assets and lease liabilities.

## **The Williamsburg Charter High School**

### **Notes to Financial Statements**

June 30, 2024 and 2023

## **2. Summary of Significant Accounting Policies (*continued*)**

### ***Refundable Advances***

The School records certain government operating revenue as refundable advances until related services are performed, at which time they are recognized as revenue.

### ***Revenue and Support***

Revenue from the state and local governments resulting from the School's charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement. Federal and other state and local funds are recorded when expenditures are incurred and billable to the government agency.

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as restricted support if they are received with donor stipulations. Restricted contributions and grants that are made to support the School's current year activities are recorded as revenue without donor restrictions. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

### ***Marketing and Recruiting***

Marketing and recruiting costs are expensed as incurred for staff and student recruitment. Marketing and recruiting expense for the years ended June 30, 2024 and 2023 was \$273,214 and \$135,235.

### ***Functional Expense Allocation***

The majority of expenses can generally be directly identified with the program or supporting service to which they relate and are charged accordingly. Other expenses such as personnel services costs, fringe benefits and payroll taxes, and building lease have been allocated among program and supporting services classifications on the basis of periodic time and expense studies and other basis as determined by management of the School to be appropriate.

### ***Accounting for Uncertainty in Income Taxes***

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examinations by the applicable taxing jurisdictions for years prior to June 30, 2021.

### ***Subsequent Events Evaluation by Management***

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is November 1, 2024.

## The Williamsburg Charter High School

### Notes to Financial Statements June 30, 2024 and 2023

#### 3. Grants and Contracts Receivable

Grants and contracts receivable consist of federal, state, city entitlements and grants. The School expects to collect these receivables within one year. Management has assessed the need for an allowance and has determined that such an allowance is not necessary.

#### 4. Fair Value of Investments

The School's investments at June 30, 2024 and 2023 consisted of a government money market mutual fund in the amounts of \$2,796,600 and \$2,661,245 categorized as level 1 in the fair value hierarchy.

#### 5. Property and Equipment

Property and equipment, net consists of the following at June 30:

	2024	2023
Furniture and fixtures	\$ 99,245	\$ 129,841
Equipment	1,292,475	1,337,200
Software	11,656	174,780
Leasehold improvements	2,650,869	2,641,869
Building - Gym	638,250	638,250
Land - Gym	3,616,750	3,616,750
	<u>8,309,245</u>	<u>8,538,690</u>
Accumulated depreciation and amortization	<u>(1,780,999)</u>	<u>(2,098,385)</u>
	<u>\$ 6,528,246</u>	<u>\$ 6,440,305</u>

Property and equipment with a cost basis and accumulated depreciation of \$643,267 were disposed of during the year ended June 30, 2024. There were no dispositions during the year ended June 30, 2023.

#### 6. Liquidity and Availability of Financial Assets

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use within one year of the statement of financial position date, are comprised of the following at June 30:

	2024	2023
Cash	\$ 6,270,311	\$ 9,050,420
Grants and contracts receivable	2,545,880	1,835,582
	<u>\$ 8,816,191</u>	<u>\$ 10,886,002</u>

## **The Williamsburg Charter High School**

### **Notes to Financial Statements**

June 30, 2024 and 2023

#### **6. Liquidity and Availability of Financial Assets (*continued*)**

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is held in liquid instruments until it is required for operational use. In the event of an unanticipated liquidity need, the School could draw upon investments to cover any temporary shortfall in funding. The School will continue to rely on funding received from The New York Department of Education to cover its future operating costs (see Note 9).

#### **7. Employee Benefit Plan**

The School maintains a defined contribution 403(b) plan on behalf of its employees. The School provides matching contributions up to 4% of annual compensation on a discretionary basis. The School's match for the years ended June 30, 2024 and 2023 amounted to \$127,482 and \$137,471.

#### **8. Concentration of Credit Risk**

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and restricted cash on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. Investments are maintained at a broker which insures the balance up to \$500,000 with Securities Investor Protection Corporation insurance. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. At June 30, 2024 and 2023, approximately \$8,416,000 and \$11,100,000 of cash and restricted cash was maintained with two institutions in excess of FDIC limits.

#### **9. Concentration of Revenue and Support**

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the years ended June 30, 2024 and 2023, the School received approximately 83% and 88% of its total revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

#### **10. Leases**

In March 2009, the School entered into a lease agreement expiring June 30, 2040 to lease new facilities for the School located at 198-202 Varet Street, Brooklyn, New York. The School occupied the space September 1, 2010.

The lease provides for rent escalations and the School is responsible for utilities, real estate taxes, and other operating expenses.



## The Williamsburg Charter High School

### Notes to Financial Statements June 30, 2024 and 2023

#### 10. Leases (*continued*)

Right of use asset consist of the following at June 30:

	2024	2023
Right of use asset - operating lease	\$ 45,981,716	\$ 45,981,716
Less: accumulated amortization	(3,749,165)	(1,849,415)
	<u>\$ 42,232,551</u>	<u>\$ 44,132,301</u>
Weighted average remaining lease term	16 years	17 years
Weighted average discount rate	3.26%	3.26%

The future minimum lease payments under the facility lease is as follows for the years ending June 30:

2025	\$ 3,494,184
2026	3,599,004
2027	3,706,980
2028	3,818,184
2029	3,932,733
Thereafter	<u>51,880,735</u>
Total minimum lease payments	70,431,820
Present value discount	<u>(16,569,645)</u>
Present value of lease liabilities	53,862,175
Current portion	<u>(1,774,122)</u>
Lease liabilities, less current portion	<u>\$ 52,088,053</u>

Building lease expense under the operating lease for each of the years ended June 30, 2024 and 2023 was \$3,675,137.

#### 11. Contingency

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

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# **The Williamsburg Charter High School**

Uniform Guidance  
Schedules and Reports

June 30, 2024

# **The Williamsburg Charter High School**

## Schedule of Expenditures of Federal Awards Year Ended June 30, 2024

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
<u>U.S. Department of Education</u>				
Pass-Through New York State Education Department:				
Title I Grants to Local Educational Agencies Supporting Effective Instruction State Grants	84.010	0021-24-4266	\$ -	\$ 333,512
(Formerly Improving Teacher Quality State Grants)	84.367	0147-24-4266	-	36,216
Student Support and Academic Enrichment Program	84.424	0204-24-4266	-	26,560
English Language Acquisition State Grants	84.365	0293-24-4266	-	13,133
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II	84.425D	5891-21-4266	-	85,167
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP	84.425U	5880-21-4266	-	1,496,082
Special Education Cluster (IDEA)-Cluster				
Pass-Through New York State Education Department:				
COVID-19 - Special Education Grants to States	84.027	not available	-	40,859
Total U.S. Department of Education			-	2,031,529
Total Expenditures of Federal Awards			\$ -	\$ 2,031,529

See independent auditors' report and notes to schedule of expenditures of federal awards

## **The Williamsburg Charter High School**

### **Notes to Schedule of Expenditures of Federal Awards Year Ended June 30, 2024**

#### **1. Basis of Presentation**

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of The Williamsburg Charter High School (the "School"), under programs of the federal government for the year ended June 30, 2024. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net assets or cash flows of the School.

#### **2. Summary of Significant Accounting Policies**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

#### **3. Indirect Cost Rate**

The School has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**Report on Internal Control Over Financial Reporting and on Compliance and Other  
Matters Based on an Audit of Financial Statements Performed in Accordance With  
Government Auditing Standards**

**Independent Auditors' Report**

**Board of Trustees  
The Williamsburg Charter High School**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of The Williamsburg Charter High School (the "School") (a nonprofit organization), which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 1, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*PKF O'Connor Davies, LLP*

Harrison, New York  
November 1, 2024

**Report on Compliance for Each Major Federal Program and Report on Internal Control  
Over Compliance Required by the Uniform Guidance**

**Independent Auditors' Report**

**Board of Trustees  
The Williamsburg Charter High School**

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited The Williamsburg Charter High School's (the "School") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2024. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's federal programs.

***Auditors' Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.



## Report on Internal Control over Compliance

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*PKF O'Connor Davies, LLP*

Harrison, New York  
November 1, 2024

## The Williamsburg Charter High School

### Schedule of Findings and Questioned Costs Year Ended June 30, 2024

#### **Section I - Summary of Auditors' Results**

##### **Financial Statements**

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with U.S. GAAP:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

\_\_\_\_\_ yes X no

Significant deficiency(ies) identified?

\_\_\_\_\_ yes X none reported

Noncompliance material to the financial statements noted?

\_\_\_\_\_ yes X no

##### **Federal Awards**

Internal control over major federal programs:

Material weakness(es) identified?

\_\_\_\_\_ yes X no

Significant deficiency(ies) identified?

\_\_\_\_\_ yes X none reported

Type of auditors' report issued on compliance for major federal programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

\_\_\_\_\_ yes X no

Identification of major federal programs:

##### **Federal Assistance Listing Number(s)**

##### **Name of Federal Program or Cluster**

84.425D

COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II

84.425U

COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP

Dollar threshold used to distinguish between Type A and Type B programs:

\$750,000

Auditee qualified as low-risk auditee?

X yes \_\_\_\_\_ no

#### **Section II – Financial Statement Findings**

During our audit, we noted no material findings for the year ended June 30, 2024.

#### **Section III – Federal Award Findings and Questioned Costs**

During our audit, we noted no material instance of noncompliance and none of the costs tested which were reported in the federal financially assisted programs are questioned or recommended to be disallowed.

# **The Williamsburg Charter High School**

## **Independent Auditors' Report on Communication of Internal Control Matters**

**June 30, 2024**

**Board of Trustees**  
**The Williamsburg Charter High School**

In planning and performing our audit of the financial statements of The Williamsburg Charter High School (the "School") as of and for the year ended June 30, 2024, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

We did not identify any deficiencies in internal control that we consider to be material weaknesses as defined above.

We have other observations and recommendations that are opportunities for strengthening internal control and/or operating efficiency, presented in Addendum A to this letter.

This communication is intended solely for the information and use of management, the audit committee, the Board of Trustees, the Charter Schools Institute of the State University of New York, and the State Education Department of the State University of New York, and others within the School, and is not intended to be and should not be used by anyone other than these specified parties.

We would like to take this opportunity to acknowledge the courtesy and assistance extended to us by the personnel of the School during the course of our audit.

*PKF O'Connor Davies, LLP*

Harrison, New York  
November 1, 2024

## **Addendum A**

### **Other Observations and Recommendations for Strengthening Internal Control and/or Operating Efficiency**

#### **1. General Ledger Maintenance and Account Analysis**

During our audit, we noted that schedules and reconciliations were not prepared and updated throughout the fiscal year. This delayed management's preparation of the year-end financial statements and the completion of the audit package. We noted that improvements are needed in the financial statement closing processes to address the timeliness of the School's year-end financial reporting.

Management should assess the adequacy of resources in the finance department in relation to its periodic reporting responsibility. The School may consider an increased level of financial analysis of significant accounts on a regular basis, as well as providing additional support to the Finance Manager in the area of financial reporting.



# FDNY

Nov 08, 2023

Re: Fire Safety Inspection Report

**BIN:** 3394599

**FDNY Account:** 37158425

**DCID:**

**Facility Type:** Charter School

**DBA:**

**Premises:** 198 VARET STREET BROOKLYN NY 11206

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Building Inspection Unit conducted an inspection of the above-referenced premises on 11/08/2023 at 02:00 PM

The inspection of the above-referenced premises and review of records maintained for such premises **DISCLOSED** the existence of unsafe and non-compliant fire and life safety conditions contrary to the requirements of the New York City Fire Code and/or other law, rule or regulation enforced by the Fire Department and within the scope of the inspection conducted by the above-referenced inspectional unit. Please use the FDNY Business portal to review non-compliant conditions, the link to which is as follows: <https://fires.fdnyccloud.org>. Such conditions must be promptly corrected to maintain the premises safe for use and occupancy.



The inspection of the above-referenced premises and review of records maintained for such premises **DID NOT DISCLOSE** the existence of unsafe or non-compliant fire or life safety conditions contrary to requirements of the New York City Fire Code or other law, rule or regulation enforced by the Fire Department and within the scope of the inspection conducted by the above-referenced inspectional unit.

This report does not constitute a permit or other FDNY approval for any material, operation of facility at the premises. FDNY does not certify that the premises are free from any unsafe or non-compliant condition for which the premises has not been inspected by the above-referenced inspectional unit or that would not be disclosed by inspection in accordance with standard FDNY inspection protocols.

By Order of the Chief of Fire  
Prevention

**Fire Department, City of New York**  
9 MetroTech Center, Brooklyn New York 11201-3857

# Certificate of Occupancy

CO Number: 301100671F

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

<b>A.</b> Borough: Brooklyn Address: 198 VARET STREET Building Identification Number (BIN): 3394599	Block Number: 03117 Lot Number(s): 24 Building Type: New	Certificate Type: Final Effective Date: 12/15/2011
For zoning lot metes & bounds, please see BISWeb.		
<b>B.</b> Construction classification: 1-D (1968 Code) Building Occupancy Group classification: E (1968 Code) Multiple Dwelling Law Classification: None No. of stories: 8 Height in feet: 98 No. of dwelling units: 0		
<b>C.</b> Fire Protection Equipment: None associated with this filing.		
<b>D.</b> Type and number of open spaces: None associated with this filing.		
<b>E.</b> This Certificate is issued with the following legal limitations: Board of Standards and Appeals - Recording Info: 43-09-BZ2009, 93-10-BZ2010		
Borough Comments: None		



Acting

Borough Commissioner



Commissioner

# Certificate of Occupancy

CO Number:

301100671F

## Permissible Use and Occupancy

All Building Code occupancy group designations are 1968 designations, except RES, COM, or PUB which are 1938 Building Code occupancy group designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
CEL	4	OG	D-2			GAS METER ROOM, ELECTRIC METER ROOM, BOILER ROOM.
ME Z		60	D-2		3A	MECHANICAL EQUIPMENT ROOM ACCESSORY TO BUILDING.
ME Z	42	60	F-1B		3A	SCHOOL - BUILDING CODE OCCUPANCY GROUP G (F-1B EACH FLOOR).
001	1111	100	F-1B F-1A		3A	SCHOOL - BUILDING CODE OCCUPANCY GROUP G (F-1B EACH FLOOR), F-1A MULTI-PURPOSE ROOM #107.
001		100	D-2		3A	MECHANICAL EQUIPMENT ROOM ACCESSORY TO BUILDING.
002	372	60	F-1B		3A	SCHOOL - BUILDING CODE OCCUPANCY GROUP G (F-1B EACH FLOOR).
002		60	D-2		3A	MECHANICAL EQUIPMENT ROOM ACCESSORY TO BUILDING.
003	372	60	F-1B		3A	SCHOOL - BUILDING CODE OCCUPANCY GROUP G (F-1B EACH FLOOR).
003		60	D-2		3A	MECHANICAL EQUIPMENT ROOM ACCESSORY TO BUILDING.
004	366	60	F-1B		3A	SCHOOL - BUILDING CODE OCCUPANCY GROUP G (F-1B EACH FLOOR).
004		60	D-2		3A	MECHANICAL EQUIPMENT ROOM ACCESSORY TO BUILDING.
005	199	60	F-1B		3A	SCHOOL - BUILDING CODE OCCUPANCY GROUP G (F-1B EACH FLOOR).
005		60	D-2		3A	MECHANICAL EQUIPMENT ROOM ACCESSORY TO BUILDING.



Acting

Borough Commissioner



Commissioner

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# Certificate of Occupancy

CO Number: 301100671F

Permissible Use and Occupancy						
All Building Code occupancy group designations are 1968 designations, except RES, COM, or PUB which are 1938 Building Code occupancy group designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
006	266	60	F-1B		3A	SCHOOL - BUILDING CODE OCCUPANCY GROUP G (F-1B EACH FLOOR).
007	261	60	F-1B		3A	SCHOOL - BUILDING CODE OCCUPANCY GROUP G (F-1B EACH FLOOR).
008	158	60	F-1B		3A	SCHOOL - BUILDING CODE OCCUPANCY GROUP G (F-1B EACH FLOOR).
RO F	50	40	K			BULKHEADS; ELEVATOR MECHANICAL ROOM; TENANT OPEN SPACE.
END OF SECTION						



Acting

Borough Commissioner



Commissioner

END OF DOCUMENT

301100671/000 12/15/2011 3:03:19 PM