

Application: Williamsburg Charter High School

Katie Manion - kmanion@thewcs.org
2021-2022 Annual Report

Entry 1 School Info and Cover Page

Completed - Jul 28 2022

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 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 2021-2022 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, 2022)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

WILLIAMSBURG CHARTER HIGH SCHOOL 800000057520

a1. Popular School Name

WCHS

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

BOARD OF REGENTS

d. DISTRICT / CSD OF LOCATION

CSD #14 - BROOKLYN

e. DATE OF INITIAL CHARTER

2/2004

f. DATE FIRST OPENED FOR INSTRUCTION

8/2004

c. School Unionized

Is your charter school unionized?

No

f. APPROVED SCHOOL MISSION (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.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1	<p>STUDENT CENTERED AND THERAPEUTICALLY SUPPORTIVE ENVIRONMENT</p> <p>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.</p>
KDE 2	<p>RIGOROUS, RESPONSIVE EDUCATIONAL PROGRAM</p> <p>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.</p>
KDE 3	<p>COLLEGE AND CAREER READINESS CULTURE</p> <p>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.</p>

KDE 4	<p>COMMUNITY ORIENTED</p> <p>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.</p>
KDE 5	<p>LITERACY ACROSS THE CONTENT AREAS AND SUPPORT FOR STRUGGLING READERS</p> <p>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.</p>
KDE 6	<p>INTERDEPARTMENTAL COLLABORATION</p> <p>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.</p>
KDE 7	<p>COLLABORATIVE, DATA-DRIVEN ACADEMICS</p> <p>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.</p>
KDE 8	<p>MULTIFACETED LEARNING OPPORTUNITIES AND EXPERIENCES</p> <p>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</p>

	<p>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.</p>
KDE 9	<p>COURSE SEQUENCE AND ACADEMIC PROGRAM DIVERSITY</p> <p>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.</p>
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

www.thewcs.org

i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)

963

j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

963

k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)

Check all that apply

Grades Served

9, 10, 11, 12

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2022-2023?

No, just one site.

WILLIAMSBURG CHARTER HIGH SCHOOL 800000057520

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 to be Served at Site for coming 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	718-782-9830	NYC CSD 14	9-12	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Jahi Bashir	Head of School	718-782-9830		
Operational Leader	Valerie Jacobson	Head of Operations	718-782-9830		
Compliance Contact	Katie Manion	Accountability and Development Manager	718-782-9830		
Complaint Contact	Lourdes Rivera Putz	Board Chair	917-295-6088		
DASA Coordinator	Danielle Bero	Academy Leader	718-782-9830		
Phone Contact for After Hours Emergencies	Valerie Jacobson	Head of Operations	718-864-8615		

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

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

m1d. 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, 2021.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.**

Site 1 Certificate of Occupancy (COO)

[Williamsburg Charter High School Certificate of Occupancy_\(1\).pdf](#)

Filename: Williamsburg Charter High School Certificate of Occupancy (1).pdf **Size:** 1.1 MB

Site 1 Fire Inspection Report

[Fire Inspection - 11-1-22.pdf](#)

Filename: Fire Inspection - 11-1-22.pdf **Size:** 25.7 kB

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the 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	609-206-7561
Email	kmanion@thewcs.org

p. Our 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 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES to agree.**

Responses Selected:

Yes

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

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "John B. [unclear]".

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "John B. [unclear]".

Date

Jul 30 2022



Thank you.

Entry 3 Progress Toward Goals

Completed - Nov 1 2022

Instructions

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, 2022**.

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

Entry 3 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 2, 2022.

WILLIAMSBURG CHARTER HIGH SCHOOL 800000057520

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, 2022**.

2021-2022 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	
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	
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	
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	
Academic Goal 5	20% of each cohort will graduate with an Advanced Regents Diploma.	Graduation rate data, NYS Regents Examination Data	Met	
Academic Goal 6	5% of each cohort	Graduation rate	Not Met	None of our

	<p>will graduate with an Honors Regents diploma.</p>	<p>data, NYS Regents Examination Data</p>		<p>students graduated with Honors Regents diplomas in June of 2022.</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, including the fact that our students have not been sitting for the Regents examinations due to exemptions and changes in testing.</p> <p>As we continue into the 2022-23 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 honors program and make adjustments as needed throughout the year.</p>
Academic Goal 7	Each year, at least	WCHS graduation	Met	

	80% of each cohort will graduate within four years.	data		
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 2021-22 school year.
Academic Goal 10	Each year, the school will help students improve on their incoming proficiency levels and pass Regents exams in Mathematics.	NYC DOE School Quality Snapshot	Unable to Assess	The NYC DOE School Quality Snapshot is not available for the 2021-22 school year.

2. Do have more academic goals to add?

Yes

2021-2022 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

4. ORGANIZATION GOALS

For the 2021-2022 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".

2021-2022 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>WCHS had an attendance rate of 80.2% for 2021-22, up 2% from the previous year.</p> <p>Our 2021-22 attendance continued to be impacted by COVID-19, attendance dipped in the winter months as the city of New York experienced COVID surges. When needed, the school transitioned to remote learning in December/January, which also impacted our attendance numbers, despite student access to technology and utilization of a remote learning attendance policy. Traditionally when we have attendance dips, our social workers at each grade level conduct home visits; however, we were</p>

unable to do this due to COVID safety precautions and staffing challenges.

Throughout 2021-22, WCHS continued other successful attendance outreach practices used in previous years, which included: daily calls, emails, and texts to chronically absent students; weekly letters; bi-weekly attendance team meetings; advisory outreach; attendance case conferencing and grade team outreach; individual phone calls and virtual outreach meetings. Following a dip in the winter and early spring, by May, our attendance increased to over 80% again due to decreases in COVID and successful attendance outreach by our teams.

This year, our social work department is fully staffed. Social workers at each grade level are conducting home visits for their grade level and we have a 5th at-risk social worker to assist with

				outreach and intervention plans.
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	Met	
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 School Survey	Unable to Assess	The NYC School Survey is not available for the 2021-22 school year. In addition, we are awaiting our aggregate 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 School Survey	Unable to Assess	The NYC School Survey is not available for the 2021-22 school year. In addition, we are awaiting our aggregate 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 School Survey	Unable to Assess	The NYC School Survey is not available for the 2021-22 school year. In addition, we are awaiting our aggregate 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

2021-2022 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	Met	The School's enrollment was maintained within 15% of the full enrollment of 963 students as defined in the School's. Enrollment at the level of 15% of full enrollment was maintained on an ongoing basis and was monitored daily.
Financial Goal 2	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.	Financial audit completed by the School's auditor, PKF O'Connor Davies, LLP	Met	PKF O'Connor Davies, LLP did not identify any deficiencies in internal control considered to be material weaknesses.
Financial Goal 3	Each year, the School will operate on a balanced budget and maintain a stable cash flow.	School financial records	Met	The School operated on a balanced budget and maintained a stable cash flow throughout the 2021-22 school year, as evidenced in the attached financial documents.
Financial Goal 4				

Financial Goal 5				
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7. Do have more financial goals to add?

(No response)

2021-2022 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 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

Entry 4 - Audited Financial Statements

Completed - Nov 1 2022

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **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 **November 1, 2022**. 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 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

[2022 Williams Charter HS FST with Mgmt Ltr](#)

Filename: 2022_Williams_Charter_HS__FST_with_ODG06US.pdf Size: 494.6 kB

Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Completed - Nov 1 2022

[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 [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL 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-nysed 2022](#)

Filename: Audited_Financial_Report-nysed_2022.xlsx Size: 467.5 kB

Entry 4c – Additional Financial Documents

Completed - Nov 1 2022

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2022**. 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. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[1] 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.

[2022 Williams Charter HS FST with Mgmt Ltr](#)

Filename: 2022_Williams_Charter_HS_FST_with_xb52ZEf.pdf Size: 494.6 kB

Entry 4d - Financial Services Contact Information

Completed - Oct 27 2022

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

Form for "Financial Services 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	kfernandez@thewcs.org	347-304-4651

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	[REDACTED]	[REDACTED]	11

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	[REDACTED]	[REDACTED]	

Entry 5 – Fiscal Year 2022-2023 Budget

Completed - Nov 1 2022

SUNY-authorized charter schools should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

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.

[Final 2022-2023 Annual Budget-11-1-2022 \(2\)](#)

Filename: Final_2022-2023_Annual_Budget-11-1-2022_2.xlsx Size: 38.0 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 29 2022

Due on August 1, 2022, 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 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). 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 completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

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 Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[Disclosure of Financial Interest Form - Annual Report-kgaff43 gmail](#)

Filename: Disclosure_of_Financial_Interest_F_eDH73mF.pdf Size: 392.3 kB

[Disclosure of Financial Interest Form - Annual Report-ahmadduwaik gmail](#)

Filename: Disclosure_of_Financial_Interest_F_p0kerz1.pdf Size: 361.5 kB

[Disclosure of Financial Interest Form - Annual Report-uwsofny aol](#)

Filename: Disclosure_of_Financial_Interest_F_FK3xUVL.pdf Size: 395.7 kB

[Disclosure of Financial Interest Form - Annual Report-mmorales mimconsulting](#)

Filename: Disclosure_of_Financial_Interest_F_W775LN7.pdf Size: 391.3 kB

[Disclosure of Financial Interest Form - Annual Report Updated -samuelmriviera gmail](#)

Filename: Disclosure_of_Financial_Interest_F_68gDC7R.pdf Size: 462.5 kB

[Disclosure of Financial Interest Form - Annual Report-jwspoon gmail](#)

Filename: Disclosure_of_Financial_Interest_F_zZrWPbL.pdf Size: 388.0 kB

Entry 7 BOT Membership Table

Completed - Jul 28 2022

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 7 BOT 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.

WILLIAMSBURG CHARTER HIGH SCHOOL 800000057520

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2021-2022 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	Lourdes Rivera-Putz		Chair	Development and Fundraising	Yes	6	06/01/2022	06/01/2025	12
2	Samuel Rivera		Vice Chair	Accountability and Finance, Development and Fundraising	Yes	3	09/01/2019	09/01/2022	12
3	Ahmad Duwaik		Treasurer	Accountability and Finance	Yes	1	01/01/2022	01/01/2025	5 or less
4	John Witherspoon		Treasurer	Accountability and Finance	Yes	2	11/01/2022	11/01/2025	10
5	Kathy Gaffney		Secretary	Development and Fundraising	Yes	1	09/01/2020	09/01/2023	8
6	Manny Morales		Treasurer	Accountability and Finance	Yes	2	08/01/2020	12/31/2021	6

7									
8									
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2022	5
b.Total Number of Members Added During 2021-2022	1
c. Total Number of Members who Departed during 2021-2022	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

3. Number of Board meetings held during 2021-2022

13

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

5

Total number of Voting Members added during the 2021-2022 school year:

1

Total number of Voting Members who departed during the 2021-2022 school year:

1

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

11

Total number of Non-Voting Members on June 30, 2022:

0

Total number of Non-Voting Members added during the 2021-2022 school year:

0

Total number of Non-Voting Members who departed during the 2021-2022 school year:

0

Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2021-2022

2

Thank you.

Entry 8 Board Meeting Minutes

Completed - Aug 1 2022

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

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 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 by **August 1, 2022**.

WCHS Board Minutes 11-16-21 (1)

Filename: WCHS_Board_Minutes_11-16-21_1.pdf Size: 185.1 kB

WCHS Board Minutes 12-14-21

Filename: WCHS_Board_Minutes_12-14-21.pdf Size: 184.7 kB

WCHS Board Minutes 10-20-21 (1)

Filename: WCHS_Board_Minutes_10-20-21_1.pdf Size: 192.4 kB

WCHS Board Minutes - 10-04-2021 (special meeting)

Filename: WCHS_Board_Minutes_-_10-04-2021_sp_2br4bUg.pdf Size: 168.6 kB

WCHS Board Minutes 04-12-2022

Filename: WCHS_Board_Minutes_04-12-2022.pdf Size: 196.3 kB

WCHS Board Minutes 06-21-2022 (2)

Filename: WCHS_Board_Minutes_06-21-2022_2.pdf Size: 190.0 kB

WCHS Board Meeting Minutes 8-17-21 (2)

Filename: WCHS_Board_Meeting_Minutes_8-17-21_2.pdf Size: 219.4 kB

WCHS Board Minutes 01-05-2022

Filename: WCHS_Board_Minutes_01-05-2022.pdf Size: 197.0 kB

[WCHS Board Minutes 03-22-2022](#)

Filename: WCHS_Board_Minutes_03-22-2022.pdf Size: 188.9 kB

[WCHS Board Minutes 09-20-21](#)

Filename: WCHS_Board_Minutes_09-20-21.pdf Size: 195.7 kB

[WCHS Board Meeting Minutes 7-20-21 \(2\)](#)

Filename: WCHS_Board_Meeting_Minutes_7-20-21_2.pdf Size: 195.3 kB

[WCHS Minutes 02-15-2022 \(1\)](#)

Filename: WCHS_Minutes_02-15-2022_1.pdf Size: 196.3 kB

[WCHS Board Minutes 05-17-2022 \(2\)](#)

Filename: WCHS_Board_Minutes_05-17-2022_2.pdf Size: 195.5 kB

Entry 9 Enrollment & Retention

Completed - Aug 1 2022

[Instructions for submitting Enrollment and Retention Efforts](#)

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), 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 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>The school maintained its increased student recruitment budget for the 2021-22 school year to allow for expanded online advertising. We continued to ensure the school remains continually active on advertising and social media platforms throughout the year.</p> <p>With this budget, the school continued to hone in on successful marketing practices to increase engagement with economically disadvantaged students and families in our area. Specifically, the Recruitment Team:</p> <ul style="list-style-type: none"> Held monthly Open Houses and attended virtual fairs; Updated marketing materials including flyers, brochures, and postcards; Continued increased online marketing campaign - Google Ads, Facebook, Instagram; Sent out email blasts to mailing list from DOE and NYC Charter Center fairs and open houses; Continued investment in a Niche premium profile and lead generation; Increased social media posts; Posted on free online listing sites; and, Met weekly with the Recruitment Team, including the Social-Emotional Academy Leaders leading up to the lottery. 	<p>For 2022-23, WCHS has increased our recruitment budget in order to better recruit a diverse study body. WCHS will also continue our outreach efforts that have proven successful in the 2021-22 school year and will continue in-person recruiting events (COVID-19 Safety Plans permitting), including WCHS shadow day programming with local middle schools, additional 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.</p> <p>We will continue to engage with our community through virtual and (as permitted) in-person outreach to local middle schools and participation in local events. To this end, we will continue to attend virtual and/or in-person (as allowed by city, state and federal health guidelines) Community Board Meetings, Community School District Council Meetings, and applicable open events at local middle schools.</p> <p>We will also continue to involve our Parent Leadership Council in student recruiting events and encourage parent and student volunteers.</p> <p>While we may not see the value of this in 2022-23, the Board purchased the property next door to renovate for the purposes of all-</p>

		<p>purpose and sports space that will be an attractive feature to prospective students but also has the potential to be used by community members to advance the school's reputation in the community.</p>
<p>English Language Learners</p>	<p>In 2021-22, WCHS continued to create and disseminate flyers for our ENL program (in English and Spanish) at all of our open houses and recruitment fairs. We also provided monthly virtual 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.</p> <p>This year, we created an Instagram campaign that featured testimonials of students, including ENL students describing their positive experiences at our school, and we created a bilingual Youtube recruitment highlights video. We also created a webpage on our website dedicated to describing and promoting our ENL program.</p>	<p>In 2022-23, WCHS will continue its bilingual program for new immigrant English-language Learners who would like to maintain their native language while gaining proficiency in English. This program is for parents of incoming 9th graders to choose as an alternative to traditional ENL classes and push-in/pull-out ENL services. WCHS will also continue to create and disseminate flyers for our ENL program (in English and Spanish) at all of our open houses and recruitment fairs and continue to research middle schools with high numbers of ENL students and conduct digital and print outreach to guidance counselors and the parents Association at those schools.</p> <p>Due to potential COVID-19 limitations on in-person visits to neighborhoods with high concentrations of non-English speaking families, we will continue to expand our utilization of digital and print advertisements in such publications as Arab American, El Diario, Green Line, Williamsburg Gazette, Bushwick Daily, The New York Daily News, Brooklyn Parent, and Brooklyn Family. When site visits are not possible, we will offer virtual presentations, and mail and email multilingual recruitment flyers and applications to local Community</p>

		<p>Boards 1, 3, 8, and 12, CBO's and places of worship. We will also look into radio advertising on Spanish-speaking radio stations such as LaMega 97.7 and Amor 93.1 to reach broader audiences.</p>
<p>Students with Disabilities</p>	<p>In 2021-22, we continued our outreach to local middle schools with large populations of special needs students, including attending and presenting at virtual high school fairs and virtual parents association meetings at these middle schools to describe our continuum of special education services. We also cultivated relationships with guidance counselors at these schools and invited them and their 8th graders to private virtual tours.</p> <p>In addition, our Special Education Coordinator served on the WCHS Recruitment Team and attended and presented at all virtual high school fairs to present our special education programs to prospective families.</p> <p>WCHS also added a Special Needs and Academic Services page to the school website to highlight and recruit incoming students with special needs.</p>	<p>In 2022-23, the School will continue to increase opportunities for the local community to learn about our Special Education program online and in-person by regularly disseminating flyers, brochures/ and information about our Special Needs and Academic Services (SNAS) program. We will continue to ensure that our SNAS Compliance Coordinator regularly attends recruitment events and open houses.</p> <p>In addition, we will continue to outreach to local middle schools, including public, charter, and private schools, with high percentages of students with disabilities by strengthening the relationship and communication between our Recruitment Team and local middle school counselors.</p> <p>Finally, we will research potential online, print, and social media advertising options targeted to families with middle and high school age children with special needs.</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>As we recognize that many families have experienced illness and loss throughout COVID, we expanded our social-emotional learning and supports program this year through added programs with our Student Support Team, Grade Team and Wellness Coordinator, including virtual activities such as weekly Circles of Support with each Grade level Intervention and Family Support Counselor. WCHS also offered school laptops, wifi hotspots, and weekly technology help to students in need throughout the school year.</p>	<p>We will continue in-person (pending SED regulations) orientations for new and transfer students with the respective Grade Level Team to introduce students to their Grade Level Academy Leader, Academic Counselor, Intervention and Family Support Counselor, and Student Life Associate. In addition, incoming Freshmen will again have the opportunity to attend a 4-day Summer Bridge Program with peer team-building, neighborhood excursions, and introductory high school activities in August 2022 (pending COVID-19 safety protocols for schools). In addition, new transfer students will again be provided with a tour by our Student Recruitment Coordinator, and/or assigned a student “buddy” or ambassador in their grade so that they have at least 1 student that they know, and given a Wolverine Checklist to guide them through routine school systems and offices on their first day.</p> <p>Beyond social-emotional supports, WCHS is continuing to focus heavily on our academic intervention program to help students recover learning loss due to COVID-19. These supports include additional math and literacy intervention teachers and coordinators, credit recovery, at-risk social worker support, and academic counseling support for 5th and 6th seniors and under-credited students.</p>

<p>English Language Learners</p>	<p>For 2021-22, the ENL Department continued to engage and support students through ENL classes, push-in/pull-out services in CORE classes and by providing differentiation support across subjects. The ENL Department also expanded its lunch-time and after-school homework help virtual sessions and continued to provide services during remote learning.</p>	<p>For 2022-23, WCHS plans to continue the bilingual program. Incoming 9th grade students can select the bilingual ENL program services and continue with the program their 10th, 11th, and 12th grade years as we expand the program each year. The dual language program teaches students core subjects in two languages: English and their home language, Spanish. English and Spanish are used equally. The goal of this program is for students to be able to read, write, and speak in both English and Spanish while learning core subject curriculum. Classes are made up of both English Language Learners who share the same home language and students at varying English proficiency levels. The goal of the program is for students to learn how to speak, read, understand, and write in both English and Spanish, and also learn about and appreciate other cultures.</p> <p>In order to further retain ENL students who had recently transferred to WCHS from other countries, the Recruitment Team will re-institute the following for in-person learning: Pair 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>Students with Disabilities</p>	<p>During the 2021-22 school year, teachers worked closely with our students with disabilities to address any gaps in learning that may have stemmed from the COVID</p>	<p>For the 2022-23 school year, we will strengthen our special education services and retention of students with disabilities by training our special education teachers to serve</p>

environment.

We continued monthly virtual special education workshops in concert with a community group that focuses on serving families with special needs children. Workshops were available for all families and community members and covered such topics as "What's in an IEP?", "College and Transition Planning", "Services in a Remote Environment", and "Behavior Plans".

as case managers for a small group of 12-15 special education students, thereby adding an additional layer of support for these students and families. The case manager is a special education who teaches the child in at least one class and serves as an additional point of contact for students and families regarding their child's IEP, IEP goals, interim assessments, and progress. Families can continue to contact the Special Education Coordinator, their child's advisor and their children's general education and special education teachers as well, but will now have an additional support via the case manager.

We will also continue the support of an academic counselor to advise students who are under-age and over-credited and are seeking to graduate in their 5th or 6th year at WCHS, and may have IEPs. The 5th year counselor will assist these students in scheduling any missing courses and credits to help them meet their goal of graduation in concert with their and their families' timeline.

We will also continue to offer our special needs program including related services, integrated co-teaching, special education teacher support services, and self-contained classes as outlined in each students' IEP.

Entry 10 – Teacher and Administrator Attrition

Completed - Jul 28 2022

Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System – Employee Clearance

Charter schools must ensure that all prospective employees^[1] 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.

[1] 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 <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

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 10-2019](#).

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Jul 29 2022

Instructions

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

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	2
Total Category A: 5 or 30% whichever is less	5.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. Mathematics	1
ii. Science	1
iii. Computer Science	2
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	4.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	1
Total Category C: not to exceed 5	4.0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	13

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	70

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	83

Thank you.



Entry 12 Organization Chart

Completed - Jul 28 2022

[Instructions](#)

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

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

[WCHS Org Chart 2021-22 \(1\)](#)

Filename: WCHS_Org_Chart_2021-22_1.pdf Size: 132.4 kB

Entry 13 School Calendar

Completed - Jul 29 2022

[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 with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

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. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

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

[Calendar 2022-23](#)

Filename: Calendar_2022-23.pdf Size: 133.0 kB

Entry 14 Links to Critical Documents on School Website

Completed - Jul 28 2022

[Instructions](#)

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved 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:

1. Current Annual Report (i.e., 2021-2022 Annual Report);^[1]
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
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 September 2021 [Emergency Response Plan Memo](#));
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.)

Form for Entry 14 Links to Critical Documents on School Website

School Name: Williamsburg Charter High School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved 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:

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	https://www.thewcs.org/charter-status
2. Board meeting notices, agendas and documents	https://www.thewcs.org/our-story/board-of-trustees/
3. New York State School Report Card	https://www.thewcs.org/charter-status/
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.thewcs.org/dignity-act/ and https://www.thewcs.org/code-of-conduct/
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo)	https://www.thewcs.org/safety-plan/
6. Authorizer-approved FOIL Policy	https://www.thewcs.org/contact/foil/
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.thewcs.org/contact/foil/

Thank you.



The Williamsburg Charter High School

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

June 30, 2022 and 2021

The Williamsburg Charter High School
Financial Statements and
Uniform Guidance Schedules
Together With Independent Auditors' Reports

June 30, 2022 and 2021

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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, 2022 and 2021, 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, 2022 and 2021, 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 October 21, 2022, 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
October 21, 2022

The Williamsburg Charter High School

Statements of Financial Position

	June 30,	
	2022	2021
ASSETS		
Current Assets		
Cash	\$ 9,484,537	\$ 12,654,355
Grants and contracts receivable	752,217	578,351
Prepaid expenses	158,253	130,295
Total Current Assets	10,395,007	13,363,001
Investments	2,572,641	2,570,254
Property and equipment, net	6,628,420	2,324,930
Security deposits	1,524,243	1,523,923
Restricted cash	100,792	101,035
	\$ 21,221,103	\$ 19,883,143
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 177,427	\$ 418,681
Accrued payroll and payroll taxes	1,012,028	911,018
Deferred rent, current portion	381,535	447,465
Refundable advances	102,934	421
Total Current Liabilities	1,673,924	1,777,585
Paycheck Protection Program loan payable	-	2,022,511
Deferred rent	10,583,830	10,040,435
Total Liabilities	12,257,754	13,840,531
Net assets, without donor restrictions	8,963,349	6,042,612
	\$ 21,221,103	\$ 19,883,143

See notes to financial statements

The Williamsburg Charter High School

Statements of Activities

	Year Ended June 30,	
	2022	2021
REVENUE AND SUPPORT		
State and local per pupil operating revenue	\$ 17,680,686	\$ 17,005,820
Federal grants	1,352,773	713,447
Federal IDEA	183,625	82,862
State grants	73,537	51,572
Other income	323,726	221,600
Total Revenue and Support	19,614,347	18,075,301
EXPENSES		
Program Services		
Regular education	14,194,725	12,158,202
Special education	2,063,977	1,646,342
Total Program Services	16,258,702	13,804,544
Supporting Services		
Management and general	2,457,419	1,928,577
Total Expenses	18,716,121	15,733,121
Gain on forgiveness of Paycheck Protection Program loan	2,022,511	-
Change in Net Assets	2,920,737	2,342,180
NET ASSETS		
Beginning of year	6,042,612	3,700,432
End of year	\$ 8,963,349	\$ 6,042,612

See notes to financial statements

The Williamsburg Charter High School

Statement of Functional Expenses
Year Ended June 30, 2022

	No. of Positions	Program Services		Total	Management and General	Total
		Regular Education	Special Education			
Personnel Services Costs						
Administrative staff personnel	31	\$ 1,660,627	\$ 196,803	\$ 1,857,430	\$ 93,184	\$ 1,950,614
Instructional personnel	107	6,108,160	723,890	6,832,050	342,754	7,174,804
Non-Instructional personnel	11	501,685	59,456	561,141	28,152	589,293
Total Personnel Services Costs	149	8,270,472	980,149	9,250,621	464,090	9,714,711
Fringe benefits and payroll taxes						
Retirement		1,635,122	179,586	1,814,708	85,034	1,899,742
Legal services		92,317	10,140	102,457	4,801	107,258
Accounting and audit services		-	-	-	210,877	210,877
Other purchased/professional/consulting services		275,854	183,371	459,225	61,236	61,236
Building lease		2,659,912	466,457	3,126,369	146,794	606,019
Repairs and maintenance		4,461	396	4,857	548,768	3,675,137
Insurance		172,886	20,965	193,851	489,742	494,599
Utilities		267,918	45,382	313,300	16,443	210,294
Supplies and materials		176,141	38,121	214,262	7,801	321,101
Equipment and furnishings		33,377	29,448	62,825	27,653	241,915
Staff development		19,647	4,302	23,949	6,740	69,565
Marketing and recruiting		55,353	10,495	65,848	1,673	25,622
Technology		-	-	-	16,462	82,310
Student services		230,872	36,121	266,993	257,954	257,954
Office expense		46,480	14,477	60,957	-	266,993
Depreciation and amortization		240,535	42,661	283,196	10,434	71,391
Other		13,378	1,906	15,284	33,461	316,657
Total Expenses		\$ 14,194,725	\$ 2,063,977	\$ 16,258,702	\$ 2,457,419	\$ 18,716,121

See notes to financial statements

The Williamsburg Charter High School

Statement of Functional Expenses
Year Ended June 30, 2021

	No. of Positions	Program Services		Management and General	Total
		Regular Education	Special Education		
Personnel Services Costs					
Administrative staff personnel	30	\$ 1,545,459	\$ 183,154	\$ 86,722	\$ 1,815,335
Instructional personnel	107	5,248,274	621,983	294,502	6,164,759
Non-Instructional personnel	11	272,093	32,246	15,268	319,607
Total Personnel Services Costs	<u>148</u>	<u>7,065,826</u>	<u>837,383</u>	<u>396,492</u>	<u>8,299,701</u>
Fringe benefits and payroll taxes					
Retirement		1,332,255	146,322	69,283	1,547,860
Legal services		81,702	8,974	4,249	94,925
Accounting and audit services		-	-	180,424	180,424
Other purchased/professional/consulting services		-	-	45,800	45,800
Building lease		20,524	13,643	10,922	45,089
Repairs and maintenance		2,659,909	466,456	548,772	3,675,137
Insurance		3,109	276	341,279	344,664
Utilities		179,760	21,798	17,097	218,655
Supplies and materials		333,357	56,467	9,706	399,530
Equipment and furnishings		85,536	18,512	13,429	117,477
Staff development		6,427	3,411	781	8,058
Marketing and recruiting		45,609	8,647	547	8,381
Technology		-	-	13,564	67,820
Student services		116,426	18,216	183,191	183,191
Office expense		41,270	12,854	-	134,642
Depreciation and amortization		170,720	30,279	9,264	63,388
Other		11,906	1,697	23,749	224,748
Total Expenses		<u>\$ 12,158,202</u>	<u>\$ 1,646,342</u>	<u>\$ 1,928,577</u>	<u>\$ 15,733,121</u>

See notes to financial statements

The Williamsburg Charter High School

Statements of Cash Flows

	Year Ended June 30,	
	2022	2021
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 2,920,737	\$ 2,342,180
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	316,657	224,748
Gain on forgiveness of Paycheck Protection Program loan	(2,022,511)	-
Deferred rent	477,465	570,601
Changes in operating assets and liabilities		
Grants and contracts receivable	(173,866)	39,719
Prepaid expenses	(27,958)	25,577
Accounts payable and accrued expenses	(241,254)	314,697
Accrued payroll and payroll taxes	101,010	48,790
Security deposits	(320)	-
Refundable advances	102,513	421
Net Cash from Operating Activities	1,452,473	3,566,733
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	(4,620,147)	(502,583)
Purchases of investments	(2,387)	(349)
Net Cash from Investing Activities	(4,622,534)	(502,932)
 Net Change in Cash and Restricted Cash	(3,170,061)	3,063,801
CASH AND RESTRICTED CASH		
Beginning of year	12,755,390	9,691,589
End of year	\$ 9,585,329	\$ 12,755,390

See notes to financial statements

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2022 and 2021

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 April 9, 2019, the Board of Regents approved and issued the renewal to the charter for a period of five years effective until June 30, 2024. 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 948 students in ninth through twelfth grades during the 2021-2022 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, 2022 and 2021

2. Summary of Significant Accounting Policies

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 as of June 30, 2022 and 2021.

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:

	<u>2022</u>	<u>2021</u>
Cash	\$ 9,484,537	\$ 12,654,355
Restricted cash	<u>100,792</u>	<u>101,035</u>
	<u>\$ 9,585,329</u>	<u>\$ 12,755,390</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, 2022 and 2021

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, 2022 and 2021.

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.

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2022 and 2021

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

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, 2022 and 2021 was \$82,310 and \$67,820.

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 by function 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, 2019.

Deferred Rent

The School records its rent in accordance with U.S. GAAP guidance whereby all rental payments, including fixed rent increases, are recognized on a straight-line basis as an offset to rent expense. The difference between the straight-line rent expense and the required lease payments, as well as any unamortized lease incentives, is reflected in deferred rent in the accompanying statements of financial position.

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 October 21, 2022.

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 as of June 30, 2022 and 2021 consisted of a government money market mutual fund in the amounts of \$2,572,641 and \$2,570,254 categorized as level 1 in the fair hierarchy.

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2022 and 2021

5. Property and Equipment

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

	<u>2022</u>	<u>2021</u>
Furniture and fixtures	\$ 89,205	\$ 71,772
Equipment	1,308,441	977,622
Software	174,780	174,780
Leasehold improvements	2,591,735	2,574,840
Building - Gym	638,250	-
Land - Gym	<u>3,616,750</u>	<u>-</u>
	8,419,161	3,799,014
Accumulated depreciation and amortization	<u>(1,790,741)</u>	<u>(1,474,084)</u>
	<u>\$ 6,628,420</u>	<u>\$ 2,324,930</u>

6. Liquidity and Availability

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:

	<u>2022</u>	<u>2021</u>
Cash	\$ 9,484,537	\$ 12,654,355
Investments	2,572,641	2,324,930
Grants and contracts receivable	<u>752,217</u>	<u>578,351</u>
	<u>\$ 12,809,395</u>	<u>\$ 15,557,636</u>

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 in government money market funds 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, 2022 and 2021 amounted to \$107,258 and \$94,925.

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2022 and 2021

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. As of June 30, 2022 and 2021, approximately \$9,085,000 and \$12,255,000 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, 2022 and 2021, the School received approximately 82% and 94% 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. Commitment

In March 2009, the School entered into a lease agreement expiring July 31, 2039 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 future minimum lease payments under this lease is as follows for the years ending June 30:

2023	\$ 3,293,602
2024	3,392,410
2025	3,494,183
2026	3,599,008
2027	3,706,978
Thereafter	<u>59,631,656</u>
	<u>\$ 77,117,837</u>

Rent expense is recognized on the straight-line basis. The differences between cash payments under the lease agreement and the straight-line rent have been recognized as deferred rent in the accompanying statements of financial position from inception of the lease. The difference between rent cash payments and straight-line rent recorded in the statements of financial position amounted to \$447,465 and \$570,601 for the years ended June 30, 2022 and 2021.

Rent expense under the operating lease for each of the years ended June 30, 2022 and 2021 was \$3,675,137.

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2022 and 2021

11. Paycheck Protection Program Loan Payable

On May 2, 2020, the School qualified for and received a loan pursuant to the Paycheck Protection Program ("PPP"), a program implemented by the U.S. Small Business Administration ("SBA") under the Coronavirus Aid, Relief, and Economic Security Act ("CARES"), from a qualified PPP lender, for an aggregate principal amount of \$2,022,511 (the "PPP Loan"). The PPP Loan bears interest at a fixed rate of 1.0% per annum, with the first six months of interest deferred, has a term of two years, and is unsecured and guaranteed by the SBA. The principal amount of the PPP Loan is subject to forgiveness under the PPP upon the School's request to the extent that the PPP Loan proceeds are used to pay expenses permitted by the PPP, including payroll costs, covered rent and mortgage obligations, and covered utility payments incurred by the School. The School applied for full forgiveness of the PPP Loan with respect to these covered expenses.

On July 26, 2021, the PPP Loan was forgiven in full by the SBA. The loan forgiveness of \$2,022,511 is included on the accompanying 2022 statement of activities under gain on forgiveness of Paycheck Protection Program loan.

12. 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.

13. Risks and Uncertainties

The School's operations and financial performance may be affected by the COVID-19 outbreak which has spread globally and is expected to adversely affect economic conditions throughout the world. If the outbreak continues and conditions worsen, the School may experience a disruption in operations as well as a decline in revenue activities. Economic uncertainty is related to the potential reduction and/or delays in state and local per pupil operating revenue, shortfalls and variations in enrollment, and operational and other changes that could increase expenses. The outbreak may adversely affect the School's activities, financial condition, results of operations, and cash flows. Management is closely monitoring the impact of COVID-19 and believes the School is taking appropriate actions to mitigate the negative impact. However, management is unable to estimate the financial impact, if any, related to this matter.

The Williamsburg Charter High School

Uniform Guidance
Schedules and Reports

June 30, 2022

The Williamsburg Charter High School

Schedule of Expenditures of Federal Awards
Year Ended June 30, 2022

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	84.010	0021-21-4266	\$ -	\$ 10,749
Title I Grants to Local Educational Agencies Supporting Effective Instruction State Grants (Formerly Improving Teacher Quality State Grants)	84.010	0021-22-4266	-	355,233
Student Support and Academic Enrichment Program	84.367	0147-22-4266	-	48,835
English Language Acquisition State Grants	84.424	0204-22-4266	-	23,965
Higher Education Institutional Aid	84.365	0293-22-4266	-	30,433
Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund	84.031	0149-22-4266	-	32,500
Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II	84.425D	5890-21-4266	-	21,000
Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II	84.425D	5891-21-4266	-	597,747
Secondary School Emergency Relief Fund ARP	84.425U	5880-21-4266	-	182,361
Charter Schools/Covid-19 Relief	84.282	0089-22-4266	-	49,950
Total U.S. Department of Education			-	<u>1,352,773</u>
Total Expenditures of Federal Awards			\$ -	<u>\$ 1,352,773</u>

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, 2022

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, 2022. 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, 2022, 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 October 21, 2022.

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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

PKF O'Connor Davies, LLP

Harrison, New York
October 21, 2022

**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, 2022. 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, 2022.

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
October 21, 2022

The Williamsburg Charter High School

Schedule of Findings and Questioned Costs
Year Ended June 30, 2022

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

Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund

84.425D

Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II

84.425U

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?

_____ yes X no

Section II – Financial Statement Findings

During our audit, we noted no material findings for the year ended June 30, 2022.

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.

Section IV – Prior Year Findings

There were no findings in the prior year.



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

Auditors' Communication on Internal Control

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, 2022, 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.

This communication is intended solely for the information and use of the management, the Board of Trustees, federal and local awarding agencies, The State Education Department of the State University of New York, and others within the School, and is not intended to 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
October 21, 2022

The Williamsburg Charter High School

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

June 30, 2022 and 2021

The Williamsburg Charter High School
Financial Statements and
Uniform Guidance Schedules
Together With Independent Auditors' Reports

June 30, 2022 and 2021

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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, 2022 and 2021, 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, 2022 and 2021, 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 October 21, 2022, 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
October 21, 2022

The Williamsburg Charter High School

Statements of Financial Position

	June 30,	
	2022	2021
ASSETS		
Current Assets		
Cash	\$ 9,484,537	\$ 12,654,355
Grants and contracts receivable	752,217	578,351
Prepaid expenses	158,253	130,295
Total Current Assets	10,395,007	13,363,001
Investments	2,572,641	2,570,254
Property and equipment, net	6,628,420	2,324,930
Security deposits	1,524,243	1,523,923
Restricted cash	100,792	101,035
	\$ 21,221,103	\$ 19,883,143
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 177,427	\$ 418,681
Accrued payroll and payroll taxes	1,012,028	911,018
Deferred rent, current portion	381,535	447,465
Refundable advances	102,934	421
Total Current Liabilities	1,673,924	1,777,585
Paycheck Protection Program loan payable	-	2,022,511
Deferred rent	10,583,830	10,040,435
Total Liabilities	12,257,754	13,840,531
Net assets, without donor restrictions	8,963,349	6,042,612
	\$ 21,221,103	\$ 19,883,143

See notes to financial statements

The Williamsburg Charter High School

Statements of Activities

	Year Ended June 30,	
	2022	2021
REVENUE AND SUPPORT		
State and local per pupil operating revenue	\$ 17,680,686	\$ 17,005,820
Federal grants	1,352,773	713,447
Federal IDEA	183,625	82,862
State grants	73,537	51,572
Other income	323,726	221,600
Total Revenue and Support	19,614,347	18,075,301
EXPENSES		
Program Services		
Regular education	14,194,725	12,158,202
Special education	2,063,977	1,646,342
Total Program Services	16,258,702	13,804,544
Supporting Services		
Management and general	2,457,419	1,928,577
Total Expenses	18,716,121	15,733,121
Gain on forgiveness of Paycheck Protection Program loan	2,022,511	-
Change in Net Assets	2,920,737	2,342,180
NET ASSETS		
Beginning of year	6,042,612	3,700,432
End of year	\$ 8,963,349	\$ 6,042,612

See notes to financial statements

The Williamsburg Charter High School

Statement of Functional Expenses
Year Ended June 30, 2022

	No. of Positions	Program Services		Total	Management and General	Total
		Regular Education	Special Education			
Personnel Services Costs						
Administrative staff personnel	31	\$ 1,660,627	\$ 196,803	\$ 1,857,430	\$ 93,184	\$ 1,950,614
Instructional personnel	107	6,108,160	723,890	6,832,050	342,754	7,174,804
Non-Instructional personnel	11	501,685	59,456	561,141	28,152	589,293
Total Personnel Services Costs	149	8,270,472	980,149	9,250,621	464,090	9,714,711
Fringe benefits and payroll taxes						
Retirement		1,635,122	179,586	1,814,708	85,034	1,899,742
Legal services		92,317	10,140	102,457	4,801	107,258
Accounting and audit services		-	-	-	210,877	210,877
Other purchased/professional/consulting services		-	-	-	61,236	61,236
Building lease		275,854	183,371	459,225	146,794	606,019
Repairs and maintenance		2,659,912	466,457	3,126,369	548,768	3,675,137
Insurance		4,461	396	4,857	489,742	494,599
Utilities		172,886	20,965	193,851	16,443	210,294
Supplies and materials		267,918	45,382	313,300	7,801	321,101
Equipment and furnishings		176,141	38,121	214,262	27,653	241,915
Staff development		33,377	29,448	62,825	6,740	69,565
Marketing and recruiting		19,647	4,302	23,949	1,673	25,622
Technology		55,353	10,495	65,848	16,462	82,310
Student services		-	-	-	257,954	257,954
Office expense		230,872	36,121	266,993	-	266,993
Depreciation and amortization		46,480	14,477	60,957	10,434	71,391
Other		240,535	42,661	283,196	33,461	316,657
		13,378	1,906	15,284	67,456	82,740
Total Expenses		\$ 14,194,725	\$ 2,063,977	\$ 16,258,702	\$ 2,457,419	\$ 18,716,121

See notes to financial statements

The Williamsburg Charter High School

Statement of Functional Expenses
Year Ended June 30, 2021

	No. of Positions	Program Services		Management and General	Total
		Regular Education	Special Education		
Personnel Services Costs					
Administrative staff personnel	30	\$ 1,545,459	\$ 183,154	\$ 86,722	\$ 1,815,335
Instructional personnel	107	5,248,274	621,983	294,502	6,164,759
Non-Instructional personnel	11	272,093	32,246	15,268	319,607
Total Personnel Services Costs	148	7,065,826	837,383	396,492	8,299,701
Fringe benefits and payroll taxes					
Retirement		1,332,255	146,322	69,283	1,547,860
Legal services		81,702	8,974	4,249	94,925
Accounting and audit services		-	-	180,424	180,424
Other purchased/professional/consulting services		-	-	45,800	45,800
Building lease		20,524	13,643	10,922	45,089
Repairs and maintenance		2,659,909	466,456	548,772	3,675,137
Insurance		3,109	276	341,279	344,664
Utilities		179,760	21,798	17,097	218,655
Supplies and materials		333,357	56,467	9,706	399,530
Equipment and furnishings		85,536	18,512	13,429	117,477
Staff development		6,427	3,411	781	8,058
Marketing and recruiting		45,609	8,647	547	8,381
Technology		-	-	13,564	67,820
Student services		116,426	18,216	183,191	183,191
Office expense		41,270	12,854	-	134,642
Depreciation and amortization		170,720	30,279	9,264	63,388
Other		11,906	1,697	23,749	224,748
Total Expenses		\$ 12,158,202	\$ 1,646,342	\$ 1,928,577	\$ 15,733,121

See notes to financial statements

The Williamsburg Charter High School

Statements of Cash Flows

	Year Ended June 30,	
	2022	2021
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 2,920,737	\$ 2,342,180
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	316,657	224,748
Gain on forgiveness of Paycheck Protection Program loan	(2,022,511)	-
Deferred rent	477,465	570,601
Changes in operating assets and liabilities		
Grants and contracts receivable	(173,866)	39,719
Prepaid expenses	(27,958)	25,577
Accounts payable and accrued expenses	(241,254)	314,697
Accrued payroll and payroll taxes	101,010	48,790
Security deposits	(320)	-
Refundable advances	102,513	421
Net Cash from Operating Activities	1,452,473	3,566,733
 CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	(4,620,147)	(502,583)
Purchases of investments	(2,387)	(349)
Net Cash from Investing Activities	(4,622,534)	(502,932)
 Net Change in Cash and Restricted Cash	(3,170,061)	3,063,801
 CASH AND RESTRICTED CASH		
Beginning of year	12,755,390	9,691,589
End of year	\$ 9,585,329	\$ 12,755,390

See notes to financial statements

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2022 and 2021

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 April 9, 2019, the Board of Regents approved and issued the renewal to the charter for a period of five years effective until June 30, 2024. 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 948 students in ninth through twelfth grades during the 2021-2022 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, 2022 and 2021

2. Summary of Significant Accounting Policies

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 as of June 30, 2022 and 2021.

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:

	2022	2021
Cash	\$ 9,484,537	\$ 12,654,355
Restricted cash	100,792	101,035
	<u>\$ 9,585,329</u>	<u>\$ 12,755,390</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, 2022 and 2021

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, 2022 and 2021.

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.

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2022 and 2021

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

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, 2022 and 2021 was \$82,310 and \$67,820.

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 by function 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, 2019.

Deferred Rent

The School records its rent in accordance with U.S. GAAP guidance whereby all rental payments, including fixed rent increases, are recognized on a straight-line basis as an offset to rent expense. The difference between the straight-line rent expense and the required lease payments, as well as any unamortized lease incentives, is reflected in deferred rent in the accompanying statements of financial position.

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 October 21, 2022.

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 as of June 30, 2022 and 2021 consisted of a government money market mutual fund in the amounts of \$2,572,641 and \$2,570,254 categorized as level 1 in the fair hierarchy.

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2022 and 2021

5. Property and Equipment

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

	<u>2022</u>	<u>2021</u>
Furniture and fixtures	\$ 89,205	\$ 71,772
Equipment	1,308,441	977,622
Software	174,780	174,780
Leasehold improvements	2,591,735	2,574,840
Building - Gym	638,250	-
Land - Gym	<u>3,616,750</u>	<u>-</u>
	8,419,161	3,799,014
Accumulated depreciation and amortization	<u>(1,790,741)</u>	<u>(1,474,084)</u>
	<u>\$ 6,628,420</u>	<u>\$ 2,324,930</u>

6. Liquidity and Availability

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:

	<u>2022</u>	<u>2021</u>
Cash	\$ 9,484,537	\$ 12,654,355
Investments	2,572,641	2,324,930
Grants and contracts receivable	<u>752,217</u>	<u>578,351</u>
	<u>\$ 12,809,395</u>	<u>\$ 15,557,636</u>

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 in government money market funds 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, 2022 and 2021 amounted to \$107,258 and \$94,925.

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2022 and 2021

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. As of June 30, 2022 and 2021, approximately \$9,085,000 and \$12,255,000 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, 2022 and 2021, the School received approximately 82% and 94% 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. Commitment

In March 2009, the School entered into a lease agreement expiring July 31, 2039 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 future minimum lease payments under this lease is as follows for the years ending June 30:

2023	\$ 3,293,602
2024	3,392,410
2025	3,494,183
2026	3,599,008
2027	3,706,978
Thereafter	<u>59,631,656</u>
	<u>\$ 77,117,837</u>

Rent expense is recognized on the straight-line basis. The differences between cash payments under the lease agreement and the straight-line rent have been recognized as deferred rent in the accompanying statements of financial position from inception of the lease. The difference between rent cash payments and straight-line rent recorded in the statements of financial position amounted to \$447,465 and \$570,601 for the years ended June 30, 2022 and 2021.

Rent expense under the operating lease for each of the years ended June 30, 2022 and 2021 was \$3,675,137.

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2022 and 2021

11. Paycheck Protection Program Loan Payable

On May 2, 2020, the School qualified for and received a loan pursuant to the Paycheck Protection Program ("PPP"), a program implemented by the U.S. Small Business Administration ("SBA") under the Coronavirus Aid, Relief, and Economic Security Act ("CARES"), from a qualified PPP lender, for an aggregate principal amount of \$2,022,511 (the "PPP Loan"). The PPP Loan bears interest at a fixed rate of 1.0% per annum, with the first six months of interest deferred, has a term of two years, and is unsecured and guaranteed by the SBA. The principal amount of the PPP Loan is subject to forgiveness under the PPP upon the School's request to the extent that the PPP Loan proceeds are used to pay expenses permitted by the PPP, including payroll costs, covered rent and mortgage obligations, and covered utility payments incurred by the School. The School applied for full forgiveness of the PPP Loan with respect to these covered expenses.

On July 26, 2021, the PPP Loan was forgiven in full by the SBA. The loan forgiveness of \$2,022,511 is included on the accompanying 2022 statement of activities under gain on forgiveness of Paycheck Protection Program loan.

12. 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.

13. Risks and Uncertainties

The School's operations and financial performance may be affected by the COVID-19 outbreak which has spread globally and is expected to adversely affect economic conditions throughout the world. If the outbreak continues and conditions worsen, the School may experience a disruption in operations as well as a decline in revenue activities. Economic uncertainty is related to the potential reduction and/or delays in state and local per pupil operating revenue, shortfalls and variations in enrollment, and operational and other changes that could increase expenses. The outbreak may adversely affect the School's activities, financial condition, results of operations, and cash flows. Management is closely monitoring the impact of COVID-19 and believes the School is taking appropriate actions to mitigate the negative impact. However, management is unable to estimate the financial impact, if any, related to this matter.

The Williamsburg Charter High School

Uniform Guidance
Schedules and Reports

June 30, 2022

The Williamsburg Charter High School

Schedule of Expenditures of Federal Awards
Year Ended June 30, 2022

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	84.010	0021-21-4266	\$ -	\$ 10,749
Title I Grants to Local Educational Agencies Supporting Effective Instruction State Grants (Formerly Improving Teacher Quality State Grants)	84.010	0021-22-4266	-	355,233
Student Support and Academic Enrichment Program	84.367	0147-22-4266	-	48,835
English Language Acquisition State Grants	84.424	0204-22-4266	-	23,965
Higher Education Institutional Aid	84.365	0293-22-4266	-	30,433
Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund	84.031	0149-22-4266	-	32,500
Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II	84.425D	5890-21-4266	-	21,000
Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund III	84.425D	5891-21-4266	-	597,747
Secondary School Emergency Relief Fund ARP	84.425U	5880-21-4266	-	182,361
Charter Schools/Covid-19 Relief	84.282	0089-22-4266	-	49,950
Total U.S. Department of Education			-	1,352,773
Total Expenditures of Federal Awards			\$ -	\$ 1,352,773

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, 2022

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, 2022. 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, 2022, 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 October 21, 2022.

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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

PKF O'Connor Davies, LLP

Harrison, New York
October 21, 2022

**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, 2022. 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, 2022.

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
October 21, 2022

The Williamsburg Charter High School

Schedule of Findings and Questioned Costs
Year Ended June 30, 2022

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

Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund

84.425D

Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II

84.425U

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?

_____ yes X no

Section II – Financial Statement Findings

During our audit, we noted no material findings for the year ended June 30, 2022.

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.

Section IV – Prior Year Findings

There were no findings in the prior year.



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

Auditors' Communication on Internal Control

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, 2022, 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.

This communication is intended solely for the information and use of the management, the Board of Trustees, federal and local awarding agencies, The State Education Department of the State University of New York, and others within the School, and is not intended to 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
October 21, 2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Kathy Gaffney

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.

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.

Former Principal

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:

Business Address:



July 26, 2022

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022 □ □



**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Ahmad Duwaik

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.).

Co-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

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.



Ahmad Duwaik 07/26/2022

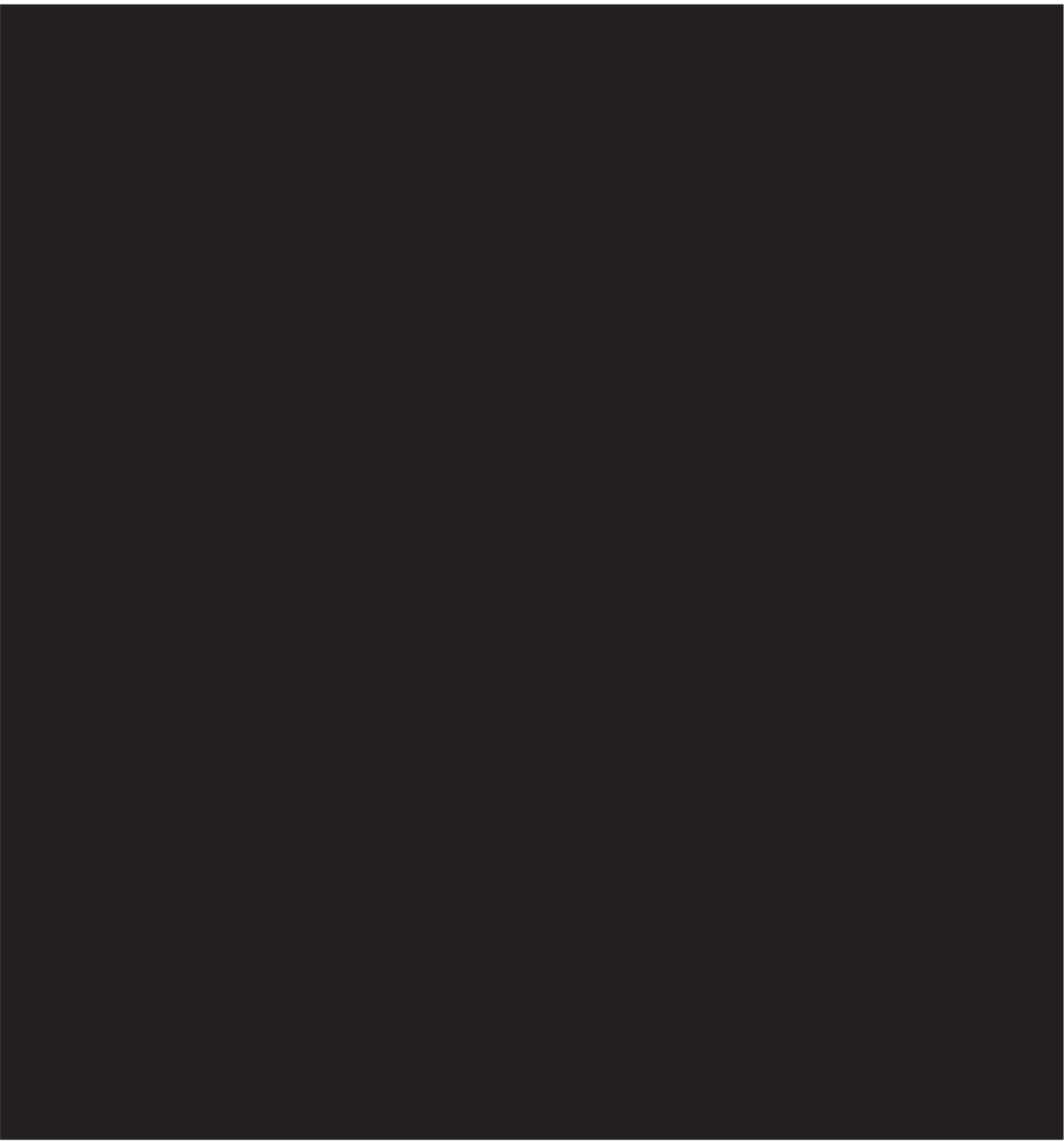
Signature

Date

Acceptable signature forms include:

- Digitally certified PDF signature
- Print form, manually signed, scanned PDF

last revised 04/2022



**Disclosure of Financial Interest by a Current
or Former Trustee**

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.).

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.

Ivette Cruz is my cousin and she is employed as an HR Associate 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

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.



Lourdes Putz

07-21-2022

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022 □ □

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Manny Morales

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.).

Co-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

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 Address:



Manuel Morales 7/21/22

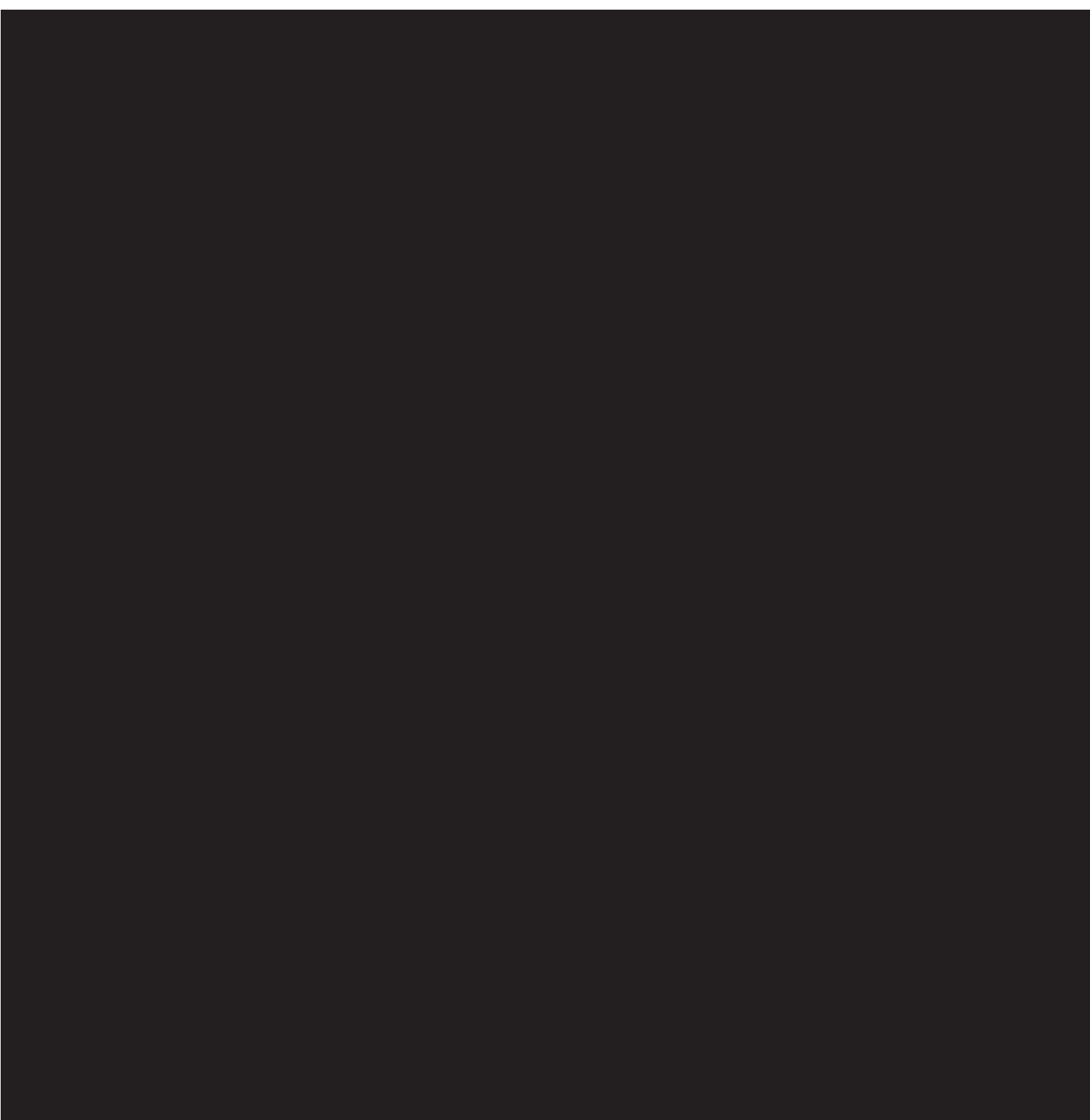
Signature

Date

Acceptable signature formats include:

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

last revised 04/2022 □ □



**Disclosure of Financial Interest by a Current
or Former Trustee**

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.

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

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.



A handwritten signature in black ink, appearing to be 'S. Rivera', written over a horizontal line.

7/13/22

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022





**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

John Witherspoon

Name of Charter School Education Corporation:

Williamburg 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.).

Co-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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A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by a long, horizontal, wavy line.

July 29, 2022

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022 □ □





MINUTES
Board of Trustees Meeting
November 16, 2021

The meeting was held via Google Meets at 5:07pm.

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee
Manuel Morales, Trustee

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, School Attorney
Over 32 Virtual Participants

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber

EXCUSED

John Witherspoon, Trustee; Kathleen Gaffney, Trustee

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF OCTOBER BOARD MINUTES

- Mr. Morales made a motion to approve the October Board Minutes pending school counsel review. Mr. Morales seconded. All were in favor.

3. ACADEMICS

Mr. Bashir reported 31 students are enrolled in remote learning. Academy Leaders are meeting with parents of remote students to discuss progress and how to reapply at the end of the trimester. Progress Reports were distributed to students. Teacher evaluations have started and professional development is underway. Students are attending grade level assemblies where they are reminded of school expectations. Final exams will take place at the end of November. Credit recovery is being offered. Struggling students are offered peer tutoring.

129/214 seniors are on track for June graduation. 56 students need to participate in a credit recovery class. Credit recovery classes are offered during 0 and 9th periods. 15 5th year students are currently eligible for January graduation. The Board reviewed Star Testing data in Reading and Math. Mr. Bashir also reviewed the data from the SATs compared to the national averages. The highest score was 1350 (out of a possible 1600) and the average was 870. The monthly College and Career Newsletter is available in both English and Spanish. CCR Classes are offered in Grades 9, 11, and 12. The WCHS College Fair will be Wednesday, November 17. Alumni surveys are being sent to past graduates beginning with the Class of 2021.

The Board discussed intervention methods, STAR data benchmarks, SAT prep classes, essay writing and investing school funds in college and career readiness. The Board decided to schedule a meeting with the college office to look at what college education looks like in the post-pandemic world and how the community's expectations may go beyond academics.

4. OPERATIONS

Ms. Jacobson reported that the FY21 Per Pupil Reconciliation was approved with an FTE of 958 for the 2020-21 school year. The FY22 Per Pupil Billing Invoice #3 was approved with an FTE of 924.946 as of September 30. The FY22 Per Pupil Billing Invoice #4 is due between November 17 and November 29. The estimated FTE is 956.3. Professional development on November 2 included a review of charter-related goals, staff evaluation e-portfolios, Support Staff Evaluation Rubrics and the Safety Officer Employee Evaluation Rubric for 2021-22. Seven fire drills, one lock down drill and two bus drills were conducted. School Meal applications are due by December 22: www.myschoolsapps.com. There is one HR Manager vacancy, one hallway monitor vacancy and several teacher vacancies.

5. LAPTOPS

990/1,294 laptops are loaned out to students. 75 are in need of repair. 102 wifi hotspots have been distributed.

6. COVID SAFETY UPDATES

Ms. Jacobson reviewed the city's COVID numbers by zip code and the vaccination rate according to the CDC. Ms. Manion is submitting cases to the NYS COVID Report Card Portal daily. BioReference Labs began conducting COVID testing weekly as part of the NYC DOE Student COVID-19 Screening Testing Program on October 15. 25-35 students are being tested per week. All WCHS staff have at least one dose of the COVID-19 vaccine. Students competing in high risk sports have been vaccinated as well. Ms. Jacobson is awaiting information from NYC DOH about a mobile vaccine pop-up van. WCHS is currently following CDC COVID guidelines for schools.

7. SAFETY

Mr. James reported that there were five student incidents, two of which occurred off property. There was one NYPD visit to the school. One student bag check was conducted with minor findings. One Safety Officer was terminated and a search for a replacement is ongoing.

8. FACILITIES

Mr. James stated that the building has been converted to heat and air filters are being replaced. The art room has added new kilns.

Mr. Morales provided an update on the progress of the purchase of 188 Varet Street. Negotiations with the owner are in progress and the contract should be ready soon. The school's architect has submitted designs to the Department of Buildings. Mr. Morales states that there may be complications due to zoning. The Board feels that this purchase will be a benefit to the broader community. The gym would be able to be used by many different groups. Ms. Putz thanked Mr. Morales for all of his hard work on this project.

- Mr. Rivera made a motion to engage Kramer Levin, pro bono attorneys. Mr. Morales seconded and all were in favor.
- Mr. Rivera made a motion to create an LLC for the purpose of the finance and purchase of the property. Mr. Morales seconded and all were in favor.
- Mr. Rivera made a motion to engage Orrick as a counsel for the purpose of setting up an LLC. Mr. Morales seconded and all were in favor.

Ms. Eagen stated that Ms. Manion submitted an application for Ahmad Duwaik to join the Board. If approved, Mr. Morales will resign. Ms. Putz asked for a motion to accept the resignation of Mr. Morales.

- Mr. Rivera made a motion to accept the resignation of Manny Morales pending approval of Ahmad Duwaik as a new member. Ms. Putz seconded. All were in favor.

9. RECRUITMENT AND ENROLLMENT

Ms. Jacobson stated that the recruitment team purchased an El Diario 2021-22 Education Supplement quarter page ad campaign that will run on November 16, February 1, and March 8. 7 people attended the October virtual open house. 6 attended in November. The next one is scheduled for December 4. Online marketing efforts continue.

Enrollment is 991 in PowerSchool and 992 in ATS. The FTE is 956.3. 2 students are pending discharge and 34 students are zero attend. There have been 61 discharges since July 1. These numbers do not include 15 estimated January graduates.

10. FINANCE

Ms. Fernandez reported that the revenue for the period is \$4,466,719. Expenses were \$4,362,542. The excess of revenue over expenses is \$104,177.

11. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion stated that the Annual Report Progress Towards Goals and audit were submitted on November 1. Revisions to the ARP-ESSER grant are due Monday, November 22. She is still awaiting the SED check-in report from the spring visit. Ms. Manion requested copies of the spring SED surveys and has not received them. Material revisions to the charter are due December 1. The BEDS Staff Snapshot is due November 17. The IMF submission is due November 19. The ESSA Fiscal Transparency and Title I Comparability Report are due December 31. Digital Equity Surveys will be distributed soon.

Giving Tuesday is on November 30. Nappy, a stock photo company requested to do a photoshoot at WCHS and offered to feature WCHS students in neutral uniforms. They are willing to make a donation for the space. The NHS, led by student Daelyn P., is hosting a canned food drive until November 19. It is already the most successful canned drive in WCHS history! Mr. Bashir, Ms. Jacobson and Ms. Manion participated in an NYCCC Meet Your Electeds meeting with Eric Joerss on December 1. The WCHS Holiday Party will be on Friday, December 17 from 4-9pm at Pine Box (12 Grattan Street).

12. PARENT LEADERSHIP COUNCIL

Ms. McFadden stated the next PLC Meeting will be held on November 18. The guest speaker will be from the Brooklyn Public Library, who will speak about teen and adult services such as internships, computer basics and high school equivalency in both English and Spanish. There will also be a fall harvest raffle.

13. ADJOURNMENT

- Mr. Morales made a motion to adjourn. Mr. Rivera seconded and all were in favor.



MINUTES
Board of Trustees Meeting
December 14, 2021

The meeting was held via Google Meets at 5:07pm.

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee
Manuel Morales, Trustee
John Witherspoon, Trustee
Kathleen Gaffney, Trustee

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, School Attorney
Over 22 Virtual Participants

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF NOVEMBER BOARD MINUTES

- Mr. Rivera made a motion to approve the November Board Minutes pending school counsel review. Mr. Morales seconded. Mr. Witherspoon and Ms. Gaffney abstained. All others were in favor.

3. ACADEMICS

Mr. Bashir reported that 63 trimester credits (.67) were earned during the first round of credit recovery. Round 2 has begun and will end at the end of January 149/214 seniors are on track to graduate in June. An additional 56 have the potential to graduate with credit recovery options 15 students are eligible to graduate in January.

4. COLLEGE AND CAREER UPDATES

The College and Career newsletter continues to be distributed monthly in both English and Spanish. Grades 9, 11, and 12 are participating in CCR Classes.

Mr. Bashir noted for the record that WCHS transitioned to remote learning on December 10 due to student safety concerns. He commended the staff for the way they handled themselves. Mr. Bashir provided next steps the school would be taking in response:

1. Use of wands to check students each day
2. Continued student bag checks
3. Before and after school police presence (will notify the 90th precinct and reach out to our school officer)
4. Follow-up with SWIPE and use a color system to identify students during lunch periods
5. Long advisory small group meetings to discuss recent events, etc., the community covenant, and student responsibility
6. School-wide implementation of seven habits particularly in advisory.
7. Use of student organizations to help promote the message of "Community"
8. Review of student reporting procedures
9. Continued vigilance and wrap around student support

5. OPERATIONS

Ms. Jacobson reported that Trimester 2 schedules were issued and report cards will be mailed on December 17. The per pupil invoice was submitted on November 29. School meal applications continue to be collected. Interviews for the HR Manager position are continuing.

6. LAPTOP & WIFI INVENTORY

Ms. Jacobson reported that 994/1,294 laptops are in circulation. 105 hotspots are loaned out.

7. COVID UPDATES

Ms. Jacobson reported that the Kings County transmission rate is high. The positivity rate is 2.19% in the 11206 zip code and 3.28% citywide. There is a 54% vaccination rate in the 11206 zip code. There is currently limited evidence about the severity and risks of the recently identified omicron variant, but early signs show it may spread rapidly. The World Health Organization has already classified it as a Variant of Concern. Ms. Manion reported that NYC DOE COVID screening testing is still occurring weekly. About 25-35 students are being tested per week.

8. SAFETY

Ms. Manion reported on behalf of Mr. James. Six altercations occurred at the school and two occurred outside the school premises. Two bag searches were conducted and the NYPD is on alert due to two online threats.

9. FACILITIES

Ms. Manion reported on behalf of Mr. James. The second floor skylight needs repair, but Mr. James does not believe the roof needs to be completely replaced. Damaged lockers were replaced. Mr. James thinks some lockers will need replacing soon.

10. ENROLLMENT AND RECRUITMENT

Ms. Jacobson reported that enrollment is 994 in PowerSchool, 990 in ATS, and the FTE is 956.3. This includes two pending discharges and 31 zero attend students.

The next virtual open house will be on Saturday, January 8, 2022. WCHS attended a middle school fair at FGPA on December 3. 50 students attended. The Daily News email blast will be going out in January and online marketing continues.

11. FINANCE

Ms. Fernandez stated that the collected revenue is \$5,977,265. Total expenses are \$5,889,745. The excess of revenue over expenses is \$87,520. The property tax exemption was submitted on November 9.

12. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion stated that she, Ms. Rivera-Putz, Ms. Eagen, Mr. Bashir, and Ms. Jacobson met with our SED liaison, Paolo Giovine, on Monday December 13 to obtain approval to transition to remote learning from December 14-23. SED approved this request.

- Mr. Rivera made a motion to approve remote learning from December 14-23. Ms. Gaffney seconded the motion. All were in favor.

Revisions to the ARP ESSER were submitted on Monday, November 22. The BEDS Staff Snapshot and IMF were submitted on November 17 and 19. The ESSA Fiscal Transparency Report was submitted ahead of the December 31 deadline thanks to Ms. Fernandez. The Civil Rights Data Collection (CRDC) portal opened on December 13. The report is due in February.

The staff representative to the Board, Karl Richards, resigned. We will be opening up applications for staff and student representatives in January.

Ms. Eagen addressed a student petition that is circulating relating to safety concerns at school. She stated that within 48 hours of the petition's publication, administration reached out to the student and met with them. Ms. Rivera-Putz, Ms. Gaffney, Ms. Eagen, Mr. Bashir, Ms. Jacobson, Ms. Johnson, Ms. Martin, Ms. Bailey-Douglas, Mr. Nguyen, Ms. Helliger, and Ms. Manion were present. Ms. Eagen stated that it was an effective meeting that showed support and transparency about how the school can improve and move forward. The student rep gave thoughtful feedback and Ms. Eagen said these conversations will continue moving forward.

Mr. Morales gave an update on the purchase of the space adjacent to the school. He has started our application with the BSA and has reached out to Build NYC.

Ms. Manion reported that the WCHS Canned Food Drive (led by Daelyn P. of NHS and Ms. Johnson) collected 800lbs of canned goods for City Harvest. The WCHS Toy Drive (led by Ms. Angie) will be supporting Positive Beginnings, Inc., a

special education preschool in the Queens area servicing children ages 3-5. Giving Tuesday was on November 30. WCHS raised \$1,120 for a family of a former student who passed away; \$1,295 for a new privately awarded scholarship for undocumented students; and \$775 for a student who suffered a house fire. Mr. Bashir, Ms. Jacobson, and Ms. Manion met with Eric Joerr from the New York City Charter Center on December 1 to learn more about working with elected officials in our area. The WCHS Holiday Party will be on Friday, December 17 from 4-9pm at Pine Box (12 Grattan Street). All are welcome.

13. PARENT LEADERSHIP COUNCIL

Ms. McFadden reported that the next PLC meeting will be on January 5, 2022 at 6pm. A guest speaker from Growing Up NYC, an organization that provides families with access to information about city services, programs and resources, will be presenting. Ms Pink announced that there will be a pop up PPE and resource giveaway on December 18 at 10am.



MINUTES

Board of Trustees Meeting

October 20, 2021

The meeting was held via Google Meets at 6:05pm.

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee
John Witherspoon, Trustee
Manuel Morales, Trustee
Kathleen Gaffney, Trustee

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, School Attorney
Over 22 Virtual Participants

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF SEPTEMBER BOARD MINUTES/SPECIAL BOARD MEETING MINUTES

- Ms. Gaffney Made a motion to approve the September Board Minutes. Mr. Witherspoon seconded. All were in favor.
- Mr. Witherspoon made a motion to approve the Special Board Meeting Minutes on October 4, 2021. Ms. Gaffney seconded the motion. All were in favor.

3. ACADEMICS

Mr. Bashir reported that teachers have begun using Canvas. Additional training will be provided in November for teachers and parents. STAR testing was administered for math and reading. Admin reviewed the first report today to see what interventions are needed. SAT testing was completed last week. 33 Students have been approved for remote learning. Some seniors are working on APEX courses. Midterms Exams will be administered this week from October 20 - 22. Progress Reports will be distributed on October 27, 2021. Clubs and sports have started. Virtual Parent Teacher Conferences will be held on November 3 and 4. Professional Development Day is November 2, 2021. Teacher evaluations will begin on November 1, 2021.

4. COLLEGE AND CAREER UPDATES

Mr. Bashir stated that College and Career updates will be provided monthly moving forward. A newsletter will go out monthly in English and Spanish as well. College and Career Readiness classes will be mandatory for grades 9, 11, and 12. Students will use the Naviance system to learn how to navigate the college application process. FAFSA workshops have started.

5. OPERATIONS

Ms. Jacobson reported that Canvas parent login codes and instructions were sent to families and additional training will be provided. Operations staff prepared schedules, rooms, supplies, and proctors for PSAT Day on October 13. Progress Reports for Trimester 1 were prepared for mailing on October 27 and virtual Parent Teacher Conferences will take place on November 3 and 4. Six fire drills and one lock down drill were conducted. All students received lockers and WCHS locks via Advisory. Ms. Jacobson stated that the FY22 Per Pupil Billing Invoice #3 was submitted on September 30. The Round 1 Emergency Connectivity Funding (ECF) application was submitted on August 13. The Round 2 ECF Application Submission Period is September 28-October 13. iPads were distributed to teachers to assist with remote instruction. Students who need laptops receive them during lunch. Ms. Jacobson said that interviews/coverages for vacancies continue. Implementation of several applications are on-going (Canvas, Swipe, GoGuardian, website, PowerSchool).

6. LAPTOP AND WIFI INVENTORY

Ms. Jacobson reported that 949/1,294 laptops are loaned to students. 241 remain in stock. 69 are broken. 97/250 wifi hotspots have been distributed.

7. ATTENDANCE

Ms. Jacobson reported that the attendance rate is 86.1% as of October 20. The 9th grade is meeting the attendance goal of 90%.

8. COVID POSITIVITY RATES

Ms. Jacobson reported that Kings County is still in the red according to the CDC. New York City is at 1.54% and the 11206 zip code is 1.89%. Vaccination rates in the 11206 zip code is 50.62%.

WCHS currently has in-person learning and submits to the NYS COVID report card portal daily. Students and staff are practicing 3 feet of social distancing, wearing masks, and completing COVID screenings daily. The school has an on-site nurse and leadership is encouraging student vaccination.

BioReference Labs began implementation of NYC DOE Student COVID-19 Screening Testing Program on October 15. 10% of WCHS' unvaccinated students with consent forms are eligible for weekly testing. Leadership conducted mandated vaccination status collection for staff and students participating in high risk sports. All staff members at WCHS have now had at least one dose of the COVID-19 vaccine. Ms. Jacobson and Ms. Manion met with NYC DOH to request a mobile vaccine pop-up van. Vaccine sites are currently booked through August. Leadership is also working on a COVID-19 vaccine promotion and education campaign.

9. SAFETY

Mr. James reported that there was one incident reported at the school for the month and two incidents reported off property. There were no NYPD visits to the school Daily temperature screenings were conducted. Three student bag checks were conducted with minor findings. One Safety Officer was terminated and one was hired.

10. FACILITIES

Mr. James stated that 13 Merv HVAC filters are scheduled to be changed throughout the school. He is preparing to convert the building to heat. The boiler room Department of Buildings (DOB) violations were corrected. He is awaiting information about the DOB hearing. The FDNY five year Standpipe & Sprinkler hydrostatic inspection was conducted with the FDNY and Master Plumbing and passed the inspection. A proposal was submitted to renovate the 2nd floor teachers' lounge flooring and furnishings.

Ms. Eagen asked the Board to approve the engagement of a land use attorney for oversight of variances applicable to the use of 188 Varet Street for a gym.

- Mr. Rivera made a motion. Ms. Gaffney seconded the motion. All were in favor.

11. ENROLLMENT AND RECRUITMENT

Ms. Jacobson stated enrollment is 975 in PowerSchool and 978. The estimated FTE is 925.869. There is one pending discharge and 40 students with zero attendance. There have been 47 discharges and 38 no-attend students since July 1. The reconciliation was submitted for 2020-21 with an estimated FTE of 958. The 2021-22 admissions lottery was conducted on April 21 at 6pm with 196 attendees. The number of incoming 9th grade seats is 330.

Ms. Gomez attended the high school fair at Middle Village Prep on October 6, 2021. There were 71 attendees and 51 people signed up for the WCHS mailing list. The admissions office coordinated a virtual open house on Saturday, October 2. 7 people attended. The 2022-23 lottery application launched on September 1. 19 applications have been received so far.

Other recruitment efforts include exploring an iHeart Radio campaign, meeting with a Brooklyn Nets sales rep for advertising collaboration, and the launch of a bilingual radio ad that ran from September 6-October 3 on Amor-97.9 &

La Mega-93.1. A Hot 97 Morning Show ad campaign is currently running Monday through Friday from 6-10am. Online marketing efforts continue through Facebook, Instagram, Google Ad Words, YouTube, and Niche.com. The launch of the Charter Center Common Application, ongoing email blasts and the Vanguard postcard mailing should help as well.

12. FINANCE

Ms. Fernandez reported that as of August 31 the total collected revenue is \$1,477,878. Total expenses are \$1,186,881. The total excess of revenue over expenses is \$129,058.

Mr. Morales informed the team that Ms. Fernandez and the accounting firm are almost through the auditing process and have found no discrepancies. He thanked everyone for their work.

13. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion stated that the Annual Report Progress Towards Goals and financial submissions are due November 1. WCHS has not yet received the SED check-in report from 2020-21. Material submissions to the charter are due December 1 to SED. The BEDS report was submitted October 6. The Staff Snapshot is due November 17.

The Board was shown highlights from the Governor's Ball Fundraiser led by Charisse Johnson. The school raised \$14,831.41 for senior scholarships Ms. Johnson thanked all involved for a wonderful outcome.

Mr. Bashir, Ms. Jacobson, and Ms. Manion met with the NYCSA Community Engagement Manager, Natasha Cherry-Perez, to discuss advocacy and engagement on September 30. The NYCSA Conference will be October 20-22.

14. PARENT LEADERSHIP COUNCIL

Ms. Pink introduced the new Parent Leadership Council: Cheryl McFadden, President; Evelis Rivera, Vice President; Jasmine Montalvo, Treasurer. Ms. McFadden stated the next parent meeting will be held on October 28, 2021 and will include the Division of Youth and Family Justice FAP as a guest speaker. Their organization provides support for families in distress.

15. ADJOURNMENT

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



MINUTES
Special Board of Trustees Meeting
October 4, 2021

The meeting was held via Google Meets.

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee
John Witherspoon, Trustee
Manuel Morales, Trustee
Kathleen Gaffney, Trustee

GUESTS

Ellen Eagen, School Attorney
Valerie Jacobson, Head of Operations
Jahi Bashir, Head of School
Katie Manion, Staff

1. WELCOME

Lourdes Rivera-Putz called the meeting to order at 4:17pm.

2. PURCHASE OF BUILDING

Manny Morales introduced the purchase of property located at 188 Varet Street, Brooklyn, NY 11206 for use in creating a school gymnasium. Mr. Morales discussed the benefits of owning the property versus renting. Potential benefits include more control over the design, cost savings, and utilizing additional space on the property if needed. Mr. Morales stated that he would like to make a resolution to make an offer on the building for purchases and would like to vote on financing through bonds. Discussion occurred about the school's offer, total costs and cost savings, comparables, zoning, working with the Board of Standards and Appeals, and the process the school will take moving forward.

- Mr. Witherspoon made a motion to draft a letter of intent for the purpose of purchasing the building at 188 Varet Street for the amount of \$4.2 million. Mr. Rivera seconded. All were in favor.
- Mr. Witherspoon made a motion to approve the reimbursement for any building expenses henceforth should WCHS opt to use bond financing. Ms. Gaffney seconded. All were in favor.

3. ADJOURNMENT

- Ms. Gaffney made a motion to close the meeting. Mr. Morales seconded the motion. All were in favor.



MINUTES
Board of Trustees Meeting
April 12, 2022

The meeting was held via Google Meets at 6:06pm.

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee
John Witherspoon, Trustee
Kathleen Gaffney, Trustee

GUESTS

Jahi Bashir, Head of School
Mary Kenny, Minutes Transcriber
Over 33 Virtual Participants

Val Jacobson, Head of Operations
Ellen Eagen, Legal Counsel

EXCUSED: Ahmad Duwaik, Trustee

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF MARCH 2022 BOARD MINUTES

- Ms. Gaffney made a motion to approve the March Board Minutes pending school counsel review. Mr. Rivera seconded. All were in favor.

3. ACADEMICS

Mr. Bashir is working on a school improvement plan that will analyze data for academics and safety. He is working on scheduling and planning for next school year. He has a meeting with PowerSchool to work on programming. The summer school calendar has been created. It will take place in-person. School athletes were honored at a school pep rally and the school is hosting competitions in Advisory to encourage student engagement. Students will be participating in a series of testing this spring: STAR, NYSESLAT, AP exams and Regents. Students will be given Regents prep and practice exams. School leadership has been creating celebratory events for staff including the holiday party in April and weekly staff events. Staff will be participating in a few surveys: Intent to Return, Leadership 360, and the NYSED CSO teacher surveys. School leadership are forming several student committees to review different school policies including the use of cell phones. He is also preparing for the Midterm Visit during the first week in May.

166 students are currently on track for graduation in June (compared to 143 last month). 22 out of 55 current fifth year seniors are currently on track to graduate in June.

4. COLLEGE AND CAREER UPDATE

The College and Career Department continues with weekly newsletter, CCR Classes, and college and university visits. Students will be attending a college fair on April 25 at St. Francis College and will be visiting Pace in May. Decision Day will be celebrated on May 4. 138 students have applied to CUNY and 82 applied to SUNY and/or Privates. 119 students have been accepted into one or more colleges. The CCR Team is meeting with juniors and student acceptances are being celebrated on social media.

5. OPERATIONS

Ms. Jacobson reported that she prepared and submitted the FY22 Per Pupil Billing Invoice #6 with an FTE of 950.815 awaiting approval. She also collaborated with instructional staff to prepare for Regents Field Testing, AP Exams, and NYSESLAT Testing in May 2022. Ms. Jacobson is also collaborating with Counseling, SNAS, ENL, and LOTE Departments to prepare for June Regents Exam orders, proctor training, schedules, rooms, and testing accommodations for June 1 and June 15-23 Regents Exams. Operations staff prepared for the 2022-23 admissions lottery and have been registering students for next year. She is collaborating with instructional leadership and Finance for the FY22 budget process.

Ms. Jacobson presented the 2022-23 school year calendar and requested approval pending release of the NYC DOE

Calendar.

- Ms. Gaffney made a motion to approve the 2022-23 school year calendar pending the NYC DOE calendar. Mr. Rivera seconded the motion. All were in favor.

Ms. Jacobson discussed the NYC School Survey. Parents, students, and teachers have until April 15 to complete. As of April 1 the response rates were as follows 73% teachers, 26% parent/guardians, and 72% students. The NYSED Charter School Office is also surveying the same demographics. Parents, students, and teachers have until May 1 to complete their surveys.

6. LAPTOP & WIFI INVENTORY

Ms. Jacobson reported that 970 of 1,294 laptops are loaned to students. 55 are reported lost and 67 are broken. 131 of 250 hotspots have been distributed to students.

7. COVID UPDATES

Ms. Jacobson stated that COVID transmission in Kings County is considered Low; however, the percent positive and total number of cases are increasing. The 7-day new case rate per 100,000 people is 133.54 in NYC and 149.9 in Williamsburg/Bushwick. The 7-day percent positive rate in 11206 is 3.4%. 60.58% of eligible residents in 11206 are fully vaccinated. 85% of tested cases are Omicron (BA.2 subvariant) and 15% are Omicron (non-BA.2). Ms. Manion stated that PCR testing continues weekly. Students will be receiving at-home test kits to take over spring break.

8. FACILITIES/SAFETY

Mr. James stated that the Department of Health responded to the school on March 7. All points needing correction were rectified. A water leak ensued on April 6 and 7 due to drain clogging in the school's water system. Hand air dryers will now replace the school's paper towels in student bathrooms. During spring break the Facilities team will be conducting floor work and deep cleaning. The Facilities team has added 188 Varet Street to their cleaning schedule. The building's heating system is still activated due to cold weather.

Mr. James reported that there was one student altercation on property. A mediation was conducted and there are no further issues to report. There was one EMS visit to the school due to a sick student. The NYPD did not come to the school in April. NYPD safety checks were conducted on Bushwick Ave and White Street during dismissals. There was one student altercation off property. The school received a proposal for the approval of installation of cameras in blind areas around the school and to upgrade recording storage to 30 days.

Mr. Morales reported that he filed with the Department of Buildings and that the architect received pricing from a contractor. The Board reviewed a rendering of the facade. Discussion over pricing and the gym flooring occurred.

9. ENROLLMENT AND RECRUITMENT

Ms Jacobson stated that enrollment is 970 in PowerSchool and ATS. The FTE is 950.8. Per Pupil Billing Invoice #6 was submitted. The enrollment lottery was held on April 4. There were 330 seats available for 9th grade. 183 people attended, 162 via Zoom and 21 in-person. 23 people volunteered. 129 registrations are in progress; 4 accepted; and, 42 are completed/verified, for a total of 175. 17 people attended an open house on Saturday, April 2, and 24 RSVPed for the open house on April 9. The next open house will be May 7. Outreach efforts continue via email blasts, attendance at middle school fairs, online social media marketing, participation in Schneps Media advertising, and via bus and radio ads.

10. FINANCE

Ms. Fernandez reported that as of February 28, 2022 the total collected revenue is \$12,338,118. Total expenses are \$11,994,450. The surplus of revenue over expenses is \$343,668. The Board reviewed assets and liabilities and Ms. Putz asked that the report be sent to the Treasurer a week before the Board meeting in the future. Ms. Eagen said we received the audit package for review.

11. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion stated that the WCHS Midterm Site Visit will be May 6 or first week of June. She requested May 5 but that date was unavailable. Midterm visit documents were sent out April 1 and originally due April 8. An extension request was submitted and granted. Materials are now due April 27. The in-person visit will consist of classroom observations and focus groups (teacher, student, board, and leadership). The school's liaison, Paolo Giovine, will be attending with a consultant. Ms. Manion would like to submit preliminary adjustments to the organizational chart as part of submission if

possible. She displayed the current organizational chart. Ms. Manion reviewed draft self-evaluation benchmark ratings. WCHS received a complaint from OSHA regarding the recent water leak at the school. The response was originally due April 15 and an extension was granted for April 21. Open Meetings Law (OML) remote meetings have been extended through April 15, this is the final extension. Amendments to OML were made with the NYS budget. Organizations have 60 days to adopt the new OML policy. More details will be forthcoming. It seems as though the Board will be allowed to have some Board members remote as long as there is a quorum of trustees in-person at the school. Ms. Manion, Ms. Jacobson, and Ms. Fernandez are working with CSBM to complete upcoming ARP-ESSER deadlines. The Education Stabilization Fund reporting is up next. The WCHS Holiday Party was successfully held on April 1 at Pine Box. Ms. Jacobson and Mr. Bashir also recently drafted a letter to parents and students regarding the subway shooting in Sunset Park. Borough President Reynoso is unable to speak at graduation on June 28; however, she and Ms. Johnson are pursuing a WCHS alumni. A film crew is interested in using school space in August.

12. PARENT LEADERSHIP COUNCIL

Ms. McFadden announced that there are three PLC meetings left in the school year and that her son will be graduating in June. The next meeting will be on April 28 at 6:00pm and all are welcome to attend. Guest speakers will be from Building Beats and STEM from Dance. Building Beats is a free program that teaches students the fundamentals of DJing, mixing, cutting, scratching, sound effects, and more. STEM From Dance is a program that uses dance to empower, educate, and encourage girls as the next generation of engineers, scientists, and techies. The May PLC meeting will take place on May 26 at 6:00pm and will feature guests from The Marcy Lab School and The Animation Project (TAP). The Marcy Lab School prepares young adults from diverse backgrounds for full-time careers in software engineering. It is a free one-year program that provides textbooks, laptops, and a small stipend to students. TAP nurtures the social and emotional growth of young people using digital arts technology as a therapeutic medium and workforce development tool. Trainees of this free program engage with industry professionals and are prepared for internships and jobs at top animation studios. Students are able to participate in paid virtual programs as well.

13. EXECUTIVE SESSION

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



MINUTES
Board of Trustees Meeting
June 21, 2022

The meeting was held on Google Meets at 5:40 pm.

PRESENT

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

GUESTS

Jahi Bashir, Head of School
Mary Kenny, Minutes Transcriber

Val Jacobson, Head of Operations
Over 36 Virtual Participants

EXCUSED: Ahmad Duwaik, Trustee; Kathleen Gaffney, Trustee

1. WELCOME

Ms. Putz welcomed everyone and wished them a happy first day of summer.

2. APPROVAL OF May 17, 2022 BOARD MINUTES

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

3. ACADEMICS

Mr. Bashir updated the Board and congratulated the WCHS Teacher of the Year, Alexandra Sherman. Regents testing is underway. Graduation will take place on June 28. Summer school in-person sessions start on July 11. Scheduling for next year is 50% complete. There are a number of teacher vacancies that need to be filled.

4. SENIOR DATA

Mr. Bashir reported that 179/211 students have met all graduation requirements. 98 students are awaiting Regents test completion and/or credit recovery. Six 5th-year students have met their requirements. Three are pending. There are 23 potential August graduates.

5. COLLEGE AND CAREER UPDATE

Mr. Bashir stated 138 students have been admitted to CUNY and 82 to SUNY/private colleges. The College and Career team is currently working on the second audit for graduation.

6. OPERATIONS

Ms. Jacobson reviewed the 2022-23 benefits proposal, which renews WCHS' previous health plan at an 11% increase. WCHS' benefits broker was able to reduce the increase from 22% to 11%. This option would not increase out of pocket costs for employees. Competitive alternatives from other carriers did not offer substantial enough savings and/or improved benefits to justify changing over. Ms. Jacobson asked the Board for approval.

- Mr. Rivera made a motion to approve the renewal of our existing health plan. Mr. Witherspoon seconded. All were in favor.

Ms. Jacobson asked the Board to approve the issuance of teacher, counselor, and social worker contracts for 2022-23 with a 5% COLA increase for all. The Board discussed whether the budget supports a higher increase; however, the Board opted to stay at 5%.

- Mr. Rivera made a motion to approve the issuance of teacher, counselor and social worker contracts for 2022-23 with a 5% salary increase. Mr. Witherspoon seconded. All were in favor.

7. WCHS 2022-23 SCHOOL CALENDAR

Ms. Jacobson stated that the 2022-23 NYC DOE calendar is now available. She went over differences between the NYC DOE calendar and the 2022-23 WCHS calendar. August 29, 2022 will be the first day of school and there is a planned total of 181 school days.

8. COVID UPDATES

Ms. Jacobson reported that the Kings County level of transmission is medium. Positive cases and hospitalizations are decreasing; however COVID cases are still high across the city. The school continues to take precautions by wearing masks, testing and staying home if sick. The Board also reviewed the vaccination rates, transmission levels, and variants of concern in 11206.

9. FACILITIES/SAFETY/NEW GYM UPDATE

Mr. Morales reported that the 188 Varet Street is insured and the BSA application has been submitted. Ms. Jacobson helped collect documentation. New York City Council Member Jennifer Gutierrez met with Mr. Morales via Zoom and offered to write a letter of support for the new facility. She said that local athletic teams are interested in renting out the space. The Board reviewed renderings of the building's facade and will meet together to decide on colors. Mr. Morales reported that Paul Grossman will sign an affidavit for WCHS to create two entrances from the school into the gymnasium. Mr. Morales learned that another buyer made an offer for \$4.8 million.

Mr. James reported that the air conditioning has been turned on. Units have been placed on timers to maintain a 70 degree temperature throughout the building. One air conditioning condenser motor requires replacing. Light ballast replacements were conducted on all floors. Disinfecting and sanitizing of high touch areas around the school continues throughout the building. The school received three proposals for cleaning services and he recommends staying with Kleanix. Mr. James received four proposals to install eight cameras and upgrade the school's storage and recording information to 90 days. He is also preparing to present a proposal to upgrade the school's new media center and to conduct any filing that may be required. Mr. James is going to get back to the Board with more information regarding the storage upgrade as well as the media center.

Mr. James reported that there were two verbal incidents and four physical altercations. There were no EMS visits to the school but the NYPD conducted one routine check. Safety checks were conducted periodically on Bushwick Ave and White Street during dismissal.

10. ENROLLMENT AND RECRUITMENT

Ms. Jacobson reported that enrollment is 963 in PowerSchool and ATS. The FTE is 950.815 based on the last invoice for the year. This number includes four pending discharges. The Board reviewed data on the lottery admission numbers by grade. Ms. Jacobson said that recruitment efforts are continuing.

11. FINANCE

Ms. Fernandez reported that as of April 30, 2022 the total revenue is \$15,442,658. Total expenses are \$15,118,078. The excess of revenue over expenses is \$324,579. The estimated surplus for the year is \$447,053. The Board reviewed assets and liabilities. Ms. Fernandez reported that most of the files and documents have been submitted for the audit process.

12. HUMAN RESOURCES

Ms. Manion thanked the Board for ratifying WCHS' benefits renewal. Staff keeping their current plans do not have to log in and make any changes to their plans. Information regarding Care Time payout or carryover has been sent out to staff. Intent to renew letters were sent out and contracts should be going out next week. WCHS hired a new HR Manager, Joyce Leung Lee, who will be starting next month.

13. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion stated that Open Meetings Law COVID regulations have been extended until July which allowed for this meeting to be remote. WCHS' midterm site visit was on June 10. The Board met with SED and the consultant on June 27. SED met with leadership, students, and teachers, and visited a variety of classrooms. Due to some board absences, Ms. Manion rescheduled the annual meeting until July. Board elections and evaluations would take place then. The SSEC report is due on July 26 and the Annual Report is due August 1. The State Budget Reporting Survey is due July 1 and the Title 1 application is due August 31. Ms. Manion is working on updating the school's SAM.gov account in order to receive a new UEI code. Hero

Films/DOE teacher Benjamin Ducoff would like to use the school to film from July 17-31. He can donate \$5,000 to the school. Hero Films is an after-school paid internship program connected to SYEP that hires students as production assistants across different departments on set. He is willing to involve the WCHS community.

14. PARENT LEADERSHIP COUNCIL

Ms. McFadden thanked everyone for their involvement in the Parent Leadership Council. The next PLC meeting will be on June 23. Guest speakers from Made in NY and NYC Financial Empowerment Center will be presenting. This will be Ms. McFadden's last meeting as her son is graduating. The PLC donated gift cards to three graduating students to help pay for school supplies in college. The Board thanked Ms. McFadden for her service on the PLC.

15. MOTION TO ADJOURN

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

16. EXECUTIVE SESSION



MINUTES
Board of Trustees Meeting
August 17, 2021

The meeting was held at 198 Varet Street, Brooklyn, NY 11206 at 6:19pm.

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee (via phone)
Manuel Morales, Trustee
Kathleen Gaffney, Trustee (via video conf)

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, School Attorney
Ivette Cruz
Raymond James
Bernardina Madera
Katie Manion
Over ten additional participants via video conference

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber
Ahmed Duwalk (via video conf)
Reuben Dilworth
Kathy Fernandez
David Medina

EXCUSED: John Witherspoon, Trustee

1. WELCOME

Ms. Putz welcomed everyone.

2. APPROVAL OF BOARD MINUTES

The Board will approve the July minutes at the September Board of Trustees meeting.

3. ACADEMICS

Mr. Bashir presented the Academics report. He intends to make updates to the website to make it more user friendly. Scheduling is complete and student schedules will go live on August 18 in PowerSchool. He and Ms. Jacobson hosted a Parent Town Hall on August 12. 111 participants attended. They will host Town Halls weekly every Thursday until October. Staff professional development has begun and will take place until school begins September 9. 70 students signed up for the Freshmen Bridge Program next week. Families and staff have been messaged about the school's full re-opening. Mr. Bashir and Ms. Jacobson will continue to monitor COVID positivity numbers moving forward. 11 students will graduate in August and a small ceremony will take place in the cafeteria on August 27.

4. OPERATIONS

Ms. Jacobson presented the 2021-22 District and Building Safety Plan for approval. The Safety Plan has been sent to the Board and posted on the website for public comment.

- Mr. Morales made a motion to approve the Safety Plan. Ms. Gaffney seconded the motion. All were in favor.

Ms. Jacobson added that a guest speaker from the NYPD spoke at the Parent Town Hall on August 12. She is preparing plans, schedules, rooms, supplies, and trainings for the 2021-22 school year. The E-Rate equipment and network upgrade is in process and the first installation took place on July 22. The Wireless High Density Axispoint install is complete. Additional are on order. The internet bandwidth increase still needs to be installed. The router/firewall/switch upgrade has been completed. The Emergency Connectivity Funding (ECF) application was submitted on August 13. The ECF application requests 250 wifi hotspots and 25 Surfaces tablet/laptops for the period between July 2021 and June 2022. WCHS will be launching a 1:1 laptop program for 2021-22. All new students will be assigned a school laptop and headphones for their WCHS career. Returning students who have yet to sign out a school laptop will be assigned one as well. Ms. Jacobson and Mr. Bashir are conducting interviews for the HR Manager vacancy and are gathering quotes for HR outsourcing and/or search firms. Operations staff are planning implementation of Canvas, Swipe, GOGuardian, website revisions, and PowerSchool data dashboards. Ms. Jacobson requested that the Board ratify the approval of Swipe.

- Mr. Morales made a motion to ratify the approval of Swipe. Ms. Gaffney seconded. All were in favor.

Ms. Jacobson presented laptop inventory for the Board's review.

5. COVID SAFETY & EMERGENCY PREPAREDNESS UPDATES

Ms. Jacobson presented the CDC's Indicators and Thresholds for Community Transmission. Kings County is considered to have high levels of community transmission. The New York State (NYS) seven day COVID positivity average in New York City (NYC) is 2.6% and 2.5% in Kings County. The NYC seven day rolling average in NYC is 3.28%. 90% of tested cases in NYC are the Delta Variant. The seven day rolling average in 11206 is 4.14%. 42.7% of residents in 11206 are vaccinated. Ms. Jacobson reviewed the CDC's recommendations for school reopening.

Ms. Jacobson stated that Walgreens is unable to accommodate WCHS for an on-site vaccination program due to an unanticipated increase in demand. She will continue to seek additional opportunities. She met with NYC DOH to request a mobile vaccine pop-up van. Although they are currently booked through August, NYC DOH will keep the school updated on availability. Ms. Jacobson also met with BRI, a community health organization offering mobile vaccination sites at charter schools. She and Ms. Manion are working on a COVID-19 Vaccine promotion and education campaign.

a. SAFETY

Mr. James reported that there was one cyber incident that resulted in an NYPD visit to the school. The Board is already aware of this. Daily temperature screenings are conducted for staff and visitors. All Safety Officers received NY State training on August 16 on the following subjects: role of a school security officer, de-escalation techniques, ethics and conduct, and communications and public relations. The Safety Department is fully staffed.

b. FACILITIES

Mr. James reported that air conditioning units are being utilized and are on a daily timer. All school lighting is being repaired. An ECB hearing was held on July 27 for an unwanted fire alarm. The school received a fine of \$750. The building's summer maintenance and refurbishment plan is on schedule for the school's opening day. The fire standpipes and sprinklers are functional and passed inspections for the month.

Mr. Morales provided an update on leasing the property next door for the creation of a sports center. He stated that the Board is in the process of negotiating a lease and is looking to hire an architect to oversee the project. He is hoping the gym could be available by September of 2022. Ms. Eagen stated that this would need two motions from the Board.

Ms. Eagen stated that the Board received a lease from the property owner's attorney and that the Board would like to hire a real estate attorney to look at it.

- Mr. Morales made a motion to hire a real estate attorney and proceed with the lease negotiations. Ms. Gaffney seconded. All were in favor.

Ms. Eagen stated that the Board has to issue an RFP for an architect. The board will review three options in the community.

- Mr. Morales made a motion to issue an RFP for architectural services. Ms. Gaffney seconded. All were in favor.

Mr. Rivera thanked everyone for all of their efforts in this endeavor because it will add a huge value to the school.

6. ENROLLMENT AND RECRUITMENT

Ms. Jacobson stated that enrollment is 755 in PowerSchool and 925 in ATS. The discrepancy is because 183 students are pre-registered in ATS. The estimated FTE is 958. She reviewed the admissions lottery and SchoolMint Applications. There is a deficit of 161 applications from this time last year. A virtual tour was held on July 21. 87 families attended. Additional open dates for 2021-22 will be announced shortly. Marketing efforts continue. Bilingual radio ads are currently airing on LaMega (97.9 and 93.1). Ms. Jacobson requested that the Board consider a \$14,250 ad campaign that would air on the Hot 97 morning show. The Board reviewed the prospective ad reach and campaign results. Discussion occurred. The Board thinks that radio is a great approach for the school to try out.

- Mr. Morales made a motion to approve the budget for the Hot 97 morning show ad campaign. Ms. Gaffney seconded. All were in favor.

7. FINANCE

Ms. Fernandez provided the finance update. As of June 30, 2021, the total collected revenue for the period is \$17,521,933 and the total expenses for the period are \$15,632,192. The total excess of revenue over expense for the period is \$1,889,741. This amount is pending audit adjustments. The forecast budget surplus for the year is \$1,431,912.

Ms. Fernandez announced that the PPP loan has been forgiven for \$2,000,000. Mr. Rivera and Mr. Morales thanked everyone for working on this.

8. HUMAN RESOURCES

Ms. Manion reviewed updates to the proposed Remote Work Policy for Noninstructional Staff.

- Mr. Morales made a motion to approve the Remote Work Policy for Non Instructional Staff. Ms. Gaffney seconded. All were in favor.

Ms. Manion stated that staff received the Personnel Handbook and training on August 17.

9. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion stated that there was a Charter School Office Liaison change. Our liaison, Paula Orlando, will be taking on a few new projects within the Charter School Office necessitating them to rebalance her liaison portfolio. Our new CSO liaison will be Paolo Giovine, a veteran member of their team. Before leaving, Ms. Orlando requested that the school streamline its SEDREF titles. The school is still awaiting the check-in visit report from the spring. The school Annual Report was submitted August 1. Progress Towards Goals are due October 1. Finance documents are due November 1. WCHS is entering year 3 of its charter. The school will receive a mid-term site visit this year.

Ms. Manion introduced Mr. Ahmad Duwaik, a DOE educator for ten years and who helped create a charter school. He is doing curriculum work and stated that he would love to join the WCHS Board and help the students. Mr. Morales said that Mr. Duwaik has a lot of talent and welcomed his decision.

- Mr. Morales made the following motion: *The Williamsburg Charter High School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Ahmad Duwaik as a member to its Board of Trustees, with a term expiring on August 2024, pending approval by NYSED. The resolution approving Ahmad Duwaik is adopted upon NYSED's approval.* Ms. Gaffney seconded the motion. All were in favor.

Ms. Eagen reminded the Board that once the resolution is submitted to the authorizer for approval, the state has 45 days to approve or deny the trustee.

10. ADJOURNMENT

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



MINUTES

Board of Trustees Meeting

January 25, 2022

The meeting was held via Google Meets at 5:05pm.

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee
Kathleen Gaffney, Trustee
John Witherspoon, Trustee
Ahmad Duwalk, Trustee

GUESTS

Jahi Bashir, Head of School
Ellen Eagen, School Attorney
Over 35 Virtual Participants

Val Jacobson, Head of Operations
Mary Kenny, Minutes Transcriber

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 school counsel review. Mr. Witherspoon seconded. All were in favor.

3. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion announced that Ahmad Duwaik has been approved by NYSED and is in attendance at the meeting. Mr. Duwaik introduced himself. Ms. Manion also stated that Mr. Morales would no longer be serving on the Board and will be assisting the school with the purchase of the gym next door. The Board thanked Mr. Morales for his service to the school and Mr. Morales stated that he is happy to be continuing to work with the team in a new capacity. Ms. Manion also mentioned that the Board is looking for staff and student advisors to the Board and will be announcing more information shortly.

NYSED requested a few changes to the Annual Report. The following changes have been made: financial disclosure form correction, direct link to NYS report card, detailed list of FOIL records based on SED example, added instructional hours to calendar. The following documents are being updated: district safety plan and fire inspection report. WCHS' liaison from 2020-21 stated that the check-in visit report would be coming soon. The Civil Rights Data Collection (CRDC) portal opened on December 13. The report is due February 28. Ms. Jacobson and Ms. Manion also completed and submitted clarifications to the ARP/ESSER application.

Ms. Manion also stated that Governors Ball 2022 has been announced for June 10-12 at Citi Field. She will request to participate in the festival's volunteer program to fundraise for student scholarships for the Class of 2023. The WCHS Holiday Party will be rescheduled for a later date.

4. ACADEMICS

Mr. Bashir presented the Academics report. The January Regents have been canceled. Students will receive regular instruction during that week. The PSAT has been rescheduled. Midterms were administered and progress reports will go out on February 28. Virtual parent teacher conferences will take place on February 2 and 3. STAR Testing will be administered February 9-11. There are 36 students currently approved for remote instruction, not including 5th year seniors. SWIPE is up and running. The school has been reinforcing restorative practices and rewarding positive behavior. Improved arrival and dismissal procedures have been implemented, including increased bag checks. There will be Canvas training for teachers on January 31.

There are 213 seniors. 149 are on track to graduate. 205 may graduate with recovery options. There were 4 January graduates. 56 students are considered 5th year seniors. 31/56 are engaged. The College and Career office continues to send out a monthly newsletter. A second trimester class is in place. FAFSA workshops are scheduled and college and university tours continue. Students have applied to college and are starting to create a post graduation plan. Student acceptances are being highlighted on social media.

5. OPERATIONS

Ms. Jacobson presented the Operations report. Trimester 2 Progress Reports will be issued on January 28. Her team is preparing the FY22 Per Pupil Billing Invoice #6. The estimated FTE is 953.5. The 2022-23 Enrollment Projections due on January 27. Operations staff are preparing schedules and communications for the virtual parent teacher conferences on February 2 and 3. Ms. Jacobson coordinated the Canvas training on January 31, collaborated with Data and Counseling Departments to submit January Regents Exemptions, and is continuing to look for staff to fill the HR Manager, Paraprofessional, Speech Pathologist, and Hall Monitor vacancies. She also needs additional coverage for teacher vacancies. Parent Town Halls were hosted on January 3, January 6, and January 20 at 6pm. There was remote instruction on December 10, December 13, December 14-23, and January 3-14. In-person instruction resumed January 18. PowerSchool Dashboards and Swipe implementation are in process. WCHS has 1,294 laptops on its inventory list. 990 laptops are loaned to students, 164 are in stock, 50 are reported lost, and 90 are broken or are in need of repair in stock. 119/250 hotspots have been distributed.

6. COVID SAFETY AND EMERGENCY PREPAREDNESS UPDATES

Ms. Jacobson reported that local COVID-19 transmission is considered “High”. The 7-day rolling COVID-positivity average in NYC is 21.06% and 11.31% in 11206. The COVID-19 vaccination rate in 11206 is 56.75%. The Omicron variant appears in 70% of tested cases in NYC and the Delta variant appears in 28% of cases in NYC. COVID-19 cases, hospitalizations, and confirmed deaths are trending downward.

Ms. Manion reported that NYC DOE weekly PCR testing continues. BioReference Labs is now permitted to test 20% of unvaccinated or vaccinated students. 86 students were tested on January 21. WCHS received 1048 test kits. Additional kits are expected from the state. Students and staff are provided with at-home tests if they show symptoms or are deemed as a close contact. She continues to submit to the NYS COVID Report Card daily and submits cases to NYC DOH for contact tracing as applicable. NYS has issued new guidance regarding the length of quarantine for staff who test positive for COVID-19. Quarantine has been reduced from 10 days to 5 days for asymptomatic staff or staff with improved symptoms. The NYC DOE has yet to release their guidance but has stated that they will be following the state. Vaccine education campaigns continue. Most recently a spokesperson from the NYC Department of Health spoke to parents at a Town Hall. The vaccine information page on the COVID Portal has been updated as well.

7. FACILITIES

The Board discussed the purchase of 188 Varet Street to create a gym. The closing date is February 10. Manny Morales proposed the creation of a WCHS LLC. The Board discussed how the LLC would function. Ms. Eagen stated that she is not providing counsel on this matter. Mr. Morales added that the attorneys hired for this project work with other charter schools on facilities-related projects. The Board agreed that the Operating Agreement for the creation of WCHS LLC had to be approved before February 10.

- Mr. Witherspoon made a motion to approve the WCHS LLC Operating Agreement. Ms. Gaffney seconded the motion. All were in favor.

Mr. James reported that a new electrical outlet was installed in preparation for the new kiln in the art room. The school’s fire pump is scheduled for repair in order to fix the packing seals that have become worn. Building inspections were conducted for inclement weather for potential frozen pipes during school closures. The school’s Department of Buildings hearing for a boiler room infraction was adjourned until February 4. The infraction was corrected. New stage lighting and curtains were installed in the auditorium.

8. SAFETY

Mr. James reported that all FDNY certifications are up to date, including: FLSD, Deputy Fire Life Safety Director, Standpipe, Sprinkler, Supervisor of Fire Alarms, Super Fuel and Piping, and Non-Production Chemical Laboratories. Two new Safety Officers have been hired. There were two student altercations reported off property. There was one NYPD visit for a student/parent mediation. There were no ECB, DOB, or DOH visits to the school. There was one EMS visit to the school. Bag checks were conducted throughout the month.

9. ENROLLMENT/RECRUITMENT

Ms. Jacobson reviewed enrollment. Enrollment is 989 in both PowerSchool and ATS. The FTE is 956.3. This includes two pending discharges and 30 students with zero attendance. Since July 1, 89 students have been discharged and 39 have stated they will not attend. This does not include January graduates. 4 people attended the January Open House, the next one is scheduled for Saturday, February 5, 2022. The lottery deadline is April 1, 2022 and will be held on April 4, 2022 at 6pm. Enrollment efforts continue. WCHS is participating in middle school fairs including the Virtual IncludeNYC event on January 29, the Virtual EAst New York Middle School of Excellence’s High School Fair on February 3, and the New York City Charter School Fair on March 3-6. A Daily News email blast is going out in January and WCHS will be in the Brooklyn Family Magazine School Supplement in February and March. WCHS is also

participating in Schneps Media Charter School Guides and engaging in continued online marketing. Bus and radio ads will begin soon as well.

10. FINANCE

Ms. Fernandez reported that as of November 30, 2021, the total collected revenue for the period is \$7,606,184. The total expenses for the period are \$7,465,419. The total excess of revenue over expenses for the period is \$140,766. Ms. Fernandez reviewed cash/assets and liabilities/accounts payable.

11. PARENT LEADERSHIP COUNCIL

Ms. McFadden reported that the January PLC Meeting included a visit from Growing Up NYC, an NYC organization that provides families with access to information about city services, programs and resources. They presented information about job training, financial counseling, housing and legal help for immigrants. The next meeting will be February 17 at 6PM. Their special guest will be the National Alliance on Mental Illness.

12. HUMAN RESOURCES

Ms. Manion reviewed recent HR initiatives and then introduced Manny Morales' Gym Project Manager Proposal. Ms. Eagen reiterated that Mr. Morales is no longer serving as a trustee and will now begin work on the facility project. Mr. Morales reviewed the scope and services from his circulated proposal. He estimates that this project will take approximately a year to complete and requested payment of \$60,000 for work between now and June and then \$5,000/mo thereafter. Ms. Eagen explained that the Board needs to indemnify Mr. Morales and his company should there be any liability in regard to the purchase of the building. Ms. Putz asked for a motion.

- Ms. Gaffney made a motion to approve the proposal of Mr. Morales as the Gym Project Manager Project for the facility purchase, construction and occupancy. Mr. Rivera seconded. All were in favor.

13. MOTION TO CLOSE

- Ms. Gaffney made a motion to close. Mr. Rivera seconded. All were in favor.



MINUTES
Board of Trustees Meeting
March 22, 2022

The meeting was held via Google Meets at 6:07pm.

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee
John Witherspoon, Trustee
Ahmad Duwaik, Trustee
Kathleen Gaffney, Trustee

GUESTS

Jahi Bashir, Head of School
Mary Kenny, Minutes Transcriber
Over 31 Virtual Participants

Val Jacobson, Head of Operations

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF FEBRUARY 15, 2022 BOARD MINUTES

- Mr. Rivera made a motion to approve the February Board Minutes pending school counsel review. Mr. Witherspoon seconded. Ms. Gaffney abstained. All others were in favor.

Mr. Bashir stated that Trimester 3 has started. He is working on the 2022-23 Course Catalog and scheduling for the upcoming year. 26 students (not including 5th year students) have been approved for remote instruction. Attendance for in-person instruction has improved. School climate and culture initiatives include rewarding positive student behavior, student activities, and a March Madness team building advisory competition. Mr. Bashir announced that the boys basketball team would be competing at the Barclays Center on March 28 and invited everyone to attend.

Katherine R., a student delegate from the Model UN trip, spoke about her positive experiences on the trip. The WCHS team participated in high-level debates in a public forum, researched Latin American countries, and familiarized themselves with various cultures around the world.

143 seniors are currently on track to graduate, an additional 56 may graduate with recovery options. 31/52 5th year students are actively engaged and are working towards graduation. Four students graduated in January. The College and Career Office continues to send out a weekly newsletter, host college and career readiness classes, and accompany students on college visits. Students will be attending a college fair on April 25 at St. Francis College. 138 students applied to CUNY, 82 students applied to SUNY and/or private colleges. 98 students have been accepted into one or more colleges so far. Student acceptances are being recognized on WCHS social media.

4. OPERATIONS

Ms. Jacobson reported that FY22 Per Pupil Billing Invoice #6 has been submitted with an FTE of 950.815 awaiting approval. Ms. Jacobson collaborated with instructional staff to prepare for Regents field testing, AP Exams, and NYSESLAT testing. PSAT/SAT exams will take place this week. She also collaborated with Counseling, SNAS, ENL, and LOTE Departments to prepare June Regents Exam orders, schedule proctor training, create schedules, assign rooms, and assign testing accommodations for June 1, June 15-23 Regents exams. Operations staff are preparing for the 2022-23 admissions lottery that will be held on April 4. Trimester 3 student schedules went out and report cards will be issued this week. The 2022-23 school year calendar is also being drafted. The Operations team continues to promote the NYC School Surveys. 979/1,294 laptops are loaned out to students. 51 laptops have been reported lost. 127/250 hotspots have been distributed to students.

5. CDC LOCAL COVID DATA

Ms. Jacobson stated that the COVID transmission in Kings County continues to be low. The percent of people who test positive and the number of confirmed or probable cases is increasing. The seven day percent positive average in 11206 is

3.4%. 60.58% of 11206 is considered fully vaccinated. Of the tested cases in NYC, 85% are Omicron (BA.2 subvariant), and 15% are Omicron (non-BA.2).

6. COVID PREPAREDNESS

Ms. Manion reported that COVID protocols and weekly testing continue to be in place. At-home COVID tests will be sent home with students prior to Spring Break. Vaccination education continues.

7. FACILITIES

Mr. Morales updated the Board on the building next door and displayed architect renderings of the interior and exterior. The school will be filing with the Department of Buildings at the end of the month. Air quality and noise level samples are being prepared for submission to the Board of Standard and Appeals.

Mr. James reported that the Department of Health responded to the school on March 7 and issued a violation for issues in the kitchen requiring service. All but one issue has been corrected. The final item will be corrected on Saturday, March 26. The National Grid visited the school on March 1 to check on a service issue at 188 Varet Street. The school has an upcoming hearing with the FDNY ECB Department on March 29 for two unwarranted alarms that were transmitted during the school's water main leak. New thermostat covers were placed throughout the building and thermostats are presently on timers. Heat is still being utilized at this time.

8. SAFETY

Mr. James reported that there were six student altercations on-site in March. Three altercations took place off property. The NYPD responded to the school for one student issue. EMS responded to the school for two separate issues. Bag checks were conducted throughout the month. There were no findings resulting in disciplinary action. The school will be installing new cameras in blind areas around the school and will be upgrading the recording storage.

9. ENROLLMENT AND RECRUITMENT

Enrollment is 970 in PowerSchool and ATS. The FTE is 950.815. The 2022-23 Admissions Lottery will take place on April 4 at 6pm via Zoom. SchoolMint applications are comparable to previous years. To this date, 597 applications have been received and 29 have been verified. 10 people attended the March Open House - 17 are currently RSVP'd for the next open house on April 2. This one will be held in person. The deadline for lottery applications is April 1. Recruitment efforts continue. Spanish speaking radio ads and Bushwick bus ads will continue through April 3.

10. FINANCE

Ms. Fernandez reported that the total collected revenue for this period is \$10,592,544 and the total expenses are \$10,458,012. Excess revenue over expenses are \$134,532. The Board reviewed assets and liabilities, including the deferred rent.

11. ACCOUNTABILITY AND DEVELOPMENT

Ms Manion reported that the CRDC federal accountability submission was submitted on time. She thanked Mr. Richards, the Academy Leaders, and Ms. Cruz for assisting. Information regarding the school's spring check-in visit should be coming soon from SED. Open Meetings Law remote meetings have been extended through April 15. This is the final extension and all Board meetings after April 15 will be required to be held in person. She is working with Ms. Jacobson, Ms. Fernandez, and CSBM to complete upcoming ARP-ESSER deadlines, including the ARP-Homeless Children and Youth (HCY) Part II Application due March 31, the Education Stabilization Fund Reporting due April 1, and the 2022-23 Annual Survey of Charter School Enrollments and Poverty Status due April 15.

The WCHS Holiday party will be held on April 1 at Pine Box from 3:30-7:30pm. A letter will be sent home to parents regarding inappropriate posting to social media accounts. Borough President Reynoso will not be able to speak at graduation in June. Ms. Johnson and Ms. Manion are pursuing a WCHS alumni instead. A film crew is interested in using the space in August.

12. PARENT LEADERSHIP COUNCIL

Ms. Pink reported that the next PLC meeting will be held on March 14 at 6pm. Los Sures will be the guest speaker and will be addressing teen violence and aggressive behavior. A representative from the SUNY Brooklyn Educational Opportunity Center (BEOC) will also be present to discuss careers in OSHA, security, the medical field, and hospitality.

13. ADJOURNMENT

Ms. Gaffney made a motion to adjourn, Mr. Duwaik seconded. All were in favor.



MINUTES
Board of Trustees Meeting
September 20, 2021

The meeting was held via Google Meets at 6:05pm.

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee
John Witherspoon, Trustee
Manuel Morales, Trustee
Kathleen Gaffney, Trustee

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, School Attorney
Over 39 Virtual Participants

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber

1. WELCOME

Ms. Putz welcomed everyone to the meeting and asked the Board to introduce themselves to new parents and students.

2. APPROVAL OF BOARD MINUTES - JULY AND AUGUST 2021

- Mr. Morales made a motion to approve the July, 2021 Minutes. Ms. Gaffney seconded the motion. All were in favor.
- Mr. Morales made a motion to approve the August, 2021 Minutes. Ms. Gaffney seconded the motion. All were in favor.

3. ACADEMICS

Shante Martin reported. Staff are now receiving Weekly Wolverine mailings. Parent Town Hall Meetings are occurring weekly on Thursdays. Parent Orientations took place for each grade level. 32 students are participating in remote learning. Families are aware of the deadline to apply. The Intervention and Family Support Counselors have been hosting weekly Substance Abuse and Prevention Groups.

4. OPERATIONS

Ms. Jacobson has been hosting weekly Town Hall Meetings with Mr. Bashir weekly on Thursdays. These meetings will occur through September 30. Operations staff prepared schedules, rooms, supplies, and trainings for the first day of school on September 9. E-Rate equipment and network upgrade is in process. The first install was on July 22. Round 1 Emergency Connectivity Funding (ECF) application was submitted on August 13. The application requested 250 wifi hotspots and 25 Surface tablet/laptops for July 21-June 2022. The Round 2 ECF application period is September 28-October 13. She will ask for additional wireless access points and iPads for teachers to provide remote instruction. Laptops are being distributed daily during lunch periods as part of the school's 1:1 laptop program. Interviews are being conducted for the HR Manager position as well as for hall monitors. The school hosted a recruitment fair in search of additional teachers. Implementation of Canvas, Swipe, GoGuardian, and PowerSchool data dashboards are ongoing. Website revisions are in progress.

5. COVID SAFETY AND EMERGENCY PREPAREDNESS

Ms. Jacobson stated that according to the CDC, COVID transmission in Kings County is High. The 7-day rolling average in NYC is 2.92% and 3.62% in 11206 according to nyc.gov. 46.68% of people in 11206 are fully vaccinated. The Delta variant accounts for 98% of cases in NYC.

Ms. Manion is submitting school data to the NYS COVID Report Card Portal daily. She, Ms. Jacobson, and Ms. Eagen met with BioReference Labs. Implementation of the NYC DOE Student COVID-19 Screening Testing Program will commence shortly. Onsite PCR tests will be conducted weekly. Up to 10% of unvaccinated students who consent to be tested are eligible. Results will be available in 48 hours. Ms. Manion and Ms. Jacobson are creating forms for the mandatory vaccination status collection for staff and high risk sports. They met with BRI, a community health organization offering mobile vaccination sites at charter schools and are also working on COVID-19 vaccine promotion and education.

6. SAFETY/FACILITIES

Mr. James stated that two incidents were reported at school, and two incidents occurred off property. The NYPD visited the school to introduce representatives from the Transit Department. Daily temperature screenings were conducted for students, staff, and visitors. Bag checks and metal detection screens occurred. Hallway sweeps commenced the week of September 2. One Safety Officer resigned and one Safety Officer was reinstated from furlough.

Three air conditioning compressors had to be replaced at the beginning of the 2021-22 school year. The school has been able to reduce the numbers replaced per year due to an upgraded maintenance and service plan with Anthony Cooling. At this time, the school's roof is in need of repair due to wear, tear, and inclement weather. The drainage system will also need repair. Mr. James stated that the summer of 2022 would be the ideal time to conduct this project with the Board's approval. The Board agreed this was an important thing to discuss.

Mr. Morales provided an update on the potential gym on the property next door. He met with three architects and formally interviewed two. The Board ultimately chose to work with Loci Architecture PLLC as they have experience with charter schools. The time frame for completion is now estimated to be at the end of next school year.

- Mr. Morales made a motion to accept the proposal of services from Loci Architecture PLLC. Mr. Rivera seconded. All were in favor.
- Mr. Rivera made a motion to retain the law firm of Kaufman, Friedman, Plotnicki and Grun for lease negotiations with Tony Vasso's lawyer. Mr. Witherspoon seconded the motion. All were in favor.

7. ENROLLMENT AND RECRUITMENT

Ms. Jacobson reported that enrollment in PowerSchool and ATS is 980. The ATS enrollment includes 13 pending discharges, 32 discharges, and 31 will not attend students. The reconciliation was submitted for 2020-21 with an estimated FTE of 958 students. The FY22 invoice #2 was submitted with an estimated FTE of 951. Invoice #3 is due by September 30.

WCHS will attend an in-person middle school fair at the Middle Village Prep on October 6 and host the first open house of the year on October 2. The lottery application for 2022-23 has been launched. The enrollment lottery will be held on April 4, 2022 at 6pm.

WCHS will run a bilingual ad campaign from September 6-October 3 on Amor-97.9 and La Mega-93.1. The school will also be running a radio ad on the Hot 97 Morning Show beginning September 6. The campaign will run for four weeks and will air from 6am-10am. The Board listened to the ad. Online marketing continues.

8. FINANCE

Ms. Fernandez stated that as of July 31, 2021 the total collected revenue is \$1,530,940 and the total expenses for the period are \$1,641,898. The total excess of expenses over revenue is \$110,958. The deficit is due to the accrued payroll allocation at the beginning of the school year. The per pupil invoice was estimated at 951. The audit is ongoing and required documentation is being submitted.

9. HUMAN RESOURCES

Ms. Manion reported that WCHS hosted a career fair on September 18. It was promoted across a variety of platforms. Six candidates RSVP'd but only one candidate attended. Another candidate expressed interest in a science position. Members of the National Honor Society (NHS) volunteered and assisted with the event. More fairs are forthcoming.

10. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that the Annual Report's Progress Towards Goals section is due October 1. WCHS is still awaiting the SED check-in report from the Spring. BEDS Day is October 6. The BEDS IMF submission is due November 19. Ms. Manion shared links to NYS DOH's webinars addressing recent COVID guidance. She, Ms. Jacobson, and Ms. Fernandez coordinated with CSBM to submit Title submissions by August 31 and ARP-ESSER narratives by September 30. On September 2, Governor Kathy Hochul approved an amendment to Open Meetings Law, which will allow public meetings to be conducted via videoconference, similar to the authorization provided by Executive Order 202.1 which expired in June. The provision is in effect until January 15, 2022. WCHS received a Notice of Receipt of and Pending Action on Charter School Renewal with Revision pertaining to Northside Charter High School. Northside is revising their mission

statement and organizational chart. WCHS is allowed to provide public comment if interested.

The Governors Ball Volunteer Fundraiser will take place between September 24-26 and will be organized by Charisse Johnson. This fundraiser has raised between \$5-10k for senior scholarships in the past.

Mr. Bashir, Ms. Jacobson, and Ms. Manion will be meeting with Natasha Cherry-Perez, NYCSA's Brooklyn and Queens Community Engagement Manager, to discuss advocacy and engagement on September 30. The NYCSA Conference will be held October 20-22 (October 20-21 virtual, October 22 in-person at Brooklyn Bridge Marriott). The Kids in Need Foundation (KINF) reached out to and will be donating core school supplies to the school. The donation is sponsored by Chipotle.

11. PARENT LEADERSHIP COUNCIL

Ms. Pink stated that the next PLC meeting will take place on Thursday, September 23 at 6pm. They will host elections for the upcoming school year and introduce PLC parent volunteers.

Believe & Inspire, a 501(c)(3) non-profit that connects underserved youths ages 15-21 with the tools and support they need to prepare for the workforce and become self-sufficient, will present. Current programming by Believe and Inspire includes financial literacy, internship prep, college admissions and life skills workshops.

There will also be a presentation from the Ace Mentor Program of Greater New York which offers a free after-school mentorship program for high school students to learn about careers in architecture, engineering, and construction management.

12. ADJOURNMENT

- Ms. Gaffney made a motion to close the meeting. Mr. Morales seconded the motion. All were in favor.



MINUTES
Board of Trustees Meeting
July 20, 2021

The meeting was held at 198 Varet Street, Brooklyn, NY 11206 at 6:26pm.

PRESENT

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

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, School Attorney
Ivette Cruz
Raymond James
Belnardina Madera
Katie Manion

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber
Majid Zarnfar
Renee de Lyon
Kathy Fernandez

EXCUSED: Manuel Morales, Trustee; Kathleen Gaffney, Trustee

1. WELCOME

Ms. Putz welcomed everyone back to the building.

2. APPROVAL OF BOARD MINUTES

Mr. Rivera made a motion to approve the June 15, 2021 Minutes pending approval by school counsel. Mr. Witherspoon seconded the motion. All were in favor.

3. ACADEMICS

Mr. Bashir presented the Academics report. There were 206 June graduates, 199 from the Class of 2021, 7 from the Class of 2020+. 19 students may graduate in August. Summer school will run from July 7-July 29. Trimester 1 classes took place July 7-July 13. Trimester 2 classes run from July 15-21. Trimester 3 classes will be July 24-July 29. There will be two in-person days per trimester. Social emotional activities will be provided in-person and virtually. Summer sports camps will take place in August. There will be a basketball summer camp between August 2-6 from 9am-1pm and a soccer summer camp from August 9-13 from 9am-1pm. The Summer Bridge Program will take place August 23-26. Summer school enrollment for Trimester 1, 2, and 3 is 239, 277, and 285 respectively. 220 students passed T1 of summer school and 115 students failed, which is a 65.7% passing rate. Other upcoming academic priorities are scheduling, filling vacancies, implementing CANVAS, website updates, testing, and August professional development for staff.

4. OPERATIONS

Ms. Jacobson provided a June 2021 Regents report. 229 students were eligible for the Regents. 110 students registered for the English Language Arts Regents. 86 students were absent. 11 students scored above a 65 (46%). 106 students registered for the Living Environment Regents. 74 students were absent. 15 students scored above a 65 (47%). 146 students registered for the Algebra I Regents. 122 students were absent. 3 students scored above a 65 (12%). 81 students registered for the Earth Science Regents. 62 were absent and 0 students scored above a 65. The Board discussed the results.

Operations staff prepared rooms, schedules, security, operations posts, meals, nursing services, transportation, auto-calls and supplies for in-person summer school. 403 students were registered for summer school in PowerSchool. Attendance for the in-person days was as follows: 44 students were present on July 8; 20 students were present on July 12; 25 students were present on July 16; and 22 students were present on July 20. A reopening town hall meeting was held on July 15. A speaker from the Department of Health attended and provided vaccine education for the families in attendance. She is in the process of preparing reopening schedules, rooms, supplies, and training for the 2021-22 school year. E-rate equipment and network upgrade is in process. The first installation will be on July 22. School leadership is

conducting interviews for the Human Resources Manager vacancy. They are also planning implementation of Canvas, Swipe, GoGuardian, website revisions, and PowerSchool data dashboards.

Ms. Jacobson presented three student attendance/lateness and COVID-19 screening bids and proposed the purchase of Swipe. The amount of the purchase was approved by the Finance Committee in the review of the 2021-22 budget and ESSR2 grant. Ms. Eagen stated that she will review the terms and conditions and look into the privacy policy. A decision will be made as soon as possible and will be ratified at the next meeting.

Ms. Jacobson reviewed COVID data. The CDC's Covid Data Tracker ranks Kings County as having "Moderate" community transmission as of July 13. The 7-day rolling average in NYC is 1.33% as of July 12. The 7-day average in the 11206 zip code is 2.18%. The COVID-19 vaccination rate in 11206 is 44.19%. The 7 day average in NYC according to NYS data is 1.1%.

Ms. Jacobson also reviewed attendance data. Attendance for the month of June was 77%. The year to date average is 77.8%.

5. COVID SAFETY & EMERGENCY PREPAREDNESS UPDATES

Ms. Manion stated that Walgreens is unable to accommodate WCHS for an on-site vaccination program due to unanticipated increase in demand. WCHS will seek additional opportunities. Mayor DeBlasio does not anticipate any changes to mask requirements for NYC DOE schools. School leadership is awaiting information from SED to inform the school's reopening plan for the fall.

6. SAFETY

Mr. James reported that there were 0 cyber incidents in the month of July. There were no NYPD or FDNY visits. Daily temperature screening was conducted for staff and visitors. Safety Officers are scheduled to take an in-person State Security annual training on August 16. Topics will cover non-violent crisis intervention, NYS security protocols and de escalation techniques. The Safety Department is seeking to hire four new candidates to fill open positions for the 2021-22 school year.

7. FACILITIES

Mr. James stated that the air conditioning units are being utilized and are on a daily timer. One HVAC blower motor needed replacement in room 321. There is a ECB Hearing date scheduled for July 27 for an unwarranted fire alarm. An ECB hearing was conducted on July 13 for sprinklers and standpipe keeping. There is no ruling at this time. The building is fully disinfected and sanitized. A summer schedule is prepared for the building to include repainting all bathrooms throughout, light bulb replacements, filter and vent cleaning, routine floor maintenance, and building disinfecting. The fire standpipes and sprinklers are functional and passed inspections.

8. ENROLLMENT AND RECRUITMENT

Ms. Jacobson stated that enrollment is 759 in PowerSchool, 883 in ATS, and the FTE is TBD. 206 students were discharged and 124 students are pre-registered incoming freshmen in ATS. The enrollment goal is 250 students for 9th grade. There are 157 verified applicants, 19 completed registrations and 54 in progress.

There was a virtual tour on July 21 from 1-2pm. 87 people were in attendance. Ms. Gomez will be hosting in-person registration help sessions on July 23 and July 26. There will be outdoor appointments in designated time slots. There is a possibility of bilingual radio ads. Online marketing efforts continue.

9. FINANCE

Ms. Fernandez provided the May financial update. The total revenue is \$16,012,678. Total expenses are \$14,082,230. The excess is \$1,930,448. The per pupil funding has been received. Ms. Fernandez reported that all paperwork has been submitted for the PPE Loan Forgiveness. The end term audit has been finalized with a Board call set up for Monday.

Ms. Eagen stated that the Board is considering renting the space next door for \$16,000 a month on a concurrent lease. The renovations will cost about \$3,000,000. Construction would likely not begin until the winter when prices are lower. Ms. Eagen estimates that the gym cost would equal about ten or eleven additional students. The attractiveness of having

that space could potentially encourage enrollment. Mr. Bashir said that it would be a great opportunity for our students. Ms. Putz asked for a motion.

- Mr. Witherspoon made a motion to approve pursuing a lease from the landlord to rent the space adjacent to the school to renovate it for sports opportunities. Mr. Rivera seconded. All were in favor.

10. HUMAN RESOURCES

Ms. Manion reported that instructional contracts were sent to staff on June 18. Non-instructional rate of pay letters were sent to staff on June 25. All deadlines were met.

Ms. Manion presented a proposed policy for remote work for non-instructional staff. Ms. Eagen and the Board discussed the policy. Ms. Eagen stated that she and Ms. Manion would make adjustments based on feedback for next month's Board meeting.

Ms. Eagen expressed appreciation for Mr. Bashir on the Board's behalf for his exceptional work as an Interim Acting Head of School throughout the 2020-21 school year. She stated that the Board would like to make a resolution to remove "Interim Acting" from his title.

- Mr. Rivera made a motion to remove "Interim Acting" from Mr. Bashir's title and to welcome him as our Head of School. Mr. Witherspoon seconded the motion. All were in favor.

11. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that WCHS submitted Spring STAR testing data to SED on June 23 as part of SED's new local assessment plan reporting. It was due June 30. Following last month's board meeting, WCHS' SED liaison, Paula Orlando, completed the second part of the check-in visit. She observed two in-person classrooms, one ELL classroom and one Math classroom. The school's SSEC submission (formerly VADIR) was submitted on July 19. It was due July 26. One instance of harassment was reported. There were no other serious incidents. The Annual Report is due August 1. Progress Towards Goals and financial documents are due in October and November, respectively. Viacom was not able to provide a graduation speaker but is open to partnering in the future. Ms. Putz complimented WCHS staff for putting together a wonderful graduation ceremony. Ms. Manion is vetting a space usage inquiry. Ms. Eagen added that Board development is in progress. The Board has several prospects in mind and will get together to discuss.

12. ADJOURNMENT

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

13. EXECUTIVE SESSION



MINUTES
Board of Trustees Meeting
February 15, 2022

The meeting was held via Google Meets at 6:07pm.

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee
John Witherspoon, Trustee
Ahmad Duwaik, Trustee

GUESTS

Jahi Bashir, Head of School
Ellen Eagen, School Attorney
Over 35 Virtual Participants

Val Jacobson, Head of Operations
Mary Kenny, Minutes Transcriber

EXCUSED: Kathleen Gaffney, Trustee

1. WELCOME

Ms. Putz welcomed everyone to the meeting. She reviewed the Agenda.

2. APPROVAL OF JANUARY 25, 2022 BOARD MINUTES

- Mr. Rivera made a motion to approve the January Board Minutes pending school counsel review. Mr. Duwaik seconded. All were in favor.

3. ACADEMICS

Mr. Bashir discussed the temporary transition to remote instruction from February 7-1 due to a facilities issue. During this time, students participated in remote learning via Canvas. School resumed in-person on Monday, February 14. STAR Testing will take place February 16-18 and the PSAT is scheduled for March 23. Mr. Bashir and Academy Leaders are working to ensure students who are scheduled for in-person learning are attending in-person. Only 28 students have been approved for remote learning yet other students have been participating via the remote platform as well. Efforts to increase attendance are ongoing. Staff are focusing on rewarding positive student behavior and increasing student activities at the school. Mr. Bashir has begun work on 2022-23 schedules.

143/212 seniors are on track to graduate. 56 additional students can graduate in June with credit recovery options. 4 5th year seniors graduated in January. 31/52 5th year seniors are engaged and working towards graduation. The College and Career office continues to send out a monthly newsletter. A second trimester class is in place. FAFSA workshops are ongoing and college tours continue. 138 students have applied to CUNY schools. 82 have applied to SUNY and or private colleges. 60 students have been accepted by one or more colleges. Student acceptances are being recognized on social media. The Board discussed graduation planning, remote students and teacher evaluations.

4. OPERATIONS

Ms. Jacobson reported that Operations staff have distributed mid-winter break at-home COVID-19 test kits to all students; coordinated weekly NYC DOE onsite COVID-9 testing for 20% of students with consent forms; submitted FY22 Per Pupil Billing Invoice #5 (estimated FTE 955.4) and 2022-23 enrollment projections; collaborated with College and Career Readiness and SNAS Departments to prepare proctor training, schedules, rooms, testing accommodations, and the bell schedules for PSAT Grade 9 and SAT Grade 11 on March 23. She is continuing to interview for the following vacancies: HR Manager, Paraprofessional, Speech Pathologist, Hall Monitor, Lunch Associate, and coverages for teacher vacancies. Ms. Jacobson and Mr. Bashir hosted a Parent Town Hall on February 10 at 6pm and discussed facilities updates, temporary remote learning, COVID-19, and return to in-person instruction. PowerSchool Dashboards and Swipe implementation continue. She is continuing to collaborate with instructional leadership in drafting the 2022-23 calendar and FY23 budget process.

Ms. Jacobson also reported that the Operations team is collaborating with Parent Coordinator and Academy Leaders to launch NYC DOE Surveys on February 14 which will run through March 25.

980/1,294 laptops are loaned to students. 174 laptops remain in stock. 50 laptops were reported lost. 90 laptops are in need of repair. She will be working to repair or replace laptops. 123/250 wifi hotspots have been distributed.

5. COVID UPDATE

Ms. Jacobson reviewed local COVID rates. According to the CDC, COVID transmission in Kings County is considered “High” as of February 7. The 7-day rolling average in NYC is 4.52% as of February 4. The majority of COVID Cases are from unvaccinated individuals. The 7-day COVID positivity average in 11206 is 2.02%. 58.03% of 11206 are vaccinated. The Omicron variant is present in 98% of tested cases in NYC. The Delta variant is present in 1% of cases. COVID-19 Key Indicators (percent positive, confirmed cases, probable causes, hospitalizations, and confirmed deaths) are all decreasing.

Ms. Manion stated that weekly PCR testing is ongoing. 50-90 students are tested per week. All students will be sent home with at home kits prior to mid-winter break. NYS COVID reporting continues. She and Ms. Jacobson continue to follow updated quarantine/isolation guidance. Vaccine education campaigns continue.

6. FACILITIES

Mr. Morales updated the Board on the purchase of 188 Varet Street, the property next door to the school, for the purpose of building a gymnasium and administrative offices. He announced that WCHS officially owns the building as of February 10. Mr. Morales asked the Board to give approval to an Environmental Assessment Statement Proposal so that the project can move forward. After obtaining three bids, he is proposing we go with Philip Habib & Associates, the least costly for the service. The architect will file the plans with the city but expects a snag because the property is not zoned for a school and will need a permit. The Board of Standard and Appeals will review the application and most likely grant it. Then he has 30 days to file the application, which will include the Environmental Assessment.

The Board discussed the project finances. Ms. Putz suggested consulting Building Hope. Mr. Morales clarified the parties working on the project. Ms. Eagen asked Mr. Morales about the three proposals and he said they were brought in by the land-use attorneys who have experience with the vendors. He stated that the vendors are aware of the requirements for the Environmental Assessment applications. Mr. Rivera agreed that they are well-known and have a knowledgeable staff.

- Mr. Witherspoon made a motion for Philip Habib & Associates to work on the Environmental Assessment Statement Proposal after reviewing the other bids and subject to legal approval. Mr. Rivera seconded and Mr. Duwaik abstained. All others were in favor.

Mr. Morales said that he will have renderings to show the Board at the next meeting. Ms. Eagen reminded the Board that Mr. Morales is no longer a Board member and that he is a separate paid entity delegated to do this work, so it is important that a member of the Board be present on the calls with the architect.

Mr. James reported that the school had a leak issue due to an underground Con Edison problem. This resulted in a gas line issue. The lines were repaired on February 8. Renovations to the staff lounge are ongoing. The school’s fire pump is scheduled for repair to replace the packing seals that have become worn. The vendor rescheduled the original work date. Building inspections were conducted during cold weather for potential freezing pipes. The school’s Department of Building hearing for a boiler room infraction was completed with a reduced fine. The FDNY responded to the school two times due to a National Grid issue.

7. SAFETY

Mr. James reported that there was one student altercation reported off property. All security cameras were inspected. Repairs were made where needed. A proposal is being submitted to add extra cameras to the facility. The Office of Emergency Management (OEM) visited the school on February 4 regarding the Con Edison water leak issue. Bag checks were conducted randomly throughout the month.

8. ENROLLMENT/RECRUITMENT

Enrollment is 981 in both Powerschool and ATS. The FTE is 955.4. These numbers include 2 pending discharge and 28 with zero attendance. There have been 90 discharges and 39 will not attend since July 1. Enrollment by Grade is as follows: 247 in Grade 9; 297 in Grade 10; 191 in Grade 11; and, 246 in Grade 12.

Open houses occur the first Saturday of every month. The next one is March 5. 9 people attended the February 5 open house. As of February 7, 283 applications for 2022-23 have been received. The application deadline is April 1 and the lottery is April 4 at 6pm.

Recruitment efforts are ongoing, including: attendance at middle school fairs, ad placements in El Diario, Brooklyn Family Magazine, and Schneps Media, Daily News email blasts, increased online marketing and consulting with our Google Ads rep, upcoming radio and/or movie ads, and bus ads.

9. FINANCES

As of December 31, 2021, the total collected revenue is \$9,125,534 and expenses are \$8,985,964. The total excess of revenue over expenses is \$139,570. The Board reviewed total liabilities/net assets. Mr. Duwaik asked about the lease increases per year.

10. ACCOUNTABILITY & DEVELOPMENT

Ms. Manion reported that she is compiling data for the Civil Rights Data Collection (CRDC) with Karl Richards. She thanked the Academy Leaders and Ms. Cruz for assisting as well. ARP-ESSER funds have been approved. Information about the spring check-in visit from SED is forthcoming.

The New York City Charter Center invited Mr. Bashir, Ms. Jacobson, and Ms. Manion to meet with Jonathan Harkavy from Assemblywoman Maritza Davaila's office. She will be following up with events to invite her to. Borough President Reynoso has been invited to speak at graduation on January 28.

11. PARENT LEADERSHIP COUNCIL

Ms. McFadden stated that the next PLC meeting will be on February 17 at 6pm. A representative from the National Alliance on Mental Illness (NAMI) will be presenting information for families about ending the silence surrounding mental health. Additional student issues such as working papers, taxes, and COVID-testing will be discussed.

12. ADJOURNMENT

- Mr. Duwaik made a motion to close the meeting. Mr. Rivera seconded the motion. All were in favor.



MINUTES
Board of Trustees Meeting
May 17, 2022

The meeting was held on Google Meets at 5:40 pm.

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee
John Witherspoon, Trustee
Ahmad Duwaik, Trustee
Kathleen Gaffney, Trustee

GUESTS

Jahi Bashir, Head of School
Mary Kenny, Minutes Transcriber

Val Jacobson, Head of Operations
Over 32 Virtual Participants

1. WELCOME

Ms. Putz welcomed everyone and said that Mr. Rivera will be hosting the meeting.

2. APPROVAL OF APRIL 12, 2022 BOARD MINUTES

• Mr. Witherspoon made a motion to approve the April Board Minutes pending school counsel review. Mr. Duwaik seconded. All were in favor.

3. ACADEMICS

Mr. Bashir reported that Regents Review has started for all classes leading to Regents examinations. Progress Reports were distributed to students on May 20. Parent/teacher conferences will be held on May 24 and 25. STAR Testing will take place from May 25 through May 27. Graduation is on June 28. Summer School planning has started and staffing is almost complete. Counselors have been reviewing grades. Teacher Appreciation Week took place and everyone enjoyed the events. WCHS has begun a partnership with Wellfare, a community program offering healthy food options for food insecure households in New York City.

4. SENIOR DATA

Mr. Bashir reported that 186/211 students are on track to graduate. Seven still need Regents to graduate. 22/52 fifth year students are working towards graduation.

5. COLLEGE AND CAREER UPDATE

Mr. Bashir reported that the weekly newsletter continues to go out and CCR classes are being held. A Senior NHS College Mentee program was created to assist juniors with the college application process. Colleges and universities are continuing to visit WCHS. Juniors attended a college fair on April 25 at St. Francis College. Students will be visiting Pace later in May. The College and Career office celebrated National College Decision Day on May 4 with raffles, games, music, and light refreshments. 138 students have applied to CUNY, 82 have applied to SUNY and/or Privates. 147 students have been accepted into one or more colleges so far. 129 students have made their postsecondary decisions. The CCR Team continues to meet with juniors and student acceptances are continuing to be celebrated on social media.

6. OPERATIONS

Ms. Jacobson reported that operations staff are:

- Distributing 2 at-home COVID-19 test kits per week to each student until further notice;
- Issuing and mailing Trimester 3 Progress Reports on May 20 and creating Parent-Teacher Conference Schedules for May 24 (4-7pm) & 5/25 (2-4pm) virtual conferences;
- Conducting Reviews of Operations Staff, including E-Portfolios, Goals, Evaluation and Self-Evaluation Rubrics in TeachBoost?
- Continuing to collaborate with Counseling, SNAS, ENL, and LOTE Departments to prepare June Regents Exam orders, proctor training, schedules, rooms, testing accommodations, Mock Regents copies, and Regents Review session room assignments for June 1 and June 15-June 23 Regents Exams;

- Conducting ongoing outreach and student registration for 2022-23;
- Collaborating with Instructional leadership and Finance for FY23 budget process and benefits renewal process;
- Conducting interviews for HR Manager, Security Officer, Data Coordinator, and vacancies;
- Assisting in BSA process for gym expansion at 188 Varet Street;
- Awaiting final reimbursement amounts for E-Rate 2019, 2020, and 2021 following approval; and,
- Preparing for NYSED Board of Regents Authorizer visit on June 10, 2022.

7. LAPTOP & WIFI INVENTORY

Ms. Jacobson reported that 966/1,276 laptops are loaned to students. 60 are reported lost and 49 are broken. 132/250 wifi hotspots have been distributed to students.

8. CDC COVID UPDATES

Ms. Jacobson reported that Kings' County level of transmission is medium with positive cases rapidly increasing as of May 12. Everyone is encouraged to continue wearing masks at all times and follow all COVID safety protocols. Ms. Jacobson then reviewed data throughout the city, including vaccine rates and Omicron variant rates.

9. FACILITIES/SAFETY

Mr. James reported that floor waxing is being rescheduled for the weekend of May 21 and 22. The work will be conducted to redo previous work that went unfinished. A preventative maintenance schedule is being prepared for the building. Facilities is accepting new proposals for the upcoming school year's cleaning service. Mr. James recommends adding a maintenance handyman to the service agreement for 2022-23. The staff lounge also received a makeover and stairwells A and C were painted.

Mr. James reported that there was one verbal incident and two physical altercations. There were no EMS visits to the school. NYPD conducted one routine check. NYPD Safety checks were conducted periodically on Bushwick Ave and White Street during dismissal. The FDNY visited on May 12 and conducted their bi-annual building inspection with no violations issued. Bag checks were conducted throughout the month with no findings resulting in any disciplinary action.

Mr. Morales asked the Board to meet with the architects to approve the final drawings of the facade. He said that he has filed with the Department of Buildings who gave an objection. This started the Board of Standards and Appeals process. Mr. Morales explained that the BSA application has lots of parts, the engineers have done an environment report. He will apply for the bond with Build NYC in July and then the architects will start soliciting bids for construction. Mr. Duwaik asked Mr. Morales to put everything in writing and present this to the Board. Ms. Fernandez also asked to meet with him.

10. ENROLLMENT AND RECRUITMENT

Ms. Jacobson reported that enrollment in PowerSchool and ATS is 966. The FTE is 950.815. The last invoice for the year was accepted. Ms. Jacobson compared enrollment from last year. Outreach efforts continue through print, digital and online marketing.

11. FINANCE

Ms. Fernandez reported that as of March 31 the total revenue is \$13,914,099. Total expenses are \$13,560,833. The excess of revenue over expenses is \$353,266. The total surplus for the year is \$447,053. The Board reviewed assets and liabilities. The interim audit testing is scheduled for May 23. This year, a federal single audit is required for all Title funding sources including ESSER, CRRSA-ESSER2 and ARP ESSER.

12. HUMAN RESOURCES

Ms. Manion reported that Regents Review addendums went out last week. Intent to Return letters will be distributed to teachers the week of June 1. The HR team is meeting with the school's current benefits coordinator to review options for 2022-23 benefits plans. More information regarding contracts will be released soon.

13. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion presented information about Open Meetings Law Provision 103-a, which goes into effect June 9 and expires on July 1, 2024. The law allows public bodies to "use videoconferencing to conduct its meeting pursuant to the requirements of

this article provided that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend.” Ms. Manion asked for a motion to approve the WCHS Open Meetings Law Provision 103-a Resolution allowing the use of OML Provision 103-a in order to allow the use of videoconferencing flexibilities.

The resolution states:

- WCHS Trustees who are remote will be identified in the meeting minutes and be heard/seen/identified.
- Meeting notice will include that videoconferencing will be available, and will detail where the public can view and/or participate and where require documents and records will be posted/available.
- WCHS will record and post Board of Trustees meeting within five business days on website and make it available for a minimum of five years. Meetings will be transcribed upon request.
- Members of the public will be able to participate via videoconference and participate the same as if they were in person.
- WCHS will utilize videoconferencing technology that will allow access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act and corresponding guidelines.
- WCHS will define “extraordinary circumstances” as disability, illness, medical reason, caregiving responsibilities, and/or travel relating to themselves or a family member, or any other significant or unexpected factor or event which precludes the trustee’s physical attendance.
- Mr. Duwaik made a motion to approve the resolution which will allow us to use the Open Meeting Law. Ms. Gaffney seconded. All were in favor.

Ms. Manion stated that the NYS CSO will be visiting in-person on June 10 from 8am-5pm. This is WCHS’ first in-person visit since school renewal. Pre-visit collection documents were submitted on May 6. The Board of Regents approved for Emergency Action at its May meeting a temporary expansion of the existing process to appeal to graduate with a lower score on a Regents Examination. The purpose of this expansion is to provide flexibility to students taking Regents Examinations in the 2021-22 and 2022-23 school years in meeting assessment requirements for a diploma. Ms. Jacobson, Ms. Fernandez, and Ms. Manion worked with CSBM to complete revisions to ARP-Homeless Children and Youth Grant. This was approved on May 11. The Class of 2022 graduation speaker will be Taiquan Coleman, Class of 2014. He’s currently a Director Of Constituent Services for the New York City Council. He graduated from the University at Albany, SUNY where he studied American History, and is a current graduate student at The New School studying Public and Urban Policy.

14. PARENT LEADERSHIP COUNCIL

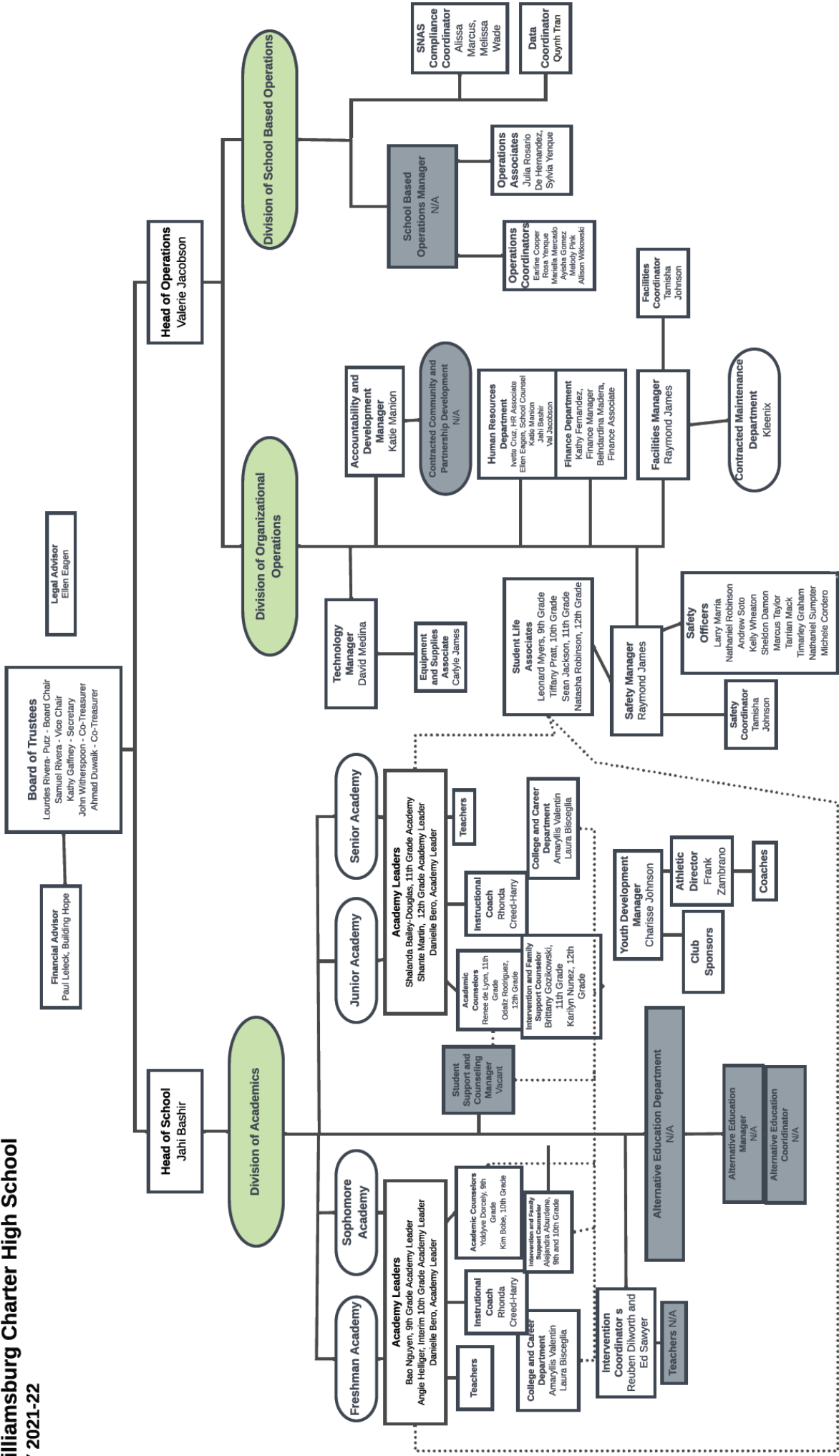
Ms. McFadden stated that the next PLC meeting will be on May 26. All are encouraged to attend. A representative from the Marcy Lab, an alternative college that prepares students for careers in software engineering, will be presenting. A representative from the Animation Project, an organization which gives students opportunities to learn animation and 3D, will be speaking as well.

13. MOTION TO ADJOURN

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

Williamsburg Charter High School

SY 2021-22



June

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Weds. Schedule Senior Prom	3	4
5	6	7	8	9	10 Final Exams	11
12	13 Final Exams	14 Final Exams	15 REGENTS EXAMS	16 REGENTS EXAMS Senior Grades Due	17 REGENTS EXAMS Senior Grade Verification	18
19	20 School Closed: Juneteenth (Observed)	21 REGENTS EXAMS Board of Trustees Meeting @6pm Grades Due	22 REGENTS EXAMS Grade Verifications	23 REGENTS EXAMS PLC Meeting @ 6pm Senior Report Cards Printed	24 RATING DAY	25
26	27 Weds. Schedule Last Day of School Graduation Rehearsal 8am-12pm End of Trimester 3 Report Cards	28 Graduation @11am	29 Summer School Teacher Orientation/Planning	30 Summer School Teacher Orientation and planning		School Days: 18 Minutes: 8,928 Total School Days:180

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.

July

2022

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

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

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Sports Camp (Volleyball)	2	3 Summer School T3 Ends Grades Due	4	5	6
7	8 Vacation Blackout except Operations Department	9	10	11 Department Leaders/Instructional Coaches Return New Staff Orientation	12 Department Leaders/Instructional Coaches Return	13
14	15 Faculty/Staff Return Earth Science Lab Practical @2pm	16 REGENTS EXAMS	17 REGENTS EXAMS	18 ENL Student Orientation	19 ENL Student Orientation	20
21	22	23	24 Freshmen Bridge STAR Testing for grade 9 Bridge Students	25 Freshmen Bridge	26 Freshmen Bridge Trip (Prospect Park)	27
28	29 First Day of School for Students	30	31			School Days: 3 Minutes: Total School Days: 3

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

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 School Closed: Labor Day	6	7 NWEA MAP Testing	8 NWEA MAP Testing	9 NWEA MAP Testing	10
11	12 NWEA MAP Testing Make-up	13 NWEA MAP Testing Make-up Parent Back to School Night	14	15	16	17
18	19	20	21	22	23	24
25	26 School Closed: Rosh Hashanah	27 School Closed: Rosh Hashanah	28	29	30 Midterm Exams	School Days: 19 Minutes: Total School Days: 22

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

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 School Closed: Yom Kippur	6	7	8
9	10 School Closed: Columbus Day / Indigenous People's Day	11	12 Midterms	13 Midterms National Honor Society Induction	14 Midterms make-up	15
16	17	18 Midterm Grades Due	19	20	21 Progress Reports Released	22
23	24	25 Parent Teacher Conferences	26 Parent Teacher Conferences	27	28	29
30	31					School Days: 19 Minutes: Total School Days: 41

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

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Final Exams	8 Election Day / PD Day No School for Students	9 Final Exams	10 Teacher Grades Due	11 School Closed: Veteran's Day End of Trimester 1	12
13	14 Grade Verification	15	16	17 Parent Report Card Pick up	18	19
20	21	22	23 School Closed: Thanksgiving	24 School Closed: Thanksgiving	25 School Closed: Thanksgiving	26
27	28	29	30 Final Exams			School Days: 17 Minutes: 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

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Final Exams	2 Final Exam Makeups End of T1	3
4	5	6 T1 Grades Due	7 Grade Verifications	8 Report Card Pick up	9 Report Cards Mailed	10
11	12	13	14	15	16	17
18	19	20	21	22 s	23 School Closed: Winter Recess	24
25	26 School Closed: Winter Recess	27 School Closed: Winter Recess	28 School Closed: Winter Recess	29 School Closed: Winter Recess	30 School Closed: Winter Recess	31
						School Days: 16 Minutes:

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 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 School Closed: New Year's Day (Observed)	3	4	5	6	7
8	9	10 NWEA MAP Testing	11 NWEA MAP Testing	12	13	14
15	16 School Closed: Martin Luther King Day	17	18	19	20	21
Lunar New Year	23	24 REGENTS EXAMS	25 REGENTS EXAMS	26 REGENTS EXAMS	27 REGENTS EXAMS	28
29	30 PD Day: No School for Students	31				School Days: 19 Minutes: Total School Days: 93

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.

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February	2023
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Midterm Exams	2 Midterm Exams	3 Midterm Exams Make-ups	4
5	6	7 Progress Report Grades Due	8	9	10 Progress Reports Released to students	11
12	13	14 Parent Teacher Conferences	15 Parent Teacher Conferences	16	17	18
19	20 School Closed: President's Day	21 School Closed: Mid-winter Recess	22 School Closed: Mid-winter Recess	23 School Closed: Mid-winter Recess	24 School Closed: Mid-winter Recess	25
26	27	28				School Days: 15 Minutes: Total School Days: 108

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.

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March	2023
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 Final Exams	23 Final Exams	24 Final Exams Make-ups End of T2	25
26	27	28 T2 Grades Due	29 Grade Verification	30	31	School Days: 23 Minutes: Total School Days: 131

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.

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April	2023
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Report Card Pick-Up	4	5	6 School Closed: First Day of Passover	7 School Closed: Spring Break	8
9	10 School Closed: Spring Break	11 School Closed: Spring Break	12 School Closed: Spring Break	13 School Closed: Spring Break	14 School Closed: Spring Break	15
16	17	18	19	20	21 School Closed: Eid al-Fitr	22
23	24	25	26	27	28	29
30						School Days: 12 Minutes: 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

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Midterm Exams	4 Midterm Exams	5 Midterm exam make-ups	6
7	8	9 Midterm Grades Due	10	11	12 Progress Reports Released	13
14	15	16 Parent Teacher Conferences	17 Parent Teacher Conferences	18	19	20
21	22	23 NWEA MAP Testing	24 NWEA MAP Testing	25	26	27
28	29 School Closed: Memorial Day	30	31			School Days: 22 Minutes: Total School Days: 165

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

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 US History REGENTS EXAM (Framework)	2	3
4	5	6	7	8 PD Day: No School for Students	9	10
11	12 Senior Final Exams	13 Senior Final Exams	14	15	16	17
			REGENTS EXAMS Final Exams	REGENTS EXAMS Final Exams	REGENTS EXAMS Senior Grades Due Final Exams Make-ups	
18	19 School Closed: Juneteenth	20 REGENTS EXAMS T3 Grades Due	21 REGENTS EXAMS T3 Grade Verification	22	23 End of T3	24
					Rating Day Report cards released to students and mailed home	
25	26 Last Day of School Weds. Schedule	27	28	29	30	School Days: 16 Minutes: 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.

July				2023	
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 School Closed: Independence Day	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August		2023	
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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.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 Faculty/Staff Return	16 REGENTS EXAMS	17 REGENTS EXAMS	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2

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.

3	4	5	6	7	8	9				
	School Closed: Labor Day									
10	11	12	13	14	15	16				
17	18	19	20	21	22	23				
24	25	26	27	28	29	30				

October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14

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.

	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					

School Closed:
Columbus Day /
Indigenous People's
Day

November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11

School Closed:
Veteran's Day
(Observed)

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.

12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

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.

17	18	19	20	21	22	23
24	25 School Closed: Winter Recess	26 School Closed: Winter Recess	27 School Closed: Winter Recess	28 School Closed: Winter Recess	29 School Closed: Winter Recess	30
31						

January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 School Closed: New Year's Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15 School Closed: Martin Luther King Day	16	17	18	19	20
21	22	23	24	25	26	27

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.

28	29	30	31				

February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 School Closed: President's Day	20 School Closed: Mid-winter Recess	21 School Closed: Mid-winter Recess	22 School Closed: Mid-winter Recess	23 School Closed: Mid-winter Recess	24
25	26	27	28	29		

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 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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.

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April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	School Closed: Memorial Day	28	29	30	31	

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

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6 PD Day: No School for Students (Brooklyn Queens Day)	7	8
9	10	11	12	13	14	15
16	17	18	19 School Closed: Juneteenth	20	21	22
23	24	25	26	27	28	29
30						

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.

July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 School Closed: Independence Day	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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 School Closed: Labor Day	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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	4	5
6	7	8	9	10	11	12
13	14 School Closed: Columbus Day/Indigenous People's Day	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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	2
3	4	5	6	7	8	9
10	11 School Closed: Veteran's Day	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 School Closed: Thanksgiving Recess	29 School Closed: Thanksgiving Recess	30

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	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 School Closed: Christmas Day	26	27	28
29	30	31				

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.

WCHS is in the process of scheduling a fire inspection. It will be submitted with the Annual Report entries due November 1 in accordance with page [6 of the 2022-23 Annual Report Guidelines \(updated July 19, 2022\)](#).

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.*

A.	Borough: Brooklyn	Block Number: 03117	Certificate Type: Final
	Address: 198 VARET STREET	Lot Number(s): 24	Effective Date: 12/15/2011
	Building Identification Number (BIN): 3394599	Building Type: New	
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
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
C.	Fire Protection Equipment: None associated with this filing.		
D.	Type and number of open spaces: None associated with this filing.		
E.	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			
ME Z		60	D-2		3A	
ME Z	42	60	F-1B		3A	
001	1111	100	F-1B F-1A		3A	
001		100	D-2		3A	
002	372	60	F-1B		3A	
002		60	D-2		3A	
003	372	60	F-1B		3A	
003		60	D-2		3A	
004	366	60	F-1B		3A	
004		60	D-2		3A	
005	199	60	F-1B		3A	
005		60	D-2		3A	



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
006	266	60	F-1B		3A	[REDACTED]
007	261	60	F-1B		3A	
008	158	60	F-1B		3A	
RO F	50	40	K			
END OF SECTION						



Acting
Borough Commissioner



Commissioner

END OF DOCUMENT