

Application: Williamsburg Charter High School

Katie Manion - kmanion@thewcs.org
2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed Jul 21 2021

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 2020-2021 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, 2021)** 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 331400860865

a1. Popular School Name

WCHS

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

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

CSD #14 - BROOKLYN

d. DATE OF INITIAL CHARTER

2/2004

e. DATE FIRST OPENED FOR INSTRUCTION

8/2004

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>
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KDE 2	<p>RIGOROUS, RESPONSIVE EDUCATIONAL PROGRAM WCHS supports its students in a way that prepares them to identify their goals post high school, including achieving acceptance into college and other higher education opportunities and preparing them for successful and productive careers as professionals.</p>
KDE 3	<p>COLLEGE AND CAREER READINESS CULTURE WCHS offers the opportunity for students to take AP and College credit bearing classes with our partner school NYC College of Technology. WCHS has created a College Going Culture that is being integrated into advisory classes. It teaches our students information about Postsecondary options that are available to them, scholarship opportunities, financial aid and college preparatory programs they can attend. As a collaborative community, we guide our students in producing strong applications intended to increase college acceptance and increased personal skills that aid in their post-secondary options.</p>
KDE 4	<p>COMMUNITY ORIENTED Sibling and district enrollment preferences, parent representatives on the Board, partnerships with local businesses, schools and community organizations, an alumni association of 1,300 people, and a “shared space” culture for our school building keeps WCHS deeply embedded in the local community.</p>
KDE 5	<p>LITERACY ACROSS THE CONTENT AREAS AND SUPPORT FOR STRUGGLING READERS As part of the school’s Keys to Literacy initiative, ninth grade teachers participate in monthly workshops where they learn how to implement literacy strategies in their content area. Sessions are led by Content Literacy coaches who then conduct classroom walkthroughs to provide feedback in the implementation literacy skills.</p>
KDE 6	<p>INTERDEPARTMENTAL COLLABORATION The school’s master schedule provides a common planning across the departments. Teachers engage</p>

in department meetings, professional learning teams, or co-planning during that time. Department leaders engage teachers in utilizing data to make informed instructional decisions.

KDE 7

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

KDE 8

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

KDE 9

COURSE SEQUENCE AND ACADEMIC PROGRAM DIVERSITY
Members of the Instructional Leadership Team will continue to 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.

KDE 10

(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

www.thewcs.org

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)

963

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)

968

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)

Check all that apply

Grades Served	9, 10, 11, 12
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l. 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 2021-2022?

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades 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	Work Phone	Alternate Phone	Email Address
School Leader	Jahi Bashir	718-782-9830		jbashir@thewcs.org
Operational Leader	Valerie Jacobson	718-782-9830		viacobson@thewcs.org
Compliance Contact	Katie Manion	718-782-9830		kmanion@thewcs.org
Complaint Contact	Lourdes Rivera-Putz	917-295-6088		uwsfnv@aol.com
DASA Coordinator	Victor Castillo	718-782-9830		vcastillo@thewcs.org
Phone Contact for After Hours Emergencies	Valerie Jacobson	718-782-9830		viacobson@thewcs.org

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.

Site 1 Certificate of Occupancy (COO)

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

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

Site 1 Fire Inspection Report

[doc02060420210712101704 \(1\).pdf](#)

Filename: doc02060420210712101704 (1).pdf **Size:** 701.6 kB

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2020-2021 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 2020-2021 FY?

(No response)

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

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 appears to read "Philip Fisher".

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature appears to read "Jonathan Fisher".

Date

Jul 7 2021

Thank you.



Entry 3 Progress Toward Goals

Completed Nov 1 2021

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or 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”. **Deadline is November 1, 2021.**

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

Board of Regents-authorized and NYCDOE-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, 2021.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 school year, any academic 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”.

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met or Unable to	If not met, describe efforts
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		Toward Attainment of Goal	Assess	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	Graduation rate data, NYS Regents	Met	45.6% of students graduated with an

	Advanced Regents Diploma.	Examination Data		Advanced Regents diploma in 2021.
				<p>None of our students graduated with an Honors Regents diploma in the June 2020 COVID environment. This year, one student was able to graduate with a Regents diploma. This was in part due to the low number of students who sat for the Regents examinations in the spring. We anticipate that this number will increase in 2021-22 as the number of students taking the Regents in-person will increase due to our fully in-person instructional modality.</p> <p>WCHS continues to offer Honors, Syracuse University Project Advance (SUPA), and advanced placement (AP) course offerings to our students with the goal of</p>

Academic Goal 6

5% of each cohort will graduate with an Honors Regents diploma.

Graduation rate data, NYS Regents Examination Data

Not Met

providing students who have demonstrated academic propensity and intellectual acuity with an opportunity to engage in higher level work with more of an emphasis on critical thinking, problem solving, conceptual thinking and understanding , and application. We closely examined the selection process for our honors program and examined the level of rigor not only across our school, but particularly in honors, advanced placement, and Syracuse University project advance courses. Further, we will provide teachers with professional development to better address the unique needs of those who are above grade level in reading and mathematics.

Going into the 2021-22 school

year, we thoughtfully evaluated our process for students to enter the honors program and as well as exit the honors program if needed. The application process of the honors program consists of reviewing student grades, test scores, and writing samples. Students must also provide teacher recommendations and there is a formal interview conducted by the the honors program committee. Students in the program are provided additional support and are provided with additional educational opportunities. Further, we monitor the performance of all students in the program. Students who choose to exit the honors program are given an opportunity to re-enter the following year. By

				streamlining our process, we hope to better serve our students' needs and help our honors students better achieve an Honors Regents Diploma.
Academic Goal 7	Each year, at least 80% of each cohort will graduate within four years.	WCHS graduation data	Met	The 2020-21 graduation rate was 86%.
Academic Goal 8	Each year, at least 85% of each cohort will graduate within five years.	WCHS graduation data	Met	91.6% of students graduated within five years.
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 2020-21 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 2020-21 school year.

2. Do have more academic goals to add?

Yes

2020-2021 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 2020-2021 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”.

2020-2021 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
				<p>WCHS had an attendance rate of 78% for 2020-21.</p> <p>Due to the COVID environment, we saw a decrease in attendance in late November through March as WCHS transitioned from hybrid to remote learning as COVID-19 began to rise in NYC and the school's zip code in Brooklyn. We then revised our attendance protocol in order to account for transitioning to</p>

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

remote learning and added tracking measures for remote attendance and engagement through the Advisory Question of the Day in addition to class attendance. We also instituted the following procedures to improve attendance in all modalities, from remote to hybrid, and fully in-person. This student attendance outreach included: Daily Calls/Emails/Texts Weekly Letters Bi-weekly Team Meetings Advisory Outreach such as Daily Reminders, Advisory Question of the Day Competitions, Raffles/Prizes, and Wake-Up Calls Attendance case conferencing and Grade Team Outreach Individual phone calls and virtual outreach meetings By May/June when we had returned to hybrid instruction,

				<p>we began to see an attendance increase for class of 2024 and had stabilized the attendance for the other grades. The attendance for 5th year seniors who are over-aged and under-credited remained particularly low, however, and this impacted our average daily attendance. We will continue the above attendance outreach measures for 2021-22 and will add additional outreach efforts and supports. For instance, we will add a 5th year Counselor to conduct outreach to 5th year seniors and an at-risk social worker to better assist families with attendance issues and conduct in-person home visits.</p>
Org Goal 2	Each year, 95 percent of students who are enrolled as of October 1st will either graduate or return and remain	School records, ATS records	Met	95% of students enrolled as of October 1, 2020 either graduated, returned, and/or

	enrolled as of October 1st of the following year.			remained enrolled as of October 1, 2021.
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 include self-assessment at the start of the school	Board Self-Evaluations	Met	

	<p>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.</p>			
Org Goal 5	<p>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.</p>	Principal Self-Evaluation	Met	
Org Goal 6	<p>Each year, parents will express satisfaction with the school's program, based on available stakeholder satisfaction data in which the school</p>	NYC School Survey	Unable to Assess	<p>The NYC School Survey is not available for the 2020-21 school year. In addition, we are awaiting our aggregate survey results from</p>

	will receive at least 85% positive responses.			SED.
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 2020-21 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 2020-21 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

2020-2021 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.
	Upon completion of the School's first			

Financial Goal 2	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 2020-21 school year, as evidenced in the attached financial documents.
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed Nov 1 2021

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

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, 2021**. 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 protection are turned off.

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

[The Williamsburg Charter High School FST with Mgmt Ltr 2020-2021](#)

Filename: The Williamsburg Charter High Schoo ojlXZ1L.pdf Size: 384.4 kB

Entry 4a - Audited Financial Report Template (SUNY)

Incomplete Hidden from applicant

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

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Report Template" at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the SUNY Epicenter system by **November 1**.

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

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

Completed Dec 20 2021

[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 website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021**.

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.

[Williamsburg Charter High School BEDS-331400860865_2020-21](#)

Filename: Williamsburg Charter High School qO6hZSB.xlsx Size: 466.8 kB

Entry 4c - Additional Financial Documents

Completed Nov 1 2021

[Instructions - Regents, NYCDOE and Buffalo BOE authorized schools](#) must upload financial documents in this section **by November 1, 2021**. 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.

[The Williamsburg Charter High School FST with Mgmt Ltr 2020-2021](#)

Filename: The Williamsburg Charter High Schoo wXeE3uK.pdf **Size:** 384.4 kB

Entry 4d - Financial Services Contact Information

Completed Oct 27 2021

Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021.**

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	[REDACTED]	[REDACTED]

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Joseph X. Ciorciari, PKF O'Connor Davies, LLP	[REDACTED]	[REDACTED]	10

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
	N/A	N/A	N/A			

Entry 5 - Fiscal Year 2021-2022 Budget

Completed Aug 2 2021

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021.**

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.

Instructions - SUNY authorized charter schools should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021.**

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

[Final 2021-2022 AR Budget](#)

Filename: Final 2021 2022 AR Budget.xlsx **Size:** 37.7 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Jul 23 2021

Required of ALL Charter Schools by August 2

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 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the **education** corporation. In the Disclosure

of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation. Note: Docusign is accepted.

[Sam Rivera Disclosure Form](#)

Filename: Sam Rivera.pdf **Size:** 475.4 kB

[Sam Rivera DocuSign Certificate](#)

Filename: certificate 1 1.pdf **Size:** 150.3 kB

[Lourdes Rivera Putz Disclosure Form](#)

Filename: Lourdes Rivera Putz.pdf **Size:** 478.7 kB

[Lourdes Rivera Putz DocuSign Certificate](#)

Filename: Summary.pdf **Size:** 122.8 kB

[Kathy Gaffney Disclosure Form and DocuSign Certificate](#)

Filename: Kathy Gaffney.pdf **Size:** 439.6 kB

[Manny Morales Disclosure Form](#)

Filename: Manny Morales alyW0bP.pdf **Size:** 475.5 kB

[Manny Morales DocuSign Certificate](#)

Filename: certificate 2.pdf **Size:** 143.0 kB

[John Witherspoon Disclosure Form](#)

Filename: FinancialDisclosure2021.docx.pdf **Size:** 455.4 kB

[John Witherspoon DocuSign Certificate](#)

Filename: Summary 1.pdf **Size:** 118.1 kB

Entry 7 BOT Membership Table

Completed Jul 30 2021

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.

1. 2020-2021 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 2020-2021
1	Lourdes Rivera Putz		Chair	Development and Fundraising	Yes	6	05/01/2019	05/01/2022	12
2	Samuel Rivera		Vice Chair	Accountability and Finance, Development and Fundraising	Yes	3	09/01/2019	09/01/2022	12
3	John Witherspoon		Treasurer	Accountability and Finance	Yes	2	10/01/2018	10/01/2021	11
4	Manny		Treasurer	Accountability	Yes	2	08/01/2020	08/01/2022	12

	Morales		r	and Finance			020	023	
5	Kathy Gaffney		Secretary	Development and Fundraising	Yes	1	09/01/2020	9/01/2023	10
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, 2021	5
b.Total Number of Members Added During 2020-2021	1
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed Aug 2 2021

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 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 2, 2021.

[WCHS Board Minutes 8-25-20](#)

Filename: WCHS Board Minutes 8 25 20 2.pdf **Size:** 180.3 kB

[WCHS Board Minutes 9 29 20](#)

Filename: Board Minutes 9 29 20 1.pdf **Size:** 188.8 kB

[WCHS Board Minutes 12 15 20](#)

Filename: WCHS Board Minutes 12 15 20 2.pdf **Size:** 187.6 kB

[WCHS Board Minutes 11 24 20](#)

Filename: WCHS Board Minutes 11 24 20 2.pdf **Size:** 192.4 kB

[WCHS Board Minutes 7-28-2020](#)

Filename: WCHS Board Minutes July 28 2020 2.pdf **Size:** 205.8 kB

[WCHS Board Minutes 10-27-2020](#)

Filename: October 27 2020 Board Minutes 2.pdf **Size:** 190.2 kB

[WCHS Board Minutes 1 19 21](#)

Filename: WCHS Board Minutes 1 19 21 2.pdf **Size:** 210.5 kB

[WCHS Board Minutes 2 23 21](#)

Filename: Board Minutes 2 23 21 2.pdf **Size:** 196.9 kB

[WCHS Board Minutes 3-16-2021](#)

Filename: March Board Minutes 2021.pdf **Size:** 204.8 kB

[WCHS Board Minutes 4 27 21](#)

Filename: WCHS Board Minutes 4 27 21 3.pdf **Size:** 196.8 kB

[WCHS Annual Board Meeting- June 2021 Minutes](#)

Filename: WCHS Annual Board Meeting June 202 9EkVZSR.pdf **Size:** 208.8 kB

[WCHS MINUTES 5 26 21](#)

Filename: WCHS MINUTES 5 26 21.pdf **Size:** 204.8 kB

Entry 9 Enrollment & Retention

Completed Aug 2 2021

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

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 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 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

[Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, 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 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
Economically Disadvantaged	<p>The school maintained its increased student recruitment budget for the 2020-21 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; 	<p>For 2021-22, 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 2020-21 school year and will add back 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</p>

	<p>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>	<p>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 2-22, the Board decided to explore leasing the property next door to renovate for the purposes of all-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 2020-21, 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</p>	<p>In 2021-22, WCHS is hoping to add a bilingual program for new immigrant English-language Learners who would like to maintain their native language while gaining proficiency in English. This program would be 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</p>

	<p>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>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 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 2020-21, 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</p>	<p>In 2021-22, the School will continue to increase opportunities for the local community to learn about our SNAS 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</p>

	<p>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>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>
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
	<p>In order to retain students, WCHS held the new and transfer student orientations online in August of 2020. As we recognize that many families have experienced illness and loss during this time period, 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</p>	<p>As we plan a full return to the school building for the Fall of 2021, we have re-instituted 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 2021 (pending COVID-19 safety protocols for schools). Returning students will have the opportunity to participate in Sports Camp in late July and early August 2021 in order to support student’s social-emotional needs and sense of</p>

Economically Disadvantaged

Circles of Support with each Grade level Intervention and Family Support Counselor. To foster student connections and social-emotional health, we expanded our virtual club and after-school programming, starting with our Virtual Leadership Internship program conducted in July of 2020. WCHS also offered school laptops, wifi hotspots, and weekly technology help to students in need throughout the school year.

belonging. 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.

Beyond social-emotional supports, WCHS is adding features to 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.

For 2020-21, WCHS continued its successful ENL program from the prior year and made adjustments to account for students in fully remote, hybrid and in-person learning environments. For instance, orientations and check-ins were conducted virtually and clubs and homework were

For 2021-22, WCHS plans to add a bilingual program to our continuum of ENL services. 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,

English Language Learners

conducted as synchronous online Google classroom sessions. ENL students were also offered priority in-person learning services as part of our hybrid program.

Via both synchronous remote learning sessions and in-person learning services, 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.

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.

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.

During the 2020-21 school year, teachers received training on co-teaching, IEPs, and implementing IEP services in the remote and hybrid learning environments prior to the start of the school year. In order to improve retention, families were surveyed in June 2020 regarding the school’s distance learning program to gather feedback about what worked and what improvements or additional assistance their child may need due to gaps in learning. In order to prevent and address any

For the 2021-22 school year, we will strengthen our special education services and retention of students with disabilities by training our special education teachers to serve 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

Students with Disabilities

potential learning gaps due to COVID during 2020-21, students with disabilities were prioritized for participating in in-person learning throughout the 2020-21 school year.

We also improved the special education service delivery in hybrid learning environments via improved leveraging of Google Classroom features such as breakout rooms and via the use of online, interactive software plug-ins such as PearDeck.

In addition, we increased synchronous learning opportunities for students with disabilities and students in need of academic intervention for students in the remote and hybrid learning environments.

Finally, we held 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 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 add 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 21 2021

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 that 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 that 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.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/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

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously 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

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

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 21 2021

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, 2021)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
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. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1
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, 2021)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1
Total Category C: not to exceed 5	4.0

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	1

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	57

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	71



Thank you.

Entry 12 Organization Chart

Completed Jul 21 2021

[Instructions](#)

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

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

[Org Chart 2020-21](#)

Filename: Org Chart 2020 21 alpef5S.pdf Size: 193.8 kB

Entry 13 School Calendar

Completed Jul 21 2021

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

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 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.

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

[Calendar 2021-22](#)

Filename: Calendar 2021 22.pdf Size: 81.0 kB

Entry 14 Links to Critical Documents on School Website

Completed Jul 21 2021

Instructions

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

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. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

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 5: Authorizer-approved DASA 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. Most Recent Annual Report (i.e., 2019-20)	https://www.thewcs.org/charter-status/
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://www.thewcs.org/our-story/board-of-trustees/
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://www.thewcs.org/our-story/board-of-trustees/
3. Link to NYS School Report Card	https://www.thewcs.org/statistics/
4. Lottery Notice announcing date of lottery	https://www.thewcs.org/apply/
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	https://www.thewcs.org/dignity-act/
6. District-wide Safety Plan	https://www.thewcs.org/safety-plan/
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://www.thewcs.org/code-of-conduct/
7. Authorizer-Approved FOIL Policy	https://www.thewcs.org/contact/foil/
8. Subject matter list of FOIL records	https://www.thewcs.org/contact/foil/

Thank you.



The Williamsburg Charter High School

Financial Statements

June 30, 2021 and 2020

Independent Auditors' Report

Board of Trustees The Williamsburg Charter High School

Report on the Financial Statements

We have audited the accompanying financial statements of The Williamsburg Charter High School (the "School"), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2021 and 2020, 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.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 19, 2021, on our consideration of the 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 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 School's internal control over financial reporting and compliance.

PKF O'Connor Davies, LLP

Harrison, New York
October 19, 2021

The Williamsburg Charter High School

Statements of Financial Position

	June 30,	
	2021	2020
ASSETS		
Current Assets		
Cash	\$ 12,654,355	\$ 9,590,564
Grants and contracts receivable	578,351	618,070
Prepaid expenses	130,295	155,872
Total Current Assets	13,363,001	10,364,506
Investments	2,570,254	2,569,905
Property and equipment, net	2,324,930	2,047,095
Security deposits	1,523,923	1,523,923
Restricted cash	101,035	101,025
	\$ 19,883,143	\$ 16,606,454
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 418,681	\$ 103,984
Accrued payroll and payroll taxes	911,018	862,228
Deferred rent, current portion	447,465	570,601
Refundable advances	421	-
Total Current Liabilities	1,777,585	1,536,813
Paycheck Protection Program loan payable	2,022,511	2,022,511
Deferred rent	10,040,435	9,346,698
Total Liabilities	13,840,531	12,906,022
Net assets, without donor restrictions	6,042,612	3,700,432
	\$ 19,883,143	\$ 16,606,454

See notes to financial statements

The Williamsburg Charter High School

Statements of Activities

	Year Ended June 30,	
	2021	2020
REVENUE AND SUPPORT		
State and local per pupil operating revenue	\$ 17,005,820	\$ 16,570,834
Federal grants	713,447	355,019
Federal E-rate and IDEA	82,862	228,497
State grants	51,572	76,394
Other income	221,600	189,486
Total Revenue and Support	18,075,301	17,420,230
EXPENSES		
Program Services		
Regular education	12,158,202	12,519,993
Special education	1,646,342	1,804,484
Total Program Services	13,804,544	14,324,477
Supporting Services		
Management and general	1,928,577	2,047,593
Total Expenses	15,733,121	16,372,070
Change in Net Assets	2,342,180	1,048,160
NET ASSETS		
Beginning of year	3,700,432	2,652,272
End of year	\$ 6,042,612	\$ 3,700,432

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	Total		
Personnel Services Costs						
Administrative staff personnel	30	\$ 1,545,459	\$ 183,154	\$ 1,728,613	\$ 86,722	\$ 1,815,335
Instructional personnel	107	5,248,274	621,983	5,870,257	294,502	6,164,759
Non-Instructional personnel	11	272,093	32,246	304,339	15,268	319,607
Total Personnel Services Costs	148	7,065,826	837,383	7,903,209	396,492	8,299,701
Fringe benefits and payroll taxes						
Retirement		1,332,255	146,322	1,478,577	69,283	1,547,860
Legal services		81,702	8,974	90,676	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	34,167	10,922	45,089
Repairs and maintenance		2,659,909	466,456	3,126,365	548,772	3,675,137
Insurance		3,109	276	3,385	341,279	344,664
Utilities		179,760	21,798	201,558	17,097	218,655
Supplies and materials		333,357	56,467	389,824	9,706	399,530
Equipment and furnishings		85,536	18,512	104,048	13,429	117,477
Staff development		3,866	3,411	7,277	781	8,058
Marketing and recruiting		6,427	1,407	7,834	547	8,381
Technology		45,609	8,647	54,256	13,564	67,820
Student services		-	-	-	183,191	183,191
Office expense		116,426	18,216	134,642	-	134,642
Depreciation and amortization		41,270	12,854	54,124	9,264	63,388
Other		170,720	30,279	200,999	23,749	224,748
		11,906	1,697	13,603	60,028	73,631
Total Expenses		\$ 12,158,202	\$ 1,646,342	\$ 13,804,544	\$ 1,928,577	\$ 15,733,121

See notes to financial statements

The Williamsburg Charter High School

Statement of Functional Expenses
Year Ended June 30, 2020

	No. of Positions	Program Services			Management and General	Total
		Regular Education	Special Education	Total		
Personnel Services Costs						
Administrative staff personnel	41	\$ 1,860,955	\$ 220,544	\$ 2,081,499	\$ 104,426	\$ 2,185,925
Instructional personnel	89	5,008,978	593,624	5,602,602	281,074	5,883,676
Non-Instructional personnel	15	403,904	47,868	451,772	22,665	474,437
Total Personnel Services Costs	145	7,273,837	862,036	8,135,873	408,165	8,544,038
Fringe benefits and payroll taxes						
Retirement		1,289,602	141,638	1,431,240	67,065	1,498,305
Legal services		71,520	7,855	79,375	3,719	83,094
Accounting and audit services		-	-	-	150,000	150,000
Other purchased/professional/consulting services		-	-	-	40,998	40,998
Building lease		190,626	126,717	317,343	101,441	418,784
Repairs and maintenance		2,659,909	466,456	3,126,365	548,772	3,675,137
Insurance		3,517	312	3,829	386,043	389,872
Utilities		160,221	19,429	179,650	15,238	194,888
Supplies and materials		241,737	40,948	282,685	7,039	289,724
Equipment and furnishings		131,095	28,372	159,467	20,582	180,049
Staff development		24,135	21,295	45,430	4,874	50,304
Marketing and recruiting		28,348	6,207	34,555	2,414	36,969
Technology		54,422	10,318	64,740	16,186	80,926
Student services		-	-	-	186,022	186,022
Office expense		161,937	25,336	187,273	-	187,273
Depreciation and amortization		54,554	16,991	71,545	12,246	83,791
Other		163,460	28,992	192,452	22,738	215,190
Total Expenses		\$ 12,519,993	\$ 1,804,484	\$ 14,324,477	\$ 2,047,593	\$ 16,372,070

See notes to financial statements

The Williamsburg Charter High School

Statements of Cash Flows

	Year Ended June 30,	
	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 2,342,180	\$ 1,048,160
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	224,748	215,190
Deferred rent	570,601	661,025
Changes in operating assets and liabilities		
Grants and contracts receivable	39,719	(262,553)
Prepaid expenses	25,577	56,026
Accounts payable and accrued expenses	314,697	(79,175)
Accrued payroll and payroll taxes	48,790	22,066
Refundable advances	421	(57,154)
Net Cash from Operating Activities	3,566,733	1,603,585
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	(502,583)	(68,147)
Purchases of investments	(349)	(31,152)
Net Cash from Investing Activities	(502,932)	(99,299)
CASH FLOWS FROM FINANCING ACTIVITY		
Proceeds from Paycheck Protection Program loan	-	2,022,511
Net Change in Cash and Restricted Cash	3,063,801	3,526,797
CASH AND RESTRICTED CASH		
Beginning of year	9,691,589	6,164,792
End of year	\$ 12,755,390	\$ 9,691,589

See notes to financial statements

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2021 and 2020

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 958 students in ninth through twelfth grades during the 2020-2021 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 Assets 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, 2021 and 2020

2. Summary of Significant Accounting Policies

Net Assets 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, 2021 and 2020.

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:

	2021	2020
Cash	\$ 12,654,355	\$ 9,590,564
Restricted cash	101,035	101,025
	<u>\$ 12,755,390</u>	<u>\$ 9,691,589</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, 2021 and 2020

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 which is thirty years. Purchased property and equipment are recorded at cost at the date of acquisition. Minor 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

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, 2021 and 2020.

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 net assets with donor restrictions support if they are received with donor stipulations. Contributions and grants that are made to support the School's current year activities are recorded as net assets 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, 2021 and 2020

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, 2021 and 2020 was \$67,820 and \$80,926.

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, 2018.

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 19, 2021.

On July 26, 2021, the Paycheck Protection Program loan was forgiven in full by the U.S. Small Business Administration.

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.

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2021 and 2020

4. Fair Value of Investments

The School's investments as of June 30, 2021 and 2020 consisted of a government money market mutual fund in the amounts of \$2,570,254 and \$2,569,905 categorized as level 2 in the fair hierarchy.

5. Property and Equipment

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

	2021	2020
Furniture and fixtures	\$ 71,772	\$ 71,772
Equipment	977,622	475,039
Software	174,780	174,780
Leasehold improvements	<u>2,574,840</u>	<u>2,574,840</u>
	3,799,014	3,296,431
Accumulated depreciation and amortization	<u>(1,474,084)</u>	<u>(1,249,336)</u>
	<u>\$ 2,324,930</u>	<u>\$ 2,047,095</u>

Assets with a cost basis and accumulated depreciation of \$337,750 were disposed of during the year ended June 30, 2020.

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:

	2021	2020
Cash	\$ 12,654,355	\$ 9,590,564
Grants and contracts receivable	<u>578,351</u>	<u>618,070</u>
	<u>\$ 13,232,706</u>	<u>\$ 10,208,634</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 mutual 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).

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2021 and 2020

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, 2021 and 2020 amounted to \$94,925 and \$83,094.

8. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of 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, 2021 and 2020, approximately \$12,255,000 and \$9,191,000 of 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, 2021 and 2020, the School received approximately 94% and 95% 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:

2022	\$ 3,197,672
2023	3,293,602
2024	3,392,410
2025	3,494,183
2026	3,599,008
Thereafter	<u>63,338,634</u>
	<u>\$ 80,315,509</u>

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2021 and 2020

10. Commitment (continued)

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 \$570,601 and \$661,025 for the years ended June 30, 2021 and 2020.

Rent expense under the operating lease for each of the years ended June 30, 2021 and 2020 was \$3,675,137.

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, 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 U.S. Small Business Administration. 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 SBA has stated it will review the needs certification on all loans over \$2,000,000. After the review, the SBA may determine that the School did not meet the need criteria to apply for the PPP Loan. In such a circumstance, the School may be forced to return part or all of the PPP Loan proceeds plus pay the accrued and unpaid interest. The School believes it was eligible to receive the PPP Loan proceeds.

As of June 30, 2021, the PPP loan is recognized as a debt on the statements of financial position. The School will recognize the income from the forgiveness of the PPP loan in the period it receives the notification of forgiveness from the SBA in accordance with Accounting Standards Codification ("ASC") 470 Debt. The School applied for full forgiveness of the PPP Loan with respect to these covered expenses and on July 26, 2021, the SBA had notified the School that the PPP loan was forgiven.

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.

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2021 and 2020

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.

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"), which comprise the statement of financial position as of June 30, 2021, 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 19, 2021.

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 the 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 may exist that have not been identified.

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 19, 2021



**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, 2021, 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 19, 2021

The Williamsburg Charter High School

Financial Statements

June 30, 2021 and 2020

Independent Auditors' Report

Board of Trustees The Williamsburg Charter High School

Report on the Financial Statements

We have audited the accompanying financial statements of The Williamsburg Charter High School (the "School"), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2021 and 2020, 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.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 19, 2021, on our consideration of the 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 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 School's internal control over financial reporting and compliance.

PKF O'Connor Davies, LLP

Harrison, New York
October 19, 2021

The Williamsburg Charter High School

Statements of Financial Position

	June 30,	
	2021	2020
ASSETS		
Current Assests		
Cash	\$ 12,654,355	\$ 9,590,564
Grants and contracts receivable	578,351	618,070
Prepaid expenses	130,295	155,872
Total Current Assets	13,363,001	10,364,506
Investments	2,570,254	2,569,905
Property and equipment, net	2,324,930	2,047,095
Security deposits	1,523,923	1,523,923
Restricted cash	101,035	101,025
	\$ 19,883,143	\$ 16,606,454
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 418,681	\$ 103,984
Accrued payroll and payroll taxes	911,018	862,228
Deferred rent, current portion	447,465	570,601
Refundable advances	421	-
Total Current Liabilities	1,777,585	1,536,813
Paycheck Protection Program loan payable	2,022,511	2,022,511
Deferred rent	10,040,435	9,346,698
Total Liabilities	13,840,531	12,906,022
Net assets, without donor restrictions	6,042,612	3,700,432
	\$ 19,883,143	\$ 16,606,454

See notes to financial statements

The Williamsburg Charter High School

Statements of Activities

	Year Ended June 30,	
	2021	2020
REVENUE AND SUPPORT		
State and local per pupil operating revenue	\$ 17,005,820	\$ 16,570,834
Federal grants	713,447	355,019
Federal E-rate and IDEA	82,862	228,497
State grants	51,572	76,394
Other income	221,600	189,486
Total Revenue and Support	18,075,301	17,420,230
EXPENSES		
Program Services		
Regular education	12,158,202	12,519,993
Special education	1,646,342	1,804,484
Total Program Services	13,804,544	14,324,477
Supporting Services		
Management and general	1,928,577	2,047,593
Total Expenses	15,733,121	16,372,070
Change in Net Assets	2,342,180	1,048,160
NET ASSETS		
Beginning of year	3,700,432	2,652,272
End of year	\$ 6,042,612	\$ 3,700,432

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	Total		
Personnel Services Costs						
Administrative staff personnel	30	\$ 1,545,459	\$ 183,154	\$ 1,728,613	\$ 86,722	\$ 1,815,335
Instructional personnel	107	5,248,274	621,983	5,870,257	294,502	6,164,759
Non-Instructional personnel	11	272,093	32,246	304,339	15,268	319,607
Total Personnel Services Costs	148	7,065,826	837,383	7,903,209	396,492	8,299,701
Fringe benefits and payroll taxes						
Retirement		1,332,255	146,322	1,478,577	69,283	1,547,860
Legal services		81,702	8,974	90,676	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	34,167	10,922	45,089
Repairs and maintenance		2,659,909	466,456	3,126,365	548,772	3,675,137
Insurance		3,109	276	3,385	341,279	344,664
Utilities		179,760	21,798	201,558	17,097	218,655
Supplies and materials		333,357	56,467	389,824	9,706	399,530
Equipment and furnishings		85,536	18,512	104,048	13,429	117,477
Staff development		3,866	3,411	7,277	781	8,058
Marketing and recruiting		6,427	1,407	7,834	547	8,381
Technology		45,609	8,647	54,256	13,564	67,820
Student services		-	-	-	183,191	183,191
Office expense		116,426	18,216	134,642	-	134,642
Depreciation and amortization		41,270	12,854	54,124	9,264	63,388
Other		170,720	30,279	200,999	23,749	224,748
		11,906	1,697	13,603	60,028	73,631
Total Expenses		\$ 12,158,202	\$ 1,646,342	\$ 13,804,544	\$ 1,928,577	\$ 15,733,121

See notes to financial statements

The Williamsburg Charter High School

Statement of Functional Expenses
Year Ended June 30, 2020

	No. of Positions	Program Services			Management and General	Total
		Regular Education	Special Education	Total		
Personnel Services Costs						
Administrative staff personnel	41	\$ 1,860,955	\$ 220,544	\$ 2,081,499	\$ 104,426	\$ 2,185,925
Instructional personnel	89	5,008,978	593,624	5,602,602	281,074	5,883,676
Non-Instructional personnel	15	403,904	47,868	451,772	22,665	474,437
Total Personnel Services Costs	145	7,273,837	862,036	8,135,873	408,165	8,544,038
Fringe benefits and payroll taxes						
Retirement		1,289,602	141,638	1,431,240	67,065	1,498,305
Legal services		71,520	7,855	79,375	3,719	83,094
Accounting and audit services		-	-	-	150,000	150,000
Other purchased/professional/consulting services		-	-	-	40,998	40,998
Building lease		190,626	126,717	317,343	101,441	418,784
Repairs and maintenance		2,659,909	466,456	3,126,365	548,772	3,675,137
Insurance		3,517	312	3,829	386,043	389,872
Utilities		160,221	19,429	179,650	15,238	194,888
Supplies and materials		241,737	40,948	282,685	7,039	289,724
Equipment and furnishings		131,095	28,372	159,467	20,582	180,049
Staff development		24,135	21,295	45,430	4,874	50,304
Marketing and recruiting		28,348	6,207	34,555	2,414	36,969
Technology		54,422	10,318	64,740	16,186	80,926
Student services		-	-	-	186,022	186,022
Office expense		161,937	25,336	187,273	-	187,273
Depreciation and amortization		54,554	16,991	71,545	12,246	83,791
Other		163,460	28,992	192,452	22,738	215,190
		11,073	1,582	12,655	54,051	66,706
Total Expenses		\$ 12,519,993	\$ 1,804,484	\$ 14,324,477	\$ 2,047,593	\$ 16,372,070

See notes to financial statements

The Williamsburg Charter High School

Statements of Cash Flows

	Year Ended June 30,	
	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 2,342,180	\$ 1,048,160
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	224,748	215,190
Deferred rent	570,601	661,025
Changes in operating assets and liabilities		
Grants and contracts receivable	39,719	(262,553)
Prepaid expenses	25,577	56,026
Accounts payable and accrued expenses	314,697	(79,175)
Accrued payroll and payroll taxes	48,790	22,066
Refundable advances	421	(57,154)
Net Cash from Operating Activities	3,566,733	1,603,585
 CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	(502,583)	(68,147)
Purchases of investments	(349)	(31,152)
Net Cash from Investing Activities	(502,932)	(99,299)
 CASH FLOWS FROM FINANCING ACTIVITY		
Proceeds from Paycheck Protection Program loan	-	2,022,511
Net Change in Cash and Restricted Cash	3,063,801	3,526,797
 CASH AND RESTRICTED CASH		
Beginning of year	9,691,589	6,164,792
End of year	\$ 12,755,390	\$ 9,691,589

See notes to financial statements

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2021 and 2020

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 958 students in ninth through twelfth grades during the 2020-2021 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 Assets 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, 2021 and 2020

2. Summary of Significant Accounting Policies

Net Assets 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, 2021 and 2020.

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:

	2021	2020
Cash	\$ 12,654,355	\$ 9,590,564
Restricted cash	101,035	101,025
	<u>\$ 12,755,390</u>	<u>\$ 9,691,589</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, 2021 and 2020

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 which is thirty years. Purchased property and equipment are recorded at cost at the date of acquisition. Minor 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

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, 2021 and 2020.

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 net assets with donor restrictions support if they are received with donor stipulations. Contributions and grants that are made to support the School's current year activities are recorded as net assets 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, 2021 and 2020

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, 2021 and 2020 was \$67,820 and \$80,926.

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, 2018.

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 19, 2021.

On July 26, 2021, the Paycheck Protection Program loan was forgiven in full by the U.S. Small Business Administration.

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.

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2021 and 2020

4. Fair Value of Investments

The School's investments as of June 30, 2021 and 2020 consisted of a government money market mutual fund in the amounts of \$2,570,254 and \$2,569,905 categorized as level 2 in the fair hierarchy.

5. Property and Equipment

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

	2021	2020
Furniture and fixtures	\$ 71,772	\$ 71,772
Equipment	977,622	475,039
Software	174,780	174,780
Leasehold improvements	<u>2,574,840</u>	<u>2,574,840</u>
	3,799,014	3,296,431
Accumulated depreciation and amortization	<u>(1,474,084)</u>	<u>(1,249,336)</u>
	<u>\$ 2,324,930</u>	<u>\$ 2,047,095</u>

Assets with a cost basis and accumulated depreciation of \$337,750 were disposed of during the year ended June 30, 2020.

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:

	2021	2020
Cash	\$ 12,654,355	\$ 9,590,564
Grants and contracts receivable	<u>578,351</u>	<u>618,070</u>
	<u>\$ 13,232,706</u>	<u>\$ 10,208,634</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 mutual 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).

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2021 and 2020

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, 2021 and 2020 amounted to \$94,925 and \$83,094.

8. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of 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, 2021 and 2020, approximately \$12,255,000 and \$9,191,000 of 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, 2021 and 2020, the School received approximately 94% and 95% 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:

2022	\$ 3,197,672
2023	3,293,602
2024	3,392,410
2025	3,494,183
2026	3,599,008
Thereafter	<u>63,338,634</u>
	<u>\$ 80,315,509</u>

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2021 and 2020

10. Commitment (continued)

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 \$570,601 and \$661,025 for the years ended June 30, 2021 and 2020.

Rent expense under the operating lease for each of the years ended June 30, 2021 and 2020 was \$3,675,137.

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, 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 U.S. Small Business Administration. 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 SBA has stated it will review the needs certification on all loans over \$2,000,000. After the review, the SBA may determine that the School did not meet the need criteria to apply for the PPP Loan. In such a circumstance, the School may be forced to return part or all of the PPP Loan proceeds plus pay the accrued and unpaid interest. The School believes it was eligible to receive the PPP Loan proceeds.

As of June 30, 2021, the PPP loan is recognized as a debt on the statements of financial position. The School will recognize the income from the forgiveness of the PPP loan in the period it receives the notification of forgiveness from the SBA in accordance with Accounting Standards Codification ("ASC") 470 Debt. The School applied for full forgiveness of the PPP Loan with respect to these covered expenses and on July 26, 2021, the SBA had notified the School that the PPP loan was forgiven.

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.

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2021 and 2020

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.

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"), which comprise the statement of financial position as of June 30, 2021, 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 19, 2021.

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 the 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 may exist that have not been identified.

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 19, 2021



**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, 2021, 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 19, 2021

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees
Member**

Name:

Sam Rivera

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Williamsburg Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Vice Chair

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

N/a

3. Are you related, by blood or marriage, to any person employed by the school? **No**

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

N/a

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

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

N/a

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? Yes No

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

N/a

6. 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?

A

Yes No

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

N/a

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<i>Please write "None" if applicable. Do not leave this space blank.</i>			
None			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write **"None."**

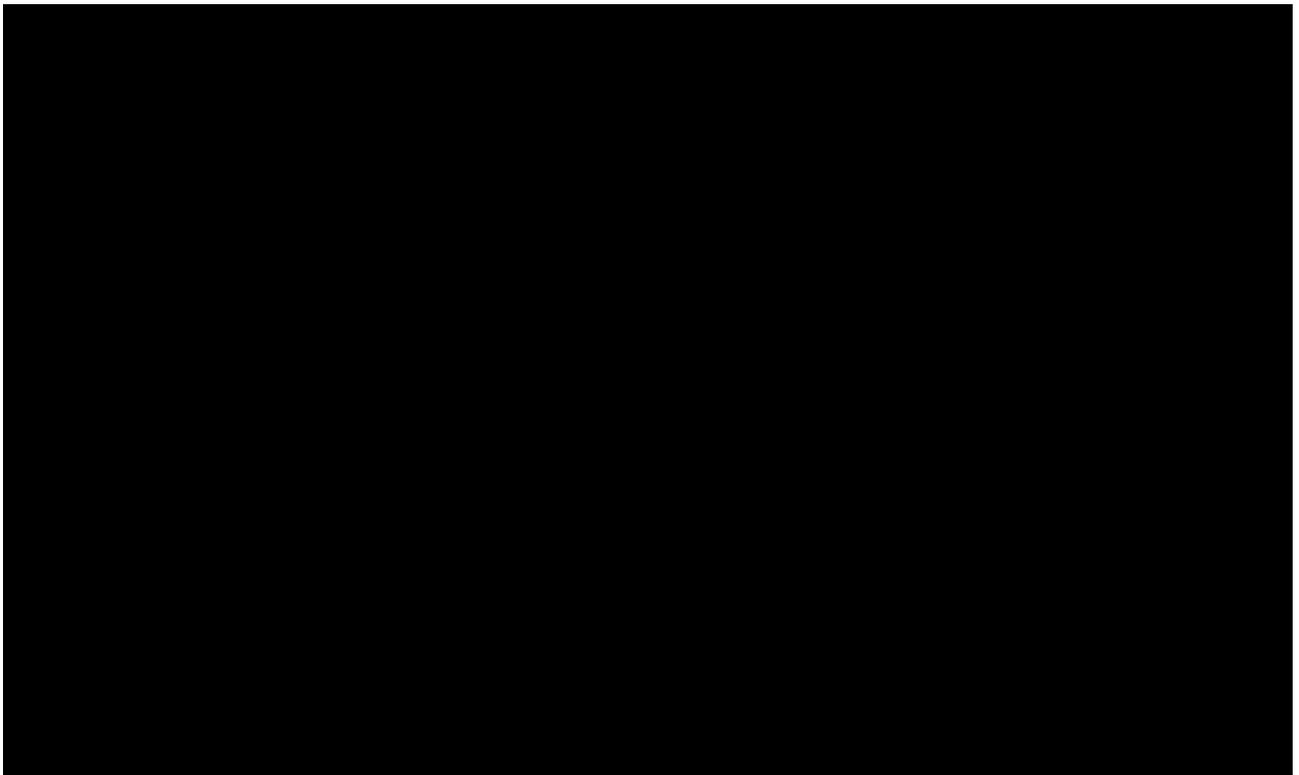
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None				

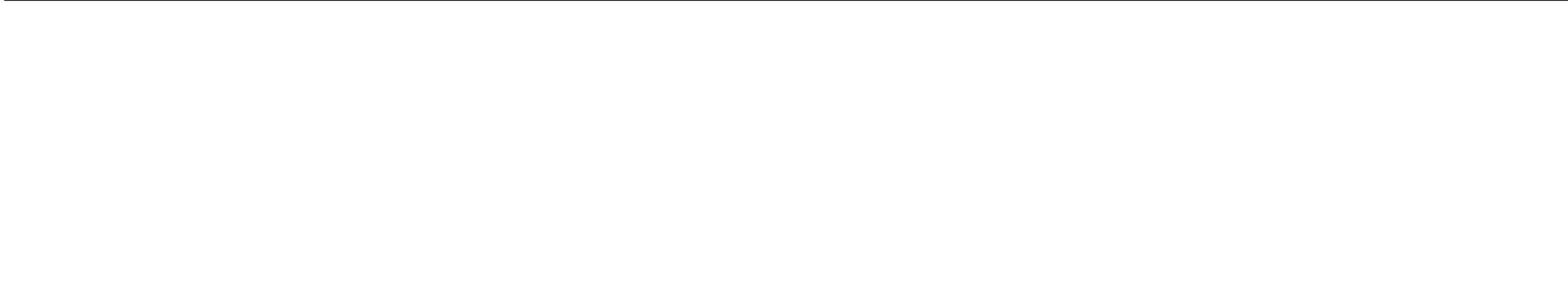
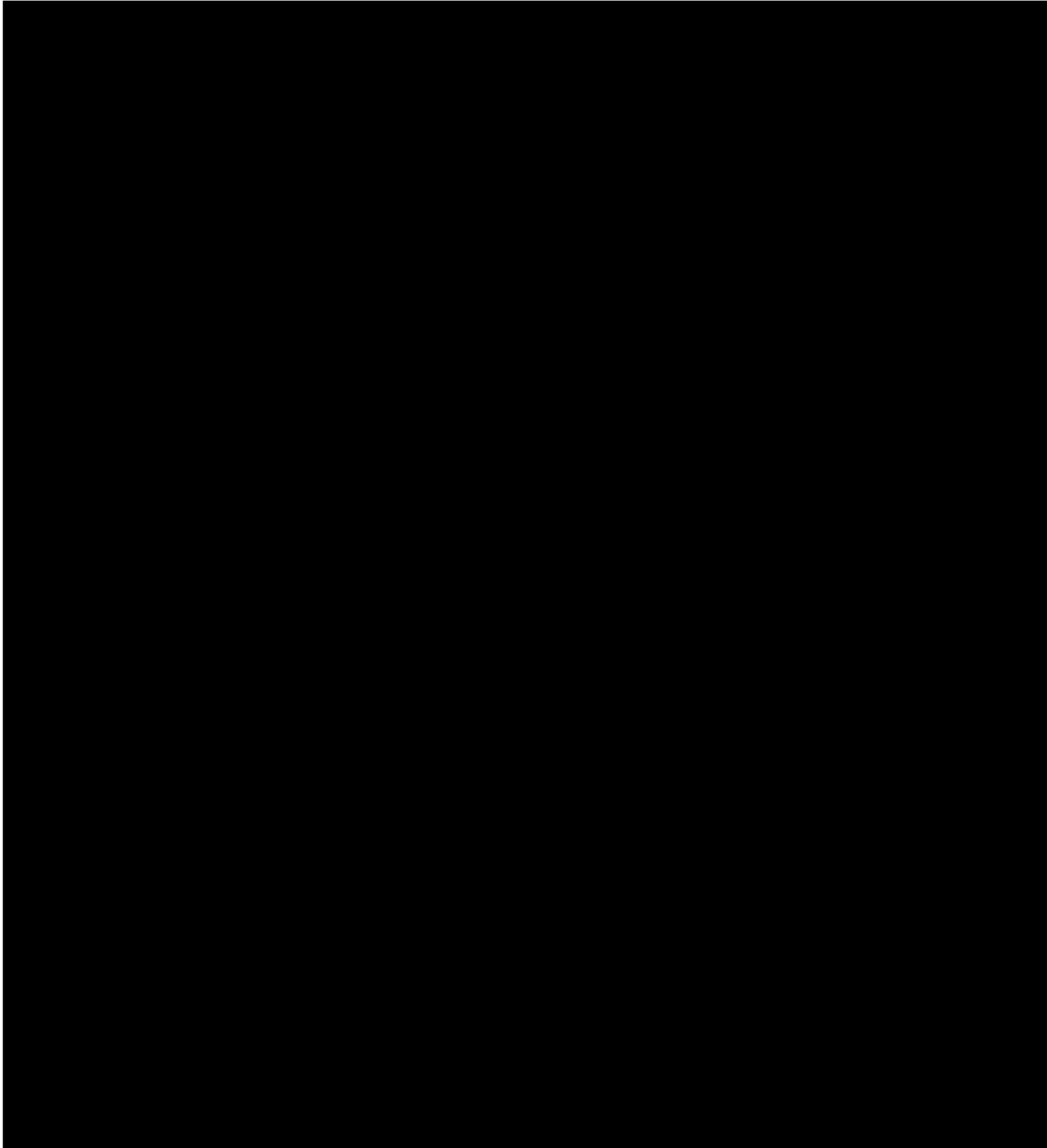
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 Signature _____ Date 7/22/2021

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Please write "None" if applicable. Do not leave this space blank.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Lourdes Rivera Putz

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Williamsburg Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board Chair

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

None

3. Are you related, by blood or marriage, to any person employed by the school? Ivette Cruz

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

Is my cousin and employed as the assistant to the HR department. This in no way is a conflict of interest for me since I do not give input or my opinion in any decisions involving her employment.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? No

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

N/A

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

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

N/A

6.

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?

A

Yes **No**

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

N/A

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p>None</p>			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write **"None."**

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None				

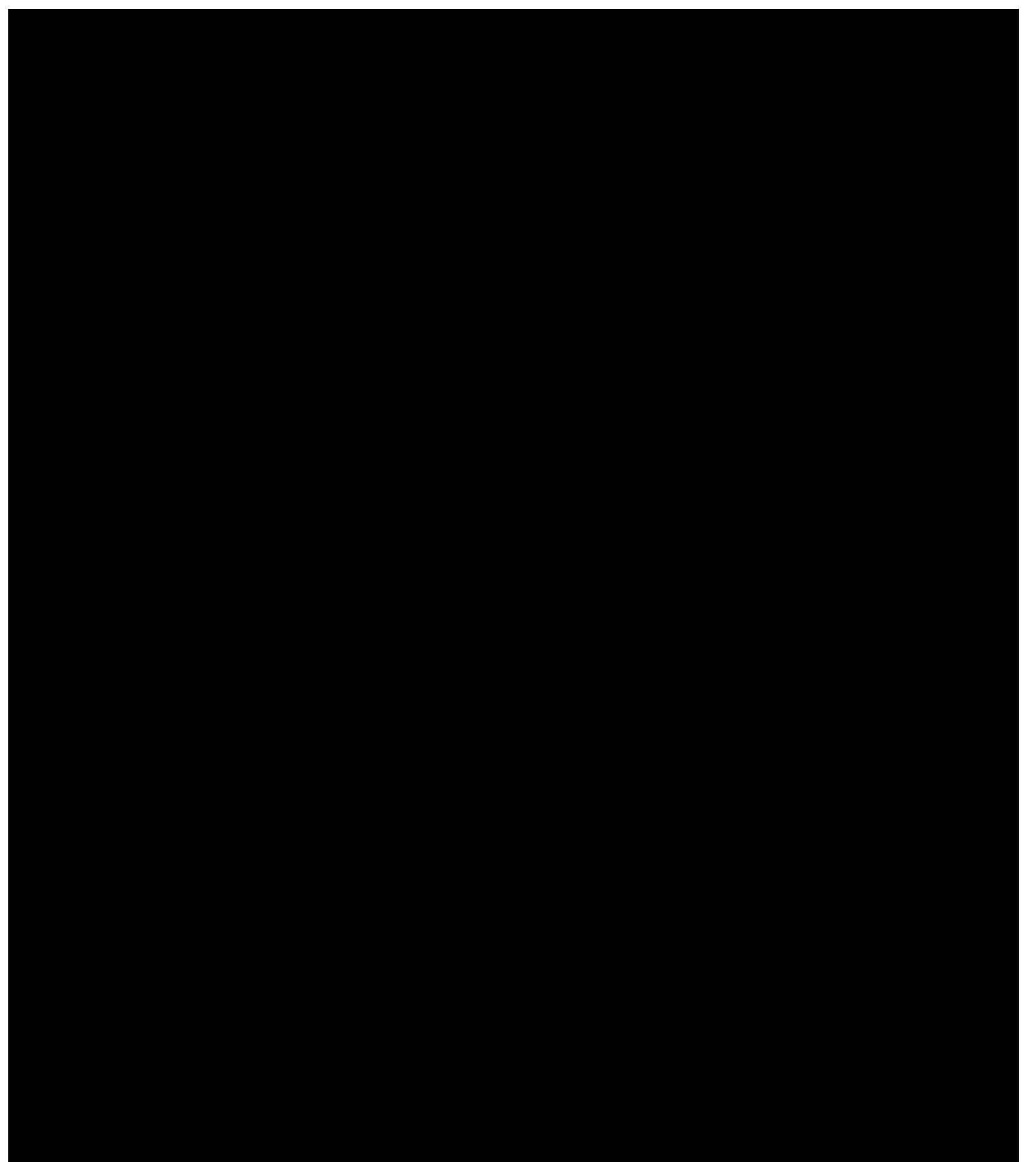
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Please write "None" if applicable. Do not leave this space blank.





**Disclosure of Financial Interest by a Current or Proposed Board of Trustees
Member**

Name:

Kathy Gaffney

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Williamsburg Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Secretary

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

no

3. Are you related, by blood or marriage, to any person employed by the school? **No**

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

no

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

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

no

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

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

no

6. 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?

A

Yes No

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

no

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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None			

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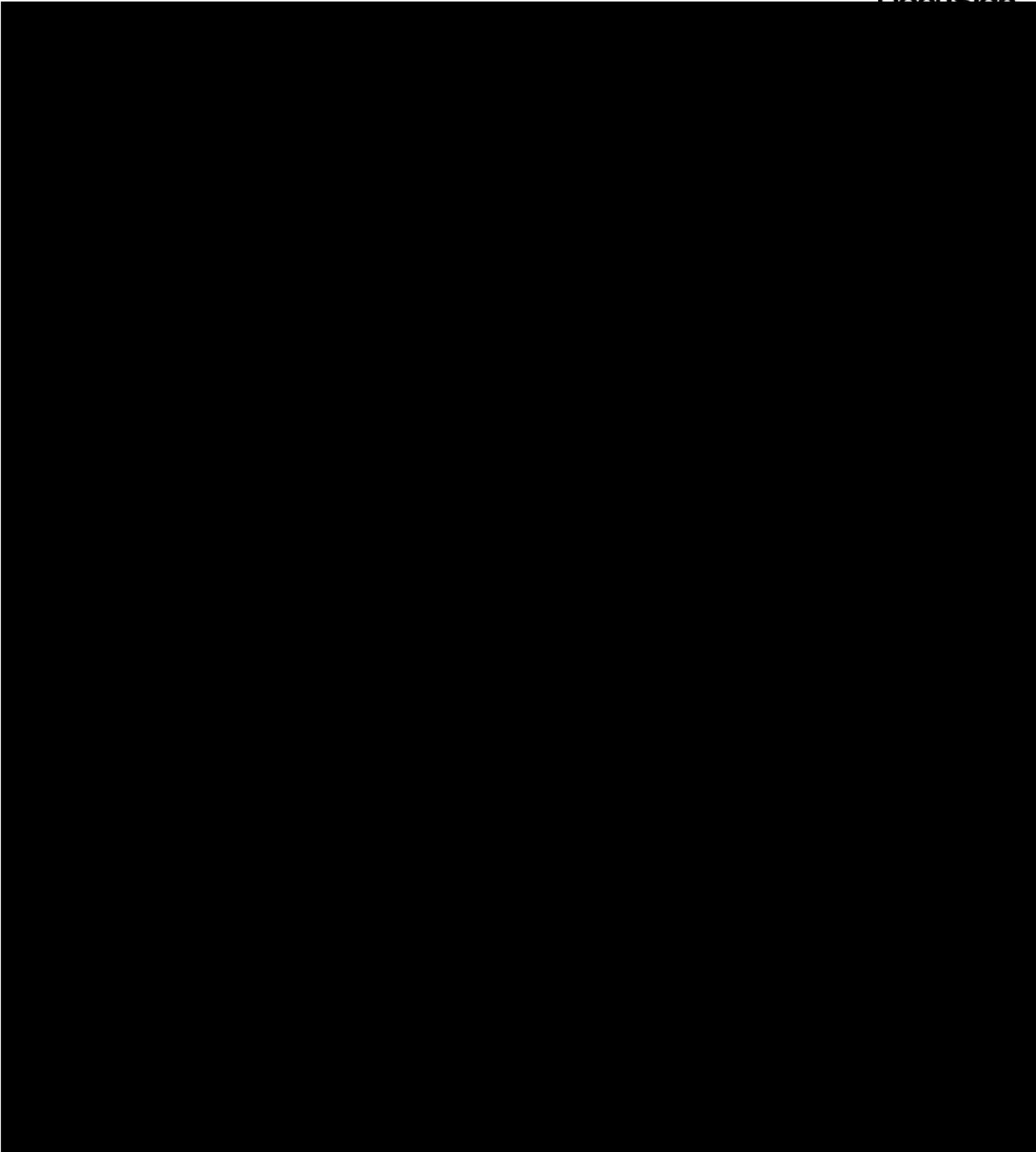
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 Signature _____ Date 7/15/2021

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Please write "None" if applicable. Do not leave this space blank.





**Disclosure of Financial Interest by a Current or Proposed Board of Trustees
Member**

Name:

Manuel Morales

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Williamsburg Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

co-treasure

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

n/a

3. Are you related, by blood or marriage, to any person employed by the school? **No**

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

n/a

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

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

n/a

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

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

n/a

6. 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?

A

Yes No

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

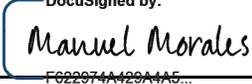
n/a

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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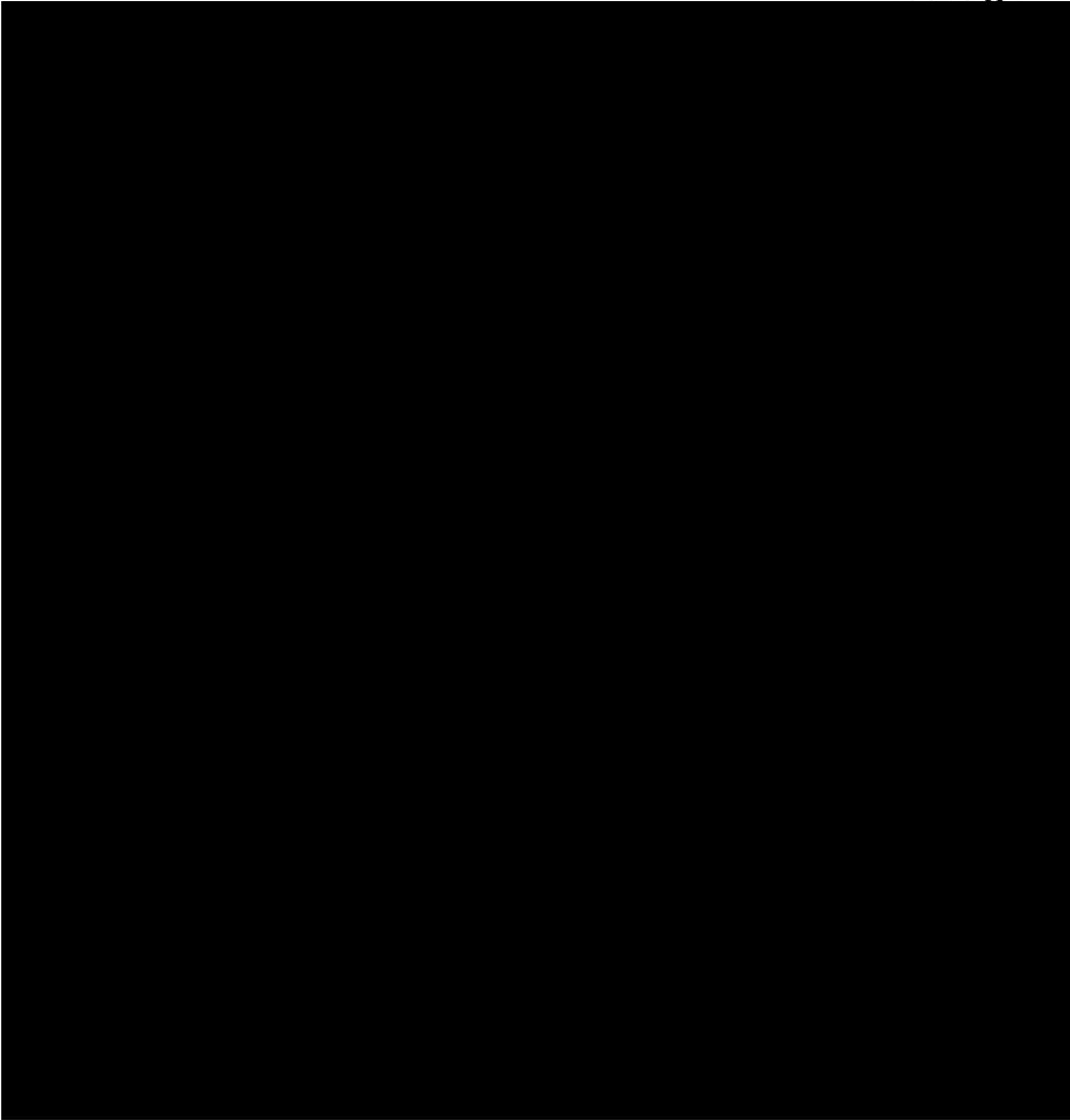
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NONE				

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 Signature _____ Date 7/12/2021

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Please write "None" if applicable. Do not leave this space blank.





**Disclosure of Financial Interest by a Current or Proposed Board of Trustees
Member**

Name:

John Witherspoon

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Williamsburg Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Co-Treasurer

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

N/A

3. Are you related, by blood or marriage, to any person employed by the school? **No**

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

N/A

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

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

N/A

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

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

N/A

6. 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?

A

Yes No

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

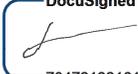
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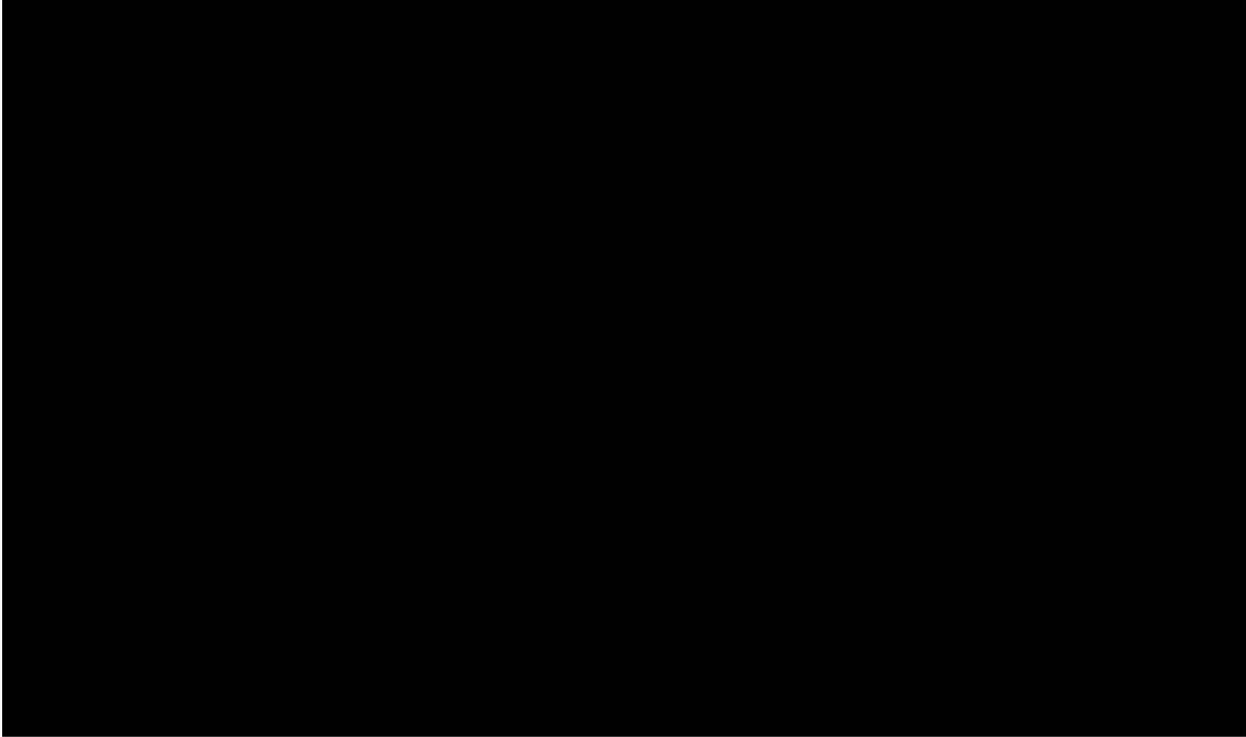
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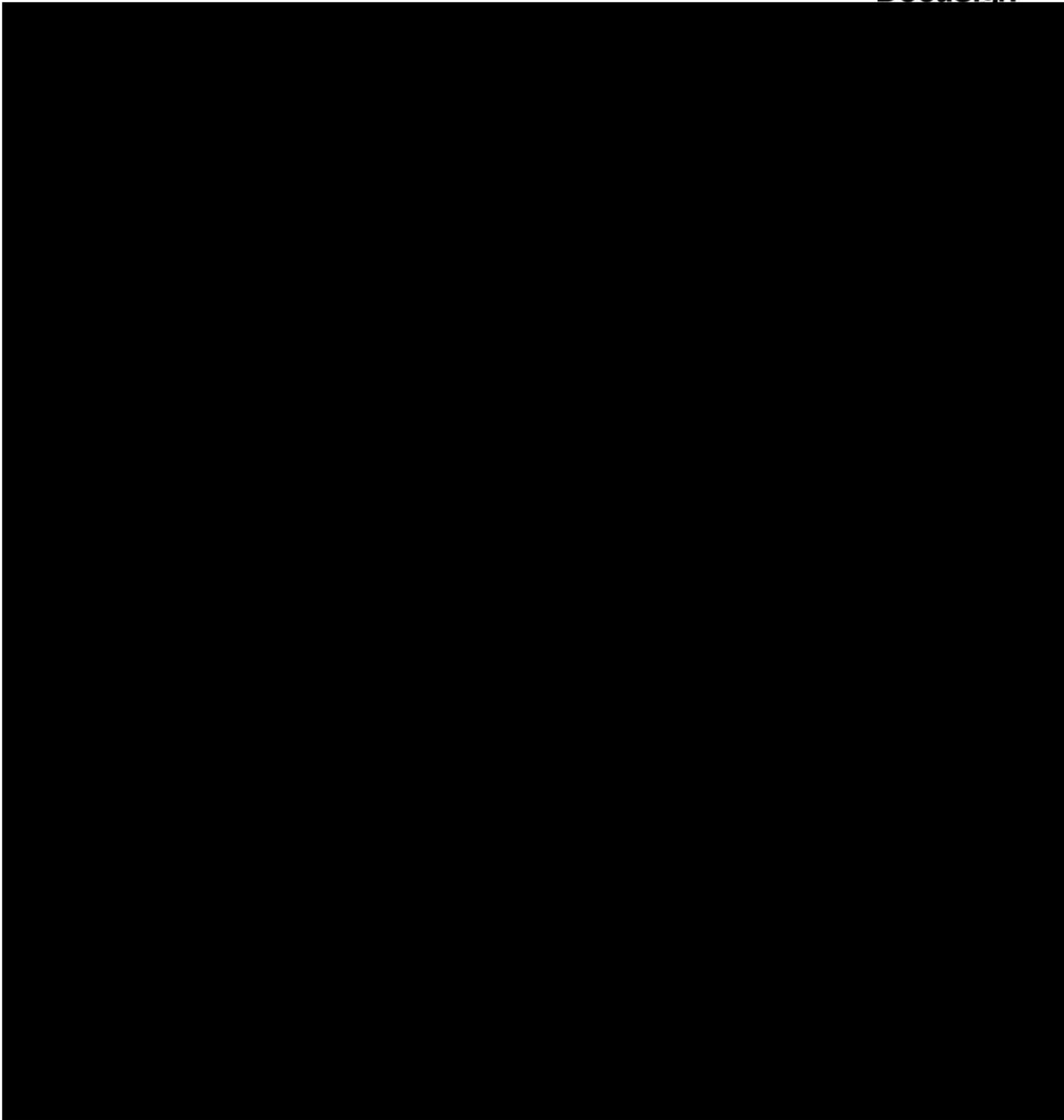
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

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 Signature _____ Date _____

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Please write "None" if applicable. Do not leave this space blank.







MINUTES
Board of Trustees Meeting
August 25, 2020

The meeting was held virtually via Google Meets.

PRESENT

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

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, Attorney
Over 50 Teachers & Support Staff

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber
Kathleen Gaffney, Potential Trustee

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:10 pm. Ms. Putz welcomed everyone.

2. APPROVAL OF BOARD MINUTES

Mr. Morales made a motion to approve the draft of July Board Minutes pending approval of school counsel. Mr. Witherspoon seconded. All were in favor.

3. ACADEMICS

Mr. Bashir updated the Board on school reopening. Three parent and family meetings were held for reopening feedback. Over 400 families attended. SEALS, SLAs, Parent Coordinator, PLC Leadership, Acting Interim Head of School, Head of Operations, IT Manager, and other staff were present at meetings. There will be a PLC Townhall on August 27 at 6:00pm about school reopening. Two reopening meetings for teachers and staff were held during August professional development.

The master schedule is almost complete and students who are off-track to graduate have been identified. Ms. Manion presented a video that was created for parents regarding school reopening safety.

Mr. Rivera announced that Mr. Bashir will be serving as Interim Acting Head of School. He thanked Mr. Bashir on the Board's behalf for taking this role during such a difficult time.

Mr. Bashir reviewed the 2020-21 Bell Schedule. Grade Team Meetings have been added on Fridays. Students will not change rooms, but teachers will. Mr. Bashir explained that there will be two groups of students in school. Group A will be in the building on Mondays and Tuesdays and Group B will be in the building on Wednesdays and Thursdays. Students with special needs will attend school on Wednesdays. All electives will be remote.

Mr. Bashir requested that the Board approve the 2020-21 Bell Schedule.

- Mr. Rivera made a motion to approve the 2020-21 Bell Schedule pending any changes due to the COVID

environment. Mr. Witherspoon seconded. All were in favor.

4. FINANCE

Ms. Fernandez reported that as of June, 2020, the total collected revenue is \$16,731,474. Total expenses are \$16,320,170. Excess totals \$411,303. Rent is \$9,917,299. We have not yet received per pupil funding. The Board discussed E-Rate monies and Ms. Eagen asked Ms. Fernandez to monitor them closely.

Ms. Fernandez presented the budget. Ms. Eagen reminded the Board of the potentially 20% reduction in the NYS education budget. The current WCHS budget reduction is 8%. Ms. Putz requested that administration work to reduce the budget closer to 15%.

- Mr. Morales made a motion to approve the budget with the understanding that it may need to be modified pending NYS budget cuts. Mr. Witherspoon seconded the motion. All were in favor.

5. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion requested formal approval of the completed Reopening Plan.

- Mr. Rivera made a motion to approve the Reopening Plan acknowledging that it will be iterated as needed in the COVID environment. Mr. Witherspoon seconded the motion. All were in favor.

Ms. Manion stated that she submitted the school's Annual Report on August 1. CSBM submitted the ESSER funding application prior to August 15 and is finalizing the school's Title I application which will be submitted prior to August 31. She added that the Title I Consultation and Collaboration meeting was held earlier in the evening. The meeting was attended by Ms. Rivera-Putz and Ms. Eagen as well as leadership, parents, staff members, and community partners.

Mr. Rivera addressed recent staff furloughs, including the Manager of Student Support Services and Scheduling, a College and Career Coordinator, the Alternative Education Manager, an Intervention and Family Support Counselor, a Student Life Associate, an Operations Associate, the Library Media Specialist and a Safety Officer.

He stated that due to the lack of schoolwide in-person learning some staff were placed on furlough for the time being and should be eligible for unemployment insurance. Mr. Rivera stated that the Board took this measure to remain fiscally responsible in an uncertain climate, but that it was not done lightly.

Additional discussion occurred. Ms. Rivera-Putz, Ms. Eagen, and Mr. Bashir addressed questions and concerns in the chat.

5. ADJOURNMENT

Mr. Rivera moved to adjourn. Mr. Witherspoon seconded. All were in favor.

6. EXECUTIVE SESSION



MINUTES
Board of Trustees Meeting
September 29, 2020

The meeting was held virtually via Google Meets.

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
69 Teachers & Support Staff

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 7:10 pm. Ms. Putz welcomed everyone and thanked staff for stepping up during this difficult time.

2. ACADEMICS

Chromebooks

Mr. Bashir stated that the school's Chromebooks are still on backorder. Administration is looking at other vendors. All Grades 10-12 students who requested technology prior to the start of the year have received laptops. 34 more students in those grade levels have requested laptops since the start of school and still need technology. 200 9th graders have put in requests for a Chromebook.

Transcripts

Counselors are in the process of updating all transcripts. This work will be continued annually.

Regents Exemptions Data

Mr. Richards submitted the WCHS Regents Exemptions Data report to the state. It details the number of students who received Regents exemptions as a result of the 2019-20 COVID environment.

In-Person Student Instruction

Mr. Nguyen reported that as of September 29, 90 9th Grade students are receiving in-person instruction and 85 are receiving remote.

The challenges of this model include scheduling and staffing of instructional support for in-person learning students (students need to see their teachers); physical copies of work for both in-person and remote learning students; lack of Chromebooks; and, adapting to school systems. Mr. Nguyen, Ms. Ramirez, and Ms. Naftel discussed the early challenges of navigating in-person instruction during this environment.

Mr. Bashir stated that a 9th Grade Dashboard will be created as a hub for all 9th grade assignments. The instructional schedule is being reassessed. School systems workshops will be available at Back to School Night.

The Board discussed concerns and solutions to the challenges.

3. OPERATIONS

Ms. Jacobson discussed attendance and showed rates by grade level. The school average is 82%, up from 80% in September 2019. She stated that attendance could be lower in part due to ATS delays as a result of the delayed NYC DOE start. It is also due to lower student participation. Ms. Gaffney reminded everyone that the goal for attendance is 90%. Ms. Eagen asked how student outreach is recorded into PowerSchool.

Ms. Eagen asked Mr. Bashir how WCHS will quantify student progress from the spring. Mr. Bashir responded that progress will be measured through testing: STAR testing, mid-term assessments, final exams, in-class assessments, PSAT, and SAT.

Ms. Jacobson stated that the NYC DOE calendar has been released and asked the Board if they were interested in making any changes to match the NYC DOE calendar. No changes were requested.

Due to shipping delays, the additional Chromebooks still have not arrived. Discussion occurred. Mr. Morales and Mr. Witherspoon agreed to work with Ms. Jacobson to find an alternative solution.

4. COVID SAFETY & EMERGENCY PREPAREDNESS UPDATES

Ms. Manion presented a chart of daily screening participation numbers since the start of school. Noncompliant staff members have been sent follow-up reminders. Safety Officers are monitoring staff completion prior to arrival. The daily screening survey spreadsheet color codes who is allowed to come in and who cannot come in.

Ms. Eagen thanked Ms. Jacobson and Ms. Manion for creating the daily screening form. This saved the school from purchasing a \$10,000 app.

SAFETY

Ms. Manion presented for Mr. James. Safety Officers have prioritized daily temperature screening checks for all staff, students, and visitors upon entry to the building.

There was one report of a student exhibiting inappropriate conduct off-property.

FACILITIES

Daily sanitizing and nightly disinfecting is ongoing. One air conditioning and heating compressor was replaced. One air conditioning and heating motor was replaced. The Department of Buildings and Insurance found an issue with a faulty boiler room pipe. It has been repaired.

5. RECRUITMENT AND ENROLLMENT

Ms. Jacobson stated that enrollment is 974 in PowerSchool and 978 in ATS. The FTE is 951. She explained that the ATS number may be off due to the delayed DOE opening. Ms. Eagen asked Ms. Jacobson to monitor them closely.

There are 998 applications for 2020-21. 253 applications have been verified. 44 students are currently on the waitlist and 4 seats were offered. 25 enrollments are in process.

There will be a virtual open house on October 3 at 10am. A New York Daily News email blast was sent out on September 29 to 63,957 people in 15 zip codes.

6. FINANCE

Ms. Fernandez reported that as of July 2020, there is a total revenue of \$1,410,033 and \$1,591,499 in expenses. There is a difference of \$181,460 due to the estimated allocation of accrued payroll expenses. The total assets are \$18,100,000. Deferred rent is \$9,964,849.

Ms. Fernandez said she is working on the audit and everything is on time.

7. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion announced that Ms. Gaffney's Board of Trustees application was accepted by the NYSED Charter School Office. She welcomed Ms. Gaffney to the Board.

Ms. Manion requested approval of the Data Security Policy and Parent Bill of Rights in relation to education law 2D. Ms. Eagen explained the law and the need for these policies. Both will be posted to the website.

- Ms. Kathy Gaffney made a motion to accept the Data Security and Privacy Policy and Parent Bill of Rights. John Witherspoon seconded. All were in favor.

Ms. Manion requested that the Board formally approve all action items taken between the months of February and August 2020. These action items include approval of meeting minutes from each month. Ms. Manion explained that the school's bylaws state that the Board must have a minimum of five members and that the Board has been short one member since Mr. Hobson's passing in February. Ms. Manion stated that the Board is now at quorum with Ms. Gaffney's Board approval.

- Mr. Witherspoon made a motion to approve the action items from February to August. Ms. Gaffney seconded. All were in favor.

Ms. Manion requested approval of the August 2020 minutes.

- Mr. Rivera made a motion to approve the minutes. Mr. Morales seconded. All were in favor.

Ms. Eagen added that she and Ms. Manion oversaw the accommodation request process. They designed an equitable process and rarely denied any requests. This took many hours of scrutinization. Ms. Eagen gave kudos to the Accountability office and commended Mr. Bashir for stepping up as Head of School during this difficult time.

8. ADJOURNMENT

Mr. Rivera moved to adjourn. Mr. Witherspoon seconded. All were in favor.

9. EXECUTIVE SESSION



MINUTES

Board of Trustees Meeting

December 15, 2020

The meeting was held virtually via Google Meets.

PRESENT

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

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, School Attorney
51 Teachers, Parents & Support Staff

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:05 pm. Mr. Rivera welcomed everyone to the last Board meeting of 2020 and expressed gratitude for everyone's resilience in a challenging year.

2. APPROVAL OF MINUTES

- Mr. Witherspoon made a motion to approve the November 2020 minutes. Ms. Gaffney seconded. All were in favor.

3. STRINGS OF MERCY

Mr. Ferguson introduced students from Strings of Mercy, the WCHS house band, who gave a moving performance. He said these students set the tone for creativity in the classroom.

4. ACADEMICS

Mr. Bashir provided an academic overview. Academic Counselors and Advisory Teachers are meeting with each student to monitor their progress. Administration will check in with teachers the second week of January to discuss credit recovery. Mr. Bashir reviewed senior class data. He said that students will have the opportunity to utilize APEX as a tool to graduate.

Mr. Bashir noted that WCHS shifted to remote learning on November 19. Leadership will determine if this will continue for T2 by January 4. The COVID portal will be updated if there are any changes. Serving students with special needs and at-risk students continues to be a priority. Mandated counseling occurs on Wednesdays. All IEP meetings are being held virtually and are on track. Ms. Gaffney asked for the data of students with IEPs who are not on track and Mr. Bashir said he will follow up with the board.

5. PARENT LEADERSHIP COUNCIL (PLC)

Roxanne Liverpool provided a December PLC meeting recap. The meeting was held on December 10 and 196 parents participated. Agenda items included: a year in review featuring collaborations with school leadership; discussion of the student-led Toys for Tots campaign; and a visit from Believe and Inspire, a nonprofit that provides support for students in areas such as resume writing, banking, college admissions, and financial aid.

6. OPERATIONS

Ms. Manion reported that school wide attendance is up 3% since November. Efforts to increase attendance include daily auto-calls, emails, weekly letters, and virtual home visits. WCHS has a total of 606 laptops in inventory. 568 are loaned out to students. 14 are in need of repair. 250 hotspots have been ordered.

7. COVID SAFETY AND EMERGENCY PREPAREDNESS UPDATES

Ms. Manion reported that WCHS is not in a cluster zone and there have been no new cases of COVID. She reviewed the policy changes to red and orange cluster zones. There were no policy changes made to the yellow zone. Ms. Manion reviewed materials from a New York State Department of Health webinar that presented testing options for schools and limited-service laboratory (LSL) partnerships. At this time, WCHS is unable to be a test site.

a. SAFETY

Ms. Manion stated that no student issues have been reported. There were no NYPD/NYFD visits in December. Temperature checks and screenings continue for those in the building. The security camera in Elevator 2 is in need of repair.

b. FACILITIES

All heating units are operational and are on timers. A semiannual fire alarm equipment inspection and test was conducted on November 24. No issues were reported. An elevator inspection was also conducted on November 24. A two-way voice communication defect was corrected and will be filed with the New York City Department of Buildings (NYC DOB). Snow salt and snow removal equipment are available and ready for snow emergencies. The school's annual water back flow was tested on December 10 and will be updated with the NYC DOB.

8. RECRUITMENT AND ENROLLMENT

Enrollment is 980 in PowerSchool and ATS. The FTE is 959.5. There are 3 January graduates, 3 pending discharges and 17 long term absences. 87 students have applied for 2021-22.

Recruitment continues with open houses and participation in high school fairs. Ms. Jacobson and Ms. Gomez are conducting middle school outreach to feeder schools. The Common Application launched on November 9.

9. FINANCE

As of November 30, 2020, the revenue is \$7,046,680 and expenses are \$6,354,185, with an excess of \$692,495. Total assets are \$18,800,000. Rent is \$10,155,049.

The Not for Profit Property Tax Exemption Application was submitted on December 2.

10. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion stated that she received a draft of our check-in visit report from the NYSED check-in visit in June. Factual revisions are due on December 18. Per the February 2020 Notice of Concern, WCHS will continue to work on increasing ELL enrollment and will update the CSO regarding its ELL enrollment. WCHS will also continue to engage with members of the school community regarding bullying prevention and will ensure that all staff and teachers are aware of the school's DASA policy and receive appropriate DASA training.

The Safety Plan is being updated. Community holiday cards will go out this week. Ms. Manion continues to update the website and will post updates to the COVID portal over the break if necessary.

Mr. Rivera spoke about the impending blizzard predicted for December 16 and said that school leadership will reach out if anyone in the community needs assistance with power loss, etc.

Ms. Eagen asked Mr. Bashir and Ms. Jacobson to evaluate reasons to stay remote if WCHS is not in the yellow zone (requiring testing) in the coming year. One piece of data is the pass/fail rate in the COVID remote learning environment. She asked school leadership to give the Board an analysis of the data examining reasons to stay remote. Mr. Rivera agreed that it is our responsibility as a charter school to make the decision and said that the Board is ready to have this conversation.

The meeting ended with a beautiful video showcasing theater teacher Jeremy Kronenberg and his husband singing moving renditions of classic holiday carols.

11. ADJOURNMENT

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



MINUTES
Board of Trustees Meeting
November 24, 2020

The meeting was held virtually via Google Meets.

PRESENT

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

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, School Attorney
47 Teachers, Parents & Support Staff

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber

EXCUSED: John Witherspoon, Trustee

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:08 pm. Ms. Putz welcomed everyone.

2. APPROVAL OF MINUTES

- Mr. Morales made a motion to approve the October 2020 minutes. Ms. Gaffney seconded. All were in favor.

3. ACADEMICS

Mr. Bashir discussed the passing/failure rate of the students. As a result, adjustments to the 2020-21 Incomplete Policy were made and will be implemented December 1. Any student who receives an incomplete will receive a letter from their teacher explaining what work has to be completed in order to receive credit for the course. Academic counselors will schedule meetings with students to discuss their incompletes and academic progress. All work must be completed by the due date on the contract in order for students to receive credit for the course. Students will also receive support in advisory and during teacher office hours.

Mr. Bashir reviewed the Trimester 2 schedule, which will include 95 minute classes, two short breaks, and a 30 minute lunch break daily. Classes will utilize 45 minutes of live instruction and 50 minutes of classwork, with assignments due at the end of class. Asynchronous learning will occur on Wednesdays.

Parent and student meetings were held to address questions and concerns regarding the new schedule. Mr. Bashir also presented Trimester 2 information at the November Parent Leadership Council (PLC) meeting.

- Ms. Gaffney made a motion to approve the Trimester 2 Schedule. Mr. Morales seconded. All were in favor.

Mr. Bashir noted that WCHS shifted to remote learning three days earlier than planned in response to Mayor De Blasio's closure of NYC DOE schools. Ms. Eagen explained that WCHS was not required to follow the district as a charter school in a private building; however, the Board opted to out of an abundance of caution.

Senior Class Data

120 out of 252 seniors are on track to graduate. 33 seniors will be unable to graduate in June. 99 were programmed for classes they need to recover credit. These students can potentially graduate in June if they pass all of their classes. 16 students will graduate in June if they pass their APEX classes and all T1-T3 classes. Mr. Bashir assured the Board that he will provide this data monthly.

4. OPERATIONS

Ms. Jacobson stated that the schoolwide attendance rate as of November 13 is 77.6%. Outreach efforts include daily auto-calls, weekly letters, Grade Team outreach, Operations followup with pending and zero attendance students, and Attendance Team outreach to students with low percentage attendance. Ms. Jacobson is creating a virtual home visit protocol and will be conducting advisory training on Advisory Questions of the Day.

The Board discussed incentives to increase attendance and options for students who need more than four years to graduate. Ms. Eagen reiterated that the school cannot invoice for students over the age of 21. Programs such as YABC were discussed for overage students.

Ms. Jacobson provided a technology inventory overview. 414 of 586 laptops have been loaned to students. 11 are being repaired. An additional shipment of 360 laptops is being delivered to the school in one week. 963 are still on backorder. The Board asked about tech support. Ms. Jacobson stated that teachers and students can contact the Technology Manager for assistance. Mr. Bashir added that the Social Emotional Academy Leaders have reached out to all students to ensure their technology needs are met.

5. COVID SAFETY AND EMERGENCY PREPAREDNESS UPDATES

Ms. Manion reported that late on Sunday, November 15, an individual self-reported a positive case of COVID-19. Following DOH protocol, leadership immediately took action and asked students and staff who may have been exposed to the individual to stay home on November 16. After careful investigation, it was learned that the individual contracted COVID-19 after leaving school on Tuesday, November 10, and did not return to the building. No one in the community was exposed. NYC Test and Trace did not contact the school.

a. SAFETY

Ms. Manion reported on Mr. James' behalf. There was one incident off-property involving freshmen. The incident was resolved on-property with the parties involved. There was one NYPD courtesy visit during which no issues were reported. Safety Officers now use mounted touchless infrared non-contact digital temperature thermometers with fever accurate alarms at the entrances of the building.

b. FACILITIES

All heating units are operational except in rooms 532 and 315. Those units are being repaired. There was one visit from FDNY on November 18. Mr. James took a Fire Life Safety Director on-site test to clear a violation issued on October 10. Deputy Fire Life Safety Director Tamisha Johnson will take her on-site test soon. No fines or fees were issued. Elevator, school fire sprinkler, standpipe and smoke detector tests occurred today. Salt and snow removal equipment are ready and on standby.

6. RECRUITMENT AND ENROLLMENT

Ms. Jacobson presented. Enrollment is 979 in PowerSchool and ATS. The FTE is 963. There are 3 pending discharges and 17 long term absences. 57 students have applied for 2021-22.

Ms. Gomez attended the Leadership Prep Ocean Hill Middle Academy Virtual High School Fair on November 18 and conducted a virtual open house on November 14. 7 people attended. The next open house is scheduled for December 5. Media outreach includes customization of the SchoolMint application page and use of Google Ads and Adwords.

The Common Application launched on November 9.

7. FINANCE

Ms. Fernandez reported that as of October the revenue is \$5,646,346 and expenses are \$5,098,485. There is an excess of \$541,860. Total assets are \$20,000,000. Rent is \$10,107,499.

8. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion presented. NYSED Annual Report Progress Towards Goals were submitted on November 2. The NYSED

School Building Closure form was submitted on November 19 and Ms. Manion notified the school's CSO liaison that WCHS was shifting to remote learning. The NYS Department of Health Daily Survey is submitted daily. She is compiling updates for the Safety Plan on the website. The ESSA Fiscal Transparency report is due November 30.

The video of Mr. Kronenberg's Acting 2 Final Production for Verbatim Theatre was shared with the Board. The school has raised \$4,875 for a WCHS family in need. This family will also receive any funds raised on #GivingTuesday. Mr. Ferguson was recently featured on The Grio segment: Educating While Black.

Ms. Manion renovated the PLC page and fixed broken video links.

9. PARENT LEADERSHIP COUNCIL (PLC)

Ms. McFadden provided a November PLC meeting recap. The meeting was held on November 19. The PLC asked all parents to attend this meeting. 159 parents participated. Agenda items included the State of our School and Changing Tide, a PLC Parent Pledge, school statistics and the new schedule for Trimester 2. Ms. Pink shared community resources and announced the winners of the Harvest raffle. The December raffle theme will be Home for the Holidays.

10. ADJOURNMENT

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



MINUTES
Board of Trustees Meeting
July 28, 2020

The meeting was held virtually via Google Meets.

PRESENT

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

GUESTS

Lester Samson, Head of School I.A.
Ellen Eagen, School Counsel
Over 40 Teachers & Support Staff

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber
Kathleen Gaffney, Potential Trustee

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:10 pm. Ms. Putz welcomed everyone.

2. APPROVAL OF BOARD MINUTES

Ms. Putz motioned to approve the June Board Minutes pending approval by School Counsel. Mr. Witherspoon seconded. All were in favor.

3. ACADEMICS

Lester Samson provided a summer update. 274 students are enrolled in summer school and 235 are enrolled in APEX Credit Recovery. The school is collaborating with United We Stand to lead the Summer Leadership Program, a program designed to help students learn about summer employment opportunities. The 9th Grade Summer Bridge Orientation was held on July 27 and attended by 130 families virtually. The Summer Bridge Program will commence the first week of August.

Professional Development will start August 17. Remote instruction will occur September 8 through 11 and hybrid instruction will run from September 14 through June 25, 2021. Parents can opt for their students to be fully remote. School Counsel and Ms. Manion will be overseeing the accommodations process for staff requesting to work remotely.

4. 2020-2021 SCHOOL CALENDAR

Mr. Samson reviewed the school calendar. Discussion occurred over the NYC DOE calendar which has yet to be released. The official school year will run from September 8 through June 25, 2021. He asked for the Board to approve.

- Mr. Morales made a motion to approve the 2020-21 School Calendar pending review by School Counsel and acknowledging that the School Calendar may need to be revised in light of the COVID environment. Mr. Witherspoon seconded and all were in favor.

5. FINANCE

Ms. Fernandez reported:

The total collected revenue as of May 2020 is \$15,438,246. Total expenses are \$14,791,806. Excess totals are \$646,440. Rent is \$9,862,213. All Per Pupil Funding monies have been received. The August Per Pupil will be estimated at 951 instead of 963. The PPP Funding and interest payable (\$14,262.61) was recorded in May 2020. Mr. Morales is working closely with the accountants to monitor PPP Funding guidance.

Mr. Rivera addressed staff regarding staffing changes. He stated that the Board wants to be transparent about reductions in school funding and that the school may have to reduce staffing. Ms. Eagen stated that non-teaching staff would be informed by August 15 regarding any change in position. She also added that the school will be as supportive as possible during any transitions.

Approval of 2020-21 Budget

- Mr. Rivera made a motion to approve the 2020-21 Budget pending School Counsel's review and acknowledging that the Budget might need to be revised in light of the COVID environment. Mr. Witherspoon seconded. All were in favor.

6. ACCOUNTABILITY AND DEVELOPMENT

a. Annual Report

Ms. Manion discussed the Annual Report, due August 3. The Board was presented with draft documents. Ms. Manion explained that the report was completed in collaboration between the School Counsel, Head of School, Head of Operations, Human Resources Manager, and Accountability Manager. Ms. Eagen thanked Ms. Manion for putting it together.

- Mr. Morales made a motion to approve the Annual Report pending School Counsel's review. Mr. Rivera seconded the motion. All were in favor.

b. Reopening Plan

Ms. Manion reviewed WCHS' Reopening Plan. The Board Chair, School Counsel, Head of School, Head of Operations, and Accountability Manager have been attending weekly New York Charter Schools Association webinars with the NYS authorizers. On July 13, the Department of Health (DOH) issued Interim Guidance for In-Person Instruction and the Board Chair attested to reading the document. On July 17, the New York State Education Department (NYSED) issued 145 page reopening guidance.

Following DOH and NYSED mandates and guidance from our authorizer on NYCSA webinars, WCHS created a reopening plan that will be posted to our website by July 31. This plan will be reviewed by School Counsel prior to posting and can and will be amended. Reopening plans are considered "approved" by the authorizer upon posting and schools will be contacted if there are issues. Ms. Eagen noted that the plan can iterate based on change in facts and circumstances as the COVID issues unfold this fall.

- Mr. Morales made a motion to approve the WCHS Reopening Plan pending School Counsel's review. Mr. Witherspoon seconded the motion. All were in favor.

c. CSBM ESSER and Title I Funding

Ms. Manion presented for Board approval the hiring of Charter School Business Management (CSBM) to complete WCHS' Elementary and Secondary School Emergency Relief (ESSER) funding application as well as the school's Title I, Title II, Title III, and Title IV applications for a total cost of \$8,000. Ms. Eagen stated that this will help Ms. Manion complete other tasks by the end of August. Ms. Putz agreed and asked for a motion to approve.

- Mr. Rivera made a motion to approve the hiring of CSBM for completion of the WCHS ESSER funding application as well as the school's 2019-20 Title I, Title II, Title III, and Title IV funding applications. Mr. Morales seconded. All were in favor.

d. BOARD MEMBER APPROVAL

Ms. Manion requested that the Board of Trustees approve the following motion proposing Kathy Gaffney as a Board of Trustees member, following submission of her Board of Trustees application and approval from the NYSED CSO:

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 Kathy Gaffney as a member to its Board of Trustees, with a term expiring on April 2023, pending approval by NYSED. The resolution approving Kathy Gaffney is adopted upon NYSED's approval.

John Witherspoon motioned to approve. Manny Morales seconded. All were in favor.

e. INSURANCE

Ms. Eagen also informed the Board that WCHS' insurance policies have all been renewed.

7. HEAD OF OPERATIONS REPORT - COVID-19

Ms. Jacobson reported that the Re-Entry Committee continues to meet regularly. The Committee is closely following available guidance from FEMA, CDC, WHO, NYS, NYC DOH.

The Committee has developed multiple planning scenarios.

Stakeholder feedback is being solicited. Out of 497 parent survey responses, 43.5% were comfortable with a fully remote learning platform; 17% were comfortable with full in-person instruction; and 57.1% were comfortable with hybrid instruction. Out of 96 staff survey responses, 67% of staff were comfortable with a fully remote learning platform; 17% were comfortable with full in-person instruction; and 52% were comfortable with hybrid instruction.

Mr. Samson stated that he and Ms. Jacobson will collect additional hybrid model feedback. Parent and staff forums will be held for discussion. Students will be surveyed again, noting that students were last surveyed in June.

8. ADJOURNMENT

Mr. Witherspoon moved to adjourn. Mr. Rivera seconded. All were in favor.

9. EXECUTIVE SESSION



MINUTES
Board of Trustees Meeting
October 27, 2020

The meeting was held virtually via Google Meets.

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
53 Teachers & Support Staff

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:10 pm. Ms. Putz welcomed everyone and said that she hopes they are staying healthy.

2. APPROVAL OF MINUTES

- Ms. Gaffney made a motion to approve the minutes pending legal review. Mr. Morales seconded. All were in favor.

3. ACADEMICS

Chromebooks

Mr. Bashir stated that Chromebooks were distributed to in-person students as soon as they arrived. Some students still have to pick them up. Students who had not previously requested one are asking for one now. These issues are being sorted.

Progress Reports

Families received Trimester (T) 1 progress reports. Virtual teacher/parent conferences will be next week. A number of students are failing and the main reason is that they are not turning in their work. Mr. Bashir said that he will be making instructional changes to address this concern.

Afterschool

Afterschool programs have started and Ms. Johnson reported that students are turning out. SAT prep is going well.

Teacher Wellness Data

67 teachers participated in a social emotional wellness check-in survey. Results indicate that lack of student participation has increased stress, but participating teachers feel as though they are able to do their job without feeling overwhelmed.

T2 Plan and Student Schedule

Mr. Bashir asked the Board to consider going fully remote beginning at the start of Trimester 2 (November 30) until further notice. The school is concerned about the risk that holiday travel poses to our community. In addition, those traveling are required to quarantine, which would pose a number of logistical challenges.

Mr. Bashir presented a draft schedule for T2. On Mondays, Tuesdays, Thursdays, and Fridays, the schedule would consist of 110 minutes for each class, transitions between each class, and four blocks a day with 30 minute lunches. On Wednesdays there would be asynchronous learning and mandatory sessions for students with special needs and English Language Learners. In-person instruction will be reassessed in January.

Ms. Putz asked Mr. Bashir to review the T2 schedule with the Parent Leadership Council. The Board would vote on the schedule following parent consultation.

STAR Data

Mx. Leghorn stated that 2020-2021 STAR testing began October 5 during synchronous advisory classes. Makeup office hours have been offered. This is the final week of daily office hours. Data will be sent to students and families the week of November 2 via email. Mx. Leghorn reviewed preliminary data and stated that WCHS recently hired a literacy teacher who will be able to do pull outs with students.

4. OPERATIONS

2020-21 Safety Plan

Ms. Jacobson requested approval of the 2020-21 Safety Plan. The draft plan has been available on the website for at least 30 days for public comment.

- Ms. Gaffney made a motion to approve the 2020-21 School Safety Plan. Mr. Morales seconded. All were in favor.

Attendance

Ms. Jacobson reviewed attendance by cohort as of October 19, 2020. Average school attendance is 80.6%. Operations staff are deploying daily auto-calls, weekly letters, and grade team outreach. They are also following up with pending/zero attend students and conducting outreach to students with low percentage attendance.

Ms. Eagen and the Board asked Ms. Jacobson and Mr. Bashir to review and reconsider the 2020-21 attendance policy, noting that it may not fully capture student engagement.

Historical Graduation Rates

Ms. Jacobson presented historical graduation data. WCHS reported the highest four-year graduation rates over the course of eight years with 83.1% of seniors graduating in June and 86.9% of seniors graduating in August.

Ms. Jacobson said that we are continuing to work with our fifth and sixth year seniors to ensure they are on-track to graduate and have postsecondary college and career options.

Computer Update

There are currently 586 laptops in inventory. 250 hotspots have been ordered.

Flu Shot Reminder

Families received a flyer reminding them about flu prevention.

5. COVID SAFETY AND EMERGENCY PREPAREDNESS UPDATES

Ms. Manion showed the daily screener participation data and noted that most staff are now in compliance. She reviewed Governor Cuomo's Cluster Action Initiative and what it means for WCHS. Ms. Manion explained that WCHS is not in a color-coded zone at this time; however, if WCHS were to be placed in the yellow zone, 20% of in-person staff and students must be tested for COVID-19. She noted that there have been 0 confirmed cases of COVID-19 at WCHS and she has been submitting the New York State Department of Health Daily Survey regularly.

Ms. Manion also stated that updates to the School Safety Plan are forthcoming. Some issues have arisen surrounding COVID screening protocols and calling out of work. A reminder was sent to all staff earlier to clarify. She has been utilizing the NYC Situation Room as a resource.

a. SAFETY

Ms. Manion presented on behalf of Mr. James. Safety staff have prioritized daily temperature screening checks for all staff, students and visitors upon entry to the building. There have been no reports of any incidents during in-person learning at the school. Two fire drills, one lockdown drill, and one Code Blue drill have been conducted. There are no reports of staff issues.

b. FACILITIES

Facilities staff are sanitizing daily and disinfecting nightly with an electrostatic sprayer. One air conditioning and heating compressor was replaced. Air conditioning units have been shut down and the heat is prepared for winter. Both elevators are scheduled for annual Category 1 testing to ensure proper operation.

6. RECRUITMENT AND ENROLLMENT

982 students are enrolled in both PowerSchool and ATS. The FTE is 962. 18 students have zero attendance. We are trying to place these students in an alternative learning environment or help them pursue their GEDs.

There are 1015 applications for 2020-21 in SchoolMint. 2021-22 applications opened on September 1, the school has received 24 applications so far. The next open house will be on November 7 at 10am. The Common Application will launch on November 9.

7. FINANCE

Ms. Fernandez reported that as of September 30, 2020, the total collected revenue is \$4,230,990 and the total expenses for the period are \$3,867,047. The surplus is \$363,943. Total assets are \$18,400,000. Rent is \$10,059,919.

The audit is now complete and had no major findings. Ms. Fernandez thanked everyone for their participation. She reminded the Board that the auditors need a copy of the WCHS resolution approving the application for the PPP funds.

- Mr. Rivera made a motion to approve the financial audit. Mr. Witherspoon seconded the motion. All were in favor.

8. ACCOUNTABILITY AND DEVELOPMENT

Governance

Ms. Manion thanked Ms. Cruz for her excellent work assisting administration across the board. Students from the summer leadership program are interested in applying to be student advisors to the Board. She will circle back about the selection process and other open advisor positions. Executive Orders are continually monitored. Open Meetings Law has been extended through November 3. Ms. Manion reiterated that WCHS is not in a color-coded zone. The NYSED Annual Report Progress Towards Goals and Audit are due November 2. The Title I Comparability Report and Supplement not Supplant Surveys were submitted earlier that day. The ESSER fund application needs to be re-submitted by all schools due to changes from the federal government. They are now due by the end of November, although charter school applications do not need to change much. Ms. Manion attended a number of NYCSA's Annual Conference sessions last week. Mr. James' safety video was submitted to NYCSA's PPE video contest. The video was not selected but WCHS received complimentary tickets to next year's conference.

Community

The October Parent Leadership Council Meeting and Elections on Thursday, October 29 at 6pm. The PLC Vice-President, Ms. McFadden, spoke briefly. The WCHS' GoFundMe for a student injured in a fire that destroyed their home has raised \$3,885 so far for the family. Ms. Manion thanked the staff who've generously donated and shared to their networks.

Website

Ms. Manion noted that the club webpage has been updated. The Social Emotional Academy Leader and Parent Leadership Council pages will be updated next.

Ms. Eagen asked if the Digital Equity Survey has been submitted. Ms. Jacobson said that Mr. Medina is working on it and it should be completed soon.

9. ADJOURNMENT

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



MINUTES
Board of Trustees Meeting
January 19, 2021

The meeting was held virtually via Google Meets.

PRESENT

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

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, School Attorney
47 Teachers, Parents & Support Staff

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:05 pm. Ms. Putz welcomed everyone and stated that she hopes they are all staying safe.

2. APPROVAL OF MINUTES

- Mr. Rivera made a motion to approve the December 2020 minutes. Mr. Morales seconded. All were in favor.

3. ACADEMICS

Mr. Bashir provided an academic overview. He reported that T2 Progress Reports were distributed. There are currently 176 SPED students and 83 ELL students enrolled at the school. Mr. Bashir discussed student progress and ways to provide support to struggling students. 126 seniors have at least one incomplete. Incomplete meetings were held to discuss organization and time management. 150 seniors passed all classes needed for graduation in T1.

Mr. Bashir reported that teacher evaluations will begin soon. Parent teacher conferences are scheduled. Mr. Bashir is working on a School Improvement Plan for the 2021-22 school year.

The Board discussed student incentives, Apex, and Advisory. Mr. Bashir noted that Advisory teachers are helping students with their Incompletes. Academic Counselors and Intervention and Family Support Counselors are providing support as well. Ms. Gaffney suggested that students be given a visual graph of where they are and what they need to succeed. Mr. Bashir said that teachers offer participation points when students use their camera. He also added that students are attending college workshops and meeting with the college advisor.

Mx. Leghorn presented recent STAR testing results. Students completed the test beginning on January 5 during synchronous Advisory Classes. In reading, "Urgent Intervention" has declined by at least 2% in every grade. In math, 50% of all grade levels remain "At/Above" 40 Percentile Rank.

4. OPERATIONS

Ms. Jacobson reported that planning, setup, and communication for virtual Parent/Teacher Conferences has taken place. Progress Reports were mailed and daily attendance outreach continues. The Board discussed attendance. Ms. Putz asked if students were not attending due to remote learning. Mr. Bashir explained that several factors come into play with student attendance. Some students struggle with motivation; some are logging on but not participating; some students are tasked with caring for younger siblings; and, some students have had to get jobs due to lost work in the family. Mr. Bashir said that all students meet with their Academic Advisors to discuss whether they are on track to graduate but admits that there is a lot of work ahead. Ms. Eagen noted that this is an honest assessment and that Mr. Bashir will have to keep an eye on our seniors. Ms. Putz wondered how many students are suffering social/emotional problems during quarantine. Mr. Caballero stated that he's learned of several Covid losses, food insecurities, fires, and

struggles. He described the supports WCHS staff have been providing students. Mr. Caballero and Ms. Manion collaborated on two GoFundMes to raise funds for both WCHS families who lost their homes in fires. Ms. Gaffney thanked him and said that this is important information to memorialize.

Ms. Jacobson reported that there are 954 laptops on the WCHS inventory list. 158 laptops are loaned to Grade 9, 439 are loaned to Grades 10-12. There are 323 remaining in inventory and 34 in need of repair. The school is still awaiting an order of 963 laptops that have been considerably delayed to COVID.

5. COVID SAFETY AND EMERGENCY PREPAREDNESS UPDATES

Ms. Manion reported that WCHS is not in a color zone and that there have been a handful of COVID cases in the community. WCHS will continue to be fully remote for Trimester 2, which concludes on March 12. Vaccinations are now available to all school staff via Phase 1B. Staff may show ID, proof of employment letter, or recent pay stub to prove eligibility.

a. SAFETY

Mr. James reported that there were no reports of cyberbullying and no NYPD issues. A safety memo was sent to staff on January 4 regarding recent attacks on women at the Morgan L subway station. Ms. Manion mentioned that a community organization called Safe Walks NYC was created in response to the recent attacks and that anyone can contact Safe Walks NYC for a chaperone to and from the subway station.

b. FACILITIES

One heating unit burned out which caused FDNY to respond. The unit was repaired. All heating units are operational. The building continues to be disinfected. The elevators received an annual inspection and FDNY did a bi-annual inspection with no violations.

6. RECRUITMENT AND ENROLLMENT

Ms. Jacobson reported that there are 978 students enrolled in Powerschool and ATS. The FTE is 958.5. The Board discussed students with zero attendance and efforts to either get them back in school or enrolled in a YABC program. There are 150 applicants for 2021-22. The next open houses will be on January 23, February 6, and March 6. WCHS will attend the NYC Charter Center Virtual School Fairs on February 6 and March 20. Marketing and social media outreach continues and postcard mailings are going out.

7. FINANCE

Ms. Fernandez reported that as of December 31, 2020 the revenue is \$8,455,489 and expenses are \$7,607,659 with an excess of \$847,828. There is a surplus of \$130,000. Total assets are \$20,700,000. Rent is \$10,202,599.

Ms. Fernandez asked for approval to contract PKF O'Connor Davis LLP for \$10,000 to assist with the PPP Loan forgiveness process. Mr. Morales proposed tabling this discussion for a later date.

8. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that the 2020-21 Consolidated Application for ESSA-Funded Programs has been approved. She received the final check-in memo from the authorizer on January 19. Some of her factual corrections were accepted. The school has the opportunity to email the liaison evaluative comments or responses to the final report/memo. Ms. Eagen stated that she contacted David Frank in regards to our liaison's lack of partnership.

a. HUMAN RESOURCE

Ms. Eagen said that Ms. Manion is doing an excellent job with the COVID concerns process. Their approach is to be responsive and nimble while addressing concerns. No one is penalized if the need arises to take time off due to COVID either for themselves or to care for family, but of course no one should abuse the procedure. Ms. Eagen is encouraging everyone to take advantage of the vaccine so that the community can attain herd immunity and get back to having ceremonies, proms, graduations, etc.

b. DEVELOPMENT/COMMUNITY

Ms. Manion announced that a former WCHS counselor, Sam Cortiella, was recently featured in the *Boston Globe*. He

credited his students at Achievement First and WCHS for giving him the courage to open a restaurant. Ms. Manion congratulated 11th grader, Jaden W. for raising \$729 for Toys for Tots with the National Honor Society. The WCHS community raised \$1,330 for a second WCHS family to suffer a home fire. Ms. Manion mentioned there is an Advocates for Children education panel on January 17 with prospective mayoral candidates if anyone is interested.

9. PARENT LEADERSHIP COUNCIL

Ms. McFadden reported that the next PLC meeting will be January 28. A representative from Medgar Evers College will speak to parents about furthering their education. Ms. McFadden said she will encourage parents to check in with their children to make sure they are logging in and participating and removing distractions from students' workspaces.

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
February 23, 2021

The meeting was held virtually via Google Meets.

PRESENT

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

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, School Attorney
70 Teachers, Parents & Support Staff

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber

1. WELCOME

The meeting was called to order at 6:05 pm. Mr. Rivera welcomed everyone and thanked them for joining.

2. APPROVAL OF MINUTES

- Ms. Gaffney made a motion to approve the January 19, 2021 minutes subject to further review by legal. Mr. Morales seconded. All were in favor.

3. ACADEMICS

Mr. Bashir provided a Special Education Department update. There is a new SPED case management system. Each teacher has a set number of students and will be the point person for IEP meetings. Staff are undergoing SPED training in IEP writing and conducting meetings. The SPED Department has 173 students. Mr. Bashir will have updated data on incompletes soon. Once a month parent meetings are beginning and will be running through June. Parents may discuss issues and ask for support during these meetings. Mr. Bashir mentioned that he is interested in pursuing CANVAS Learning Management System and NWEA Map testing. He will be providing the Board with more information soon. The bell schedule has been created for next year and will be presented to the Board for review. Summer planning is underway for summer school, Summer Bridge Program, student orientations, and sports camps. 121 senior incompletes have been completed and updated. Ms. De Lyon and Ms. Martin will follow up with students who did not satisfy their incompletes. Mr. Bashir said he will have a more accurate on-track to graduate number soon.

4. OPERATIONS

Ms. Jacobson stated that planning for Trimester 3, summer school, and the 2021-22 school year has begun. She is also working on the School Improvement Plan and is planning for 2021-22 technology.

Attendance outreach continues with daily calls, emails, and texts; weekly letters; biweekly team meetings; and, advisory outreach, which include daily reminders and wake-up calls. There has been an attendance increase in all grade levels. Grade 9 attendance reached 89.6% the week of February 5. Ms. Gaffney thanked everyone for their efforts to increase attendance.

Parent surveys were distributed. Parents were asked about their comfort towards sending students back to the building for Trimester 3. As of February 23, 179 parents have responded. 50.8% said “no” they would not be comfortable and 49.2% said “yes” they would be comfortable. Common concerns are about social distancing, travel to and from school, COVID testing, childcare and access to vaccines. Parents in support of returning to school want socialization for their students and/or have stated that distance learning wasn’t working for their students. WCHS leadership will continue to monitor positivity rates and will survey students and staff. Additionally, they will explore additional and safety mitigation measures such as routine testing and strengthen the remote learning program. The goal is to open for a combination of in-person and remote instruction per the WCHS COVID Safety Plan as soon as safely practicable. The

Board discussed Governor Cuomo’s Executive Order pertaining to the collection of staff vaccine data. Mr. Rivera said that he understands that the subject is complicated and he thanked Ms. Jacobson for presenting the data.

Ms. Jacobson presented a technology update. There are 1,125 laptops in inventory. 600 are lent out and 482 are in stock. 36 laptops are broken. A laptop order is still delayed. The Board discussed ways of ensuring laptops are in the hands of students who are reluctant or unable to pick them up on weekdays. Ideas included personally delivering laptops to homes, mailing them, and/or opening the school on weekends for additional pickup.

5. COVID SAFETY AND PREPAREDNESS

Ms. Manion created a vaccination information page on the website at www.thewcs.org/vaccine-information/. The page will continue to be updated.

6. SAFETY/FACILITIES

Mr. James reported that there were no NYPD issues this month. COVID temperature screens are conducted daily and students are continuing to pick up their laptops with no safety issues.

An elevator safety test was conducted and accepted by the Department of Buildings on February 17. One heating unit motor was replaced. Two Fire Safety Director certifications were updated.

7. ENROLLMENT/ RECRUITMENT

Ms. Jacobson reported that enrollment is 975 in Powerschool and ATS. The FTE is 959.79. There were four January graduates and there are two students pending discharge.

Monthly virtual open houses are continuing. The next scheduled open house is March 6. The school is participating in NYC Virtual Charter Fairs and creating accompanying marketing videos and ads. On February 4 email blasts were sent out in English and Spanish. The Board agreed that enrollment numbers will probably decrease next year due to the pandemic. Ms. Jacobson proposed increasing the marketing budget by \$15,000 for expanded online advertising and bilingual program marketing. The increase would support Google Ad Words, YouTube ads, social media campaigns, and Outfront Media targeted mobile phone marketing and email blasts. Ms. Jacobson explained that the \$15,000 would come from the supplies line item, which has savings.

- Ms. Gaffney made a motion to use the supply line item for marketing the remainder of the school year. Mr. Witherspoon seconded. All were in favor.

8. FINANCE

Ms. Fernandez reported that as of January 31, 2021 the total collected revenue is \$10,053,016. Total expenses are \$8,869,763. The total excess of revenue over expenses is \$1,183,253. Deferred rent is \$10,250,149. Per pupil funding and Title monies have been collected.

9. HUMAN RESOURCES

Ms. Manion presented three FSA relief offerings that are available to the school as a result of the December 2020 stimulus package. They include mid-year election changes, carry-over, and extension of benefits for terminated employees. Mr. Rivera stated that he would setup an additional meeting to review the options in depth.

10. ACCOUNTABILITY AND DEVELOPMENT

ACCOUNTABILITY

Ms. Manion stated that the school is embarking on a number of initiatives in order to increase ELL enrollment for the 2021-22 school year which include: digital marketing in Spanish (Google Ads, Facebook, Instagram, YouTube), El Diario mailings, promotion of the ENL program on social media, creation of a movie ad in Spanish on YouTube, making short videos to post on social media with specific hashtags of immigrant service organizations, researching local churches, parochial schools, service organizations to present our Bilingual Program to at a virtual meeting, and bilingual bus ads.

A Niche Events Program Campaign was purchased for an additional push leading up to the lottery deadline: the Niche campaign should get roughly 75,000 impressions with a .30% Click-Through-Rate (CTR) on Niche, Facebook,

Instagram, Google, and across the internet to our Niche Audience.

The following school policies have been added as drop downs to our website:

- District-wide safety plan (<https://www.thewcs.org/safety-plan/>);
- NYSED-approved complaint policy (<https://www.thewcs.org/complaint-policy/>);
- NYSED-approved school discipline policy (<https://www.thewcs.org/code-of-conduct/>); and,
- Subject matter list of school records (for FOIL) (<https://www.thewcs.org/contact/foil/>).

These policies were already located on our website but were made more visible.

WCHS' authorizer would like to schedule another check-in for Spring 2021. Date to be determined. The USDOE will not approve requests for blanket waivers for state assessments. Schools will not be held accountable for the results. More information to come.

DEVELOPMENT/COMMUNITY

Ms. Manion compiled and submitted the WCHS NYS Grants Gateway prequalification documents. Prequalification status is required for CSP funding consideration. The CSP Grant application line items were compiled by Ms. Jacobson and Ms. Fernandez and the application was submitted by CSBM. The Title I Family Meeting rescheduled from fall will be on March 4 at 5:30pm as part of a town hall. Katherine R. and the National Honor Society (NHS) are leading another fundraiser to support "Casa Marianella", a nonprofit that provides shelter and support services to immigrants in Austin, Texas. The coat drive by Daelyn P. raised \$721.10 of \$600 goal. Ms. Manion is in the process of creating the NHS a new page to promote their campaign initiatives: <https://www.thewcs.org/national-honor-society/>. WCHS is now officially a charity on PayPal so the school can more effectively receive donations through the website. Ms. Manion is talking with a documentary filmmaker about using school space over the weekend. His film is about the homework gap, the digital divide, and how students and teachers are being impacted during COVID-19.

11. PARENT LEADERSHIP COUNCIL

Ms. Hardy said that the next PLC meeting will be held on February 25 at 5:45 pm with a celebration of Black and Afro-Latino American excellence. The meeting will include guest speakers, films, and a presentation from NHS. Mr. Rivera thanked the parents for their work at the school.

Ms. Eagen added that this month is also the first year anniversary of Charles Hobson's passing. Charles was a treasured Board member and wonderful friend of our community - an inspiration for the Board. He was a groundbreaking force in media, not only documenting black history but making black history, forging a groundbreaking and Emmy Award-winning career in public broadcasting and film documentaries. She encouraged the school community to check out his biography and work.

12. ADJOURNMENT

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



MINUTES
Board of Trustees Meeting
March 16, 2021

The meeting was held virtually via Google Meets.

PRESENT

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

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, School Attorney
78 Teachers, Parents & Support Staff

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber

1. WELCOME

The meeting was called to order at 6:03 pm. Ms. Putz welcomed everyone.

2. APPROVAL OF MINUTES

- Mr. Rivera made a motion to approve the February 23, 2021 minutes. Ms. Gaffney seconded. All were in favor.

3. ACADEMICS

Academic Update

Mr. Bashir presented information about the Black History Month Essay and Art Contest. Students submitted original prose and art pieces. Mr. Bashir played a recording of the first place winner, Katherine R's reading, "Society's Clouding." Entries will be shared online. On March 25 and 26 virtual parent/advisory meetings focusing on graduation and attendance will take place. Mr. Bashir will provide the Board with more information about MAP testing offline. There are credit recovery options available for seniors in need. Students will be able to attend night school to recover Trimester (T) 1 credits. T3 check-ins will begin in early May. Students are continuing to struggle in T2. 175 out of 250 students are on track to graduate, 75 are off track, and 28 are off track but have potential to graduate. 18 students who were off track are now on track to graduate. All seniors have been assigned mentors to monitor the students' progress. 139 students have applied to college and the school has been notified of 28 acceptances.

Reopening

Mr. Bashir presented contextual factors and methodology used when discussing and planning reopening. National studies confirm that remote learning is increasing the academic learning gap. The New York City Department of Education (NYC DOE) is reopening on March 22. There are currently June Regents in core subjects. School has been predominantly remote for one year. Academic leadership considered space, student performance and staffing. Leadership surveyed students, parents, and staff regarding their comfort in returning to school for T3. Leadership, Board members, and the school counsel discussed survey data, updated COVID data and information, and various factors affecting our community including academic and social emotional wellbeing. Survey data indicates that there is substantial interest in returning to the building for at least one day a week. A variety of options were discussed.

Mr. Bashir presented the proposed reopening plan. Phase 1: WCHS will reopen on Wednesdays beginning on April 28. Teachers and staff will return on April 21. The daily schedule will remain the same. Students will receive extra help and meet for office hours. Remote learning will occur on Monday, Tuesday, Thursday, and Friday. Phase 2 and Phase 3 initiation dates are to be determined.

There will be an all-staff meeting on Wednesday, March 17 to discuss additional reopening considerations and the T3 accommodations process. Parents will be provided with a T3 Selection Form. Families will have the option to continue learning remotely or sign-up for in-person instruction. Students and families can select remote only or in-person options.

- John Witherspoon made a motion to approve the recommendation of the administration to go from fully remote to a four day remote learning and one day in-person learning program starting April 28 with teachers returning April 21, 2021. Kathy Gaffney seconded the motion. All were in favor.

Software

Mr. Bashir asked the Board to authorize the purchase of Canvas Learning Management System in order to facilitate and improve remote and hybrid learning. The Board compared bids from other vendors and discussed the ESSR Grant money. Mr. Bashir explained the advantages of Canvas: information would be on one platform and organized and stored for future use. Class materials could be replicated for other teachers to utilize and grading would be easier. Additionally, parents would have access to work, assignments, teacher feedback and professional development. Ms. Eagen commented that students would become accustomed to a system that is used in college. Mr. Bashir plans to look into Canvas trainings for staff. Ms. Jacobson explained that Powerschool would still be used for attendance data.

- Ms. Gaffney made a motion to accept the recommendation of the administration to purchase the Canvas Learning Management System. Mr. Witherspoon seconded the motion. All were in favor.

Proposed 2021-22 Bell Schedule

Mr. Bashir presented a proposed bell schedule for the 2021-22 school year. The proposed schedule would extend the day by adding optional periods before and after school for students. He anticipates that this would likely be a non-material change. The Board can approve the change pending approval by the Charter School Office of the Regents.

- Mr. Witherspoon made a motion to accept the 2021-22 Bell Schedule. Mr. Morales seconded. All were in favor.

4. OPERATIONS

Ms. Jacobson stated that report cards and incompletes are being mailed home. She and Mr. Bashir are working on a School Improvement Plan which will inform the budget planning for 2021-22. Outreach for attendance continues. There has been improvement with 9th grade attendance, it recently reached 89%.

Ms. Jacobson discussed technology and E-Rate planning for 2021-2025. The estimated E-Rate allocation is \$167 per student. WCHS receives an 85-90% discount on eligible equipment and services. Ms. Jacobson is currently accepting bids for upgrades to accommodate 1000+ simultaneous users that would include high density wireless access points (up to 100 users each), increased bandwidth for streaming, switches, routers, filters, and licenses. To accommodate the 1:1 technology program by August 2021, the total project cost would be approximately \$180,000 to \$200,000 as some items are not fully covered by the E-Rate allocation. The school must select vendors and accept bids by March 27 for installation on July 1. Ms. Jacobson also reviewed the laptop inventory at the school.

5. COVID SAFETY AND EMERGENCY PREPAREDNESS

Ms. Manion stated that there have been a small number of COVID cases within the community. Vaccination information is not being formally collected yet. Recent information indicates that will be provided to the State via local health agencies and not schools.

6. SAFETY AND FACILITIES

Mr. James reported that there have been no NYPD issues or cyber incidents this month. COVID temperature screening is conducted daily. Students have come to the building to pick up laptops and senior sweatshirts.

A five-year fire suppression test is being scheduled with FDNY. Two heating units were repaired. One violation was issued on March 15 for an unwarranted alarm due to the faulty heating unit. Ms. Eagen reported that the Board has been exploring the idea of creating a gymnasium and is looking into the facility next door. An architect is creating blueprints. He will visit the building on Thursday.

7. RECRUITMENT AND ENROLLMENT

Enrollment in Powerschool and ATS is 972. The FTE is 959.79. The Data Coordinator is in the process of filling out the next invoice and billing documents. There were four graduates in January and one is still pending. 16 students have 0 attendance.

There are currently 392 applications for 2021-22. There was an open house on March 16. 18 people attended. There will be additional open houses on April 17 and May 1. The Charter School Fair will be held on March 20 and the school will have a virtual booth with flyers, tours and speakers from the Special Education, English as a New Language, Data, and Operations Departments. On March 2 an email blast was sent in English and Spanish to 356 families on the WCHS email list. The school participated in Daily News integrated email news blast to advertise the lottery deadline. The news blast was sent to 63,957 recipients on Day 1; 12,000 follow-up emails were sent to those who opened those emails; and it made 50,000 Facebook retargeting impressions. The news blast was targeted to 15 local zip codes. Bus advertisements in English and Spanish are currently running locally on 25 bus tails and 10 bus sides. The school also purchased a number of Google, YouTube, and Facebook and Instagram ads specifically promoting our Special Education, English as a New Language, and bilingual programs.

8. FINANCE

As of February 28, 2021, the collected revenue is \$11,573,999. Total expenses are \$10,116,861. The excess of revenue over expenses is \$1,457,138. Total assets are \$21,100,000. The total liability is \$16,000,000, which is primarily the rent of \$10,297,699.

The school has collected per pupil funding and Title I monies. The Board discussed the CSP grant application for \$49,000. Mr. Morales said he will continue working with the bank regarding PPP Loan forgiveness.

9. HUMAN RESOURCES

Ms. Manion presented additional FSA fund offerings available to staff as a result of the December stimulus. This would include mid-year election changes, fund carry over, and extension of benefits for terminated employees. None of these would be a cost to WCHS.

10. ACCOUNTABILITY

Ms. Manion presented Benchmark 9 enrollment data from 2015-16, 2016-17, 2017-18, and 2018-19 to highlight that WCHS has been under-enrolled in the Students with Disabilities (SWDs) and English as a New Language (ENL) categories. Ms. Manion also presented a table showing where our enrollment currently is. The goal is to enroll at least 80 additional ENL students and 29 additional SWD students. Several digital marketing efforts are underway to improve our ENL and SWD enrollment. Ms. Manion created ENL and SWD pages on our website advertising the school's current program, photos of class activities, and photos of all staff. The Board is invited to attend the virtual lottery on April 12 at 6pm. The SED spring check-in is scheduled for June 14. The school authorizer asked leadership to resend parent, student, and staff surveys. The new deadline is Friday, March 26. Accountability submitted the SED Monitoring Summary Assessment Survey on March 12 which will inform SED's appeal to USDOE regarding the administration of the spring 2021 State assessments. The August 2021 Regents Exams have been cancelled. If the USDOE waiver is denied, only four June 2021 Regents Exams will be administered in June: Algebra I, ELA, Living Environment, and Earth Sciences. Accountability may be submitting a non-material change request pertaining to the use of NWEA Map assessments per SED's Local Assessment Initiative. Ms. Eagen explained that the recommendation has not been made yet to the Board and that she and Ms. Manion will first review the charter.

11. DEVELOPMENT/COMMUNITY

Ms. Manion stated that the Title I Family Meeting was held on March 4 at 5:30pm as part of a town hall. She created Parent Feedback Forms and Parent Right to Know Forms to make parent engagement easier. Ms. Mercado is translating several documents to Spanish. She also created a "Featured Student Work" section on the website to display BHM contest winners and future student projects. Agency Charlie used school space on Sunday, March 7 from 7am-5pm to film scenes for a documentary about The Homework Gap, the digital divide, and how students and teachers are being impacted during COVID-19. Their donation covered the costs of operating the building and provided some additional money for senior scholarships. They also offered to come back to the school when it is reopened and take complimentary professional photos. More info to come. A former WCHS teacher Taru Thompson has generously created a scholarship fund that will support WCHS and his other former employer, Rockaway Collegiate. CSBM is working on our Title I,

Title II, and Title IV carry-over submissions and is waiting on SED to reopen the portal in order to submit the Title III application. Ms. Manion is working with Ms. Martin and Ms. Johnson for in-person or virtual graduation locations. Hunter College is not hosting events. Reached out to Prospect Park, Central Park, Kings Theatre, Brooklyn Steel, Pioneer Works, BK Venues so far. Considering other parks as well (McCarren, McGolrick, etc). Central Park was responsive but costly (\$20k more than the school spends typically). Brooklyn Bridge Park does not permit for large-sized events. Prospect Park does not allow for amplified sound. Brooklyn Steel cannot host large events yet.

12. PARENT LEADERSHIP COUNCIL

Ms. McFadden stated that the next Parent Leadership Council meeting will be on March 18, 2021 at 6:00 pm and it will celebrate Women's History Month. Special guest will be Girls Who Code and there will be raffles.

13. ADJOURNMENT

No Executive Session was held.

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



MINUTES

Board of Trustees Meeting

April 27, 2021

The meeting was held virtually via Google Meets at 5:10pm.

PRESENT

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

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, School Attorney
51 Teachers, Parents & Support Staff

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF MINUTES

- Ms. Gaffney made a motion to approve the March minutes. Mr. Rivera seconded. All were in favor.

3. ACADEMICS

Mr. Bashir presented the Academics Report. 150 Seniors are on track to graduate. 60 seniors are on track to receive Advanced Regents diplomas. 34 additional students have potential to earn an Advanced Regents Diploma. 121 students failed at least one class in Trimester 2. 52 students signed up and 27 completed at least one course. WCHS will be running a Trimester 1 Credit Recovery Night School. 52 students have signed up. 27 students completed at least 1 course. 8 students recovered all of their Trimester 1 credits.

149 students have applied for college. 43 students have been accepted into one or more colleges. 11 students do not have a post secondary plan. A team of staff members is continuing to work with these students to plan. 10 students plan to attend trade school, join the military, or work. 5 students plan on taking a gap year or are not interested in college or post secondary assistance. All parents are aware and support the student's post secondary plan. 149 students applied to CUNY. 26 have been accepted so far. 70 students applied to SUNY and 13 have been accepted so far. The school is planning to hold another FAFSA workshop for families.

Teacher observations are happening now and will be completed by mid May and work has begun on the master schedule for next school year. The building is reopening for students for one day a week in-person learning on April 28. Mr. Rivera mentioned he was Zooming from the school building and that everything looks ready for students to return.

4. OPERATIONS

Ms. Jacobson presented the Operations Report. Operations staff collaborated with Facilities and Safety to prepare the building for teacher and staff return on Wednesday April 21, and student return on April 28, 2021. Teachers and student schedules and room assignments for in-person learning have been prepared. Ms. Jacobson is analyzing the results of the Trimester 3 Selection Form for Phase 2 of Reopening. She is preparing Operations Team annual reviews in TeachBoost, including evaluation rubrics and electronic portfolios for May 2021.

Ms. Jacobson presented a proposed 2021-22 school year calendar to the Board which includes 180 instructional days. Ms. Manion added that the DOE calendar has not been released yet. Ms. Jacobson also stated that the proposed start of school date is a bit later than usual in anticipation of last minute COVID guidelines that may be released over the summer. Ms. Putz asked for a motion to approve the proposed calendar pending any changes after the DOE calendar is released.

- Ms. Gaffney made a motion to approve the proposed calendar pending changes that may be made following the release of the NYC DOE calendar. Mr. Witherspoon seconded. All were in favor.

Ms. Jacobson reviewed COVID positivity rates. The NYC 7-day percent positive rate is 3.56% as of April 24. The 7-day percent positive rate in 11206 where the school is located is 5.34%. According to NYS, the NYC COVID positivity rate is 2.4%. She noted that NYC and NYS calculate their numbers differently but that overall there is a downward trend.

The April attendance rate is 76%, which is down slightly from March at 76.7%. Operations staff continue outreach efforts through daily calls, emails and texts, weekly letters, bi-weekly team meetings, advisory outreach, attendance case conferencing and Grade Team outreach, and through individual phone calls and virtual outreach meetings. There has been an attendance increase for the Class of 2020+.

Ms. Jacobson also presented the laptop inventory. 629 laptops are currently loaned out to students. There are 620 laptops in stock at WCHS and 45 laptops are in need of repair.

5. COVID SAFETY AND EMERGENCY PREPAREDNESS UPDATES

Ms. Manion stated that the NYC DOE has updated their health screening form to reflect updated quarantining and vaccination protocols for schools in shared spaces. She explained that WCHS is awaiting more information from the NYC DOH regarding updated health screeners for schools in private spaces and that she will be updating the form shortly.

6. SAFETY

Mr. James reported that there were no reports of cyber incidents and there have not been any reports of criminal activity at the local Morgan Avenue subway station. The NYPD transit and 90th Precinct were alerted about the school's reopening and time schedule. Daily temperature screening was conducted for staff and visitors.

7. FACILITIES

Mr. James stated that the school is prepared for air conditioning service when needed. All classroom window screens were repaired. All classroom windows were installed with locks to allow 4.5 inches of required opening space. Covid PPE supplies are available for students and staff. Repairs were made to the schools' city water pump. There are no leaks at this time. A FDNYt hearing is scheduled for May 14 due to unwarranted alarms which is a fineable violation.

8. ENROLLMENT AND RECRUITMENT

Ms. Jacobson reported that enrollment is 970 in both PowerSchool and ATS. The FTE is 958.3. She discharged 4 January graduates. There is 1 graduate pending. Operations staff are conducting outreach to 12 students with zero attendance. The 2021-22 admissions lottery was conducted in English and Spanish on April 12 at 6pm. Approximately 196 people attended. There are 330 incoming 9th grade seats, 25 incoming 10th grade seats, 25 incoming 11th grade zeats, and 0 incoming 12th grade seats. The school received 415 9th grade applications, 29 10th grade applications, 23 11th grade applications, and 7 12th grade applications as of the April 1 lottery deadline, for a total of 474 applications. 143 registrations are currently in progress for the 2021-22 school year.

Ms. Jacobson and Ms. Gomez are continuing to host virtual open houses and conduct outreach to feeder middle schools. On April 17, 35 people attended the virtual open house. The next is scheduled for May 1. WCHS participated in the March 20 NYC Charter Center Citywide Virtual Charter School Fair. The school is currently running a "Why WCHS?" video campaign across social media platforms. On April 1 a lottery application email blast was sent in English and Spanish to 1110 families on the WCHS email list. The blast had 256 (26.58%) opens and 26 (8.81%) clicks. The NYC Charter Center Common Application will remain open through summer 2021 along with NYC Charter Center marketing campaigns. The school is continuing to conduct social media marketing via Google Ads, YouTube, Facebook, Instagram, and Niche.com.

9. FINANCE

Ms. Fernandez reported that as of March 31, 2021 the collected revenue is \$13,082,719. The total expenses are \$11,402,595. The excess of revenue over expenses is \$1,680,124. Total assets equal \$20,000,000 and the deferred rent is \$10,345,249.

Ms. Fernandez stated that the PPP Loan Forgiveness application has been completed and will be sent to Mr. Morales for review before submission. Ms. Eagen stated that WCHS will be receiving \$147,000 from the dissolution of the Southside Charter High School. Ms. Fernandez will confirm receipt.

10. HUMAN RESOURCES

Ms. Manion proposed the renewal of the current Care Time policy which allows for staff to carry over three days of Care Time or be paid out for up to three days of Care Time. More staff are eligible for this benefit than in previous years so it could potentially be costlier. It would cost the school \$40,158.10 if all eligible staff members chose this benefit. If the Board opted to instead pay out for two days or one day the costs would be \$27,080.17 and \$13,625, respectively.

- Mr. Rivera made a motion to approve the continuation of the current policy of allowing staff to carry over up to three days of Care Time or be paid out for up to three days of Care Time. Ms. Gaffney was second. All were in favor.

11. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion elaborated on the “Why WCHS?” video campaign promoting the school. 10 videos were created by staff members (Social Emotional Academy Leaders, teachers, a guidance counselor, an instructional coach, and an Intervention and Family Support Counselor) and two videos were created by students. Two videos are completely in Spanish. She is partnering with the WCHS DASA Coordinator, Victor Castillo, for an anti-bullying social media and website campaign. The Spring accommodations process is ongoing.

Ms. Manion stated that WCHS utilized a live Spanish translation feature for our lottery. Mr. Caballero translated. Ms. Jacobson, Ms. Johnson, and Ms. Manion are looking into additional options for Zoom for families with additional interpretation and language needs (sign language, Fulani, Haitian Creole, Arabic, French, Gujarati, and Greek).

There are two potential film shoots in the works. All funds above cost would be donated to this year’s senior scholarships. One film is a high school comed about students competing to win senior superlatives with cast members from Comedy Central, MTV, NBC’s Bring That Funny, and The Onion. The second is a short film about coordinating a quinceañera. This film is produced by local art school graduates who work for Sesame Street.

12. PARENT LEADERSHIP COUNCIL

Ms. McFadden stated that the next PLC meeting will be on April 29, 2021 at 6pm. All are welcome to attend. The PLC will have guest speakers from El Puente and Restoration Plaza. These two community organizations offer many programs to students and parents.

The Board answered questions in the chat regarding senior dues and graduation venues. They decided to meet again April 22 to further discuss these issues.

12. ADJOURNMENT

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

13. EXECUTIVE SESSION



MINUTES
Board of Trustees Annual Meeting
June 15, 2021

The meeting was held virtually via Google Meets at 5:06pm.

PRESENT

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

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, School Attorney
47 Teachers, Parents & Support Staff

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber

1. WELCOME

Ms. Putz welcomed everyone and congratulated staff members for wrapping up another school year. She commended staff for their work and said that the recent check-in visit with NYS went well.

2. APPROVAL OF BOARD MINUTES

Ms. Gaffney made a motion to approve the minutes pending approval by school counsel. Mr. Morales seconded the motion. All were in favor.

3. ACADEMICS

Mr. Bashir stated that Trimester 3 grades were finalized on Friday, June 11. Counselors are in the process of qualifying students for graduation. Students will receive information about whether or not they meet graduation requirements via email. They will also receive information about when and where to pick up caps and gowns. Students and families can find the most up to date information on PowerSchool. Graduation will be held at Grover Cleveland Field on June 28 at 11am. Ms. Martin, Ms. Jacobson, and Ms. Johnson are trying to set up free PCR testing on site at the school on Friday, June 25 from 4-7pm.

Mr. Bashir provided a college update. A College Recognition Assembly was held today. 149 students applied to college. 79 applied to SUNY. 35 were accepted into one or more SUNY colleges. 152 applied to CUNY. 110 were accepted into one or more CUNY colleges. 77 applied to a private college. 55 were accepted into one or more private colleges. 15 students are electing to take a gap year, join the military, enter a trade school, or will be working; their parents are aware. 10 students who are on track to graduate do not have a post secondary plan. The school has attempted to contact those 10 students through multiple avenues including email, phone calls, and meetings.

Mr. Bashir stated that summer school will run from July 7-July 29. Trimester 1 will run from July 7-July 13; Trimester 2 will run from July 15-July 31; and Trimester 3 will run from July 23-July 29. 214 students are registered. 52 students are interested in coming in for in-person days. The following courses will be offered: English 9, English 10, English 11, Earth Science, Living Environment, Algebra I, Geometry, Global 10 US History, Physical Education, and Total Body. There will be two in-person days per trimester. In-person days will be on the 2nd and 4th day of each trimester. Social emotional activities will take place in person and virtually for students.

Mx. Leghorn provided a Spring Star Testing update. Testing began on May 24 during synchronous advisory classes. Makeups were held during advisory and in-person and virtually on Wednesdays. Data will be sent to students and families with report cards.

Mx. Leghorn presented the following Star Testing Completion Rates:

- 9th Grade - 71% in Reading, 67% in Math
- 10th Grade - 65% in Reading, 60% in Math
- 11th Grade - 65% in Reading, 59% in Math
- 12th Grade - 53% in Reading, 28% in Math (adjusted to count only students enrolled in math class)
- Total - 64% in Reading, 54% in Math

Mx. Leghorn presented the Star Testing Reading Percentile Rank Data:

- 9th Grade
 - 20% (33 students) At/Above,
 - 13% (21 students) On Watch,
 - 26% (43 students) Intervention,
 - 42% (69 students) Urgent Intervention
- 10th Grade
 - 26% (47 students) At/Above,
 - 17% (31 students) On Watch,
 - 24% (43 students) Intervention,
 - 33% (59 students) Urgent Intervention
- 11th Grade
 - 32% (41 students) At/Above
 - 19% (24 students) On Watch
 - 27% (35 students) Intervention)
 - 22% (29 students) Urgent Intervention
- 12th Grade
 - 23% (31 students) At/Above
 - 13% (17 students) On Watch
 - 25% (34 students) Intervention
 - 39% (53 students) Urgent Intervention

Mx. Leghorn also presented the Star Testing Math Percentile Rank Data:

- 9th Grade
 - 59% (92 students) At/Above,
 - 8% (12 students) On Watch,
 - 8% (12 students) Intervention,
 - 25% (39 students) Urgent Intervention
- 10th Grade
 - 58% (97 students) At/Above,
 - 10% (17 students) On Watch,
 - 11% (19 students) Intervention,
 - 21% (35 students) Urgent Intervention
- 11th Grade
 - 65% (75 students) At/Above
 - 11% (13 students) On Watch
 - 9% (10 students) Intervention)
 - 16% (18 students) Urgent Intervention
- 12th Grade
 - 57% (33 students) At/Above
 - 14% (8 students) On Watch
 - 7% (4 students) Intervention
 - 22% (13 students) Urgent Intervention

Mx. Leghorn stated that the Student Growth Percentile (SGP) for all grade levels falls in the Moderate Growth range for both Reading and Math. They presented Star data trends and next steps. Completion rates declined in both Reading and Math compared to winter. As a result, they are extending makeup testing through June 24 (end of Spring testing window)

during all regular advisory, ELA, and Math classes. Student Growth Percentile increased in 10th and 11th Grade Reading and 11th Grade Math. Literacy Intervention classes made tremendous growth compared to nationwide peers and compared to general 9th grade classes (72% SGP, +25% compared to 9th grade). Mx. Leghorn thanked Ms. Camela for leading successful targeted, small-group interventions.

4. OPERATIONS

Ms. Jacobson presented the Operations report. Operations staff are preparing schedules and student rosters as well as coordinating training and proctors for the June 2021 Regents Exams. 229 in-person students are scheduled for the exams. Ms. Jacobson and Charter School Business Management (CSBM) prepared WCHS' ESSR 2 grant submission. An ESSR2/ARP-ESSR Grant Town Hall and feedback meeting was held on June 3. The Fiscal Year (FY) budget is ready for approval. Teacher contracts and at-will rate of pay agreements effective August 16 will be issued in the coming days. Open benefits enrollment will take place June 21-28 ahead of July 1 effective date. Ms. Jacobson completed Operations Team reviews in TeachBoost, which include evaluation rubric and electronic portfolios. She stated that the NYC DOE calendar is now out. The NYC DOE start of school is September 13. Asynchronous instruction will take place on Election Day (November 2) and Lunar New Year (February 1). The NYC School Survey deadline has been extended through Friday, June 18. As of Monday, June 7, WCHS has a 22% family response rate, 20% student response rate, and 77% teacher response rate.

Ms. Jacobson reviewed additional funding streams through restricted grant applications: American Rescue Plan Act & Elementary & Secondary School Emergency Relief Fund (ARP-ESSER), Coronavirus Response & Relief Supplemental Appropriations Act 2021 (CRRSA-ESSR2). The purpose of both is to safely return students to in-person instruction; maximize in-person instruction time; operate schools and meet the needs of students; purchase educational technology; address the impacts of the COVID-19 pandemic on students, including interrupted instruction/learning loss and the impacts on low-income students, children with disabilities, English language learners, and students experiencing homelessness; implement evidence-based strategies to meet the needs of students' social, emotions, mental health, and academic needs; offer evidence-based summer, afterschool, extended learning and enrichment programs.

An A-133 single audit will be required as the school will be receiving over \$750,000 in federal funds. WCHS has been allocated \$2,385,805 for ARP-ESSR for the period of May 13, 2020 through September 30, 2024 and \$1,062,313 for CRRSA-ESSR2 for the period between May 13, 2020 and September 30, 2023. In total, the school has been allocated \$3,448,118.

Ms. Jacobson presented COVID positivity rates. As of June 7, 2021, the COVID-positivity rate in New York City is 0.71%. The COVID positivity rate in the 11206 zip code is 0.44%. The rolling 7-day average as of June 7 in New York State is 0.4%.

Ms. Jacobson stated that the attendance rate dipped slightly from April to May. The April attendance rate was 76.6% and the May attendance rate was 76%. Attendance outreach efforts continue.

Ms. Jacobson reviewed the laptop inventory. WCHS has 1,294 laptops total. 657 are currently loaned to students. 587 laptops are remaining in stock and 51 laptops are broken or are in need of repair. WCHS also has 250 wifi hotspots, 96 of which have been distributed.

5. SAFETY AND FACILITIES

Mr. James presented the Safety and Facilities reports. There were no reports of cyber incidents in the month of June. The Department of Health visited the school on May 5. There were no findings and no violations were issued. There were no visits from the NYPD. Safety officers conducted daily temperature screenings for staff and visitors. Safety Officers are scheduled to take the required State security 8 hour annual training. The school's contracted security company, Summit Security, has merged with Allied Universal Security. They have sent the school an updated proposal which has not been presented for approval at this time. This would be in the event that any outside security staff are required. Air conditioning units are prepared and available for use. Merv-13 filters have been installed as required. The ECB hearing regarding an unwarranted fire alarm has been rescheduled from June 1 to July 27. The ECB hearing regarding the

sprinkler and standpipe record keeping has been cancelled and will be rescheduled. The building is fully disinfected and sanitized.

6. ENROLLMENT AND RECRUITMENT

Ms. Jacobson provided an enrollment update. Enrollment is 968 in PowerSchool and ATS. The FTE is 958. There are 657 applicants for 2021-22 and 121 are registered. 35 people attended the April open house and 18 attended the May open house. WCHS will be running an ad in the graduation edition of Brooklyn Family Magazine in June. The magazine has 35,000 subscribers via print and email. The NYC Charter Center Common Application will remain open through summer 2021 along with NYC Charter Center marketing campaigns. WCHS continues to utilize social media marketing as well. Ms. Rivera-Putz suggested looking into Spanish radio/TV station advertisements to help with ELL enrollment.

7. FINANCE

Ms. Fernandez provided the finance report. She presented the 2021-22 budget of \$17,675,906, which includes revenue and expenses, grants, salary increases, and benefits. The PPP forgiveness loan application was submitted. The interim audit began May 24.

Mr. Rivera addressed the proposed budget. He stated that the Board understands that everyone has gone through a challenging year and the Board would like all staff to receive a 5% increase. The Board also understands that healthcare is a big concern given the current environment and stated that the school would be absorbing the 25% increase in premium costs. Mr. Rivera strongly advised everyone to join the plan.

- Mr. Morales made a motion to approve the budget pending review of the revisions. Mr. Rivera seconded. All were in favor.

8. HUMAN RESOURCES

Ms. Manion provided the Human Resources update and summarized the benefits renewal process. She stated that WCHS received an Oxford/UHC benefits plan renewal quote showing a 25% price increase. The Board delegated benefits renewal to the Board Committee. WCHS administered a faculty and staff benefits survey. Leadership and Board reviewed the survey responses that showed a preference for maintaining benefits plans and networks and a preference for limiting out of pocket costs (deductibles/co-pays) and employee benefits premiums. Using this information, the Board Committee made the decision to renew WCHS' existing benefits plan as is and absorb the cost of the premium increase for each plan level for the 2021-22 school year with the following understandings: employees who keep their same plan will not see a change in their semi-monthly benefits payroll deduction; and, WCHS will create a 3-5 year plan to contain benefits premium costs by exploring gradual employee contribution increases, establishing Health Savings Accounts, level funding, and joining a PEO or establishing a consortium.

Ms. Manion stated that instructional contracts will be sent to staff by Friday, June 18 and at-will rate of pay letters will be distributed by Friday, June 25.

9. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion provided the Accountability and Development report. Spring Star testing data must be submitted to SED by June 30 as part of SED's new Local Assessment Plan reporting requirement. Ms. Manion will submit after all STAR data has been aggregated.

The SED visited the school for a virtual check-in visit on June 14 and will be visiting again on June 16. On June 14, our liaison, Paula Orlando met with school leadership from 8:30-10am, observed 2 classrooms, debriefed with Mr. Bashir between visits, and met with the Board from 4:30-5:30pm. Ms. Orlando's questions pertained to the school's remote learning environment, school climate, improvements since the last visit, ELL enrollment, the bilingual program, diversity, equity, and inclusion, school data, staff retention, college and career readiness, learning gaps, and whether or not WCHS is working with any community organizations. The second part of the visit will take place on Wednesday, June 16 in order for Ms. Orlando to virtually pop into some in-person classrooms. Ms. Manion echoed Ms. Jacobson's earlier statements about ESSR funding and stated that the plan must be posted to the school website by July 1.

Ms. Manion announced that it was the Board's annual meeting and asked the Board to complete self-evaluations and to submit their votes for the 2021-22 board elections: Lourdes Rivera-Putz - Board Chair; Samuel Rivera-Vice Chair; Kathy Gaffney-Board Secretary; Manny Morales-Co-Treasurer; John Witherspoon-Co-Treasurer. All candidates ran unopposed. Trustees completed their ballots and self-evaluations. Ms. Manion calculated the results and Ms. Rivera-Putz was elected as Board Chair; Mr. Rivera was elected as Vice-Chair; Ms. Gaffney was elected as Secretary; Mr. Morales and Mr. Witherspoon were elected as Co-Treasurers. Ms. Manion also presented the 2021-22 board calendar.

Ms. Manion stated that the SSEC (formerly VADIR) report is due in July. This report collects data about the school climate and serious incidents. The Annual Report is due August 1. The Progress Towards Goals are due October 1 and the financial documents are mostly due November 1.

Ms. Manion also stated that she is speaking with Viacom about a potential graduation speaker. A small film shoot occurred on June 4-5 that generated a donation of approximately \$950 to be used for 2020-21 senior scholarships. Ms. Manion thanked Mr. James for volunteering to work on a Saturday to keep school costs low.

9. PARENT LEADERSHIP COUNCIL

Ms. McFadden presented on behalf of the PLC. The last PLC meeting of the year will be held on June 17. They will have guest speakers from the Marcy Lab School and U.S. Navy who will be presenting information about alternatives for students who do not attend college. Other topics will include how to apply for government jobs and tips for returning to in-person learning.

10. ADJOURNMENT

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



MINUTES
Board of Trustees Meeting
May 25, 2021

The meeting was held virtually via Google Meets at 5:10pm.

PRESENT

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

GUESTS

Jahi Bashir, Head of School I.A.
Ellen Eagen, School Attorney
57 Teachers, Parents & Support Staff

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber

1. WELCOME

Mr. Rivera thanked everyone for joining the meeting. He stated that board meetings are an excellent forum to learn what is happening in the school community.

2. VOTING ITEMS

Ms. Manion presented all voting items together. The Board reviewed the April Minutes.

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

Ms. Manion requested approval from the Board to update the COVID screening questions per NYS guidance. She showed the current screening questionnaire that has been used since the beginning of the year and stated that NYS no longer requires asymptomatic, fully vaccinated people to quarantine following travel. Ms. Manion asked the Board to replace, “In the past 14 days, have you traveled internationally or returned from a state that was identified by New York State as having widespread community transmission of COVID19 (other than just passing through the restricted state for less than 24 hours),” with, “As of April 10, asymptomatic travelers entering New York from another country, US state, or territory are no longer required to test for COVID-19 or quarantine. Any symptomatic travelers, even those fully vaccinated, must immediately self-isolate, contact their health care providers, and get tested for COVID-19. If you have traveled recently, are you experiencing COVID symptoms?” The Board reviewed the changes and made a motion.

- Ms. Gaffney made a motion to approve the updated COVID screening questionnaire. Mr. Morales seconded. All were in favor.

Ms. Manion stated that Walgreens offered to host a COVID-19 vaccination clinic on site. It would benefit all members of the school's community ages 12 and up. The community would include students, staff, and members of student and staff households. It would be ZERO cost for the school and/or its community members. For minors/students, a registration link would be shared with parents through an email from the school. Ms. Manion requested that the Board tentatively approve a Walgreens On-Site Clinic at WCHS pending review from legal. The Board discussed the proposal. Ms. Eagen stated that the school supports science and that this could be an excellent way to support our community.

- Mr. Morales made a motion to approve the Walgreens On-Site Clinic subject to legal review. Ms. Gaffney seconded. All were in favor.

Ms. Manion presented the Human Resources report. On May 5, all staff were given information about remaining Care Time. Staff have been provided with the option to carry over up to 3 days of Care Time or receive payout for up to 3 days of Care Time. On May 14, instructional staff received intent to return or probation letters. Contracts will be distributed in June following approval of the 2021-22 budget. The Human Resources Department received benefits quotes for the 2021-22 school year. Ms. Manion requested that approval of 2021-22 benefits renewal be delegated to the Human Resources Committee. The HR Committee would review all proposals and thoroughly review the comparison of costs.

Ms. Eagen also requested that the HR Department create and distribute a benefits survey to all staff to collect staff input this week. Ms. Putz said she would be happy to join the committee.

- Mr. Witherspoon made a motion to approve the delegation of benefits renewal to the HR Committee. Mr. Morales seconded. All were in favor.

3. ACADEMICS

Mr. Bashir presented the college report. 149 students have applied to college. 70 students applied to SUNY. 26 students were accepted into one or more SUNY colleges. 152 students applied to CUNY. 96 were accepted into one or more CUNY colleges. 77 students applied to a private college and 50 were accepted into one or more private colleges. 15 students plan on taking a gap year, joining the military, entering a trade school, or working. The parents of these students are aware and parent discussions continue. 10 students are on track that do not have a post secondary plan. In those instances, multiple emails have been sent out, phone calls have been made, and advisors have tried to reach out. A FAFSA workshop was held for families and two assemblies were held for students called “Life After High School” and “College Award Letters”. 176 students are currently on track for June graduation. 26 students were added to the on-track for graduation list after completing Trimester 2 incompletes. 12 more students may be considered on-track pending their success in Trimester 2 Evening School. Up to 40 students may be eligible for graduation following summer school. 60 students are on track to earn an Advanced Regents Diploma. Trimester 2 Recovery Evening school has begun and 32 students have signed up to participate. Mr. Bashir anticipates we could have an August graduation rate of 86.4%.

Ms. Eagen discussed the 2019 Charter Performance Framework. She stated that it includes five and six year graduation rates, so if students need more than four years to graduate, the school should ensure students have the time and supports needed to receive a pedagogically sound education. The Board discussed programs for five and six year students that do not have a stigma attached to them. Mr. Bashir noted that there is room in the budget for a fifth year counselor.

Mr. Bashir provided a graduation ceremony update. A graduation student/parent meeting was held on May 4. A graduation preference survey was distributed. Survey results indicate that most survey participants prefer an outdoor ceremony without a refund and would not mind presenting negative COVID results in order to attend. Based on these results, the school pursued an outdoor ceremony option and was able to secure the Grover Cleveland Athletic Field. The NYC DOE has approved the permit as well.

Mr. Bashir stated that summer school planning has begun. Students will have the option to participate in-person and remotely. Counselors have begun meeting with parents to register students. The following courses will be offered: Algebra, Living Environment, Earth Science, Physical Education, English 10 and 11, Geometry, Global History, US History, and APEX. A credit recovery parent meeting is scheduled for June 1.

Mr. Bashir noted that teacher observations are almost complete. Master scheduling has begun for next school year. Summer School PowerSchool setup is in process. End of year STAR Math and Reading testing begins on May 24 during all advisory classes. Data will be presented in June.

4. OPERATIONS

Ms. Jacobson reported that the NYC School Survey planning and administration is underway. The survey will run from May 10-June 11. FY22 budget planning is ongoing. She is also working on ESSR2 and ARP-ESSR grant development. She received benefits renewal quotes and will be working with the HR Committee. New benefits will be effective July 1. Ms. Jacobson is in the midst of completing Operations team reviews in TeachBoost. She presented the 2021-22 school year calendar which will have 180 instructional days. She stated that the DOE start date is September 13. DOE schools will also have asynchronous instruction on Election Day, November 2, and will have off for Lunar New Year on February 1.

Ms. Jacobson reviewed additional funding streams via ARP-ESSR and CRRSA-ESSR2. The school was allocated \$2,385,805 for ARP-ESSR and \$1,062,313 for CRRSA-ESSR2. An A-133 single audit will be required as the school will likely be receiving over \$750,000 in federal funds.

Ms. Jacobson reviewed COVID positivity rates. The NYC rate is 1.44% as of May 17. The COVID positivity rate in 11206 is 1.39% as of May 16. The NYS COVID positivity rate is 0.9% as of May 18. Attendance for the month is 76%.

Attendance outreach continues. 656 laptops are currently on loan to students and 588 are remaining in stock. 50 are broken or are in need of repair. Ms. Gaffney asked if students will bring their devices in on the first day of school and Ms. Jacobson said yes.

5. SAFETY

Mr. James stated that there were no reports of any cyber incidents. The NYPD visited the school on May 21. No alerts were given. The NYPD transit and 90th Precinct were visible during in-person student dismissals. Daily temperature screenings were conducted for staff and visitors.

6. FACILITIES

Mr. James stated that all air conditioning units are prepared and available for use. One defective water pump has been repaired. School energy savings for the month are \$1,193.80. A Department of Buildings inspection took place on May 7. A violation was issued for an elevator door closer issue and a defective fifth floor hallway call button. The Otis elevator company is working on corrections presently. An FDNY building inspection took place on May 1 and May 6. A violation was issued for Failure to Produce Licensed Plumber Maintenance Agreement for Standpipes and Sprinklers and Failure to Maintain Fire Command Station. Both violations are being corrected and there are no fines associated with the violations at this time. The building is fully disinfected and sanitized.

7. ENROLLMENT AND RECRUITMENT

Ms. Jacobson reported that enrollment is 968 in both PowerSchool and ATS. The FTE is 958. She discharged 4 January graduates. One graduate is pending.

Ms. Jacobson and Ms. Gomez are continuing to host virtual open houses and conduct outreach to feeder middle schools.

8. FINANCE

Ms. Fernandez reported that as of April 30, 2021 the collected revenue is \$14,656,960. The total expenses are \$12,718,869. The excess of revenue over expenses is \$1,938,091. Total assets equal \$21,000,000 and the deferred rent is \$10,392,799.

Ms. Fernandez stated that per pupil funding has increased for FY 22. The PPP Loan Forgiveness Application is complete and is awaiting Board approval. The interim audit started on May 24. Ms. Eagen asked if the Finance Committee met with our auditor, Joe Ciorciari. Ms. Fernandez confirmed that she will be arranging a meeting between Mr. Ciorciari and the Board. Ms. Eagen stated that the school would likely have to complete an additional special audit due to the increase in federal grant monies.

9. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion stated that Spring STAR testing data must be submitted to SED by June 30. This is part of the new Local Assessment Plan reporting requirement of schools. Data will not be shared and will be used as a baseline and hopefully show growth in subsequent years. The SED Check-In visit is approaching and will take place on June 14. WCHS' liaison, Paula Orlando, stated that the focus questions will mainly concern updates, growth and development, remote/hybrid instruction implementation, following up on next steps and issues from last monitoring visit, potential revisions, and any notices of concern or deficiency if applicable. The visit will include a meeting with the Board. Ms. Manion will send a proposed schedule by June 1. A requirement of the ARP-ESSR funding is that schools must post plans to their websites by July 1. Schools also need to collect public comment from parents, teachers, and other stakeholders on plans and take such comments into account in development of plans. Ms. Manion stated that an email stated that, "The Department will not be developing a template or collecting plans referenced in the state budget language." The Board's Annual Meeting will take place in June. The Board will complete self-evaluations and elections. The Annual Report is due August 2. Progress Towards Goals are due October 1 and the finance submission is due November 1.

Ms. Manion stated that the school unexpectedly lost Juan Martinez, a beloved member of the Facilities Department. She created a GoFundMe to cover medical and funeral costs. The fundraiser has raised \$875 so far. A small film shoot has been confirmed for June 4-5. Monies raised will provide additional funds for 2020-21 senior scholarships.

10. PARENT LEADERSHIP COUNCIL

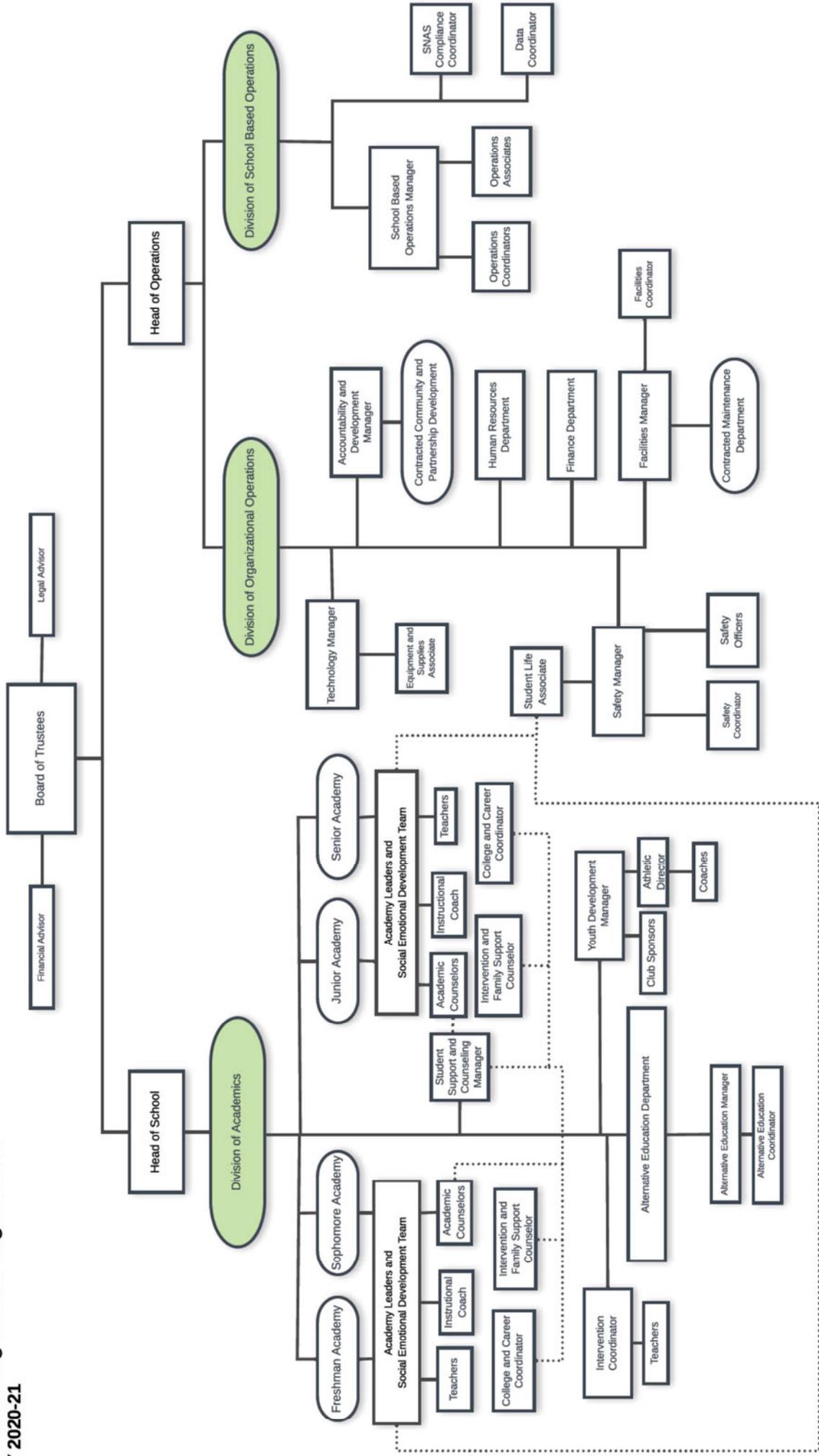
Ms. Hardy stated that the next PLC meeting will be on May 27, 2021 at 6pm. There will be speakers from Riseboro Community Partnership and Junior One Hundred.

11. ADJOURNMENT

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

12. EXECUTIVE SESSION

Williamsburg Charter High School
SY 2020-21



July					2021	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	28 Graduation	29 School Closed	30 School Closed	1 School Closed	2 School Closed	3
4	5 No School - Independence Day Observed	6 Summer School Faculty PD	7 T1 Summer School	8 T1 Summer School	9 T1 Summer School	10
11	12 T1 Summer School	13 T1 Summer School	14 T1 Summer School Faculty Work Day No Students	15 T2 Summer School	16 T2 Summer School	17
18	19 T2 Summer School	20 T2 Summer School Board of Trustees Meeting @6pm	21 T2 Summer School	22 T2 Summer School Faculty Work Day No Students	23 T3 Summer School	24
25	26 T3 Summer School Sports Camp	27 T3 Summer School Sports Camp	28 T3 Summer School Sports Camp	29 T3 Summer School Sports Camp	30 T3 Summer School Faculty Work Day No Students Sports Camp	31 Total Summer School Days: 18

*Pending DOE calendar; 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					2021	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Sports Camp	3 Sports Camp	4 Sports Camp	5 Sports Camp	6 Sports Camp	7
8	9 Sports Camp	10 Sports Camp	11 Sports Camp	12 Sports Camp	13 Sports Camp	14
15	16 All Teacher/Staff PD	17 All Teacher/Staff PD Board of Trustees Meeting @4pm	18 All Teacher/Staff PD	19 All Teacher/Staff PD	20 All Teacher/Staff PD	21
22	23 All Teacher/Staff PD Gr 9 Summer Bridge Gr 9 Parent Orientation	24 All Teacher/Staff PD Gr 9 Summer Bridge	25 All Teacher/Staff PD Gr 9 Summer Bridge	26 All Teacher/Staff PD Gr 9 Summer Bridge	27 All Teacher/Staff PD August Graduation	28
29	30 All Teacher/Staff PD Gr 10 Orientation	31 All Teacher/Staff PD Gr 10 Orientation				Faculty PD Days: 12

*Pending DOE calendar; 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					2021	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 All Teacher/Staff PD Gr 11 Orientation	2 All Teacher/Staff PD Gr 11 Orientation	3 All Teacher/Staff PD Gr 12 Orientation	4
5	6 School Closed: Labor Day	7 School Closed: Rosh Hashanah	8 School Closed: Rosh Hashanah	9 First Day of School	10	11
12	13 Gr 12 Parent Orientation	14 Gr 11 Parent Orientation	15 Gr 10 Parent Orientation	16 School Closed: Yom Kippur	17	18
19	20	21 Board of Trustees Meeting @6pm	22	23 PLC Meeting @ 6pm	24	25
26	27	28	29	30		Faculty PD Days: 3 School Days: 15 Minutes: Total School Days: 15

*Pending DOE calendar; 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					2021	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 School Closed: Columbus Day / Indigenous People Day	12	13	14	15	16
17	18 Board of Trustees Meeting @6pm	19	20	21	22	23
24	25	26	27	28 PLC Meeting @ 6pm	29	30
31						School Days: 20 Minutes: Total School Days: 35

*Pending DOE calendar; 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					2021	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Election Day/ PD Day No School for Students	3	4	5	6
7	8	9	10	11 School Closed: Veteran's Day	12	13
14	15	16 Board of Trustees Meeting @6pm	17	18 PLC Meeting @ 6pm	19	20
21	22	23	24	25 School Closed: Thanksgiving	26 School Closed: Thanksgiving	27
28	29	30				School Days: 18 Minutes: Total School Days: 53

*Pending DOE calendar; 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					2021	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 End of Trimester 1	4
5	6	7	8	9 PLC Meeting @ 6pm	10	11
12	13	14	15	16	17	18
19	20	21 Board of Trustees Meeting @6pm	22	23	24 School Closed: Winter Recess	25
26	27 School Closed: Winter Recess	28 School Closed: Winter Recess	29 School Closed: Winter Recess	30 School Closed: Winter Recess	31 School Closed: Winter Recess	School Days: 17 Minutes: Total School Days: 70

*Pending DOE calendar; 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					2022	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 School Closed: Martin Luther King Jr. Day	18 Board of Trustees Meeting @6pm	19	20	21	22
23	24	25 REGENTS EXAMS	26 REGENTS EXAMS	27 REGENTS EXAMS PLC Meeting @ 6pm	28 REGENTS EXAMS	29
30	31 PD Day No School for Students					School Days: 19 Minutes: Total School Days: 89

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

February					2022	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 Board of Trustees Meeting @6pm	16	17	18	19
20	21 School Closed: President's Day	22 School Closed: Midwinter Recess	23 School Closed: Midwinter Recess	24 School Closed: Midwinter Recess	25 School Closed: Midwinter Recess	26
27	28					School Days: 15 Minutes: Total School Days: 104

*Pending DOE calendar; 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					2022	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11 End of Trimester 2	12
13	14	15 Board of Trustees Meeting @6pm	16	17	18	19
20	21	22	23	24 PLC Meeting @ 6pm	25	26
27	28	29	30	31		School Days: 23 Minutes: Total School Days: 127

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

April					2022	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Lottery Application Deadline by 5pm	2
3	4 Admissions Lottery at 6pm	5	6	7	8	9
10	11	12	13	14	15 School Closed: Spring Break	16
17	18 School Closed: Spring Break	19 School Closed: Spring Break	20 School Closed: Spring Break	21 School Closed: Spring Break	22 School Closed: Spring Break	23
24	25	26 Board of Trustees Meeting @6pm	27	28 PLC Meeting @ 6pm	29	30
						School Days: 15 Minutes: Total School Days: 142

*Pending DOE calendar; 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					2022	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 School Closed: Eid al-Fitr	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Board of Trustees Meeting @6pm	17	18	19	20	21
22	23	24	25	26 PLC Meeting @6pm	27	28
29	30 School Closed: Memorial Day	31				School Days: 20 Minutes: Total School Days: 162

*Pending DOE calendar; 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					2022	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Thurs. Schedule	2 Weds. Schedule Senior Prom	3	4
5	6	7	8	9	10	11
12	13	14	15 REGENTS EXAMS	16 REGENTS EXAMS PLC Meeting @ 6pm	17 REGENTS EXAMS	18
19	20 School Closed: Juneteenth (Observed)	21 REGENTS EXAMS Board of Trustees Meeting @6pm	22 REGENTS EXAMS	23 REGENTS EXAMS	24 RATING DAY	25
26	27 Weds. Schedule Last Day of School End of Trimester 3 Graduation @6pm	28	29	30		School Days: 18 Minutes: Total School Days: 180

*Pending DOE calendar; 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	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						

*Pending DOE calendar; 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	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			

*Pending DOE calendar; 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	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 School Closed: Rosh Hashanah	27	28	29	30	

*Pending DOE calendar; 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	13 National Honor Society Induction	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*Pending DOE calendar; 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	8 Election Day / PD Day No School for Students	9	10	11 School Closed: Veteran's Day	12
13	14	15	16	17	18	19
20	21	22	23	24 School Closed: Thanksgiving	25 School Closed: Thanksgiving	26
27	28	29	30			

*Pending DOE calendar; 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	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	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

*Pending DOE calendar; 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.

FIRE DEPARTMENT, CITY OF NEW YORK - BUREAU OF FIRE PREVENTION



PERMIT IS NOT TRANSFERABLE TO ANY OTHER PERSON, FIRM OR CORPORATION AND MAY BE REVOKED AT ANY TIME BY THE FIRE COMMISSIONER

PERMIT SHALL BE PROMINENTLY DISPLAYED AT ALL TIMES ON PREMISES

FIRE DEPARTMENT, CITY OF NEW YORK

PERMIT

BUREAU OF FIRE PREVENTION

ACCOUNT NUMBER	TYPE	A.P.	D.O.	ADM. CO.	ISSUANCE DATE	PERMIT EXPIRES
[REDACTED]	10					

HIGH SCHOOL 198 VARET ST BROOKLYN NY 11206	DESCRIPTION	FLOOR NO.	FEE
	WILLIAMSBURG CHARTER-		

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

PERMIT TYPE
1

- 1=REGULAR
- 2=SUPPLEMENTAL
- 3=DUPLICATE

WILLIAMSBURG CHARTER-
198 VARET ST
BROOKLYN NY 11206-3703

** NO FEE ** 0.00

ROOF MOUNTED
30 GALS DESEL TANK IN BIND

BY ORDER OF THE FIRE COMMISSIONER

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: [REDACTED]	Certificate Type: Final
	Address: 198 VARET STREET	Lot Number(s): [REDACTED]	Effective Date: 12/15/2011
	Building Identification Number (BIN): [REDACTED]	Building Type: New	
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification: [REDACTED]	(1968 Code)	
	Building Occupancy Group classification: [REDACTED]	(1968 Code)	
	Multiple Dwelling Law Classification: None		
	No. of stories: [REDACTED]	Height in feet: [REDACTED]	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



Acting
Borough Commissioner



Commissioner

Certificate of Occupancy

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[REDACTED]						
END OF SECTION						



Acting

Borough Commissioner



Commissioner

END OF DOCUMENT