

Application: Williamsburg Charter High School

Katie Manion - kmanion@thewcs.org
Annual Reports

Summary

ID: 0000000062
Status: Liaison Review
Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed Jul 23 2020

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 2019-20 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, 2020)** 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, 2020)

Please select the correct authorizer as of June 30, 2020 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 TRUGGLING 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
Over the course of the 2017 spring semester and summer planning, members of the Instructional Leadership Team will delve into work around building a more rigorous, more culturally relevant and more twenty-first century course sequence

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

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 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

963

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

952

k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)

Check all that apply

Grades Served	9, 10, 11, 12
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l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2020-2021?

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	198Varet Street, Brooklyn, NY 11206	[REDACTED]	NYC CSD 14	9-12	

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Lester Samson	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Valer e Jacobson	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Katie Manion	[REDACTED]	[REDACTED]	[REDACTED]
Complaint Contact	Lourdes R era-Putz	[REDACTED]	[REDACTED]	[REDACTED]
DASA Coordinator	Tara R chards	[REDACTED]	[REDACTED]	[REDACTED]
Phone Contact for After Hours Emergencies	Valer e Jacobson	[REDACTED]	[REDACTED]	[REDACTED]

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, 2020.

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

[Fire Inspection Documentation 2019-20.pdf](#)

Filename: Fire Inspection Documentation 2019-20.pdf **Size:** 1.7 MB

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).

No

PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATION

p. Individual Primarily Responsible for Submitting the Annual Report.

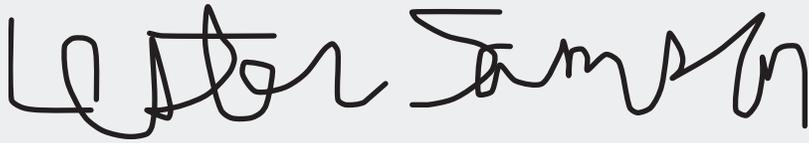
Name	Katie Manion
Position	Accountability and Development Manager
Phone/Extension	[REDACTED]
Email	[REDACTED]

p. 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. Check **YES if you 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



Signature, President of the Board of Trustees



Date

Jul 28 2020

Thank you.



Entry 2 NYS School Report Card

Incomplete Hidden from applicant

[Instructions](#)

SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

Entry 2 NYS School Report Card Link

NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

(No response)

Entry 3 Progress Toward Goals

Completed Nov 3 2020

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 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".

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, 2020.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2019-2020 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”.

2019-20 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	75% of each cohort will have scored at least 65 on a New York State Regents examination in English by their fourth year.	NYS Regents Examination results	Unable to Assess	N/A
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 results	Unable to Assess	N/A
	75% of each cohort will have scored at least 65			

Academic Goal 3	on a New York State Regents examination in Science by their fourth year.	NYS Regents Examination results	Unable to Assess	N/A
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 results	Unable to Assess	N/A
Academic Goal 5	20% of each cohort will graduate with an Advanced Regents Diploma.	Graduation rate data, NYS Regents Examination Data	Not Met	<p>Over the past two years, we have made modifications to how students are programmed. In prior years, students had the option to choose whether they wanted to pursue a fourth year of math and science. Beginning in the 2019-20 school year, and continued into the 2020-21 school year, students are now automatically placed in a fourth year of math or science.</p> <p>This change was rolled out mid 2019-20 for 9th, 10th, and 11th graders. Starting in 2020-21, all grade</p>

levels have the expectation that they will be taking a fourth year of math and science. All students are now set up to receive an Advanced Diploma.

Additionally, we've modified our advisory program to include specific discussions about what makes you stand out to colleges. Advanced Regents diplomas is one of the indicators we've included.

None of our students graduated with an Honors Regents diploma in June 2020.

WCHS continues to offer Honors, SUPA and AP course offerings to our students to promote higher-level thinking and skills.

Going into the 2020-21 school year, we thoughtfully evaluated our

Academic Goal 6	5% of each cohort will graduate with an Honors Regents diploma.	Graduation rate data, NYS Regents Examination Data	Not Met	<p>process for students to enter the honors program and as well as exit the honors program if needed.</p> <p>Students entering the program must have grades, test scores, and a teacher recommendation. 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.</p>
Academic Goal 7	Each year, at least 80% of each cohort will graduate within four years.	WCHS graduation data	Met	<p>The June 2019-20 graduation rate was 83.1%, up from 73.1% in 2019.</p> <p>The August 2019-20 graduation rate was 86.9%, up from 83.3% in 2019.</p>
Academic Goal 8	Each year, at least 85% of each cohort will	WCHS graduation	Met	90.6% of students graduated within

	graduate within five years.	data		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	N/A
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	N/A

2. Do have more academic goals to add?

Yes

2019-2020 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 2019-2020 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”.

2019-2020 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
				Due to the COVID environment, we saw a decrease in attendance in late February/early March as word of COVID-19 began to be disseminated in the city. We then revised our attendance protocol in order to account for transitioning to remote learning for the remainder of the 2019-20 school year by instituting and tracking measures of remote attendance and engagement

<p>Org Goal 1</p>	<p>Each year, the students will have a daily student attendance rate of at least 90 percent.</p>	<p>WCHS student attendance data</p>	<p>Not Met</p>	<p>through the Advisory Question of the Day in addition to class attendance . This was a daily Attendance question posed by each child’s Advisor and served both as a social-emotional check-in and a measure of engagement. Students who did not engage were identified by the Grade teams. Academy Leaders led the Grade Team, including Safety Officers and other school staff to conduct follow outreach including daily phone calls and a check-in form to assess the families needs and refer them to appropriate academic, social-emotional, technology, wellness, and other school and community services. Although we saw some improvements and re-engagement, attendance dipped in June as fatigue over lockdown and the virus began to</p>
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set in.

In order to improve our attendance rate during Hybrid Learning and Remote Learning periods for the 2020-21 school year, we have strengthened our Advisory programming to better foster social-emotional skills, wellness, and connections with both trusted staff and peers. In addition, weekly grade team meetings spotlight attendance data and students who may be struggling with engagement. The Grade Team specifically conducts outreach to these families to re-engage the student via appropriate services and academic and social-emotional supports and/or offering the option of hybrid in-person services. In addition, our Attendance Coordinator and Intervention and Family Support

				Counselors are working to adapt our home visit protocols to the virtual environment based on the school COVID response plan.
Org Goal 2	Each year, 95 percent of students who are enrolled as of October 1st will either graduate or return and remain enrolled as of October 1st of the following year.	School records, AT records	Met	
Org Goal 3	Each year the School will comply with all applicable laws, rules, regulations and contract terms including but not limited to the New York Charter Schools Act, the New York Freedom of Information Law, the New York State Open Meetings Law, the Federal Individuals with Disabilities Education Act, and Federal Family Educational Rights and Privacy Act.	Review of School policies and operations	Met	
	Each year, members of the			

<p>Org Goal 4</p>	<p>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 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>	<p>Board Self-Evaluations</p>	<p>Met</p>	
<p>Org Goal 5</p>	<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</p>	<p>Principal self-Evaluation</p>	<p>Met</p>	

	<p>personal outcomes, and a self-assessment at the end of the school year to determine growth.</p>			
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 will receive at least 85% positive responses.</p>	NYC School Survey	Unable to Assess	N/A
Org Goal 7	<p>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.</p>	NYC School Survey	Unable to Assess	N/A
Org Goal 8	<p>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</p>	NYC School Survey	Unable to Assess	N/A

	85% positive responses.			
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

2019-2020 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.
	Each year, student			The school's enrollment was maintained within 15% of the full

Financial Goal 1	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.	AT Records	Met	enrollment of 963 students as defined in the School's. Enrollment at the level of 15% of full enrollment was maintained on an ongoing basis and was monitored daily.
Financial Goal 2	Upon completion of the school's first year of operation and every year thereafter, the School will undergo an independent financial audit that will result in an unqualified opinion and no major findings.	Financial audit completed by the School's auditor, PKF O'Connor Davies, LLP	Met	PKF O'Connor Davies, LLP did not identify any deficiencies in internal control considered to be material weaknesses.
Financial Goal 3	Each year, the School will operate on a balanced budget and maintain a stable cash flow.	School financial records	Met	The school operated on a balanced budget and maintained a stable cash flow throughout the 2019-20 school year, as evidenced in the submitted financial documents.
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

Entry 7 Disclosure of Financial Interest Form

Completed Oct 9 2020

Instructions - Multiple Uploads Permitted

Required of ALL Charter Schools by August 3

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 2019-2020 school year must complete a signed:

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

WCHS Financial Disclosure Forms 2019-20

Filename: WCHS Financial Disclosure Forms 2019 20.pdf **Size:** 1.1 MB

[FinancialDisclosure2019_kr \(1\)](#)

Filename: FinancialDisclosure2019 kr 1.pdf Size: 128.5 kB

[WCHS_Financial_Disclosure_Forms_2019-20_\(Revised_10](#)

Filename: WCHS Financial Disclosure Forms 2019 G7tO9bK.pdf Size: 1.2 MB

[Summary](#)

Filename: Summary.pdf Size: 273.3 kB

Entry 8 BOT Membership Table

Completed Sep 24 2020

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 8 BOT Table

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

WILLIAMSBURG CHARTER HIGH SCHOOL 331400860865

1. 2019-2020 Board Member Information (Enter info for each BOT member)

Trustee Name and Email	Position on the Board	Committee Affiliations	Voting Member Per By-Laws	Number of Terms Served	Start Date of Current Term	End Date of Current Term	Board Meetings Attended During
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	Address			(Y/N)		(MM/DD/YYYY)	(MM/DD/YYYY)	2019-2020
1	Lourdes Rivera Putz, [REDACTED]	Chair	Development and Fundraising	Yes	6	05/01/2019	05/01/2022	11
2	Samuel Rivera, [REDACTED]	Vice Chair	Accountability and Finance, Development and Fundraising	Yes	3	09/01/2019	09/01/2022	9
3	John Witherspoon [REDACTED]	Treasurer	Accountability and Finance	Yes	2	10/01/2018	10/01/2021	9
4	Manny Morales, [REDACTED]	Treasurer	Accountability and Finance	Yes	2	08/01/2020	08/01/2023	11
5	Charles Hobson, [REDACTED] *deceased	Secretary	Development and Fundraising	Yes	2	09/01/2018	09/01/2021	5 or less
6	Karl Richards	Other	N/A	No		03/01/2018	03/01/2021	12
7								

8								
9								

1a. Are there more than 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, 2020	4
b.Total Number of Members Added During 2019-2020	0
c. Total Number of Members who Departed during 2019-2020	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

3. Number of Board meetings held during 2019-2020

15

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 9 Board Meeting Minutes

Completed Aug 3 2020

Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 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 3, 2020.

WCHS Board Minutes 2019-20

Filename: WCHS Board Minutes 2019 20.pdf Size: 3.1 MB

Entry 10 Enrollment & Retention

Completed Aug 3 2020

Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), 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 2019-2020.

Entry 10 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual 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 2020-2021.

WILLIAMSBURG CHARTER HIGH SCHOOL 331400860865

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in	Describe Recruitment Plans in
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	2019-2020	2020-2021
Economically Disadvantaged	<p>Outreach efforts that have proven successful in the 2019-20 school year include 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 continued advertising in El Diario and Brooklyn Family magazines.</p>	<p>The school will maintain its increased student recruitment budget for the 2020-21 school year to allow for expanded online advertising. We want to ensure the school is continually active on advertising and social media platforms throughout the year.</p> <p>With this budget, the school will continue to hone in on successful marketing practices to increase engagement with economically disadvantaged students and families in our area. Specifically, the Recruitment Team will:</p> <ul style="list-style-type: none"> Hold monthly Open Houses and attend DOE fairs and/or virtual fairs; Update marketing materials including flyers, brochures, and postcards; Continue increased online marketing campaign - Google Ads, Facebook, Instagram; Send out email blasts to mailing list from DOE fairs and open houses; Continue investment in a Niche premium profile and lead generation; Increase social media posts; Post on free online listing sites; and, Meet weekly leading up to the lottery. <p>We will continue to engage with our community through virtual outreach to local middle schools and virtual participation in local events and by fostering relationships with our neighbors</p>

		<p>via phone/internet, email, and mailings. 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>English Language Learners/Multilingual Learners</p>	<p>We launched a new website in 2019-20 that translates to multiple languages and contains a host of resources in both English and Spanish. Our Recruitment Coordinator is fluent in both English and Spanish and is able to provide tours of our building in both languages. All recruitment materials are sent out in both English and Spanish.</p> <p>We also utilized a bus ad campaign specifically in predominantly Spanish-speaking neighborhoods and continued our annual advertising in El Diario.</p>	<p>In 2020-21, WCHS will continue to create and disseminate flyers for our ENL program (in English and Spanish) at all of our open houses and recruitment fairs. In addition to digital, print, and word -of-mouth outreach efforts to our existing ENL and alumni family networks, such as participating in bilingual virtual Parent Leadership Council meetings, we will research middle schools with high numbers of ENL students and conduct digital and print outreach to counselors at those schools to let them know about the availability of our ENL programs for their students.</p> <p>We will also continue to provide monthly open houses whether virtual or in-person (when allowable) in both English and Spanish continue to create and disseminate marketing materials in English and Spanish. For instance, we will continue to mail and email multilingual marketing materials to families of school-age in 15+ local zipcodes. Due to COVID-19, limitations on in-person visits to neighborhoods</p>

		<p>with high concentrations of non-English speaking families will cause us 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.</p>
<p>Students with Disabilities</p>	<p>We have asked our former SPED Director, who developed much of the school's SPED program, to join our school as a board member.</p>	<p>In 2020-21, 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 NAS Compliance Coordinator regularly attends recruitment events and open houses.</p> <p>In addition, we will continue to outreach to local middle schools, including public, charter, and private schools, with high percentages of students with disabilities by strengthening the relationship and communication between our Recruitment Team and local middle school counselors. For instance, this year, students with disabilities from a nearby charter middle school attended a school tour</p>

and audited self-contained and ICT classes with their counselors and/or parents. For 2020-21 this also includes expanded virtual programming and open houses for students with disabilities to experience WCHS whether in-person or online.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	<p>In order to improve student retention, we instituted 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 Freshman had the opportunity to attend a 4-day Summer Bridge Program with peer team-building, neighborhood excursions, and introductory high school activities in July of 2019. In addition, new transfer students are provided with a tour by our Student Recruitment Coordinator, assigned a student “buddy” or ambassador in their grade so that they have at least 1 student that they know, and given a Wolverine Checklist to guide them through routine school systems and offices on their first day.</p>	<p>WCHS will continue the new and transfer student orientations whether in-person or online and will also hold a Virtual Bridge program for incoming 9th graders during the summer of 2020. As we recognize that many families have experienced illness and loss during this time period, we will expand our social-emotional learning and supports program this year through added programs with our Student Support Team, Grade Team and Wellness Coordinator. To foster student connections and social-emotional health, we also will expand our virtual club and after-school programming, starting with our Virtual Leadership Internship program conducted in July of 2020.</p>
	During the 2019-20 school year,	

English Language Learners/Multilingual Learners

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 sessions and continued to provide outreach and services during remote learning.

The ENL Department also continued to check in with students and parents via monthly student progress reports and regular Remind and email communications.

In order to better retain ENL students who had recently transferred to WCH from other countries, the Recruitment Team instituted the following:

Paired new student 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.

For 2020-21, WCHS will continue its successful ENL program from the prior year and make adjustments to account for students in fully remote, hybrid and in-person learning environments. For instance, orientations and check-ins can be conducted virtually and clubs and homework help can be conducted as synchronous sessions as well.

The ENL department will also improve retention by ensuring we have a responsive, compliant and robust ENL program. To these ends, we will ensure that new entrants during COVID are properly assessed as mandated by the Board of Regents Emergency Regulations and are exploring use of the approved local progress monitoring tools, such as SIFE and MLS screener.

For the 2019-20 school year, teachers received co-teaching and IEP training earlier than they have in the past. Teachers

During the 2020-21 school year, teachers will continue to receive 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

Students with Disabilities

receive this training annually; however, the SNAS Department worked to ensure that all staff are properly trained prior to the start of school.

The NAS Department continued to focus on the instructional and social emotional needs of students with disabilities in accordance with IEP or 504 documents by offering services such as: Student Education Teacher Support Services (SETSS), Integrated Co-Teaching, and self-contained (15:1) classes for students with Individualized Education Programs (IEP).

The SNAS Department worked more closely with Department Leaders, Student Support Services Team, and Grade Level Teams to discuss push-in services, co-teaching, and differentiation for students with different needs.

The SNAS department also continued to offer reading and academic intervention services for students that are struggling academically and worked closely with the Intervention Coordinator and Grade Teams to those ends. . Services ensure compliance with federal and state regulations for special education.

program to gather feedback about what worked and what improvements or additional assistance their child may need due to gaps in learning. Although students with disabilities continued to receive mandated counseling and related services as per their IEPs via remote learning and/or teletherapy to the extent practicable, we recognize the need to assess student progress during the COVID time period and provide remediation as needed. In order to prevent and swiftly address any potential learning gaps due to COVID during 2020-21, our Special Education Coordinator will improve our IEP Goal monitoring and progress reporting system by training teachers for remote, in-person, and hybrid learning environments.

We will improve special education service delivery, monitoring, and tracking in hybrid learning environments via improved leveraging of Google Classroom, PowerSchool and are researching additional learning management and software solutions to help teachers and special education teachers differentiate instruction and close learning gaps between diverse learners. In addition, we will increase synchronous learning opportunities for students with disabilities and students in need of academic intervention when students are in remote learning environments.

Entry 12 Percent of Uncertified Teachers

Completed Sep 24 2020

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.

Entry 12 Uncertified Teachers

School Name: WILLIAMSBURG CHARTER HIGH SCHOOL 331400860865

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, 2020)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	2
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	2
Total Category B: not to exceed 5	5.0

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, 2020)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	2
Total Category C: not to exceed 5	5.0

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	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	61

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	76



Thank you.

Entry 13 Organization Chart

Completed Aug 3 2020

[Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

[org_chart_v5 \(1\)](#)

Filename: org chart v5 1.pdf Size: 182.6 kB

Entry 14 School Calendar

Completed Sep 24 2020

[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 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3rd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

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.

[2020-21 Calendar \(REVISED\)](#)

Filename: 2020 21 Calendar REVISED.pdf Size: 272.1 kB

[Calendar for Annual Report Corrections 9-24-2020](#)

Filename: Calendar for Annual Report Corrections 28lz6oU.pdf **Size:** 89.9 kB

Entry 15 Links to Critical Documents on School Website

Completed Sep 24 2020

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., 2018-19 Annual Report);
 - . 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 15 Links to Critical Documents on School Website

School Name: Williamsburg Charter High School

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:

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	https://www.thewcs.org/charter-status/
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	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. Most Recent Lottery Notice Announcing Lottery	https://www.thewcs.org/apply/
5. Authorizer-Approved DASA Policy	https://www.thewcs.org/dignity-act/
6. District-wide Safety Plan	https://www.thewcs.org/our-students/student-life/
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://www.thewcs.org/our-students/student-life/
7. Authorizer-Approved FOIL Policy	https://www.thewcs.org/contact/foil/
8. Subject matter list of FOIL records	https://www.thewcs.org/contact/foil/
9. Link to School Reopening Plan	https://www.thewcs.org/wchs-reopening

Thank you.



Entry 16 COVID 19 Related Information

Completed Aug 3 2020

Instructions

Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are

encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Entry 16 COVID 19 Related Information

School Name: **Williamsburg Charter High School**

TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	944	839	935

Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participants

x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x

Tota

935.

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Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Completed Aug 3 2020

[INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS](#)

Please provide the full name of **ANY and ALL** instructional and non-instructional employees and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

[WCHS Roster_as_of_8-3-2020](#)

Filename: WCHS Roster as of 8 3 2020.xlsx **Size:** 55.2 kB

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

Name: Samuel 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.

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.

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.

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.

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?

Yes No

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

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
None	None	None	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	None	None	None	None

Samuel Rivera
Signature

July 28, 2020
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: [REDACTED]

Business Address:

E-mail Address: [REDACTED]

Home Telephone: [REDACTED]

Home Address: [REDACTED]

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

Name: Manny 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

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

Vice-Chair

10. 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.

11. 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.

12. 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.

13. 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.

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

Yes No

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

15. 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
None	None	None	None

16. 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	None	None	None	None

Manny Morales
Signature

July 28, 2020
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: [REDACTED]

Business Address:

E-mail Address: [REDACTED]

Home Telephone: [REDACTED]

Home Address: [REDACTED]

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

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

Vice-Chair

18. 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.

19. 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.

20. 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.

21. 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.

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

Yes No

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

23. 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
None	None	None	None

24. 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	None	None	None	None

John Witherspoon

Signature

July 28, 2020

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: [REDACTED]

Business Address:

E-mail Address: [REDACTED]

Home Telephone: [REDACTED]

Home Address: [REDACTED]

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

Name: Charles Hobson

*Charles Hobson passed away on February 13, 2020. The status of his Financial Disclosure Form has not changed.

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

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

Vice-Chair

26. 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.

27. 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.

28. 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.

29. 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.

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

Yes No

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

31. 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
None	None	None	None

32. 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	None	None	None	None

*Charles Hobson

Signature

*July 28, 2020

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



**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 H.S.

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.

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

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

Ivette Cruz is my cousin and she doesn't benefit in any way from my participation on the board of directors at WCHS.

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.

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.

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?

Yes No

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

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>			
N	D	N	E

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
N	O	N	E	

Laureles Renea P. 7/13/20
 Signature Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

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: Karl Richards

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).

Staff Representative

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.

Data Coordinator – Responsible for the management of the Student Information System.

Salary: 60k

Hire Date: 08/01/2017

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

Yes **No**

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

4. 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
None	None	None	None

5. 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	None	None	None	None



 Signature

09/24/2020

 Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



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

Name: Samuel 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.

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.

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.

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.

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?

Yes No

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

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
None	None	None	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	None	None	None	None

[Handwritten Signature]

10/5/2020

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:
Business Address:
E-mail Address:
Home Telephone:
Home Address:



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

Name: Manny 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

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

Vice-Chair

10. 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.

11. 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.

12. 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.

13. 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.

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

Yes No

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

15. 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
None	None	None	None

16. 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	None	None	None	None

10/7/2020

Signature _____

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:
Business Address:
E-mail Address:
Home Telephone:
Home Address:



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

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

Vice-Chair

18. 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.

19. 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.

20. 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.

21. 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.

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

Yes No

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

23. 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
None	None	None	None

24. 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	None	None	None	None


Signature

10/9/2020
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:
Business Address:
E-mail Address:
Home Telephone:
Home Address:



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

Name: Charles Hobson

*Charles Hobson passed away on February 13, 2020. The status of his Financial Disclosure Form has not changed.

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

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

Vice-Chair

26. 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.

27. 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.

28. 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.

29. 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.

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

Yes No

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

31. 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
None	None	None	None

32. 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	None	None	None	None

*Charles Hobson
Signature

*July 28, 2020
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telep
Business Address
E-mail Address
Home Telephone
Home Address:



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 H.S.

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.

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

YES
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation. Ivette Cruz is my cousin and she doesn't benefit in any way from my participation on the board of directors at WCHS.

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.

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.

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?

Yes No

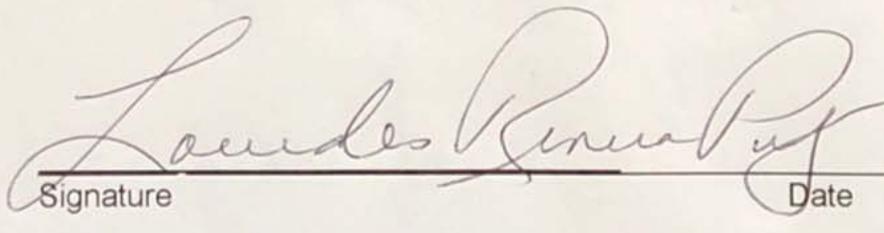
If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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>			
N	D	N	E

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	None	None	None	


7/13/20

Signature Date

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

Certificate Of Completion

Envelope Id: [REDACTED] Status: Completed

Subject: Please DocuSign: WCHS Financial Disclosure Forms 2019-20 (Revised 10.2.2020).pdf

Source Envelope:

Document Pages: 15 Signatures: 3 Envelope Originator:
 Certificate Pages: 5 Initials: 0 Katie Manion
 AutoNav: Enabled [REDACTED]
 Enveloped Stamping: Enabled [REDACTED]
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Record Tracking

Status: Original Holder: Katie Manion Location: DocuSign
 10/2/2020 9:10:10 AM [REDACTED]

Signer Events

Sam Rivera
 [REDACTED]
 Security Level: Email, Account Authentication
 (None)

Signature

Signature Adoption: Drawn on Device
 Using IP Address: [REDACTED]
 Signed using mobile

Timestamp

Sent: 10/2/2020 9:14:53 AM
 Resent: 10/5/2020 11:52:45 AM
 Viewed: 10/5/2020 1:17:58 PM
 Signed: 10/5/2020 1:18:15 PM

Electronic Record and Signature Disclosure:

Accepted: 10/5/2020 1:17:58 PM
 ID: [REDACTED]

Manny Morales
 [REDACTED]
 Security Level: Email, Account Authentication
 (None)

Signature Adoption: Drawn on Device
 Using IP Address: [REDACTED]
 Signed using mobile

Sent: 10/5/2020 1:18:17 PM
 Resent: 10/7/2020 8:56:56 AM
 Viewed: 10/7/2020 6:14:54 PM
 Signed: 10/7/2020 6:16:29 PM

Electronic Record and Signature Disclosure:

Accepted: 10/7/2020 6:14:54 PM
 ID: [REDACTED]

John Witherspoon
 [REDACTED]
 Security Level: Email, Account Authentication
 (None)

Signature Adoption: Drawn on Device
 Using IP Address: [REDACTED]

Sent: 10/7/2020 6:16:30 PM
 Viewed: 10/8/2020 8:54:20 AM
 Signed: 10/9/2020 10:01:32 AM

Electronic Record and Signature Disclosure:

Accepted: 10/8/2020 8:54:20 AM
 ID: [REDACTED]

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

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Agent Delivery Events

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Intermediary Delivery Events

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Certified Delivery Events

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Timestamp

Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	10/7/2020 6:16:30 PM
Certified Delivered	Security Checked	10/8/2020 8:54:20 AM
Signing Complete	Security Checked	10/9/2020 10:01:32 AM
Completed	Security Checked	10/9/2020 10:01:32 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

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MINUTES
Board of Trustees Meeting
July 30, 2019

The meeting was held at: 198 Varet Street, Brooklyn, NY 11206

PRESENT

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

GUESTS

Tanishia Williams, Head of School
Ellen Eagen, Attorney
Mary Kenny, Minutes Transcriber
Kate Manion, Staff
Kathy Fernandez, Staff
Matthew Carrenza, Staff
Kelly Thomas, Staff
Jahi Bashir, Staff

Val Jacobson, Head of Ops
Lester Samson, Staff
Shante Martin, Staff
Bao Nguyen, Staff
Lisa Kellar, Staff
Belnardina Madera, Staff
Tatyana Clement, Student Advisor
Karl Richards, Staff

EXCUSED

Advisor
Charles Hobson, Trustee

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:01 pm.

2. APPROVAL OF JUNE BOARD MINUTES

Ms. Putz requested to mark John Witherspoon as present and to include the Board slate from the June Annual Board of Trustees meeting.

- Mr. Rivera made a motion to accept the June 25, 2019 Board Minutes with amendments. Mr. Morales seconded. All were in favor.

3. HEAD OF SCHOOL AND ACADEMY LEADER REPORT

Ms. Williams introduced students who wanted to speak about the school's draft Yondr (mobile device pouches) policy, which would require students to store their cell phones in pouches for the entirety of the school day. Ms. Clement stated that she did not agree with the policy. She thinks it would be unsafe for students in the school. Ms. Clement said that many of her peers agree. The Board reviewed parent, teacher, and student survey data regarding the policy.

Ms. Williams reported that she is retiring the "Burning Flame Award" and instead would like to create a new award to honor Mr. Cruz. She introduced two Academy Leaders, Bao Nguyen and Jahi Bashir.

Mr. Samson reported on staffing, upcoming professional development, grade level orientations, and curriculum retreats.

Ms. Martin reported on Summer School, including, courses offered, enrollment, and APEX. The School will be introducing a Senior Bridge Program that will focus on the college experience.

Ms. Thomas reported on the Freshman Bridge Program. Senior mentors will assist incoming freshman and will be on site to assist with the transition into high school. Ms. Thomas stated that the leadership team and two seniors attended the Big



Picture Learning Conference in Detroit where they focused on restorative practices and creativity. Mr. Samson said they would like to continue the work throughout the year and partner with local organizations.

Ms. Williams reported that she's hopeful that the master schedule will be completed by the start of the new year. More funding may be needed on data work.

4. HEAD OF OPERATIONS

Ms. Jacobson reported on graduation rates and Advanced diplomas, Regents diplomas and Local diplomas. She also reviewed Regents pass rates and compared each test over the past six years. Ms. Jacobson said that Geometry scores doubled this year and that the new Global Studies II test had a 71% pass rate. Ms. Eagen asked to see how we did in comparison to the city and state.

Ms. Jacobson showed the results of the Yondr survey. 74% of 108 respondents disagreed with storing phones in pouches for the entire day. The majority of those who disagreed were students. Discussion occurred. Ms. Jacobson said that the full-day Yondr pouch pilot worked well during the Regents exams. Ms. Eagen stated that she is wary of locking away technology from students and that it may be counterintuitive practice for our students as they move onto college and careers.

5. RECRUITMENT AND ENROLLMENT

Ms. Jacobson reported that there are 714 students in PowerSchool and 914 students in ATS. The discrepancy is because the graduates were already discharged in PowerSchool, and ATS includes incoming freshmen. The FTE is 909.23. There are 262 completed registrations as of July 30.

Ms. Jacobson presented the Daily News email distribution and digital recruitment efforts across social media platforms. The school's Niche.com page received 359 views in June.

6. HUMAN RESOURCES

Ms. Kellar reported on new positions added, terminations, resignations and non-renewed contracts. She will be hosting a professional development about benefits, leaves and attendance policies. All staff will be mandated to take an online sexual harassment training. Ms. Kellar stated that the Personnel Handbook is being updated. She also reported on benefits and insurance considerations.

7. FINANCE

Ms. Fernandez stated that she is working on the Annual Report submission which is due to NYSED on August 1. The per pupil funding came to \$15,352,963. The school owes \$34,302.24.

Mr. Rivera said that he and Ms. Fernandez conferenced with the auditors. The auditors were positive and there were no major findings.

Mr. Rivera stated that the Board met with a representative from Signature Bank to invest assets in a high interest CD. This was recommended by the auditor.



- Mr. Rivera made a motion to establish and open a CD account at Signature Bank. Mr. Morales seconded. All were in favor.

8. FACILITIES AND SAFETY

Ms. Manion reported for Mr. James.

Facilities:

One HVAC blower motor was replaced. There was wall construction on floors 5 and 8. Room 513 has been converted to a health & fitness room. Cleaning and painting is being conducted. The exterior scaffolding is scheduled to be removed.

Safety:

There were no student altercations or NYPD visits in the month of July. There was one FDNY visit due to two fire alarm pulls. This is an ongoing investigation. A request was made to move two Summit Officers to in-house Safety Officers.

9. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion presented the 2019-2020 Organizational Chart. Ms. Putz asked that it be revised so that the Special Education Services position is under both the Division of School Based of Operations and Division of Academics. She will be submitting the updated bell schedule and updated handbooks to NYSED as well.

Ms. Manion said that WCHS raised \$2,612 on GoFundMe in memory of Mr. Cruz.

Ms. Manion collected Disclosure of Financial Interest forms from the Board. Her summer work includes the VADIR/SSEC discipline submission and the Annual Report. She will be working on Title I in the coming weeks as well.

10. ADJOURNMENT

- Mr. Rivera made a motion. Mr. Morales seconded. All were in favor.

11. EXECUTIVE SESSION

The Board went into Executive Session for a personnel issue.



MINUTES
Board of Trustees Meeting
August 27, 2019

The meeting was held at: 198 Varet Street, Brooklyn, NY 11206

PRESENT

Lourdes Putz, Chair
Charles Hobson, Trustee *via phone*
Manuel Morales, Trustee
Karl Richards, Staff Rep.
John Witherspoon, Trustee

EXCUSED

Samuel Rivera, Trustee

GUESTS

Lester Samson, Head of School I.A. Val Jacobson, Head of Ops
Ellen Eagen, Attorney Jaheem Bashir, Staff
Mary Kenny, Minutes Transcriber Shante Martin, Staff
Kate Manion, Staff Bao Nguyen, Staff
Kathy Fernandez, Staff Lisa Kellar, Staff
Matthew Carrenza, Staff Belnardina Madera,
Kelly Thomas, Staff Ivette Cruz, Staff
David Medina, Staff Tarrian Mack, Staff
Angelica Romero, Staff Curtis Jacquemain, Staff
Charisse Johnson, Staff Raymond James, Staff
Ryan Heyman, Staff Tara Richards, Staff
Tamisha Johnson, Staff Arsonia Fisher, Staff
Fausto Gomez, Staff Luke Hagen, Staff
Aurelina Ramirez, Staff Jeanette Toomer, Staff
Melissa Wade, Staff M. Lima, Staff
C. James, Staff Ann Leghorn, Staff
Trisha Jerrick, Staff Ryan Fuller, Staff
Seth Failla, Staff Laura Rackmil, Staff
Taru Thompson, Staff

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:05 pm. The Board and staff members introduced themselves.

2. APPROVAL OF JULY BOARD MINUTES

- Mr. Morales made a motion to accept the July 30, 2019 Board Minutes. Mr. Witherspoon seconded. All were in favor.

3. HEAD OF SCHOOL AND ACADEMY LEADER REPORT

Mr. Samson and Ms. Thomas showed a Summer Bridge Program recap video. 160 freshmen students participated and 80 families joined the family dinners that were held over two nights.

Ms. Martin reported on Summer School. Ms. Martin stated that a total of 250 credits were recovered, which will increase the graduation rate. Ms. Martin reviewed the results of the Student School Climate Survey, which was administered to 171 students in May. Results were mostly positive. School leadership will be attending a feedback meeting with other schools involved with the NYSED School Climate Pilot in October.



Mr. Samson and Mr. Bashir provided an instructional update. Mr. Samson briefly discussed summer professional development sessions. The Board inquired about how teachers will be evaluated in 2019-2020. Mr. Samson clarified that staff who are providing instructional coaching will not be evaluating teachers as well.

Mr. Bashir provided a curriculum retreat update. Staff worked together on curriculum mapping and lesson planning. Mr. Bashir discussed the instructional coach model, which will consist of small group coaching and 1:1 coaching based on the individual's coaching plan. Mr. Bashir wants to ensure that teachers feel supported and explained how the instructional coaching program will be broken into trimesters.

Mr. Samson reported a successful welcome parade and first day of school.

4. HEAD OF OPERATIONS

Ms. Jacobson reported on Regents exams and August graduates. She conducted the Emergency Preparedness PD for teachers and staff. Operations staff are continuing to print and distribute student schedules, metrocards, student ID cards, lockers and locks and sell school uniforms via the School Store. Ms. Jacobson scheduled coverages for 1.5 PE Vacancies, .5 Spanish Language Vacancy, .2 Social Studies Vacancies. She is continuing to interview for Library/Media Coordinator and conducted Facilities and Tech Walk-throughs with Instructional Leadership to prepare classrooms across 8 floors for First Day of School.

5. RECRUITMENT AND ENROLLMENT

Ms. Jacobson reported that enrollment is as follows:

- PowerSchool – 979;
- ATS – 935 (due to DOE not opening yet);
- Full-Time Enrollment (FTE) – TBD.

There are 46 enrollments in process.

Ms. Jacobson discussed ongoing recruitment efforts, including advertising across the Daily News, Google, Facebook/Instagram, and Niche.com.

6. HUMAN RESOURCES

Ms. Kellar reviewed recent Human Resources benefits and quality of life changes the School has made over the past year for new staff. She also reported on new hires and internal promotions, sexual harassment training, and remaining open positions.

7. FINANCE

Ms. Fernandez stated that she submitted finance documents for NYSED.

The Board discussed adding Ms. Jacobson as a second signatory for checks over \$5,000.

- Mr. Morales made a motion to add Valerie Jacobson as the second signatory for checks over \$5,000. Mr. Witherspoon seconded. All were in favor.



Ms. Fernandez provided the finance update. Revenue is \$16,769,811.72 and expenses are \$16,858,586. The total deficit of revenue over expenses is \$88,774.33. Total assets are \$12,900,000 and deferred rent is \$9,256,273.67. The Board discussed per pupil funding and attendance rates. Ms. Eagen explained that despite the deficit, we are financially healthy.

8. FACILITIES AND SAFETY

Mr. James reported that one HVAC compressor was replaced and the exterior scaffolding is scheduled for removal on August 31. Elevators have been inspected and door lock monitoring devices were installed.

One student altercation occurred. There was one EMS visit due to a student tripping on a step. There were no NYPD visits. The FDNY came for an inspection. Safety Officers received PD on Crisis Intervention. Mr. James requested to add a long sleeve black shirt and a sweatshirt to the winter uniform.

9. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that the Title I Audit and Annual Reports were both submitted. She hosted an accountability overview professional development for teachers and staff. She stated that the School has a new NYSED liaison, Paula Orlando. In an introductory email, Ms. Orlando mentioned that the School would be receiving a site visit in the spring. Ms. Manion also mentioned that she will be submitting the School's Title application in the coming days and that she is working with a local cafe to host an art show for students.

10. ADJOURNMENT

- Mr. Morales made a motion. Mr. Witherspoon seconded. All were in favor.



MINUTES
Board of Trustees Meeting
September 17, 2019

The meeting was held at: 198 Varet Street, Brooklyn, NY 11206

PRESENT

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

GUESTS

Lester Samson, Head of School I.A.
Ellen Eagen, Attorney
Mary Kenny, Minutes Transcriber
Kelly Thomas, Staff
Kathy Fernandez, Staff
Tamisha Johnson, Staff
Belnardina Madera
Bao Nguyen, Staff
Ivette Cruz, Staff
E. Leyton, Staff
Erminia Errante, Staff
Kimberly Bobe, Staff
Natalie Naftel, Staff

Val Jacobson, Head of Ops
Kate Manion, Staff
Shante Martin, Staff
Luke Hagen, Staff
Shalanda Douglas, Staff
Barbara Swietkowski, Staff
Raymond James, Staff
Ryan Fuller, Staff
R. Creed Harry, Staff
Matthew Carezza, Staff
Jahi Bashir, Staff
Tara Richards, Staff

EXCUSED

Charles Hobson, Trustee

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:05 pm.

2. APPROVAL OF BOARD MINUTES

- Mr. Morales made a motion to approve the August 27, 2019 Board Minutes. Mr. Witherspoon seconded. There was one Abstention. All were in favor.

3. HEAD OF SCHOOL AND ACADEMY LEADER REPORT

Mr. Samson introduced new staff and updated the Board on the teacher evaluation process, STAR testing, data driven decision making, small group coaching cycles, classroom visits, scheduling, and upcoming events. The school recently hosted a senior parent night to assist families with the college application process. In October, the school will be celebrating Hispanic Heritage Month with a mixer, movie night and staff lunch. Mr. Samson also spoke about the new photography and fashion elective.

4. HEAD OF OPERATIONS REPORT

Ms. Jacobson stated that the September Parent Bulletin went out to families. She also reported on curriculum night, the upcoming website launch, NYSITELL training, invoicing training, and emergency drills. The updated School Safety Plan was included in the Board packets.



5. RECRUITMENT AND ENROLLMENT

Enrollment in PowersSchool and ATS is 958 and 957, respectively. The FTE is 913.55. The total applications for 2019-20 is now at 1008, with 6 in process and 17 on the waitlist. Attendance is 85.8%. Daily calls are being made to absent students. Ms. Eagen asked if the school is collecting exit data from students who transfer out. She stated that it is important for the school to have this data because student discharges impact teachers, services, and the budget. The Board discussed ways to address the waitlist.

6. HUMAN RESOURCES

Ms. Manion reported on behalf of Ms. Kellar. The Personnel Handbook has been updated and distributed. Professional development and training are ongoing. She is continuing recruitment outreach. Ms. Kellar also stated that the Human Resources Department is tracking certification and conducting performance evaluations.

7. FINANCE

Ms. Fernandez reported to the Board. The audit work has started. As of July 31, 2019, the total collected revenue was \$1,437,802 and expenses were \$1,429,053, with a surplus of approximately \$100,000. Total revenue over expenses is \$8,749. The total assets are \$10,600,000 with a deferred rent of \$9,311,359.

8. FACILITIES AND SAFETY

Ms. Manion reported on behalf of Mr. James.

Facilities

One HVAC compressor was replaced. The scaffolding in the front of the building has been removed. All summer repairs have been completed. The heating system is being prepped for winter.

Safety

There were two student altercations on school and property and there were no NYPD visits. There was one EMS visit and no FDNY visits. The school received a reduction on a fine for excessive alarms.

9. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that she held the Annual Title I parent meeting earlier in the evening. The School Safety Plan is available for review. She is discussing school space usage with local television crews. The website is near completion. Ms. Manion requested that the Board add the Head of Operations as a signatory for financial documents related to grants.

- Mr. Witherspoon made a motion to approve the Head of Operations authority to sign financial documents relating to grants by SED documents. Mr. Morales seconded. All were in favor.

10. ADJOURNMENT

Before the meeting adjourned, Ms. Eagen asked that everyone introduce themselves.

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



MINUTES
Board of Trustees Meeting
October 15, 2019

The meeting was held at: 198 Varet Street, Brooklyn, NY 11206

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee
Charles Hobson, Trustee
Karl Richards, Staff Rep

GUESTS

Lester Samson, Head of School I.A.
Ellen Eagen, Attorney
Mary Kenny, Minutes Transcriber
Kelly Thomas, Staff
Kathy Fernandez, Staff
R. Johnson, Staff
Belnardina Madera
Bao Nguyen, Staff
Ivette Cruz, Staff
Luke Hagen, Staff
Jaheem Bashir, Staff

Val Jacobson, Head of Ops
Kate Manion, Staff
Shante Martin, Staff
Luke Hagen, Staff
Shalanda Douglas, Staff
Lisa Kellar, Staff
Raymond James, Staff
Ryan Fuller, Staff
R. Creed Harry, Staff
Matthew Carezza, Staff
Ann Leghorn, Staff

EXCUSED

Manny Morales, Trustee; John Witherspoon, Trustee.

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:05 pm. Ann Leghorn spoke about the school's National Coming Out Day celebrations on October 1 and ongoing inclusion initiatives at the school. Mx. Leghorn conducted 3 in-house professional development sessions with teachers, support staff, and safety officers on inclusive school practices as well as the Guidelines to Support Transgender and Gender Expansive outlined by DOE and Chancellor's Guidelines. Ms. Kellar will be contacting an outside organization to work with staff as well.

2. APPROVAL OF BOARD MINUTES

- Mr. Rivera made a motion to approve the September 2019 Board Minutes. Mr. Hobson seconded. One Abstention. All were in favor.

3. HEAD OF SCHOOL AND ACADEMY LEADER REPORT

Mr. Samson introduced new staff and updated the Board on teacher observations for Cycle 1, Department Team walks, One-to-One coaching, midterms and progress reports distribution. There is one Social Emotional Academy Leader vacancy. Mr. Samson and the Academy Leaders are preparing for staff professional development on November 4 and 5.

Two students have completed graduation requirements in the A-Lab, and many students are currently working on credit recovery. Teachers and staff are free to use relaxation space in the A-Lab if needed.

Mr. Nguyen provided a 9th Grade Team update. Students went to Six Flags Great Adventure for Fright Fest, visited the Ruben Museum, celebrated Hispanic/Latino heritage, and participated in Curriculum Night. He spotlighted Francis Monroc, a French Teacher, as well as Jasminda M., the highest 9th grade HERO points earner.



4. HEAD OF OPERATIONS REPORT

- Mr. Rivera made a motion to approve the Williamsburg Charter High School Safety Plan for 2019-2020 school year. Mr. Hobson seconded. All were in favor.

Ms. Jacobson stated that PSAT/SAT Day will be on October 16. Upcoming professional developments include CPR/AED training, crisis prevention training, and PowerSchool training. Progress reports were mailed home. Ms. Jacobson arranged coverages for approximately 4 vacancies: 0.2 CDOS, 1.5 Math, 1.5 ENL, and 0.2 Literacy.

5. RECRUITMENT AND ENROLLMENT

Enrollment is 958 in PowerSchool and 949 in ATS. The FTE is 933.4. The school's total application number for 2019-20 is 1047. 6 registrations are in process. Ms. Jacobson spoke about ongoing outreach efforts and open houses she and Ms. Gomez have attended.

6. HUMAN RESOURCES

Ms. Kellar discussed staff recruitment and hiring for vacancies. An AFLAC representative came to consult new and current employees. Ms. Kellar is arranging professional development for staff with the following organizations: The New York State Insurance Fund (NYSIF), Equal Employment Opportunity Commission (EEOC), and PFLAG (formerly known as the Parents and Families of Lesbian and Gays). These groups will be providing training on preventing injury in the workplace, respect in the workplace, and safe schools and gender spectrum, respectively. Ms. Kellar is continuing to work on certification and BEDS reporting.

7. FINANCE

Ms. Fernandez reported to the Board. As of August 31, 2019, the total collected revenue for the month was \$2,860,035. Expenses were \$2,499,778. The surplus was approximately \$360,257. The total assets are \$15,600,000 with a deferred rent of \$9,366,444.

Ms. Fernandez stated that there were no material findings in the audit.

- Mr. Rivera made a motion to approve the audit pending no issues raised by the Audit Committee. Mr. Hobson seconded. All were in favor.

8. FACILITIES AND SAFETY

Mr. James reported on Facilities and Safety. There were no visits from the Buildings Department. There was one visit from the Department of Health, who advised that the overhead stove fans needed to be cleaned. All heating units are ready for winter.

There were three student altercations on school property. There were no NYPD visits. EMS and FDNY each came once. The school received one violation on a science lab's eye washing station.

9. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion stated that she is working on edits to the school's Title funding application. She collected documents for the audit and Signature Bank. The website is nearing completion. She worked with Ms. Jacobson to improve the school's recruitment package with Niche.com. Ms. Manion met with Jon Thatcher, the Director of Schools and Community



Engagement at the New York Charter Schools Association (NYCSA). He was very impressed with the school. Ms. Manion hopes to work on grant applications for My Brother's Keeper and the Governor's No Student Goes Hungry Initiative.

10. ADJOURNMENT

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



MINUTES
Board of Trustees Meeting
November 19, 2019

The meeting was held at: 198 Varet Street, Brooklyn, NY 11206

PRESENT

Lourdes Putz, Chair
John Witherspoon, Trustee
Manuel Morales, Trustee
Karl Richards, Staff Rep.

GUESTS

Lester Samson, Interim Head of School
Ellen Eagen, Attorney
Mary Kenny, Minutes Transcriber
Shalanda Douglas
Rhonda Creed-Harry
Tara Richards
Christine Posillico
Alexa Neretich
Seth Failla
Renee de Lyon
Melissa Wade
Ann Leghorn
Victor Castillo
Kathy Fernandez, *via phone*

Val Jacobson, Head of Ops
Kate Manion
Kelly Thomas
Matthew Carezza
Erminia Errante
Jahi Bashir
Melody Pink
Trisha Jerrick
Charisse Johnson
Paola Castillo
Jeanette Toomer
Lisa Kellar
Mariella Mercado
Shante Martin
Luke Hagen
Ryan Heyman
Belnardina Madera
Kimberly Bobe
Kristen Assenzio
Angelica Romero
Larry Balthazar
Aurelina Ramirez
Arsenia Fisher
Benjamin Sigelman
Janeese Parker
Moacir Lima

EXCUSED

Charles Hobson, Trustee; Samuel Rivera, Trustee

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 3:00 pm. The New Intervention and Support Counselors, Kim Bobe, Victor Castillo, and Janeese Parker, introduced themselves.

2. APPROVAL OF BOARD MINUTES

- Mr. Morales made a motion to approve the October 15, 2019 Board Minutes. Mr. Witherspoon seconded. Two Abstentions. All were in favor.

3. ALBERTO CRUZ GOLDEN APPLE AWARD

Mr. Samson and Ms. Richards presented the inaugural Alberto Cruz Golden Apple Award to Trisha Jerrick, an Intervention and Support Counselor in her second year at Williamsburg Charter. Mr. Samson commended Ms. Jerrick for her consistent drive and dedication to the community.

4. INSTRUCTIONAL COACHES BRIEF

Mx. Leghorn and Ms. Creed-Harry provided the Board with an instructional coaching update. They discussed small group coaching sessions, professional developments designed, and professional developments attended. Mx. Leghorn and Ms. Creed-Harry have conducted 211 observations with feedback, 210 1:1 meetings, and 27 co-taught lessons or demonstrations. The instructional coaches also sent out a staff feedback survey soliciting suggestions on how to improve the program. As a whole, the survey shows that teachers are happy with the instructional coaching program but would like additional modeling and small group professional development in the future. Teachers appreciate the consistent



feedback and solutions-driven approach the coaches take. Ms. Eagen commended Mx. Leghorn and Ms. Creed-Harry for their work and explained that the instructional coaching positions were created in response to an anonymous staff survey in the spring and was an illustration of how feedback can better a program.

5. HEAD OF SCHOOL AND ACADEMY LEADER REPORT

Mr. Samson reported that the second trimester will begin on November 21. He thanked staff for working hard to ensure student schedules would be ready. The fall parent teacher conference had a huge parent turnout. The following professional developments occurred on November 4 and November 5: using school data, co-teaching, the WCHS Classroom, classroom management, counseling team professional development, grade book, diversity and gender in schools, RTI, mindset, CPR/AED/First Aid, and BEDS.

The school also recently hosted a college and career panel, a healthy relationship workshop, a Halloween dance, a Top HERO Points party, a dance performance, and a college fair.

Ms. Thomas presented the 10th grade monthly spotlight. She featured two transfer 10th graders who are excelling at WCHS. Ms. Thomas also celebrated Gonzalo Romero, a long-term staff member of WCHS. He started as a substitute and has since served as a teacher, Grade Director, ISD/ISS Coordinator, and Alternative Lab Coordinator.

6. HEAD OF OPERATIONS REPORT

Ms. Jacobson stated that the Operations Department is preparing for January Regents Exams, including training teachers and staff on NYC DOE Testing Protocols, ordering supplies and materials and coordinating with Instructional Leadership regarding Regents Review, and is printing schedules for Trimester 2 for distribution to students. The school conducted one Fire Drill, one Code Blue Drill, and one Bus Drill.

Ms. Jacobson thanked Ms. Manion for assisting with the website launch. Ms. Jacobson also proposed migrating the website from GoDaddy shared server to secure server hosted by CoCreators Group, and securing 3 hours per month of content updates, along with training for 3 months. The CoCreators Group proposal includes high speed hosting on a secure server, unlimited storage, daily backups and ongoing tech support.

- Mr. Witherspoon made a motion to approve the service agreement from CoCreators Group. Mr. Morales seconded. All were in favor.

7. RECRUITMENT AND ENROLLMENT

Ms. Jacobson presented the Recruitment and Enrollment update on behalf of Ms. Gomez. Enrollment is 955 in PowerSchool, 954 in ATS, and the FTE is 938.36. There are 1089 applicants for 2019-20 and 13 enrollments in process. Mr. Morales thanked staff for their work improving the school's enrollment. Ms. Jacobson also commended staff for helping to retain students and welcoming new ones. She added that there will be an open house on December 7 and Ms. Gomez is continuing her outreach to middle schools. Ms. Jacobson previewed a new advertisement that will be running at all Williamsburg Cinemas Rated G, PG, and PG-13 screenings for 16 weeks.

8. HUMAN RESOURCES



Ms. Kellar reported to the Board on staff recruitment, benefits, payroll, and compliance. The Human Resources Department will be facilitating PFLAG's Safe Schools Gender Inclusivity training on January 15, as well as the Equal Employment Office's Respect in the Workplace harassment and bullying training on January 27.

9. FINANCE

Ms. Fernandez reported that the school received \$300,000 in Title funding for the last fiscal year. As of September 31, 2019, the total collected revenue for the month was \$4,321,979 and expenses were \$3,964,765, with a surplus of approximately \$360,257. The total assets are \$14,600,000 with a deferred rent of \$9,421,530.

Ms. Jacobson mentioned that she, Mr. Samson, and Mr. Bashir are evaluating the benefits of the Unified Classroom PowerSchool extension. This feature would aggregate lesson plans, grades, and notes into the PowerSchool portal and be shareable data for students, parents, and teachers. Ms. Eagen inquired about what separates this extension from Google Classroom. Mr. Bashir explained how it puts all data onto one platform. Ms. Jacobson said she would continue research and conduct surveys about whether or not this would be a value add for the school.

10. FACILITIES AND SAFETY

Ms. Manion reported on behalf of Mr. James.

Facilities

The heating system is running throughout the building. Heating is being repaired in rooms 809 and 631. The school has snow salt, a salt-thrower, two electric and battery-operated snow blowers, one dry vacuum on site. The Facilities Department also has a snow removal plan prepared in advance of the winter season. The skylights in the Cafetorium and Library are scheduled for removal. Light ballasts have been replaced throughout the building and burnt bulbs are being replaced as reported. The Fire Department visited to review the school's annual recordkeeping, permits, fire equipment, and to conduct the fire command station test. All records and equipment were up to date and no violations were issued. There was one Fire Department visit for an activated smoke detector caused by electrical work in room 201. The school was closed at the time of occurrence. There were no additional agency visits in November.

Safety

There were six student altercations on property, and two student altercations occurred off property. The NYPD visited twice, once for a mediation, and once for a non-school related incident. EMS came for a trip and fall incident and three sports-related incidents. One Safety Officer position has been filled, leaving one Safety Officer vacancy. A final candidate will be presented for the Board's approval. The Safety Department conducted three random bag searches in November. Long sleeve shirt and sweatshirt options have been added to the school's uniform, which Mr. James hopes will improve uniform compliance over the winter. The 90th Precinct Transit and Housing police have been monitoring the area after school and reported 0 incidents for the month as of November 14.

11. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that the Annual Report, which includes the Board-approved final audit, was submitted to NYSED on November 2. Ms. Eagen added that the audit has no deficiencies and the auditor commented positively on the school's progress over the years. Ms. Manion also reported that she completed and submitted the BEDS IMF submission along with the Title I final enrollment numbers.



In November Ms. Manion improved Google Ad campaigns on the back end, posted events to Yelp Business, Google, and Patch. She completed updates to enable the website launch on November 20. Ms. Manion also solicited donations for the Hispanic Heritage Celebration on November 23, launched the school's #GivingTuesday campaign for senior scholarships which has raised \$810 so far, and started the school's holiday donation campaign. She will be attending the NYC Solar Schools Education Program training on November 25, is coordinating a holiday art show at Demi-Monde Cafe, and is working with the New York Charter Schools Association to improve relationships with electeds in the area.

12. ADJOURNMENT

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

13. EXECUTIVE SESSION



MINUTES
Board of Trustees Meeting
December 18, 2019

The meeting was held at: 198 Varet Street, Brooklyn, NY 11206

PRESENT

Lourdes Putz, Chair
John Witherspoon, Trustee
Manuel Morales, Trustee
Karl Richards, Staff Rep.

GUESTS

Lester Samson, Head of School I.A.
Ellen Eagen, Attorney
Mary Kenny, Minutes Transcriber
Shalanda Douglas
Tara Richards
Raymond James
Lisa Kellar
Natalie Naftel
Bao Nguyen
Fausto Junior Gomez

Val Jacobson, Head of Ops
Kate Manion
Belnardina Madera
Matthew Carezza
Jahi Bashir
Aurelina Ramirez
Kathy Fernandez
Ryan Fuller
Ivette E. Cruz

EXCUSED

Charles Hobson, Trustee; Samuel Rivera, Trustee

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 5:06 pm.

2. APPROVAL OF BOARD MINUTES

- Mr. Morales made a motion to approve the November 19, 2019 Board Minutes. Mr. Witherspoon seconded. All were in favor.

3. ALBERTO CRUZ GOLDEN APPLE AWARD

Mr. Samson awarded Bao Nguyen with the Alberto Cruz Golden Apple Award for the month of December.

4. HEAD OF SCHOOL AND ACADEMY LEADER REPORT

Mr. Bashir stated that the staff holiday party was a success. He attended the Big Picture Learning Conference alongside Mr. Samson. The 360 Leadership Team Survey was sent out to staff on December 17. He also provided updates on the Master Schedule Committee, an Honor Roll assembly, Regents Reviews and curriculum realignment.

Mr. Nguyen showed a monthly photo recap of the Class of 2023, which included photos from a dance performance, football practice, the fall college fair, field trips, the Honor Roll Assembly, the HERO Rewards Pop-Up Shop, and the End of Trimester 1 assembly. Mr. Nguyen stated that 32% of the Class of 2023 is on the honor roll. He highlighted a Class of 2023 student, Seon King, who wants to be a child psychiatrist when she grows up. Mr. Nguyen also spotlighted Michael Byars, a third year Student Needs and Academic Services (SNAS) teacher.

5. HEAD OF OPERATIONS REPORT



Ms. Jacobson stated that the website was launched on November 15. Staff will be receiving on-site PowerSchool training on January 30-31 and March 4-5. She has been scheduling coverage for the following vacancies: 1 Physical Education, 1 SNAS/Math, 1 ENL/Literacy, and .2 CDOS. The mid-year evaluation process for non-instructional staff has begun. Individual meetings with supervisors will continue through February. The school received a PowerSchool Unified Classroom demonstration with teachers, a subscription that would cost \$14,931 for the first year and then \$6,251 annually.

Mr. Samson added that last year's trimester transcripts will need to be updated as soon as possible so that they are properly aligned for college admissions. Mr. Samson asked the Board to approve the hiring of a PowerSchool consultant group by the name of Student Ed Information to complete this work. Ms. Fernandez added that there are sufficient funds in the budget for this.

- Mr. Morales made a motion to approve the hiring of Student Ed Information to audit the issuing of credits under PowerSchool (up to the amount of \$5,000). Mr. Witherspoon seconded. All were in favor.

Ms. Jacobson discussed possible ways of implementing the school's goal of 1:1 technology by 2025. The e-rate FY2020 budget could assist with cache devices, wireless access points, software and maintenance for the above, but would not cover the following: an upgraded phone service (from existing T1 to fiber-optics), an active directory server, hardware including additional student Chromebooks and mobile carts/cabinets, and professional development. Ms. Eagen asked to see a detailed five-year 1:1 technology plan.

6. RECRUITMENT AND ENROLLMENT

PowerSchool and ATS both show an enrollment of 961. The FTE is 942.27. There were 1111 total applicants for 2019-20. 1 enrollment is in process. 31 families attended an open house on December 7. Operations and Recruitment offices are continuing visits to middle schools and are looking into billboard ads that would be shown by select subway entrances in multiple languages.

7. STUDENT SUPPORT SERVICES AND SCHEDULING

Ms. Richards provided an overview of the work she has been completed since becoming the school's Student Support Services and Scheduling Manager.

She announced that guidance counselor Larry Balthazar has been promoted to Department Lead of the Guidance Department. Ms. Richards stated that all course scheduling for 2019-20 is complete. In addition, 12th graders are now scheduled for a minimum of five courses in order to assist them with achieving Advanced Regents Diplomas. Ms. Richards introduced Maria Frazier, a College and Career Coordinator who joined the school in the fall of 2019. Ms. Frazier discussed FAFSA workshops, college visits, college fairs and SAT day.

8. HUMAN RESOURCES

Ms. Kellar introduced Adrian Caballero, the school's new Social Emotional Academy Leader. Ms. Kellar stated that Yahaira Alcantara would be returning on January 6 as a parental leave replacement for Ms. Martin. Ms. Kellar onboarded a new guidance counselor to cover another parental leave through April 2020. She will be attending charter school recruitment fairs in the coming months and is interviewing for 1 Intervention and Family Support Counselor, 1 Math teacher, 1 Physical Education teacher, and 1 ENL teacher.



Ms. Kellar also stated that the school now has a dedicated meditation and lactation room located in room 819 which can be scheduled through a link in the Daily Leaf. The room will be managed by herself and the school's Wellness Coordinator, Angie Helliger.

9. FINANCE

Ms. Fernandez reported that as of November 30, 2019, the total collected revenue for the month was \$7,102,873 and expenses were \$6,705,606 with a surplus of approximately \$397,267. Total Assets are \$14,600,000 with a Deferred Rent of \$9,531,701.

10. FACILITIES AND SAFETY

Mr. James reported that the school received two visits from the Department of Health. There were no violations issued either visit. One HVAC control board required replacement for a heating unit. All units are functional. Six light ballasts need to be replaced in hallways and in front of the building. The Facilities Department is prepared for snow emergencies that may occur.

Mr. James also reported that there were six student altercations on property over the course of the month. One incident involved a pocket knife, which was confiscated. Three student altercations occurred off property. Parents were notified, and meetings and mediations were conducted as follow-up. There were no NYPD visits to the school over the month; however, the school now asks NYPD to be present at school dismissals. There were no EMS or FDNY visits. The Safety Department is fully staffed at this time.

Ms. Putz spoke about elevator issues that she has noticed during visits to the school. She commended all staff for their professionalism when dealing with students who are disrespectful. Ms. Putz will be discussing the issue further with leadership.

11. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion submitted requested edits to the 2019-20 Title application to NYSED. She is continuing improvements to the website and is making adjustments to Google Ads. Ms. Manion sent out electronic holiday cards and is sending out physical cards to school neighbors on December 20. The school's #GivingTuesday campaign raised \$1,345 towards student scholarships. The school should find out in mid-January if the funds were matched. Ms. Manion made a GoFundMe Charity page to solicit ongoing donations. She is also reaching out to local business owners about hosting fundraising events at their establishments.

12. ADJOURNMENT

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

13. EXECUTIVE SESSION



MINUTES
Board of Trustees Meeting
January 28, 2020

The meeting was held at: 198 Varet Street, Brooklyn, NY 11206

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee
Manuel Morales, Trustee
John Witherspoon, Trustee
Karl Richards, Staff Rep.

GUESTS

Lester Samson, Head of School I.A.
Ellen Eagen, Attorney
Mary Kenny, Minutes Transcriber
Matthew Carena
Tara Richards
Raymond James
Lisa Keller
Natalie Naftel
Bao Nguyen
Fausto Junior Gomez
Chevonna Hardy
Paul Leleck, Building Hope

Val Jacobson, Head of Operations
Kate Manion
Luke Hagen
Laura Rackmil
Jahi Bashir
Adrian Caballero
Kathy Fernandez
Ryan Fuller
Ivette E. Cruz
Yahaira Simon
Rebecca Miller

EXCUSED

Charles Hobson, Trustee

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:12 pm. Attendees introduced themselves.

2. APPROVAL OF BOARD MINUTES

- Mr. Morales made a motion to approve the November 19, 2019 Board Minutes. Mr. Witherspoon seconded. One Abstention. All were in favor.

3. ALBERTO CRUZ GOLDEN APPLE AWARD

Rebecca Miller, a new science teacher at the school, was awarded the Alberto Cruz Golden Apple Award for the month of January.

4. HEAD OF SCHOOL AND ACADEMY LEADER REPORT

Mr. Samson stated that preliminary Regents data just became available. He and the team are still reviewing; however a quick analysis points to progress. Ellen Eagen requested that he provide to the Board as soon as possible.

Mr. Samson also reported on 2020-21 course catalog progress, upcoming student led conferences, learning walks, and a Big Picture Learning Advisory visit. Mr. Samson will soon share results of the 360 Leadership Survey. He also reported that Academic Counselors received Naviance training.

Mr. Samson presented the 2020 Summer Calendar for Board approval. Ms. Eagen noted that this calendar supports summer reporting deadline and Mr. Samson stated that staff and administration support the calendar.



- Mr. Morales made a motion to approve the 2020 Summer Calendar. Mr. Witherspoon seconded. All were in favor.

Mr. Nguyen that 32% of 9th graders are on the honor roll. Students have accumulated 165,697 Hero Points. 75 students have an 85% or higher average GPA.

Mr. Caballero stated that 26 10th graders received high honors and 36 students are on the honor roll. Students have accumulated 221,222 Hero Points and 9 are on the Principal's List.

Mr. Nguyen reported on Ms. Douglas' behalf. 35% of 11th graders have received academic honors. He stated that the 11th grade has a highly active student council. The student council has assisted with events including the Holiday Crafts Fair and Glow Party.

Ms. Simon stated that 1033 college applications have been sent out and that 33 acceptances have been received to date. 85 12th grade students received above a 70 in the Math Regents and 108 students achieved a 75 or higher on the ELA Regents. 9 students have acquired an Advanced Regents and 70 students have received a GPA of 85 or higher after Trimester 1.

Ms. Eagen asked meeting attendees to reflect on the relatively new academic structure. She discussed how the Board made a decision to add new staff and return to the original vision of the school to support grade academies. Several staff members voiced support for the newer structure.

Mr. Samson stated that he will provide a summary of interventions and supports off-track students have and are receiving at the March meeting. The Board discussed APEX online learning and whether or not students are benefitting from it. Ms. Eagen requested that Ms. Manion review our charter to see if any amendments need to be made pertaining to online learning.

5. HEAD OF OPERATIONS REPORT

Ms. Jacobson stated that she scheduled students, proctors, and rooms for the administering of 1269 Regents Exams across 10 subject areas for the January 21-24 Regents testing. Operations staff drafted, generated and mailed 730 letters to parents detailing their child's specific January Regents schedule and distributed copies to students via Advisory. Staff utilized School Messenger for daily Regents-specific email reminders to parents the evening before each of their child's January Regents exams. Staff are generating January Regents score reports and data reports, generating Progress Reports for Trimester 2 for mailing, preparing Per Pupil Invoice for Payment #5 due January 30, are attending a PowerSchool Scheduler Professional Development on January 30 and 31, and are preparing media outreach to lead up to the Lottery on April 1.

Ms. Jacobson presented a proposal for a bus advertising campaign with Outfront Media with a total cost of \$10,345. The Board discussed the expenditure and the potential benefits of the campaign.

- Mr. Witherspoon made a motion to accept the OutFront Media bus panel proposal. Mr. Morales seconded. All were in favor.



6. RECRUITMENT AND ENROLLMENT

Ms. Jacobson provided the Recruitment report on behalf of Ayisha Gomez. Enrollment in PowerSchool and ATS is 953 and 955, respectively. The FTE is 936.02. The school received 1127 applications in 2019-20, with one application in process. There are 13 pending discharges for students with zero attendance.

Ms. Jacobson reported on ongoing recruitment efforts, including, monthly open houses, advertisements, high school fairs and tours of the building.

7. HUMAN RESOURCES

Ms. Kellar reported on staff recruitment efforts, benefits, and Human Resources compliance, professional developments, and training. Ms. Kellar stated that WCHS will be hosting a staff recruitment fair in April.

8. FINANCE

Ms. Fernandez reported that as of December 31, 2019, the total collected revenue for the period was \$8,476,991. Expenses were \$8,002,655 with a surplus of approximately \$474,336. Total assets are \$16,400,000 with a deferred rent of \$9,586,786.

The Board reviewed the financial report and discussed substitute teacher costs, per pupil funding, and disposal costs.

9. FACILITIES AND SAFETY

Facilities

Mr. James reported that there were no visits from the Department. of Health. One HVAC board was replaced and three light ballasts required replacement. Hand railings were repaired.

Safety

There were three student altercations on school property and two altercations off property. There were four NYPD visits with two mediations. There was one false ADT alarm response, one EMS visit, and one FDNY inspection visit.

10. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported on the January 13 New York Daily News story that named the school. She stated that the school responded to the Daily News on January 13 and January 17. She also sent responses to News 12 and 101 Wins, two outlets that contacted the school directly. Ms. Manion also contacted several other outlets that picked up the story with the school's response. She stated that the New York Charter Schools Association reached out to her for assistance on January 14. Ms. Manion is working on edits to the Title I Desk Audit.

Ms. Manion also provided a development and marketing update. The school will be participating in the New York City Charter Center's "I Am NYC Charter School" campaign. She will be sending out a Google Review link for NHS students and staff. She promoted the winter coat drive across free online posting lists, received suggestions from the Co-Creators Group for website improvements, is coordinating the release of a recording studio music video with Mr. Ferguson, is scouting locations for a spring art show with Mr. Failla, and has scheduled a scholarship fundraiser at a local venue for February 7.



11. ADJOURNMENT

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

12. EXECUTIVE SESSION



MINUTES
Board of Trustees Meeting
February 25, 2020

The meeting was held at: 198 Varet Street, Brooklyn, NY 11206

PRESENT

Samuel Rivera, Trustee
Manuel Morales, Trustee
Karl Richards, Staff Rep.

GUESTS

Lester Samson, Head of School I.A.
Ellen Eagen, Attorney
Mary Kenny, Minutes Transcriber
Matthew Carena
Tara Richards
Raymond James
Shalanda Douglas
Natalie Naftel
Bao Nguyen
Fausto Junior Gomez
Karilyn Nunez
Victor Castillo
Odaliz Rodriguez
Christine Posillico
12th Grade Presenters

Val Jacobson, Head of Ops
Kate Manion
Luke Hagen
Erminia Errante
Jahi Bashir
Adrian Caballero
Kathy Fernandez
Ryan Fuller
Ivette E. Cruz
Yahaira Simon
Belndardina Madera
Ann Leghorn
Anjelica Romero
David Medina

EXCUSED

Lourdes Putz, Chair; John Witherspoon, Trustee; *Charles Hobson, Trustee (deceased)

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:10 pm. Mr. Rivera noted that the agenda would be amended to exclude Approval of Board Minutes due to a lack of quorum. Everyone in attendance introduced themselves.

2. CHARLES HOBSON IN MEMORIAM

Mr. Rivera spoke about the sudden loss of a dear board member, Charles Hobson. He passed away the week prior. Mr. Rivera stated this loss will be felt deeply throughout the whole community. He held a moment of silence. Ms. Eagen and Ms. Manion paid tribute to Mr. Hobson.

3. ALBERTO CRUZ GOLDEN APPLE AWARD

Mr. Samson presented Erminia Errante with the Alberto Cruz Golden Apple Award for the month of February.

4. GOVERNMENT AND ECONOMICS ENTREPRENEUR PROJECTS

Mr. Fuller introduced three groups of seniors who presented projects from his Government and Economics class. Students were tasked with creating mobile businesses to service or provide goods to different populations. Students came up with mobile healthcare, tax accountant, and tutoring service business ideas.

5. HEAD OF SCHOOL, ACADEMY LEADER REPORT AND STUDENT SUPPORT SERVICES

Mr. Samson provided the instructional update. Instructional walks and classroom observations are ongoing. The school is preparing responses for the NYSED site visit on March 6. Upcoming events and projects include student led conferences,



creation of the 2020-21 master schedule and student registration, and attendance at two conferences: A Dream Deferred (March 11-13) and Prepare (April 23-24). The instructional team is working to improve CDOS classes, curriculum alignment and rigor for 2020-21.

Mr. Nguyen and Mr. Caballero recapped 9th and 10th grade workshops and events including Black History Month and Valentine's Day celebrations, student council, a gun violence workshop, Honor Roll lunch, Senior Mentors, participation in the Glamourgals volunteer program, and a presentation from the Opportunity Network about SAT prep and summer internships.

Ms. Richards introduced the new Intervention and Family Support Counselors, Odaliz Rodriguez and Karilyn Nunez. Ms. Richards reviewed graduation preparations and will provide a confidential spreadsheet next month of all non-graduates. The spreadsheet will include causes, guidance provided, and anticipated graduation dates. She also discussed APEX course progress for credit recovery. Ms. Richards provided a 2020-21 Master Schedule progress update.

Ms. Eagen asked Ms. Richards to keep track of any issues colleges or universities may be having with our transcripts. Ms. Eagen also noted that the school should be carefully considering the five year graduation benchmark and what it implicates for student programming.

6. HEAD OF OPERATIONS REPORT

Ms. Jacobson provided an update on January Regents Pass Rates, which were the following: English Common Core (51%), Algebra Common Core (22%), Geometry Common Core (0%), Algebra II Common Core (13%), Earth Science (8%), Living Environment (15%), Chemistry (0%), Physics (0%), Global Studies (29%), Global Studies (32%), U.S. History and Government (47%). Ms. Jacobson stated that January test-takers are the population of students who have taken the test before and are trying again.

Ms. Jacobson also presented College Readiness Scores. 27%, 9%, and 13% of students who took the January English Common Core, Algebra Common Core, and Algebra II Common Core scored a 75 or above on their Regents. She noted that this is an improvement. The Board discussed credit accumulation, transcripts and accountability.

Ms. Jacobson provided the operations update. The operations team is preparing rosters, proctors, room assignments, and testing Accommodations for P/SAT testing for Grades 10 and 11 on March 4th and Advisory trip train passes for Grades 9 and 12. The operations team prepared and distributed materials for administration of the NYC DOE School Survey. She is preparing NYSTL Textbook orders for the March FAMIS purchasing deadline in concert with the Finance Office and Instructional Leadership. NYSED will be visiting on March 6th from 12:30-3:30pm. The school has the following vacancies: 1 SNAS, 1 Math/ENL, .5 CDOS/Math.

7. RECRUITMENT AND ENROLLMENT

Ms. Jacobson provided the Recruitment and Enrollment update on behalf of Ms. Gomez. Enrollment in PowerSchool and ATS is 945 and 946, respectively. The FTE is 926.95. Ms. Jacobson stated that three students graduated in January. 20 students are currently on the waitlist. The Board discussed ways of successfully admitting waitlisted students at this time of year.



Ms. Jacobson summarized 2020-21 lottery marketing efforts, including monthly open houses, attendance at school fairs, school tours, middle school visits, bus advertisements, Daily News email blasts, and online free listing postings.

8. HUMAN RESOURCES

Ms. Manion presented the Human Resource slide in Ms. Keller's absence. Two new Intervention and Family Support Counselors were hired; she is updating job descriptions and posting to the website; she is implementing a school spirit initiative amongst staff to collect quotes about why staff like working at WCHS; and Ms. Kellar will be organizing a job fair at the school in April. Ms. Kellar is evaluating benefits renewal packages and submitted the school's Erisa filing on January 31. She will be facilitating HR compliance and professional development training in August.

9. FINANCE

Ms. Fernandez reported that as of January 31, 2020, the total collected revenue for the period was \$9,907,864 and expenses were \$9,383,247 with a surplus of approximately \$524,616. Total Assets are \$15,000,000 with a deferred rent of \$9,641,872.

The Board discussed the cost of substitute teachers and the impact of enrollment on the budget.

10. FACILITIES AND SAFETY

Facilities

Mr. James reported that there were no visits from the Department of Health or Department of Buildings. One heating/air unit was installed. Con Ed is scheduling a bulb replacement for the school free of charge. All fire certifications are up to date.

Safety

Mr. James reported that there were three student altercations on school property and one off property. There were no NYPD, EMS, or FDNY visits.

11. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion stated that the school was issued a Notice of Concern on February 10 from NYSED regarding school climate and ELL enrollment. The NYSED site visit will occur on March 6 and site visit response prompts are due March 2. Areas of focus are Benchmark 1: Student Performance, Benchmark 3: Culture, Climate, and Family Engagement, Benchmark 8: Mission and Key Design Elements, and Benchmark 9: Enrollment, Recruitment, and Retention. Ms. Manion submitted revisions to the NYSED Title I Desk Audit on March 10. She will be presenting proposed revisions to the Parent and Engagement Policy on February 26 and will be presenting to the Board on March 17.

Ms. Manion reported that Building Hope on behalf of Paul Leleck made a generous donation of \$5,000 to the school to assist with bus advertisement costs. School staff raised \$115 at a recent scholarship fundraiser. The school has raised \$1,460 for student scholarships so far.

The theater teacher, Jeremy Kronenberg, requested to rename the Theater Scholarship to the "Gabriella Deen Award for Excellence in Theatre" in honor of a former theater student who passed away in 2018.



Ms. Manion is also coordinating 360 tours of a classroom, the library, the art room, the recording studio, the dance studio, and the cafeteria. She promoted Brooklyn Teacher Fair on February 8, Barclays Center Game on February 9, the WCHS Teacher Fair April 25, AIDS Walk on May 17, and is coordinating the release of recording studio music video with Mr. Ferguson.

11. ADJOURNMENT

All were in favor.

12. EXECUTIVE SESSION



MINUTES
Board of Trustees Special Meeting
March 15, 2020 at 7pm

The meeting was noticed and held via GoToMeeting phone conferencing.

PRESENT

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

GUESTS

Ellen Eagen, School Counsel
Lester Samson, Head of School
Valerie Jacobson, Head of Operations
Katie Manion, Minutes Transcriber
WCHS constituents

EXCUSED

*Charles Hobson, Trustee (deceased)

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 7:03 pm. The Board of Trustees motioned to make a resolution that Williamsburg Charter High School will be closed March 16, 2020 until April 19, 2020 under the direction of Governor Cuomo's Executive Order 202. The school will be physically closed to students and staff.

2. ADJOURNMENT

The meeting was adjourned at 7:15pm.



MINUTES
Board of Trustees Meeting
March 31, 2020 at 6pm

The meeting was held virtually via GoogleHangout.com

PRESENT

Samuel Rivera, Trustee
Manuel Morales, Trustee
Karl Richards, Staff Advisor
Lourdes Putz, Chair
John Witherspoon, Trustee

GUESTS

Lester Samson, Head of School
Valerie Jacobson, Head of Operations
Ellen Eagen, School Counsel
Mary Kenny, Minutes Transcriber
WCHS constituents

EXCUSED

*Charles Hobson, Trustee (deceased)

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:10 pm. Mr. Rivera greeted the Board and staff. He thanked the teachers, non instructional staff, and administration for stepping up and adapting to remote instruction during these unprecedented times.

Mr. Rivera announced that the Board, in partnership with WCHS Leadership, opted to create a continuity of learning plan for the period between April 9-17 that will allow for our students to continue to be engaged and for our staff to have a reprieve. He stated that Mr. Samson would be rolling out details about what that looks like over the next few days. Staff will have tasks to complete during this time but will not be tied to the confines of our regular daily remote learning programming.

Mr. Rivera stated that instructional staff will be paid through their contract periods.

The Board tabled approval of the February 25, 2020 Board Minute for a later meeting.

2. ALBERTO CRUZ GOLDEN APPLE AWARD

Mr. Samson presented David Medina with the Alberto Cruz Golden Apple Award for the month of March for tirelessly working to get Chromebooks to our students in need.

3. HEAD OF SCHOOL

Mr. Samson reported that instructional staff have received training on remote learning instruction and support. Attendance is being collected via daily Advisory assignment "Do Nows". This measure shows a Do Now participation average of 84.4% for the first week. The student support team is providing social

emotional support via phone check ins, emails, and office hours. Advisors are also requesting that parents complete the NYC School Survey during these calls.

Mr. Samson stated that the academic leadership team is continuing work on the master schedule for 2020-21. The school lottery will be held virtually on April 2 at 6pm. He also reported that senior spirit week will be celebrated online and multiple constituents are working together to ensure our students have laptops.

4. HEAD OF OPERATIONS REPORT

Ms. Jacobson reported that the deadline for lottery applications is April 1. She asked the Board to formally declare the number of available 2020-21 seats for each grade: 320 for 9th grade; 17 for 10th grade; 36 for 11th grade; and 0 for 12th grade. Ms. Jacobson stated that WCHS traditionally approves 300 seats for 9th grade; however approximately 20% of those admitted do not attend in the fall and the hope is that increasing the available seats to 320 will account for this. The Board agreed to increase the number of available seats from 300 to 320 for 9th graders.

Ms. Jacobson provided a COVID-19 operations report. The website now has a COVID-19 portal aggregating all updates to families and staff. The portal has updates on the WCHS remote learning program, technology, available social emotional supports, and community resources, including ways to access free wireless and food across the city.

5. FINANCE

Ms. Fernandez reported that as of February 29, 2020, the total collected revenue for the period was \$11,510,725 and expenses were \$10,778,985 with a surplus of approximately \$731,740. Total Assets are \$16,400,000 with a deferred rent of \$9,696,957.

Ms. Fernandez said that WCHS received both the per pupil funds and the IDEA funds.

Mr. Rivera said that the Board's top priority is to serve as fiduciary of the finances and he stated that WCHS is in healthy fiscal shape. Mr. Morales agreed and said that the school will continue to listen to elected officials and directives from our authorizer regarding future payments.

11. ACCOUNTABILITY AND DEVELOPMENT

As part of the WCHS Title Audit, Ms. Manion made draft revisions to the school's Parent and Family Engagement Policy in collaboration with the Parent Leadership Council. Ms. Manion requested the Board approve the following language addition to the Parent and Family Engagement Policy:

PART IV, PARENT AND FAMILY ENGAGEMENT COORDINATION AND INTEGRATION

Williamsburg Charter High School will coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant federal, state and local laws and public programs, and conduct other programming and resources such as utilizing WCHS' parent resource center located on site, conducting monthly Parent Leadership Council meetings, issuing monthly parent bulletins, and having an on-site Parent Coordinator who serves as a direct contract for parents.

Ms. Eagen stated that this policy memorializes practice already in place at the school.

- The Board agreed to add the language with no objections.

Ms. Manion reported that she submitted WCHS' COVID-19 Continuity of Education Plans to NYSED. This plan includes a teletherapy protocol that is HIPPA-compliant according to directives from the NYC DOE.

Ms. Manion stated that the NYSED Check-In Site Visit has been postponed due to the COVID-19 environment. She reiterated that all WCHS COVID-19 notices are located online on the COVID-19 portal at www.thewcs.org/covid-19. Ms. Manion applied for the NYC Charter Center COVID-19 Grant for \$30,000. She requested 36 Chromebooks and 75 hotspots for students in need.

12. ADJOURNMENT

Ms. Eagen reiterated Mr. Rivera's message regarding the instructional staff reprieve between April 9-17. She stated that the Board will be working closely with Mr. Samson and the instructional team to develop what student engagement will look like during those days. Mr. Samson will follow-up with details later in the week.

Ms. Manion urged staff to send ongoing questions and concerns to covidconcerns@thewcs.org.

Mr. Rivera added that this is a stressful and tough time for everyone and thanked all for attending. Mr. Rivera motioned to adjourn the meeting.



MINUTES
Board of Trustees Special Meeting
April 24, 2020 at 6pm

The meeting was noticed and held via Google Hangouts.

PRESENT

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

GUESTS

Ellen Eagen, School Counsel
Lester Samson, Head of School
Valerie Jacobson, Head of Operations
Katie Manion, Minutes Transcriber
WCHS constituents

EXCUSED

John Witherspoon, Trustee, *Charles Hobson, Trustee (deceased)

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 7:03 pm. The Board of Trustees motioned to make a resolution that Williamsburg Charter High School will continue to remain closed in accordance with the Governor's directive. The school building will be closed to students and staff at least until May 15, 2020.

2. ADJOURNMENT

The meeting was adjourned at 7:15pm.



MINUTES
Board of Trustees Meeting
April 28, 2020

The meeting was held virtually via Google Hangouts.

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee
John Witherspoon, Trustee
Manuel Morales, Trustee
Karl Richards, Staff Advisor

GUESTS

Lester Samson, Head of School I.A.
Ellen Eagen, Attorney
Jahi Bashir, Academy Leader
Tara Richards, Student Support Manager
Katie Manion, Accountability Manager
Kathy Gaffney, Prospective Trustee

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber
Bao Nguyen, Academy Leader
Kathy Fernandez, Finance
Staff and Parents

EXCUSED

*Charles Hobson, Trustee (deceased)

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:00 pm. Lourdes Rivera-Putz welcomed everyone and expressed her sincere appreciation to all the staff, students and families for continued support during this difficult time. She stated that safety is the school's top priority and that WCHS will continue to look to New York State for guidance on re-entry planning. Ms. Putz said that leadership is meeting frequently to develop plans.

2. ACADEMICS

Jahi Bashir, Rhonda Creed-Harry, and Ann Leghorn presented qualitative and quantitative data about our remote learning platform. Survey data of teachers indicate varied levels of student engagement in the COVID environment.

UPDATE TO REMOTE LEARNING PROGRAM

Mr. Bashir presented revisions to the remote learning program. Daily engagement questions will continue to be posted in all of classes for regular teacher-student contact, but will no longer be required as a grade in PowerSchool. Students will be given more time to submit assignments and teachers will have increased flexibility in the number of assignments posted weekly to Google Classroom. The original remote learning program did not require a weekly overview or have mandates for weekly calendars of assignments and expectations. In the revised learning program, teachers will post weekly academic overviews of assignments with explicit directions, due dates, and connections to the larger unit. Teachers are encouraged to use instructional videos or audio. Finally, the original remote learning program mandated teachers to give weekly formative assessments. The revised remote learning program mandates teachers to give formative assessments every two weeks. An internal calendar of assessment weeks by department was created to alleviate simultaneous assessment requirements of students (no more than 5 per week). Mr. Samson said he and Mr. Bashir would solicit feedback in department meetings and then roll out to all teachers.

UPDATE TO TEACHER EVALUATION PROCESS

Mr. Samson and Mr. Bashir made the following adjustments to the teacher evaluation process in response to the COVID-19 school building closure and switch to remote learning:

- Announced observations (2nd round) will not be completed due to the remote learning environment.
- Scores and data from the unannounced (1st round) observations will be used to determine continuation of contract for 2020-2021 school year.
- All teachers (certified and uncertified) who received a 2.0 or higher on their unannounced (1st round) observation will be eligible for contract renewal for the 2020-2021 school year. Eligibility for a contract renewal has been adjusted from 2.5 to 2.0 in consideration of the unforeseen COVID circumstances and changes to evaluation process.
- All teachers (certified and uncertified) who scored below 2.0 on their unannounced (1st round) observation will not be eligible for a contract renewal for the 2020-2021 school year.
- All teachers will receive a letter detailing their employment status by May 15, 2020.
- All teachers (certified and uncertified) are expected to continue their professional duties for the remainder of the school year. Failure to do so may result in disciplinary actions including probation and termination.

Mr. Samson reported that Safety Officers have been repurposed to provide additional support for students and families. The 2020-2021 Master Schedule is in development. Instructional recruitment is ongoing. Staff Appreciation Week will be held from May 4-8. Students completed world issue assignments over the Spring Reprieve.

GRADUATION PROJECTIONS 2020

Ms. Richards reported that 183 students are eligible to graduate out of 215. 49 students are expected to graduate in August following participation in summer school. 7 students from the 2019 Cohort and 2 students from the 2018 Cohort are on track to graduate as well.

Ms. Eagen reminded the Board that we are still awaiting guidance regarding Regents testing. Ms. Putz and leadership have been meeting with our CSO liaison regularly to understand the situation as best possible.

3. HEAD OF OPERATIONS REPORT

TECHNOLOGY PROPOSAL

Ms. Jacobson reported that we received 540 responses from the technology survey. 79 families reported difficulty with home access to the internet/smartphone. 120 stated they lack internet access and 183 stated they lack access to a smartphone. Out of 386 Chromebooks and 8 laptop carts, 298 were distributed as of April 23, 2020.

Ms. Jacobson stated that the budget line for technology in 2019-20 was \$150,000. Ms. Jacobson requested that the Board utilize \$140,740 of the \$150,000 in the 2019-20 Technology Equipment Budget Line Item by purchasing 360 Chromebooks and 10 laptop carts from CDW and 100 wifi hotspots for 24 months from T-Mobile.

Ms. Eagen inquired about the budget line and Ms. Fernandez confirmed that the money is there.

The Board reviewed technology quotes. Mr. Morales stated that technology priority should go to students with the most need. Ms. Putz agreed that this is an issue that needs to be resolved right away, but with more discussion.

Ms. Jacobson stated that the virtual lottery held on April 2 was successful. 244 people attended. The event invitation was posted publicly and was recorded and transcribed. We received 647 applications, up from 629 last year. 64 families accepted the admissions offer and started online registration and 12 families accepted and fully completed their online registration on April 2. She stated that we will continue to hold open houses and recruit through ads and email blasts.

Ms. Jacobson reviewed our COVID-19 portal on the website which hosts information about our remote learning plan, technology for students, community resources, and other WCHS COVID-19-related updates.

4. FINANCE

Ms. Fernandez reported that as of March 2020, the total collected revenue for the period was \$12,833,913 and expenses were \$12,209,795 with a surplus of approximately \$624,117. Total Assets are \$15,100,000 with a deferred rent of \$9,752,042.

Ms. Fernandez said that she is expecting the per pupil funding in May. She is working on the 403b audit and the interim audit with our auditors virtually.

Ms. Eagen stated that we should expect a lower per pupil rate in 2020-21. Ms. Fernandez agreed to factor that and the potential financial effects of COVID-19 into the 2020-21 budget.

5. ACCOUNTABILITY AND DEVELOPMENT AND APPROVAL OF BOARD MINUTES

Ms. Manion requested approval of the December, January, February, and March Board of Trustees Meeting Minutes as well as the Special Board of Trustees Meeting Minutes from March 15 and April 14 pending review from School Counsel. Ms. Manion stated that these approvals were postponed due to the unexpected passing of Trustee Charles Hobson. John Witherspoon motioned to approve the December, January, February, and March Board of Trustees Meeting Minutes as well as the Special Board of Trustees Meeting Minutes from March 15 and April 14 pending review from School Counsel. Manny Morales seconded. All were in favor.

Ms. Manion requested that the Board formally name her as the WCHS NYSED Data Privacy Officer. John Witherspoon motioned to approve and Manny Morales seconded. All were in favor.

Ms. Eagen requested a vote on the extension of school closure through May 15 following guidance from Governor Cuomo. John Witherspoon motioned to approve and Manny Morales seconded. All were in favor.

Ms. Manion stated that as part of a check-in site visit with the NYSED CSO, she would be facilitating the

Board of Trustees and parent focus groups with our liaison, Paula Orlando. The tentative date is May 26 so that Ms. Orlando can attend the May Board of Trustees Meeting afterwards as well. Ms. Manion is writing the self-evaluation that the school will be submitting for the visit.

Board Development

Ms. Manion introduced Kathy Gaffney, formal principal of WCHS. Ms. Manion stated that Ms. Gaffney is interested in joining the Board of Trustees and is in the process of completing her Board of Trustees application. Ms. Gaffney spoke about her experience at the school and said she was impressed with what she sees happening at WCHS. Mr. Rivera expressed his appreciation and said everyone who is not familiar with her will come to value her wisdom as part of the team.

Ms. Manion requested that the Board of Trustees approve Kathy Gaffney as a Board of Trustees member, following submission of her Board of Trustees application and approval from the NYSED CSO. John Witherspoon motioned to approve and Manny Morales seconded. All were in favor.

7. ADJOURNMENT

Mr. Rivera said that the Board continues to meet frequently and commended staff for remaining incredibly productive in this challenging time. He moved to adjourn. Manny Morales seconded. All were in favor.

8. EXECUTIVE SESSION



MINUTES
Board of Trustees Special Meeting
May 14, 2020 at 5:30pm

The meeting was noticed and held via Google Hangouts.

PRESENT

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

GUESTS

Ellen Eagen, School Counsel
Lester Samson, Head of School
Valerie Jacobson, Head of Operations
Katie Manion, Minutes Transcriber
Kathy Gaffney, Prospective Trustee
WCHS constituents

EXCUSED

John Witherspoon, Trustee, *Charles Hobson, Trustee (deceased)

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 5:30pm. The Board of Trustees motioned to make a resolution to approve the usage of Paycheck Protection Program (PPP) funds received by the Williamsburg Charter High School as part of the CARES Act.

2. ADJOURNMENT

The meeting was adjourned at 5:36pm.



MINUTES
Board of Trustees Meeting
May 26, 2020

The meeting was held virtually via GoogleHangout.com

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee
John Witherspoon, Trustee
Manuel Morales, Trustee
Karl Richards, Staff Rep.

GUESTS

Lester Samson, Head of School I.A.
Ellen Eagen, Attorney
Over 48 Teachers, Parents & Support Staff

Val Jacobson, Head of Ops
Mary Kenny, Minutes Transcriber
Kathy Gaffney, Prospective Trustee

EXCUSED

*Charles Hobson, Trustee (deceased)

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:05 pm. Ms. Putz welcomed everyone.

2. APPROVAL OF BOARD MINUTES

John Witherspoon motioned to approve the April Board Minutes pending review from the School Counsel. Manny Morales seconded. All were in favor.

3. ACADEMICS - COVID-19 UPDATE

Lester Samson reported that revisions to the remote learning plan were rolled out to teachers. Teachers have been participating in the remote professional development series. Modifications in light of COVID-19 were made to the teacher evaluation process to promote equity in light of the unforeseen circumstances. The 2020-21 master schedule should be finalized by summer break. Teacher recruitment is ongoing. The 2020-21 curriculum scope and sequence should be finalized by June 2.

Mr. Samson reported that the school has hosted virtual Zumba, cooking classes, meditation, and movie nights. Mr. Samson will be hosting a Quarant-Tea Time to provide additional support for students and staff.

Ms. Martin provided an update for Class of 2020 events. She and a team of staff created a college acceptance Instagram page highlighting the colleges our seniors will be attending in the fall. The College Office has been hosting weekly Google hangouts. Senior Awards Night will occur virtually on June 18 at 5pm. The Senior Committee is hosting a movie night and senior party virtually as well. She will be hosting a Senior Town Hall Q&A to review outstanding issues for seniors. Graduation planning is still in development and staff are working on a senior tribute video.

Instructional Coaches Ann Leghorn and Rhonda Creed-Harry provided an overview of remote learning including examples of instruction as well as student work. Ms. Leghorn and Ms. Creed-Harry provided examples of Pear Deck Text Slides, highlighted and annotated instruction, and real world application lessons. They also showed examples of how teachers are engaging students despite our asynchronous model. When asked how WCHS is tracking attendance, Mr. Samson added that attendance and engagement are included in PowerSchool.

4. HEAD OF OPERATIONS REPORT -COVID-19

Ms. Jacobson reported that she is leading the school's Re-Entry Committee with Mr. Samson. The Committee will consist of Board, Leadership, Admin, Staff, Family, and Student stakeholders and will have Academic and Operations Subcommittees. The school is closely following available guidance from FEMA, CDC, WHO, NYS, NYC DOH and is developing multiple planning scenarios.

The school hosted its annual enrollment lottery on April 2, 2020. The student accepted 320 9th grade students, 17 10th grade students, 36 11th grade students, and 0 12th grade students. 132 registrations are in process.

As of April 24, 2020, there were 954 students listed in PowerSchool.

11 families attended our virtual open house on April 25 and 34 families attended on May 8. Additional virtual open houses and registration help sessions with Operation Team members are forthcoming.

Ongoing recruitment efforts include updating Google Ad Words and social media ads, email blasts, and ad placement in Brooklyn Family Magazine's online graduation edition.

The Board discussed follow-up with families who rescinded their applications. Operations staff will make calls to see why students did not follow-through.

The COVID-19 portal on our website continues to serve as the communications hub of our school.

5. FINANCE

The Paycheck Protection Program (PPP Loan)

Mr. Morales provided a brief overview of the PPP Loan. Ms. Eagen added that the school is working closely with our auditors to properly document our participation in the program.

Ms. Fernandez reported that as of April 2020, the total collected revenue for the period was \$14,149,246 and the expenses were \$13,516,203, with a surplus of approximately \$633,043. The total assets are \$13,800,000 with a deferred rent of \$9,807,128.

The school's per pupil funding report will be submitted June 1. Mr. Rivera stated that he is working with Ms. Fernandez and Ms. Kellar on our health care benefits renewal.

6. ACCOUNTABILITY AND DEVELOPMENT

NYSED Remote Check In Update

Ms. Manion reported that the school is undergoing NYSED CSO check-in monitoring. The Parent Leadership Council (PLC) and Board of Trustees met with our liaison, Paula Orlando, earlier in the evening for focus group discussions. Ms. Orlando will be virtually visiting on June 8. Ms. Manion is completing the self-evaluation for submission prior to the visit. Melody Pink, Parent Coordinator, discussed the parent focus group discussion. Ms. Pink stated that Ms. Orlando asked about school safety and the accommodations for students with special needs

during remote learning. Ms. Putz thanked Ms. Pink and reiterated that WCHS wants to make sure that every parent has their voice heard and is happy to partner with Ms. Pink to set up additional workshops for parents of students with special needs through her advocacy organization, United We Stand.

7. ADJOURNMENT

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

8. EXECUTIVE SESSION



MINUTES
Board of Trustees Meeting
ANNUAL MEETING
June 23, 2020

The meeting was held virtually via GoogleHangout.com

PRESENT

Lourdes Putz, Chair
Samuel Rivera, Trustee
Manuel Morales, Trustee
Karl Richards, Staff Rep.

GUESTS

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

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

EXCUSED

John Witherspoon, Trustee; *Charles Hobson, Trustee (deceased)

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 6:05 pm. Ms. Putz asked Mr. Rivera to run the meeting due to technical difficulties. He thanked everyone for working hard during this crisis.

2. APPROVAL OF BOARD MINUTES

Mr. Rivera explained the purpose of meeting minutes for those who may be unfamiliar. Mr. Rivera stated that the May 2020 Board Minutes have been reviewed by the School Counsel. Mr. Rivera also stated that Ms. Gaffney, who is a potential trustee, will not vote as she is not officially a trustee.

- Manny Morales motioned to approve. Lourdes Putz seconded. All were in favor.

3. ACADEMICS - COVID-19 UPDATE

Lester Samson thanked the Board for the opportunity to be Interim Head of School this year. Cap and gown pick up went smoothly today thanks to participating staff and safety officers. Graduation and diploma pickup will occur on June 29. Summer school planning and staffing is underway. Work continues on the 2020-21 school year master scheduling and staffing. Mr. Samson included materials about a mathematics curriculum purchase for future reference. He also provided an overview of staff and student social and emotional health activities including Zumba, meditation, cooking classes, and movie night.

4. HEAD OF OPERATIONS REPORT-COVID-19

Ms. Jacobson stated that the WCHS Re-Entry Committee consisting of Board, Counsel, Leadership, Admin, Staff, Family, and Student stakeholders continues to meet regularly. Student and parent surveys have been distributed.

Ms. Jacobson stated that she is awaiting the needs of the new math curriculum prior to proposing additional technology. The school has 370 Chromebooks, 351 of which are functional and 8 laptop carts. Ms. Jacobson pointed out that this inventory was inadequate prior to remote learning. 318 Chromebooks were distributed as of

May 15, 2020, leaving 33 in inventory. Students are still requesting technology and we will monitor technology requests for summer school.

Student registration and verification is ongoing. The Operations team is conducting outreach to students and families who cancelled, declined, rescinded, or withdrew applications.

The Recruitment Coordinator is planning for the Summer Bridge Program which is anticipated to take place in July. Ongoing recruitment efforts include updating Google AdWords and social media campaigns, email blasts, and an ad placement in Brooklyn Family Magazine Graduation Edition which reaches approximately 105,000 families.

The school continues to utilize its COVID-19 portal as its communications hub. Summer school remote learning updates will be placed on the portal.

5. FINANCE

Mr. Rivera thanked staff for their dedication to the school in the difficult COVID environment. He states that the Board is taking the uncertain financial climate very seriously. He said that the school has a strong financial position and that the Board will be transparent about any changes that may need to be made at the school. Mr. Rivera also commended our parent coordinator, Melody Pink, for her work leading the Parent Leadership Council (PLC). He said that the PLC meeting had great engagement with families.

Ms. Fernandez delivered the tentative budget and asked the Board if they had any questions. The Board decided to discuss further in a Finance Committee meeting.

Ms. Eagen reminded the Board that our insurance policy is up for renewal and needs Board approval. She suggested the Board opt for a supplemental data protection policy that would cost \$4,000. Data protection, she noted, is especially important in this new era where we are relying more than ever on using and accessing information through computers and technology.

- Mr. Rivera motioned to approve. Mr. Morales seconded. All were in favor.

6. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that the school completed its NYSED Check-In Visit with Paula Orlando on June 8. Ms. Orlando met with the Leadership and Special Population focus groups.

Ms. Manion stated that it was the Annual Board of Trustees meeting, and requested that the Board submit their board evaluations and board election slate via email. The Board also reviewed the 2020-21 Board Calendar.

Ms. Manion stated that she was beginning her July reporting work which includes the SSEC and Annual Report.

Ms. Eagen spoke about new rules for data privacy which will go into effect later this summer. Mr. Rivera thanked Ms. Manion, Ms. Kenny, and Ms. Eagen who have been valuable assets to the Board and Administrators.

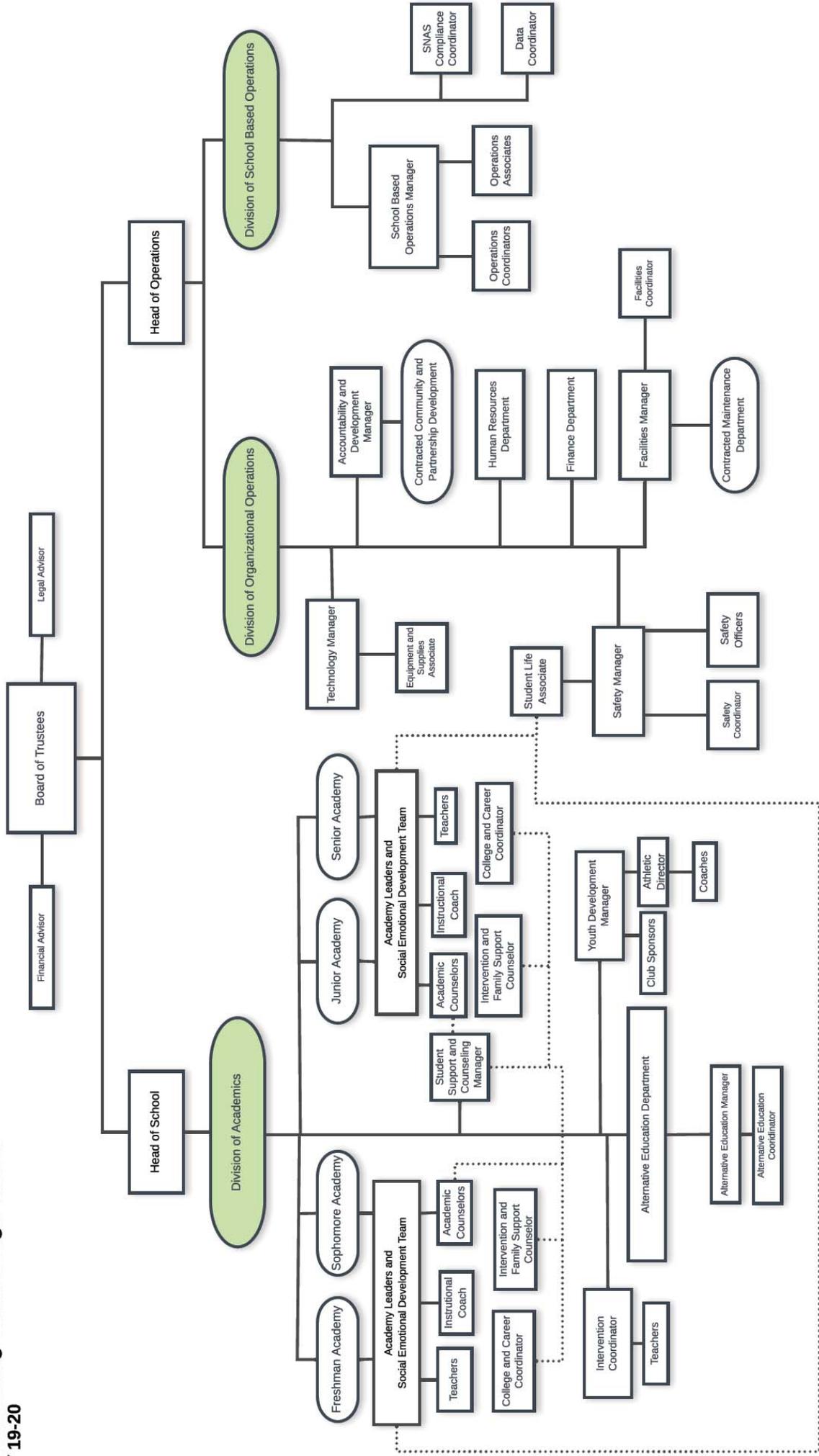
7. ADJOURNMENT

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

8. EXECUTIVE SESSION

Williamsburg Charter High School

SY 19-20



2020-2021 School Calendar

June 2020

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 Virtual Graduation Diploma Pick-up	30 School Closed				



WILLIAMSBURG
CHARTER HIGH SCHOOL

Pending NYC DOE calendar updates

2020-2021 School Calendar

July 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	June 29 Virtual Graduation Diploma Pick-up	June 30 School Closed	1 School Closed	2 School Closed	3 School Closed	4
5	6 Summer School Staff PD	7 T1 Summer School	8 T1 Summer School	9 T1 Summer School	10 T1 Summer School	11
12	13 T1 Summer School	14 T1 Summer School Teacher Work Day No Students	15 T2 Summer School	16 T2 Summer School	17 T2 Summer School	18
19	20 T2 Summer School	21 T2 Summer School	22 T2 Summer School Teacher Work Day No Students	23 T3 Summer School	24 T3 Summer School	25
26	27 T3 Summer School	28 T3 Summer School Board of Trustees Meeting at 6pm	29 T3 Summer School	30 T3 Summer School Teacher Work Day No Students	31 School Closed: Eid-al-Adha	Total Summer School Days: 18
	Freshman Bridge	Freshman Bridge	Freshman Bridge	Freshman Bridge		



Pending NYC DOE calendar updates

2020-2021 School Calendar

August 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 School Closed	4 School Closed	5 School Closed	6 School Closed	7 School Closed	8
9	10	11	12	13	14	15
16	17 All Staff PD Day (New Staff)	18 All Staff PD Day	19 All Staff PD Day	20 All Staff PD Day	21 All Staff PD Day	22
23	24 All Staff PD Day	25 All Staff PD Day Board of Trustees Meeting at 6pm	26 All Staff PD Day	27 All Staff PD Day	28 All Staff PD	29
30	31 All Staff PD Day					



WILLIAMSBURG
CHARTER HIGH SCHOOL

Pending NYC DOE calendar updates

2020-2021 School Calendar

September 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 All Staff PD Day	2 All Staff PD Day	3 All Staff PD Day	4 School Closed	5
6	7 School Closed: Labor Day	8 WCHS 1st Day	9	10	11	12
13	14 Board of Trustees Meeting at 6pm	15 DOE Projected 1st Day	16 DOE Projected 1st Day	17	18	19
20	21 In-person STAR testing Grade 9 Group A	22	23 In-person STAR Testing Grade 10	24 In-Person STAR Testing Grade 9 Group B PLC Meeting @6pm	25	26
27	28 School Closed: Yom Kippur	29 Virtual Back-to-School Night 5-7pm	30 In-person STAR Testing Grade 11			
						Total School Days: 16



Pending NYC DOE calendar updates

2020-2021 School Calendar

October 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3 Virtual Open House @10am
4	5	6	7 In Person STAR Testing Grade 12	8 Midterm Exams Math, ELA, LOTE	9 Midterm Exam Science, Social Studies	10
11	12 School Closed: Columbus Day/ Indigenous People Day	13 Midterm Exams Health/PE, Electives	14	15 Midterm Exams Make-ups	16 Midterm Exams Make-ups	17
18	19 Midterm Exams Make ups	20 Progress Reports Distributed to Students Board of Trustees Meeting at 6pm	21 Virtual Parent-Teacher Conferences 2pm-7pm	22	23	24
25	26	27	28 Friday Schedule	29 PLC Meeting @6pm	30 Wednesday Schedule	31
						Total School Days: 37



WILLIAMSBURG
CHARTER HIGH SCHOOL

Pending NYC DOE calendar updates

2020-2021 School Calendar

November 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Election Day/ Chancellor's Day No School for Students	4	5	6	7
8	9	10	11 School Closed: Veteran's Day	12	13	14 Virtual Open House @10am
15	16	17 Board of Trustees Meeting at 4pm	18 Final Exams Math, ELA, LOTE	19 Final Exams Social Studies, Science PLC Meeting @6pm	20 Final Exams--Electives, Health/PE	21
22	23 Final Exam Make-ups	24 Final Exam Make-ups	25 End of T1	26 School Closed: Thanksgiving	27 School Closed: Thanksgiving	28
29	30 T1 Grades Due 12PM					Total School Days: 54



Pending NYC DOE calendar updates

2020-2021 School Calendar

December 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5 Virtual Open House @10am
6	7	8	9	10 PLC Meeting @6pm	11	12
13	14	15 Board of Trustees Meeting at 6pm	16	17	18	19
20	21	22	23	24 School Closed: Winter Recess	25 School Closed: Winter Recess	26
27	28 School Closed: Winter Recess	29 School Closed: Winter Recess	30 School Closed: Winter Recess	31 School Closed: Winter Recess		Total School Days: 71



Pending NYC DOE calendar updates

2020-2021 School Calendar

January 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 School Closed: Winter Recess	2
3	4 Wednesday Schedule	5 In-Person STAR Testing Grade 9 Group A	6 Monday Schedule Grade 10 In-person STAR Testing	7 In-person STAR testing Grade 9 Group B	8	9 Virtual Open House @10am
10	11 Midterm Exams Math, ELA, LOTE	12 Midterm Exams Social Studies, Science	13 Midterm Exams Health/PE, Electives	14 Midterm Exams Make-ups	15 Midterm Exams Make-ups	16
17	18 School Closed: MLK Day	19 Board of Trustees Meeting at 6pm	20 Progress Reports distributed to students Grade 11 In-person STAR Testing	21 Virtual Parent-Teacher Conferences 2-7pm	22	23
24	25 Wednesday Schedule	26 REGENTS EXAMS In Person PSAT Exam Grade 10/11	27 REGENTS EXAMS	28 REGENTS EXAMS PLC Meeting @6pm	29 REGENTS EXAMS	30
31						Total School Days: 90



Pending NYC DOE calendar updates

2020-2021 School Calendar



WILLIAMSBURG
CHARTER HIGH SCHOOL

Pending NYC DOE calendar updates

2020-2021 School Calendar

February 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Chancellor's PD Day No School for Students	2	3	4	5	6 Virtual Open House @10am
7	8	9	10	11	12 School Closed: Lunar New Year	13
14	15 Midwinter Recess	16 Midwinter Recess	17 Midwinter Recess	18 Midwinter Recess	19 Midwinter Recess	20
21	22	23 Board of Trustees Meeting at 6pm	24	25 PLC Meeting @6pm	26	27
28						Total School Days: 103



Pending NYC DOE calendar updates

2020-2021 School Calendar

March 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
	Final Exams Health/PE, Electives	Final Exam Make-ups	Final Exam Make-ups	Final Exams Math, ELA, LOTE	Final Exams Science, Social Studies	Virtual Open House @10am
7	8	9	10	11	12	13
	Final Exams Health/PE, Electives	Final Exam Make-ups	Final Exam Make-ups		End of T2	
14	15	16	17	18	19	20
	T2 Grades Due 12PM	Board of Trustees Meeting at 6pm				Virtual Open House @10am
21	22	23	24	25	26	27
				Virtual Student Led Conferences 2pm-6pm PLC Meeting @6pm	Virtual Student Led Conferences 2pm-7pm	
28	29	30	31			Total School Days: 126
			Thursday Schedule			



Pending NYC DOE calendar updates

2020-2021 School Calendar

April 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Wednesday Schedule Lottery Applications Due by 5pm	2 Spring Break	3
4	5 Spring Break	6 Spring Break	7 Spring Break	8 Spring Break	9 Spring Break	10
11	12 Admissions Lottery @6pm	13	14	15	16	17 Virtual Open House @10am
18	19	20 Board of Trustees Meeting at 6pm	21	22	23	24
25	26 Midterm Exams Math, ELA, LOTE	27 Midterm Exams Social Studies Science	28 Midterm Exams Health/PE, Electives	29 Midterm Exams Make-ups PLC Meeting @6pm	30 Midterm Exams Make-ups	Total School Days: 142



Pending NYC DOE calendar updates

2020-2021 School Calendar

May 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Virtual Open House @10am
2	3 AP Exam: US Government & Economics	4 AP Exam: Calculus Progress Reports Distributed to students	5 AP Exam: English Literature & Composition AP Physics	6 AP Exam: Art History	7 AP Exam: AP Chemistry	8
9	10	11 AP Exam: Spanish	12 AP Exam: English Language and Composition	13 No School: Eid al-Fitr	14 AP Biology	15
16	17	18 Board of Trustees Meeting at 6pm	19	20	21	22
23	24	25	26	27 PLC Meeting @6pm	28	29
30	31 School Closed: Memorial Day					Total School Days: 161



WILLIAMSBURG
CHARTER HIGH SCHOOL

Pending NYC DOE calendar updates

2020-2021 School Calendar

June 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 U.S. History New Framework REGENTS EXAM	2	3 Final Exams Math, ELA Senior Prom	4 Final Exam Science	5
6	7 Final Exams LOTE, Social Studies	8 Final Exams Health/PE, Electives	9 Final Exam Make-ups	10 Final Exams Make-ups	11 End of T3	12
13	14 Wednesday Schedule T3 Grades Due 12PM	15 REGENTS EXAMS Board of Trustees Meeting at 6pm	16 REGENTS EXAMS	17 REGENTS EXAMS PLC Meeting @6pm	18	19
20	21 REGENTS EXAMS	22 REGENTS EXAMS	23 REGENTS EXAMS	24 REGENTS EXAMS	25 Rating Day Graduation Rehearsal 8am-12pm Last Day of School	26
27	28 Graduation Day @11am	29	30			Total School Days: 180



WILLIAMSBURG
CHARTER HIGH SCHOOL

Pending NYC DOE calendar updates

2020-2021 School Calendar



WILLIAMSBURG
CHARTER HIGH SCHOOL

Pending NYC DOE calendar updates

August 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 School Closed	4 School Closed	5 School Closed	6 School Closed	7 School Closed	8
9	10	11	12	13	14	15
16	17 All Staff PD Day (New Staff)	18 All Staff PD Day	19 All Staff PD Day	20 All Staff PD Day	21 All Staff PD Day	22
23	24 All Staff PD Day	25 All Staff PD Day Board of Trustees Meeting at 6pm	26 All Staff PD Day	27 All Staff PD Day	28 All Staff PD	29
30	31 All Staff PD Day					

September 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 All Staff PD Day	2 All Staff PD Day	3 All Staff PD Day	4 School Closed	5
6	7 School Closed: Labor Day	8 WCHS 1st Day	9	10	11	12
13	14	15	16 DOE Projected 1st Day	17	18	19
20	21	22	23	24 PLC Meeting @6pm	25	26
27	28 School Closed: Yom Kippur	29 Board of Trustees Meeting at 7pm	30			
						School Days: 16 Minutes: 4,740 Total School Days: 16

October 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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Pending NYC DOE calendar updates

8	9	10	11	12	13	14
	Star Test Results emailed to families	Election Day/ Chancellor's Day No School for Students	School Closed: Veteran's Day			Virtual Open House @10am
15	16	17	18	19	20	21
		Board of Trustees Meeting at 4pm	Final Exams Math, ELA, LOTE	Final Exams Social Studies, Science PLC Meeting @6pm	Final Exams--Electives, Health/PE	
22	23	24	25	26	27	28
	Final Exam Make-ups	Final Exam Make-ups	End of T1	School Closed: Thanksgiving	School Closed: Thanksgiving	
29	30					School Days: 17 Minutes: 5,055 Total School Days: 54
	T1 Grades Due 12PM					

December 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
						Virtual Open House @10am

Pending NYC DOE calendar updates

6	7	8	9	10	11	12
13	14	15 Board of Trustees Meeting at 6pm	16	17	18	19
20	21	22	23	24 School Closed: Winter Recess	25 School Closed: Winter Recess	26
27	28 School Closed: Winter Recess	29 School Closed: Winter Recess	30 School Closed: Winter Recess	31 School Closed: Winter Recess		School Days: 17 Minutes: 5,040 Total School Days: 71

January 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 School Closed: Winter Recess	2
3	4 Wednesday Schedule	5 Star Reading Test (Grade 10-12 Advisory)	6 Monday Schedule Star Reading Test (Grade 9 Advisory)	7 Star Math Test (Grade 9 Advisory)	8 Star Math Test (Grade 10-12 Advisory)	9 Virtual Open House @10am
10	11 Midterm Exams Math, ELA, LOTE Star Test (Grade 9 Advisory Makeup)	12 Midterm Exams Social Studies, Science Star Test (Grade 10-12 Advisory Makeup)	13 Midterm Exams Health/PE, Electives	14 Midterm Exams Make-ups Star Test (Grade 9 Advisory Makeup)	15 Midterm Exams Make-ups Star Test (Grade 10-12 Advisory Makeup)	16
17	18 School Closed: MLK Day	19 Star Test Makeup (All Grades) Board of Trustees Meeting at 6pm	20 Star Test Makeup (All Grades) Progress Reports distributed to students Grade 11 In-person STAR Testing	21 Star Test Makeup (All Grades) Virtual Parent-Teacher Conferences 2-7pm	22 Star Test Makeup (All Grades)	23
24	25 Wednesday Schedule	26 REGENTS EXAMS In Person PSAT Exam Grade 10/11	27 REGENTS EXAMS	28 REGENTS EXAMS PLC Meeting @6pm	29 REGENTS EXAMS	30
						School Days: 19 Minutes: 5,640 Total School Days: 90

February 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Chancellor's PD Day No School for Students	2	3	4	5	6 Virtual Open House @10am
7	8	9	10	11	12 School Closed: Lunar New Year	13
14	15 Midwinter Recess	16 Midwinter Recess	17 Midwinter Recess	18 Midwinter Recess	19 Midwinter Recess	20
21	22	23 Board of Trustees Meeting at 6pm	24	25 PLC Meeting @6pm	26	27
28						School Days: 13 Minutes: 3,855 Total School Days: 103

March 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
				Final Exams Math, ELA, LOTE	Final Exams Science, Social Studies	Virtual Open House @10am
7	8	9	10	11	12	13
	Final Exams Health/PE, Electives	Final Exam Make-ups	Final Exam Make-ups		End of T2	
14	15	16	17	18	19	20
	T2 Grades Due 12PM	Board of Trustees Meeting at 6pm				Virtual Open House @10am
21	22	23	24	25	26	27
				Virtual Student Led Conferences 2pm-6pm PLC Meeting @6pm	Virtual Student Led Conferences 2pm-7pm	
28	29	30	31			
			Thursday Schedule			School Days: 23 Minutes: 6,840 Total School Days: 126

Pending NYC DOE calendar updates

April 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Wednesday Schedule Lottery Applications Due by 5pm	2 Spring Break	3
4	5 Spring Break	6 Spring Break	7 Spring Break	8 Spring Break	9 Spring Break	10
11	12 Admissions Lottery @6pm	13	14	15	16	17 Virtual Open House @10am
18	19	20 Board of Trustees Meeting at 6pm	21	22	23	24
25	26 Midterm Exams Math, ELA, LOTE	27 Midterm Exams Social Studies Science	28 Midterm Exams Health/PE, Electives	29 Midterm Exams Make-ups PLC Meeting @6pm	30 Midterm Exams Make-ups	School Days: 16 Minutes: 4,740 Total School Days: 142

Pending NYC DOE calendar updates

May 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Virtual Open House @10am
2	3 AP Exam: US Government & Economics	4 AP Exam: Calculus Progress Reports Distributed to students	5 AP Exam: English Literature & Composition AP Physics	6 AP Exam: Art History	7 AP Exam: AP Chemistry	8
9	10	11 AP Exam: Spanish	12 AP Exam: English Language and Composition	13 No School: Eid al-Fitr	14 AP Biology	15
16	17 Board of Trustees Meeting at 6pm	18	19	20	21	22
23	24 Star Reading Test (Grade 9 Advisory)	25 Star Reading Test (Grade 10-12 Advisory)	26	27 Star Math Test (Grade 9 Advisory) PLC Meeting @6pm	28 Star Math Test (Grade 10-12 Advisory)	29
30	31 School Closed: Memorial Day					School Days: 19 Minutes: 5,640 Total School Days: 161

Pending NYC DOE calendar updates

June 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 U.S. History New Framework REGENTS EXAM	2 Star Test Makeup (All Grades Office Hours)	3 Final Exams Math, ELA Senior PromStar Test Makeup (All Grades Office Hours)	4 Final Exam Science Star Test Makeup (All Grades Office Hours)	5
6	7 Final Exams LOTE, Social Studies Star Test Makeup (All Grades Office Hours)	8 Final Exams Health/PE, Electives Star Test Makeup (All Grades Office Hours)	9 Final Exam Make-ups Star Test Makeup (All Grades Office Hours)	10 Final Exams Make-ups Star Test Makeup (All Grades Office Hours)	11 End of T3	12
13	14 Wednesday Schedule T3 Grades Due 12PM Star Test Results emailed to families	15 REGENTS EXAMS Board of Trustees Meeting at 6pm	16 REGENTS EXAMS	17 REGENTS EXAMS PLC Meeting @6pm	18	19
20	21 REGENTS EXAMS	22 REGENTS EXAMS	23 REGENTS EXAMS	24 REGENTS EXAMS	25 Rating Day Graduation Rehearsal 8am-12pm Last Day of School	26
27	28 Graduation Day @11am	29	30			School Days: 19 Minutes: 5,655 Total School Days: 180

Pending NYC DOE calendar updates

2018054500
 3 1 1 6 6 7 2 5 0 7 8 1

EUP 301100671 ISSUED 12/13/10

BY ORDER OF THE COMMISSIONER

198-202 VARET STREET COR
 C/O PAUL GROSSMAN
 240 WEEKER AVE
 BROOKLYN NY 11211-2272

1=REGULAR
 2=SUPPLEMENTAL
 3=DUPLICATE

PERMIT TYPE	DESCRIPTION	FLOOR NO.	FEE
1	198-202 VARET STREET COR 198 VARET ST		PAID PAID PAID
616			00
616			03
616			02
616			14

31166424	10	P	11	E237	06/20/18	ACCOUNT NAME	01/19
ACCOUNT NUMBER	TYPE	A.P.	D.O.	ADM. CO.	ISSUANCE DATE	PERMIT EXPIRES	
FIRE DEPARTMENT, CITY OF NEW YORK							
BUREAU OF FIRE PREVENTION							
PREMISES ADDRESS				DESCRIPTION			
198-202 VARET STREET COR. 198 VARET ST				198-202 VARET STREET COR			

PERMIT SHALL BE
 PROMINENTLY DISPLAYED
 ALL TIMES ON PREMISES

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



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 ALL TIMES ON PREMISES

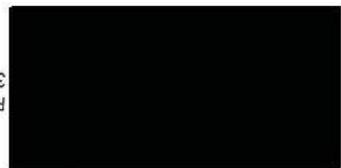
FIRE DEPARTMENT, CITY OF NEW YORK
PERMIT
 BUREAU OF FIRE PREVENTION

ACCOUNT NUMBER	TYPE	A.P.	D.O.	ADM. CO.	ISSUANCE DATE	PERMIT EXPIRES
10	R		11	E237	02/21/18	01/19
PREMISES ADDRESS						
HIGH SCHOOL 198 VARET ST BROOKLYN NY 11206						
DESCRIPTION						
WILLIAMSBURG CHARTER-						
FLOOR NO						
FEE						

PERMIT TYPE	1	00	197
1=REGULAR			
2=SUPPLEMENTAL			
3=DUPLICATE			
WILLIAMSBURG CHARTER- 198 VARET ST BROOKLYN NY 11206-3703			
** NO FEE **			
0.00			

BY ORDER OF THE COMMISSIONER

ROOF MOUNTED
30 GALS DESEL TANK IN BIND



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 ALL TIMES ON PREMISES

FIRE DEPARTMENT, CITY OF NEW YORK
 BUREAU OF FIRE PREVENTION

ACCOUNT NUMBER	10	A.P.	D.O.	ADM. CO.	ISSUANCE DATE	PERMIT EXPIRES
				E237	05/01/19	01/20

PREMISES ADDRESS
 HIGH SCHOOL
 198 VARET ST
 BROOKLYN NY 11206

DESCRIPTION	11206	QTY	1	197	00	1

PERMIT TYPE	1
1=REGULAR	
2=SUPPLEMENTAL	
3=DUPPLICATE	

WILLIAMSBURG CHARTER-
 198 VARET ST
 BROOKLYN NY 11206-3703

ROOF MOUNTED
 30 GALS DESEL TANK IN BIND

BY ORDER OF THE COMMISSIONER



Sworn Before Me This
23rd Day of July, 2019

Marat Madatov
Certificate of fitness #83501668
With expiration on: 02/20/2020

Marat Madatov

I certify that flameproofing agent and method of application are in accordance with NYC Fire Department Section FC 805.1.3 and NFPA 701. The period of effectiveness stated with aforementioned regulations is guaranteed for one year from the above date of flameproofing. Any alterations such as washing, dry cleaning or painting of this material will void this certificate.

Flameproofing compound used: MMS-6 Synthetic Fabrics Flame Retardant
NYC Fire Department certificate of approval #5022

Qty	Description	Size	Fabric	Location	Fullness
1	Gold drape (2 sides)	10' x 16'	Synthetic Velour	Room 107 (divider)	100%
1	Gold drape (2 sides)	14' x 46'	Synthetic Velour	Room 107 (divider)	100%
2	Gold drape (2 sides)	10' x 12'	Synthetic Velour	Room 107 (divider)	100%
3	Black & White panels	8' x 4'	Polyester	4 th Floor Windows	Flat

This is to certify that following items were treated with fire retardant approved by city of New York Fire Department to meet and/or exceed the Standards of NFPA Section 701.

MATERIAL TREATED FOR: Williamsburg Charter High School
198 Varet Street
Brooklyn, NY 11206

STATE OF NEW YORK
CITY OF NEW YORK
DATE OF TREATMENT: 07/23/2019
EXPIRATION DATE: 07/23/2020

AFFIDAVIT OF FLAMEPROOFING

FLAMEPROOFING SPECIALISTS
OF DECORATIVE FABRICS
855 E 7th St, #7B, BROOKLYN, NY 11230
TEL (347) 587-7383; FAX (347) 312-3892
www.AdvancedFlameproofing.com

ADVANCED
FLAMEPROOFING CORP.



**THE WILLIAMSBURG CHARTER HIGH SCHOOL
198 Varet Street Brooklyn NY 11206**

Date : July 10th 2020

From : Raymond James

To : Katie Manion Accountability & Development Manager

Re : Fire Department Permits

Due to COVID-19 the FDNY New York City Fire Department has cancelled building inspections for certain permits. New Updated FDNY Permits were not issued at this time

Certificate of Occupancy

CO Number: [REDACTED]

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 (EIN): [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: 

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
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Acting

Borough Commissioner



Commissioner

Certificate of Occupancy

CO Number: [REDACTED]

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
[REDACTED]						
END OF SECTION						



Acting

Borough Commissioner



Commissioner

END OF DOCUMENT