

Application: Williamsburg Charter High School

Katie Manion - kmanion@thewcs.org
2022-2023 Annual Report

Summary

ID: 0000000123

Last submitted: Nov 1 2023 08:22 PM (EDT)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Aug 1 2023

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 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, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

WILLIAMSBURG CHARTER HIGH SCHOOL 800000057520

a1. Popular School Name

WCHS

b. CHARTER AUTHORIZER (As of June 30th, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD #14 - BROOKLYN

e. Date of Approved Initial Charter

Jul 1 2004

f. Date School First Opened for Instruction

Sep 1 2004

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

Mission Statement

The Williamsburg Charter High School unites youth, families, staff, teachers and the community at large in providing young people with the tools necessary to make sense of the world, preparing them in their journey to become citizens of the local and global community. Young people will accomplish this through participation in a liberal arts education that includes language, literature, writing, science, history, mathematics, the visual and performing arts, technology and explorations in disciplines designed to teach justice, independent thinking, respect and compassion for themselves and others, as well as the skills of critical thinking, communication, and research.

Key Design Elements

STUDENT CENTERED AND THERAPEUTICALLY SUPPORTIVE ENVIRONMENT

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

RIGOROUS, RESPONSIVE EDUCATIONAL PROGRAM

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

COLLEGE AND CAREER READINESS CULTURE

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

COMMUNITY ORIENTED

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

LITERACY ACROSS THE CONTENT AREAS AND SUPPORT FOR STRUGGLING READERS

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

INTERDEPARTMENTAL COLLABORATION

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

COLLABORATIVE, DATA-DRIVEN ACADEMICS

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

MULTIFACETED LEARNING OPPORTUNITIES AND EXPERIENCES

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

COURSE SEQUENCE AND ACADEMIC PROGRAM DIVERSITY

Over the course of the 2017 spring semester and summer planning, members of the Instructional Leadership Team will delve into work around building a more rigorous, more culturally relevant and more twenty first century course sequence and academic program. The team will work to restructure classes to increase student interest and better equip them for a technologically diverse society. Increasing student choice and option (including time of day for

classes), the academic program will include a variety of resources, learning tools and stimuli intended to not only build student capacity but also encourage and engage students in project based and service learning.

h. School Website Address

www.thewcs.org

i. Total Approved Charter Enrollment for 2022-2023 School Year

963

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

908

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

9

10

11

12

I. Charter Management Organization

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

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

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 previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	198 Varet Street	718-782-9830	NYC CSD 14	9-12	9-12	No

m1a. Please provide the contact information for Site 1.

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

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

Private Space

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

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

Site 1 Certificate of Occupancy (COO)

[Williamsburg Charter High School Certificate of Occupancy \(2\).pdf](#)

Filename: Williamsburg Charter High School Certificate of Occupancy (2).pdf **Size:** 1.1 MB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

1. 188 Varet Street, Brooklyn, NY 11206 - WCHS purchased a commercial warehouse next to the school which will be converted into a gymnasium and office spaces. Construction has not yet begun on the space.

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school’s charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

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

Yes

o2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Other	WCHS purchased a warehouse adjacent to the school for the purpose of creating a gym and additional offices.	N/A	Submission is ongoing.
2				
3				
4				
5				

More revisions to add?

No

ATTESTATIONS

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

Name	Katie Manion
Position	Accountability and Development Manager
Phone/Extension	609-206-7561
Email	kmanion@thewcs.org

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

Responses Selected:

Yes

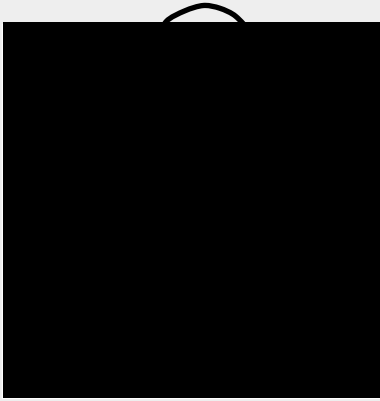
As outlined in ENTRY 10:

Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

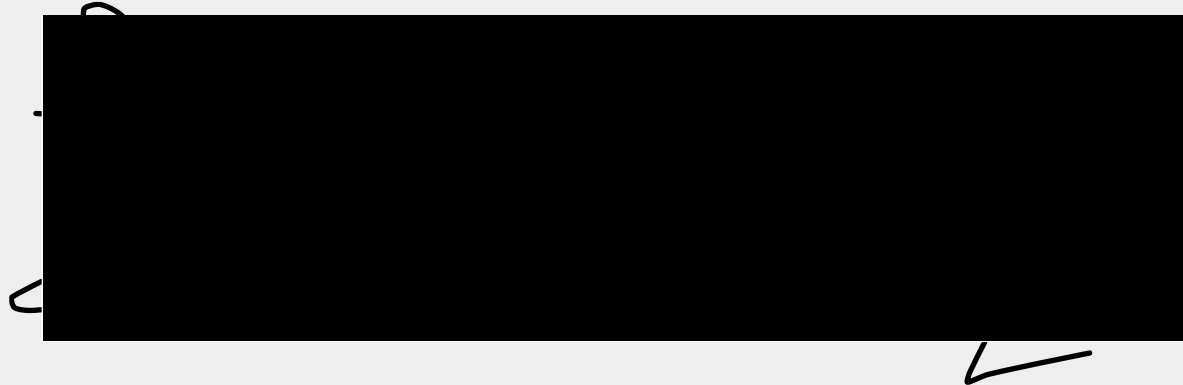
Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 1 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Aug 1 2023

Instructions

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy, and NYSED-Approved School Discipline Policy

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

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

Form for Entry 2 Links to Critical Documents on School Website

School Name: Williamsburg Charter High School

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

4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the **link** from the school's website for each of the items:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	https://drive.google.com/file/d/1OJV9q9qtZTvEng2egBCPZiS--tVy7cf6/view?usp=sharing
2. Board meeting notices, agendas and documents	https://www.thewcs.org/our-story/board-of-trustees/
3. New York State School Report Card	http://www.data.nysed.gov/
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.thewcs.org/dignity-act/ and https://www.thewcs.org/code-of-conduct/
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.thewcs.org/safety-plan/
6. Authorizer-approved FOIL Policy	https://www.thewcs.org/contact/foil/
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.thewcs.org/contact/foil/

Thank you.



Entry 3 Progress Toward Goals

Completed - Nov 1 2023

Instructions

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

2022-2023 Progress Toward Attainment of Academic Goals

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

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

				<p>until they are college-ready, which in turn builds a growth mindset for all students as they prepare for life, college, and careers.</p> <p>To support students toward achieving these diploma types, WCHS also holds Regents review for core subjects after school in the winter and spring. Grade level counselors and advisors also encourage students to retake Regents for higher scores where applicable and take all of the Regents and communicate the why behind it.</p>
Academic Goal 6	5% of each cohort will graduate with an Honors Regents diploma.	Graduation rate data, NYS Regents Examination Data	Not Met	<p>None of our students graduated with an Honors Regents diploma in 2023.</p> <p>While WCHS continues to offer Syracuse University Project Advance (SUPA) classes, advanced placement (AP) classes, and honors classes, we are continuing to overcome challenges stemming from the pandemic.</p>

				<p>As we continue into the 2023-24 school year, our academic leadership and instructional coaches will work closely with our teachers to ensure the needs of our high achieving students are being met in the classroom. We will also analyze the success of our honors program and make adjustments as needed throughout the year.</p> <p>To support students toward achieving these diploma types, WCHS also holds Regents review for core subjects after school in the winter and spring. Grade level counselors and advisors also encourage students to retake Regents for higher scores where applicable and take all of the Regents and communicate the why behind it.</p>
Academic Goal 7	Each year, at least 80% of each cohort will graduate within four years.	WCHS graduation data	Met	
Academic Goal 8	Each year, at least 85% of each cohort	WCHS graduation data	Met	

	will graduate within five years.			
Academic Goal 9	Each year, the school will help students improve on their incoming proficiency levels and pass Regents exams in English.	NYC DOE School Quality Snapshot	Unable to Assess	The NYC DOE School Quality Snapshot is not available for the 2022-23 school year.
Academic Goal 10	Each year, the school will help students improve on their incoming proficiency levels and pass Regents exams in Mathematics.	NYC DOE School Quality Snapshot	Unable to Assess	The NYC DOE School Quality Snapshot is not available for the 2022-23 school year.

2. Do have more academic goals to add?

Yes

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

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Each year, the students will have a daily student attendance rate of at least 90 percent.	WCHS student attendance data	Not Met	<p>In 2022-23, WCHS's attendance rate was 77.6%, down slightly from 2021-22, and comparable to our attendance in 2020-21.</p> <p>WCHS' attendance continues to be affected by COVID-19 during winter months and/or during any other COVID surge; however, our social workers deployed home visits when able throughout the year and continue to do so into 2023-24. We've continued our successful attendance outreach practices, which include daily calls, emails, and texts; weekly letters; grade team meetings with a focus on at-risk students including chronic absenteeism; advisory outreach such as daily</p>

				reminders, raffles, prizes, and wake-up calls; attendance case conferencing and grade team outreach; individual phone calls and outreach meetings; home visit referrals through our Intervention & Family Support Counselors at each grade level; and, summer outreach to Long-Term Absent students.
Org Goal 2	Each year, 95 percent of students who are enrolled as of October 1st will either graduate or return and remain enrolled as of October 1st of the following year.	School records, ATS records	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	Review of School policies and operations	Met	

	Federal Family Educational Rights and Privacy Act.			
Org Goal 4	<p>Each year, members of the Board will complete a self-evaluation process designed to ensure adequacy, alignment and coherence of actions toward furthering the School's mission, program and goals. The process will include self-assessment at the start of the school 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>	Board Self-Evaluations	Met	
Org Goal 5	<p>Each year the Principal will complete a self-evaluation process designed to ensure adequacy, alignment, and coherence of actions toward furthering the School's mission, program and goals. The process will include a self-assessment at the start of the school year, the development of</p>	Principal Self-Evaluation	Met	

	personal outcomes, and a self-assessment at the end of the school year to determine growth.			
Org Goal 6	Each year, parents will express satisfaction with the school's program, based on available stakeholder satisfaction data in which the school will receive at least 85% positive responses.	NYC and NYSED School Surveys	Unable to Assess	The NYC School Survey is not available for the 2022-23 school year. In addition, we are awaiting our aggregate 2023 survey results from SED.
Org Goal 7	Each year, teachers will express satisfaction with the school's program, based on available stakeholder satisfaction data in which the school will receive at least 85% positive responses.	NYC and NYSED School Surveys	Unable to Assess	The NYC School Survey is not available for the 2022-23 school year. In addition, we are awaiting our aggregate 2023 survey results from SED.
Org Goal 8	Each year, students will express satisfaction with the school's program, based on available stakeholder satisfaction data in which the school will receive at least 85% positive responses.	NYC and NYSED School Surveys	Unable to Assess	The NYC School Survey is not available for the 2022-23 school year. In addition, we are awaiting our aggregate 2023 survey results from SED.
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				

Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Each year, student enrollment will be within 15% of full enrollment as defined in the school contract. This will be maintained on an ongoing basis and monitored bi-monthly.	ATS Records	Met	In 2022-23, the School's enrollment was maintained within 15% of the full enrollment of 963 students as defined in the School's charter. 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 2022-23 school year, as evidenced in the attached financial documents.

Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

Instructions

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

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, **and** into the SUNY Epicenter document management system by September 15, 2023.

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

Entry 4 - Audited Financial Statements

Completed - Nov 1 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

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

Filename: Williamsburg_Charter_High_School___alyvp8b.pdf Size: 505.8 kB

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

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

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Statement Template" at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

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

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

Completed - Nov 1 2023

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

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

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

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

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

[2023-2024 -audited-financial-report-template-nysed](#)

Filename: 2023-2024_-audited-financial-repo_AmvrKxS.xlsx Size: 75.5 kB

Entry 4c – Additional Financial Documents

Completed - Nov 1 2023

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

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

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

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

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

Filename: Williamsburg_Charter_High_School___UdUxvGH.pdf Size: 505.8 kB

Entry 4d - Financial Contact Information

Completed - Aug 1 2023

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Kathy Fernandez	kfernandez@thewcs.org	718-782-9830

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Joseph X. Ciorciari, PKF O'Connor Davies, LLP	jciorciari@pkfod.com	914-381-8900	12

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

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

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Nov 1 2023

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

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

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

[2023-2024-Projected Budget](#)

Filename: 2023-2024-Projected_Budget.xlsx Size: 37.9 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2023

Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

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

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

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

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

[WCHS Disclosure of Financial Interest Form 2022-23-samuelmriviera_gmail](#)

Filename: WCHS_Disclosure_of_Financial_Inter_koQhz3p.pdf Size: 878.0 kB

[WCHS Disclosure of Financial Interest Form 2022-23-jwspoon_gmail](#)

Filename: WCHS_Disclosure_of_Financial_Inter_HZIFepr.pdf Size: 873.6 kB

[WCHS Disclosure of Financial Interest Form 2022-23-ahmadduwaik_gmail](#)

Filename: WCHS_Disclosure_of_Financial_Inter_b6HJtDm.pdf Size: 876.7 kB

[WCHS Disclosure of Financial Interest Form 2022-23-marcenia_y_johnson_yahoo](#)

Filename: WCHS_Disclosure_of_Financial_Inter_NZamcDh.pdf Size: 879.0 kB

[WCHS Disclosure of Financial Interest Form 2022-23-uwsfny_aol](#)

Filename: WCHS_Disclosure_of_Financial_Inter_lMo08Gw.pdf Size: 883.3 kB

[WCHS Disclosure of Financial Interest Form 2022-23-kgaff43_gmail](#)

Filename: WCHS_Disclosure_of_Financial_Inter_tCjC5DC.pdf Size: 879.4 kB

[SabrinaPhilson](#)

Filename: SabrinaPhilson.DisclosureofFinanci_QLpwDU9.pdf Size: 3.6 MB

Entry 7 BOT Membership Table

Completed - Aug 1 2023

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2022-2023 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Lourdes Rlvera Putz	[REDACTED]	Chair	Development and Fundraising	Yes	6	06/01/2022	06/01/2025	12
2	Samuel Rivera	[REDACTED]	Vice Chair	Accountability and Finance, Development and Fundraising	Yes	3	10/01/2022	10/01/2025	13 or more
3	John Witherspoon	[REDACTED]	Treasurer	Accountability and Finance	Yes	2	11/1/2021	11/01/2024	13 or more
4	Marcenia Johnson	[REDACTED]	Secretary	Development and Fundraising	Yes	1	02/01/2023	02/01/2026	5 or less
5	Sabrina Philson	[REDACTED]	Treasurer	Accountability and Finance	Yes	1	02/01/2023	02/01/2026	5 or less
6	*Ahmad Duwaik	[REDACTED]	Treasurer	Accountability and Finance	Yes	1	11/01/2021	02/01/2023	5 or less

7	*Kathy Gaffney	██████████ ██████████ ██████████	Secretary	Development and Fundraising	Yes	1	09/01/2020	02/01/2023	5 or less
8									
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2023	5
b.Total Number of Members Added During 2022-2023	2
c. Total Number of Members who Departed during 2022-2023	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

3. Number of Board meetings held during 2022-2023

13

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

5

Total number of Voting Members added during the 2022-2023 school year:

2

Total number of Voting Members who departed during the 2022-2023 school year:

2

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

11

Total number of Non-Voting Members on June 30, 2023:

0

Total number of Non-Voting Members added during the 2022-2023 school year:

0

Total number of Non-Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2022-2023

4

Thank you.

Entry 8 Board Meeting Minutes

Completed - Aug 1 2023

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

WCHS Board Minutes 7-26-22

Filename: WCHS_Board_Minutes_7-26-22_3.pdf Size: 198.1 kB

WCHS Board Minutes 8-30-22

Filename: Board_Minutes_8-30-22_2.pdf Size: 182.9 kB

WCHS Board Minutes 10-25-22

Filename: Minutes_10-25-22_4.pdf Size: 191.1 kB

WCHS Board Minutes 12-20-22

Filename: Minutes_12-20-22_4.pdf Size: 189.1 kB

WCHS Board Minutes 11-15-22

Filename: November_Board_Minutes_11-15-22_4.pdf Size: 187.7 kB

WCHS Board Minutes 9-28-22

Filename: Board_Minutes_9-28-22_3.pdf Size: 193.8 kB

[WCHS Board Minutes 3-28-23](#)

Filename: Board_Minutes_3-28-23_4.pdf Size: 185.7 kB

[WCHS Board Minutes 2-28-23](#)

Filename: February_Board_Minutes_2-28-23_3.pdf Size: 197.2 kB

[WCHS Board Minutes 1-31-23](#)

Filename: Board_Minutes_1-31-23_4.pdf Size: 190.6 kB

[WCHS Board Minutes 4-26-23](#)

Filename: BOARD_MINUTES_4_26_23_3.pdf Size: 188.0 kB

[WCHS Special Board Meeting Minutes 2-10-23](#)

Filename: Special_Board_Meeting_Minutes_2-10-2023_2.pdf Size: 167.2 kB

[WCHS Board Minutes 6-20-23](#)

Filename: WCHS_Board_Minutes_6-20-23_1.pdf Size: 192.8 kB

[WCHS Board Minutes 5-31-23](#)

Filename: Board_Minutes_5_31_23_2.pdf Size: 193.5 kB

Entry 9 Enrollment & Retention

Completed - Aug 1 2023

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

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

***SUNY-authorized charter schools**

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

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>For 2022-23, WCHS has increased our recruitment budget in order to better recruit a diverse study body. WCHS continued outreach efforts that proved successful in the 2021-22 school year and continued in-person recruiting events, including WCHS shadow day programming with local middle schools, additional Google Ads campaigns, participation in a Daily News email blast to 45,000 emails in 10 zip codes, and advertising in El Diario and Brooklyn Family online and print magazines.</p> <p>We continued to engage with our community through virtual and (as permitted) in-person outreach to local middle schools and participation in local events. To this end, we attended virtual and/or in-person (as allowed by city, state and federal health guidelines) Community Board Meetings, Community School District Council Meetings, and applicable open events at local middle schools.</p> <p>We continued to involve our Parent Leadership Council in student recruiting events and encouraged parent and student volunteers.</p> <p>While we did not see the value of this in 2022-23, the Board purchased the property next door to renovate for the purposes of all-purpose and sports space that will be an attractive feature to prospective students but also has</p>	<p>For 2023-24, WCHS will maintain our recruitment budget in order to continue to recruit a diverse student body, with focus on online and hybrid strategies. We will continue our monthly recruitment outreach events, while adding a virtual option for tours to better accommodate families who have become accustomed to virtual participation in meetings and events. WCHS will also continue our in-person outreach efforts that include WCHS shadow day programming with local middle schools, recruitment at in-person local and community events such as SchoolFest and participation in charter and city-wide fairs. We will also conduct outreach to local businesses and organizations. Our digital and print strategies will continue with Google Ads campaigns, participation in a Daily News email blast to 45,000 emails in 10 zip codes, and advertising in El Diario and Brooklyn Family online and print magazines.</p> <p>We will also continue to involve our Parent Leadership Council in student recruiting events and encourage parent and student volunteers, including attending festivities and rallies such as SchoolChoice Week.</p> <p>We will also include the community in our plans for our new athletic space at 188 Varet in the coming years.</p>

	the potential to be used by community members to advance the school's reputation in the community.	
English Language Learners	<p>In 2022-23, WCHS continued its bilingual program for new immigrant English-language Learners who would like to maintain their native language while gaining proficiency in English. This program is for parents of incoming 9th graders to choose as an alternative to traditional ENL classes and push-in/pull-out ENL services. WCHS also continued to create and disseminate flyers for our ENL program (in English and Spanish) at all of our open houses and recruitment fairs and continued to research middle schools with high numbers of ENL students and conduct digital and print outreach to guidance counselors and the parents Association at those schools.</p> <p>We continued 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 were not possible, we offered virtual presentations, and mailed and emailed multilingual recruitment flyers and applications to local Community Boards 1, 3, 8, and 12, CBO's and places of worship. We also pursued radio advertising on Spanish-speaking radio stations such as LaMega 97.7 and Amor 93.1 to reach broader audiences.</p>	<p>In the year to come, WCHS will maintain our bilingual recruitment and enrollment staff and continue to offer in-person application and enrollment assistance sessions in multiple languages. 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. We also provided monthly open houses in both English and Spanish and continued to create and disseminate marketing materials in English and Spanish. For instance, we mailed and emailed multilingual marketing materials to families of school-age in 15+ local zipcodes.</p> <p>We also continued to utilize a bilingual bus ad campaign specifically in predominantly Spanish-speaking neighborhoods and continued our annual advertising in El Diario, both in print, online and on ElDiario's Facebook page, which has thousands of followers. We also will continue to run ads in Spanish on well-subscribed Spanish radio channels for families in NYC. These ads have run on LaMega and Amor with positive feedback from families of applicants.</p>

<p>Students with Disabilities</p>	<p>In 2022-23, the School continued efforts to increase opportunities for the local community to learn about our Special Education program online and in-person by regularly disseminating flyers, brochures/ and information about our Special Needs and Academic Services (SNAS) program. We continued to ensure that our SNAS Compliance Coordinator regularly attends recruitment events and open houses.</p> <p>In addition, we continued to outreach to local middle schools, including public, charter, and private schools, with high percentages of students with disabilities by strengthening the relationship and communication between our Recruitment Team and local middle school counselors.</p> <p>Finally, we researched potential online, print, and social media advertising options targeted to families with middle and high school age children with special needs.</p>	<p>In 2023-24, we will continue to expand our online outreach and recruitment strategies for students with disabilities while maintaining our in-person outreach. Some of our online and social media marketing strategies include Google ads focused on our Special Education programs along with ads on platforms such as Facebook and Instagram that are frequented by families of students with disabilities.</p> <p>WCHS will continue its Special Education program in-person recruitment outreach by regularly disseminating flyers, brochures/ and information about our Special Needs and Academic Services (SNAS) program. We will continue to ensure that our SNAS Compliance Coordinator regularly attends recruitment events and open houses.</p> <p>In addition, we will continue to outreach to local middle schools, including public, charter, and private schools, with high percentages of students with disabilities and forge partnerships with counselors and Parent Associations at these schools.</p>
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Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>We continued in-person orientations for new and transfer students with the respective Grade Level Team to introduce students to their Grade Level Academy Leader, Academic Counselor, Intervention and Family Support Counselor, and Student Life Associate. In addition, incoming Freshmen had the opportunity to attend a 4-day Summer Bridge Program with peer team-building, neighborhood excursions, and introductory high school activities in August 2022. In addition, new transfer students were again provided with a tour by our Student Recruitment Coordinator, and/or assigned a student “buddy” or ambassador in their grade so that they had at least 1 student that they know, and given a Wolverine Checklist to guide them through routine school systems and offices on their first day.</p> <p>Beyond social-emotional supports, WCHS continued to focus heavily on our academic intervention program to help students recover learning loss due to COVID-19. These supports include additional math and literacy intervention teachers and coordinators, credit recovery, at-risk social worker support, and academic counseling support for 5th and 6th seniors and under-credited students.</p>	<p>For 2023-24, WCHS will continue to welcome incoming students over the summer at our Summer Bridge program in August to acclimate our new students to high school and to the WCHS culture, values and community expectations. Our Academy Leaders also hold student and family orientations for each grade level to foster relationship building among students, grade team members, families and advisors.</p> <p>We will also continue to offer our Evangeline Rodriguez Honors Program to retain advanced students, plus continue our Advanced Placement and Syracuse University Project Advance courses.</p> <p>Additionally, we will continue to strengthen student retention through expanded social-emotional supports and programming for students. This includes expanded sports, clubs, and activities as planned by our Academy Leaders, Wellness Coordinator, At-risk Social Worker, Athletic Director, and Youth Development Coordinator.</p>
English Language Learners	For 2022-23, WCHS continued the bilingual program. Incoming 9th grade students were provided with	For 2023-24, the ENL Department will continue to engage and support students through ENL classes,

	<p>bilingual ENL program services and will continue with the program their 10th, 11th, and 12th grade years as we expand the program each year. The dual language program teaches students core subjects in two languages: English and their home language, Spanish. English and Spanish are used equally. The goal of this program is for students to be able to read, write, and speak in both English and Spanish while learning core subject curriculum. Classes are made up of both English Language Learners who share the same home language and students at varying English proficiency levels. The goal of the program is for students to learn how to speak, read, understand, and write in both English and Spanish, and also learn about and appreciate other cultures.</p> <p>In order to further retain ENL students who had recently transferred to WCHS from other countries, the Recruitment Team re-instituted the following for in-person learning: Paired new students with a “buddy” who is current ENL student who speaks the same language/is in at least one of the same classes; First Day Check-in / meet and greet with ENL Coordinator or ENL staff in ENL Resource Center.</p>	<p>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. We have also expanded our AP Spanish and Spanish for native speakers courses.</p> <p>We have also added an ENL Department Leader/Coordinator to ensure ENL students, families and staff receive additional support. The ENL Department Leader/Coordinator will work with the instructional team to analyze and share progress data to better tailor instruction to support ENL students and provide support and training to teachers.</p> <p>For students who had recently transferred to WCHS from other countries, the Recruitment Team will continue the following retention and support strategies: Pair new students with a “buddy” who is current ENL student who speaks the same language/is in at least one of the same classes; First Day Check-in / meet and greet with ENL Coordinator or ENL staff in ENL Resource Center.</p>
Students with Disabilities	<p>For the 2022-23 school year, WCHS strengthened our special education services and retention of students with disabilities by training our special education teachers to serve as case managers for a small group of 12-15 special education students, thereby adding an additional layer</p>	<p>For 2023-24, our two full-time dedicated Special Needs and Academic Services Coordinators will continue to support the retention of special needs students by continuing to offer students and families the support needed regarding their child's IEP, IEP</p>

<p>of support for these students and families. The case manager is a special education teacher who teaches the child in at least one class and serves as an additional point of contact for students and families regarding their child's IEP, IEP goals, interim assessments, and progress. Families could continue to contact the Special Education Coordinator, their child's advisor and their children's general education and special education teachers as well, but now had an additional support via the case manager.</p> <p>We also continued the support of an academic counselor to advise students who are under-age and over-credited and are seeking to graduate in their 5th or 6th year at WCHS, and may have IEPs. The 5th year counselor assisted these students in scheduling any missing courses and credits to help them meet their goal of graduation in concert with their and their families' timeline.</p> <p>We also continued to offer our special needs program including related services, integrated co-teaching, special education teacher support services, and self-contained classes as outlined in each students' IEP.</p>	<p>goals, and progress.</p> <p>In the coming year, we will add an Intervention Coordinator to the student services support team to provide support and training to Special Education and general education teachers including modeling co-teaching strategies, differentiating instruction, identifying students in need of academic and/or behavioral intervention, and assessing and tracking student progress. The Intervention Coordinator will also assist in the ChildFind process.</p> <p>WCHS will also continue to support students in the 5th and 6th year of high school, many of whom are special needs students, with our 5th Year Counselor. The 5th Year Counselor will support students in fulfilling any outstanding credits and graduation requirements, and support the students and their families on their path to graduation plus with post-graduation planning.</p>
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Entry 10 – Teacher and Administrator Attrition

Completed - Aug 1 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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

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

1. Emergency Conditional Clearances

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Aug 1 2023

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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, 2023)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	2
Total Category A: 5 or 30% whichever is less	5.0

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

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

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category C: not to exceed 5	5.0

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

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

	FTE Count
Total	14

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	56

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	70



Thank you.

Entry 12 Organization Chart

Completed - Aug 1 2023

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

[WCHS Org Chart 2022-23 w o Names](#)

Filename: WCHS_Org_Chart_2022-23_w_o_Names.pdf Size: 69.7 kB

Entry 13 School Calendar

Completed - Aug 1 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

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

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

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

[School Calendar 2023-24](#)

Filename: School_Calendar_2023-24.pdf Size: 54.6 kB

Entry 14 Staff Roster

Completed - Aug 1 2023

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.

Reminders: Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

[WCHS Faculty and Staff Roster \(07 01 2022-06 30 2023\)\(1\)](#)

Filename: WCHS_Faculty_and_Staff_Roster_07__DRuV7VB.xlsx **Size:** 27.9 kB

Optional Additional Documents to Upload (BOR)

Incomplete

The Williamsburg Charter High School

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

June 30, 2023 and 2022

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

June 30, 2023 and 2022

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Independent Auditors' Report

Board of Trustees
The Williamsburg Charter High School

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of The Williamsburg Charter High School (a nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Williamsburg Charter High School as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Change in Accounting Policy

As discussed in Note 2 to the financial statements, The Williamsburg Charter High School adopted Financial Accounting Standards Board ("FASB") Topic 842, *Leases*, which resulted in the recognition of a right of use asset and related lease liability effective July 1, 2022. Our opinion is not modified with respect to that matter.

Responsibilities of Management for the Financial Statements

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

Report on Supplementary Information

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 31, 2023, on our consideration of The Williamsburg Charter High School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of The Williamsburg Charter High School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering The Williamsburg Charter High School's internal control over financial reporting and compliance.

[REDACTED]

Harrison, New York
October 31, 2023

The Williamsburg Charter High School

Statements of Financial Position

	June 30,	
	2023	2022
ASSETS		
Current Assests		
Cash	\$ 9,050,420	\$ 9,484,537
Grants and contracts receivable	1,835,582	752,217
Prepaid expenses	127,795	158,253
Total Current Assets	11,013,797	10,395,007
Investments	2,661,245	2,572,641
Property and equipment, net	6,440,305	6,628,420
Right of use asset - operating lease, net	44,132,301	-
Security deposits	1,524,743	1,524,243
Restricted cash	100,493	100,792
	<u>\$ 65,872,884</u>	<u>\$ 21,221,103</u>
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 188,198	\$ 177,427
Accrued payroll and payroll taxes	1,021,931	1,012,028
Deferred rent, current portion	-	381,535
Operating lease liability	1,617,025	-
Refundable advances	74,817	102,934
Total Current Liabilities	2,901,971	1,673,924
Operating lease liability, less current portion	53,862,175	-
Deferred rent	-	10,583,830
Total Liabilities	56,764,146	12,257,754
Net assets, without donor restrictions	<u>9,108,738</u>	<u>8,963,349</u>
	<u>\$ 65,872,884</u>	<u>\$ 21,221,103</u>

See notes to financial statements

The Williamsburg Charter High School

Statements of Activities

	Year Ended June 30,	
	2023	2022
REVENUE AND SUPPORT		
State and local per pupil operating revenue	\$ 18,022,429	\$ 17,680,686
Federal grants	1,462,071	1,352,773
Federal E-Rate and IDEA	599,867	183,625
State grants	76,036	73,537
Other income	235,778	323,726
Total Revenue and Support	<u>20,396,181</u>	<u>19,614,347</u>
EXPENSES		
Program Services		
Regular education	15,301,421	14,194,725
Special education	2,311,792	2,063,977
Total Program Services	<u>17,613,213</u>	<u>16,258,702</u>
Supporting Services		
Management and general	2,637,579	2,457,419
Total Expenses	<u>20,250,792</u>	<u>18,716,121</u>
Gain on forgiveness of Paycheck Protection Program loan	<u>-</u>	<u>2,022,511</u>
Change in Net Assets	145,389	2,920,737
NET ASSETS, WITHOUT DONOR RESTRICTIONS		
Beginning of year	<u>8,963,349</u>	<u>6,042,612</u>
End of year	<u>\$ 9,108,738</u>	<u>\$ 8,963,349</u>

See notes to financial statements

The Williamsburg Charter High School

Statement of Functional Expenses Year Ended June 30, 2023

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

See notes to financial statements

The Williamsburg Charter High School

Statement of Functional Expenses Year Ended June 30, 2022

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

See notes to financial statements

The Williamsburg Charter High School

Statements of Cash Flows

	Year Ended June 30,	
	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 145,389	\$ 2,920,737
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	307,644	316,657
Gain on forgiveness of Paycheck Protection Program loan	-	(2,022,511)
Deferred rent	-	477,465
Amortization of right of use asset - operating lease	1,849,415	-
Changes in operating assets and liabilities		
Grants and contracts receivable	(1,083,365)	(173,866)
Prepaid expenses	30,458	(27,958)
Accounts payable and accrued expenses	10,771	(241,254)
Accrued payroll and payroll taxes	9,903	101,010
Security deposits	(500)	(320)
Operating lease liability	(1,467,881)	-
Refundable advances	(28,117)	102,513
Net Cash from Operating Activities	<u>(226,283)</u>	<u>1,452,473</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	(119,529)	(4,620,147)
Dividends reinvested	(88,604)	(2,387)
Net Cash from Investing Activities	<u>(208,133)</u>	<u>(4,622,534)</u>
 Net Change in Cash and Restricted Cash	 (434,416)	 (3,170,061)
CASH AND RESTRICTED CASH		
Beginning of year	<u>9,585,329</u>	<u>12,755,390</u>
 End of year	 <u>\$ 9,150,913</u>	 <u>\$ 9,585,329</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash paid for amounts included in the measurement of lease liabilities	\$ 3,293,604	\$ -

See notes to financial statements

The Williamsburg Charter High School

Notes to Financial Statements

June 30, 2023 and 2022

1. Organization and Tax Status

The Williamsburg Charter High School (the "School") is a New York State, not-for-profit educational corporation that operates as a charter school in the borough of Brooklyn, New York. On February 23, 2004, the Board of Regents of the University of the State of New York (the "Board of Regents") for and on behalf of the State Education Department granted the School a provisional charter valid for a term of five years from the effective date of February 23, 2004 and renewable upon expiration. On May 8, 2018, the Board of Regents approved the transfer of the School's charter from the NYC Department of Education to the Board of Regents effective for the 2018-2019 school year. On April 9, 2019, the Board of Regents approved and issued the renewal to the charter for a period of five years effective until June 30, 2024. The School's mission is to equip students with the academic and character skills necessary to succeed in high school, college and the competitive world beyond. The School provided education to approximately 922 students in ninth through twelfth grades during the 2022-2023 academic year.

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

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

2. Summary of Significant Accounting Policies

Basis of Presentation and Use of Estimates

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

Adoption of New Accounting Policies

Leases (Topic 842)

In February 2016, the Financial Accounting Standards Board issued Accounting Standards Update ("ASU") No. 2016-02, *Leases* (Topic 842), which requires schools that lease assets (lessees) to recognize the assets and related liabilities for the rights and obligations created by the leases on the statement of financial position for leases with terms exceeding 12 months. ASU No. 2016-02 defines a lease as a contract or part of a contract that conveys the right to control the use of identified assets for a period of time in exchange for consideration. The lessee in a lease will be required to initially measure the right-of-use asset and the lease liability at the present value of the remaining lease payments, as well as capitalize initial direct costs as part of the right-of-use asset.

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2023 and 2022

2. Summary of Significant Accounting Policies

Adoption of New Accounting Policies (continued)

Leases (Topic 842) (continued)

The School adopted the requirements of the new standard effective July 1, 2022, using the modified retrospective transition method, which applies the provisions of the standard at the effective date without any adjustment to the comparative periods presented. The School adopted the following practical expedients and elected the following accounting policies related to this standard: Carry forward of historical lease classifications and accounting treatment.

Accordingly, the School will recognize lease payments on a straight-line basis over the lease term and variable payments in the period when the corresponding obligation is incurred. As a result of the adoption of the new lease accounting guidance on July 1, 2022, the School recognized a lease liability of \$56,947,081 that represents the present value of the operating lease payments of \$77,117,832, discounted with a risk-free interest rate using the treasury bond rate for 20 years of 3.26%, and a right of use ("ROU") asset of \$45,981,716. The standard did not materially impact the statements of activities and cash flows.

Net Asset Presentation

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

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

Net assets with donor restrictions – represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. The School had no net assets with donor restrictions at June 30, 2023 and 2022.

The Williamsburg Charter High School

Notes to Financial Statements June 30, 2023 and 2022

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

Restricted Cash

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

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

	2023	2022
Cash	\$ 9,050,420	\$ 9,484,537
Restricted cash	100,493	100,792
	<u>\$ 9,150,913</u>	<u>\$ 9,585,329</u>

Fair Value Measurements

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

Investment Valuation

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

Investment Income Recognition

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

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2023 and 2022

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

Property and Equipment

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

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

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

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the years ended June 30, 2023 and 2022.

Leases

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

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

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2023 and 2022

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

Refundable Advances

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

Revenue and Support

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

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

Marketing and Recruiting

Marketing and recruiting costs are expensed as incurred for staff and student recruitment. Marketing and recruiting expense for the years ended June 30, 2023 and 2022 was \$135,235 and \$82,310.

Functional Expense Allocation

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

Accounting for Uncertainty in Income Taxes

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examinations by the applicable taxing jurisdictions for years prior to June 30, 2020.

Subsequent Events Evaluation by Management

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 31, 2023.

The Williamsburg Charter High School

Notes to Financial Statements June 30, 2023 and 2022

3. Grants and Contracts Receivable

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

4. Fair Value of Investments

The School's investments at June 30, 2023 and 2022 consisted of a government money market mutual fund in the amounts of \$2,661,245 and \$2,572,641 categorized as level 1 in the fair value hierarchy.

5. Property and Equipment

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

	2023	2022
Furniture and fixtures	\$ 129,841	\$ 89,205
Equipment	1,337,200	1,308,441
Software	174,780	174,780
Leasehold improvements	2,641,869	2,591,735
Building - Gym	638,250	638,250
Land - Gym	3,616,750	3,616,750
	<u>8,538,690</u>	<u>8,419,161</u>
Accumulated depreciation and amortization	<u>(2,098,385)</u>	<u>(1,790,741)</u>
	<u>\$ 6,440,305</u>	<u>\$ 6,628,420</u>

6. Liquidity and Availability of Financial Assets

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

	2023	2022
Cash	\$ 9,050,420	\$ 9,484,537
Grants and contracts receivable	<u>1,835,582</u>	<u>752,217</u>
	<u>\$ 10,886,002</u>	<u>\$ 10,236,754</u>

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

The Williamsburg Charter High School

Notes to Financial Statements

June 30, 2023 and 2022

7. Employee Benefit Plan

The School maintains a defined contribution 403(b) plan on behalf of its employees. The School provides matching contributions up to 4% of annual compensation on a discretionary basis. The School's match for the years ended June 30, 2023 and 2022 amounted to \$137,471 and \$107,258.

8. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and restricted cash on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. Investments are maintained at a broker which insures the balance up to \$500,000 with Securities Investor Protection Corporation insurance. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. At June 30, 2023 and 2022, approximately \$8,900,000 and \$9,085,000 of cash and restricted cash was maintained with two institutions in excess of FDIC limits.

9. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the years ended June 30, 2023 and 2022, the School received approximately 88% and 82% of its total revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

10. Leases

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

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

Right of use asset consist of the following at June 30, 2023:

Right of use asset - operating lease	\$ 45,981,716
Less: accumulated amortization	<u>(1,849,415)</u>
	<u>\$ 44,132,301</u>

Weighted average remaining lease term	17 years
Weighted average discount rate	3.26%

The Williamsburg Charter High School

Notes to Financial Statements June 30, 2023 and 2022

10. Leases

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

2024	\$ 3,392,412
2025	3,494,184
2026	3,599,004
2027	3,706,980
2028	3,818,184
Thereafter	<u>55,813,463</u>
Total minimum lease payments	73,824,227
Present value discount	<u>(18,345,027)</u>
Present value of lease liabilities	55,479,200
Current portion	<u>(1,617,025)</u>
Lease liabilities, less current portion	<u>\$ 53,862,175</u>

Building lease expense under the operating lease for the years ended June 30, 2023 and 2022 was \$3,675,137.

Operating lease cost	\$ 1,849,415
Short-term lease cost	<u>3,675,137</u>
	<u>\$ 5,524,552</u>

11. Paycheck Protection Program Loan Payable

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

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

The Williamsburg Charter High School

Notes to Financial Statements June 30, 2023 and 2022

12. Contingency

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

The Williamsburg Charter High School

Uniform Guidance
Schedules and Reports

June 30, 2023

The Williamsburg Charter High School

Schedule of Expenditures of Federal Awards Year Ended June 30, 2023

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
<u>U.S. Department of Education</u>				
Pass-Through New York State Education Department:				
Title I Grants to Local Educational Agencies	84.010	0021-23-4266	\$ -	\$ 336,122
Supporting Effective Instruction State Grants (Formerly Improving Teacher Quality State Grants)	84.367	0147-23-4266	-	41,727
Student Support and Academic Enrichment Program	84.424	0204-23-4266	-	26,501
English Language Acquisition State Grants	84.365	0293-23-4266	-	11,782
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP HCY II	84.425W	5218-21-4266	-	11,350
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II	84.425D	5891-21-4266	-	323,931
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP	84.425U	5880-21-4266	-	710,658
			<hr/>	<hr/>
Total U.S. Department of Education			-	1,462,071
			<hr/>	<hr/>
Total Expenditures of Federal Awards			\$ -	\$ 1,462,071
			<hr/>	<hr/>

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

The Williamsburg Charter High School

Notes to Schedule of Expenditures of Federal Awards Year Ended June 30, 2023

1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of The Williamsburg Charter High School (the "School"), under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net assets or cash flows of the School.

2. Summary of Significant Accounting Policies

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

3. Indirect Cost Rate

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

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

Independent Auditors' Report

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of The Williamsburg Charter High School (the "School") (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 31, 2023.

Report on Internal Control Over Financial Reporting

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

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

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

Report on Compliance and Other Matters

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

Purpose of this Report

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



Harrison, New York
October 31, 2023

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

Independent Auditors' Report

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

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited The Williamsburg Charter High School's (the "School") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2023. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

Auditors' Responsibilities for the Audit of Compliance

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

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

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

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

Report on Internal Control Over Compliance

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

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

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

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



Harrison, New York
October 31, 2023

The Williamsburg Charter High School

Schedule of Findings and Questioned Costs Year Ended June 30, 2023

Section I - Summary of Auditors' Results

Financial Statements

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

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

_____ yes X no

Significant deficiency(ies) identified?

_____ yes X none reported

Noncompliance material to the financial statements noted?

_____ yes X no

Federal Awards

Internal control over major federal programs:

Material weakness(es) identified?

_____ yes X no

Significant deficiency(ies) identified?

_____ yes X none reported

Type of auditors' report issued on compliance for major federal programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

_____ yes X no

Identification of major federal programs:

Federal Assistance Listing Number(s)

Name of Federal Program or Cluster

84.425D

COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II

84.425U

COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP

84.425W

COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP HCY II

Dollar threshold used to distinguish between Type A and Type B programs:

\$750,000

Auditee qualified as low-risk auditee?

_____ yes X no

Section II – Financial Statement Findings

During our audit, we noted no material findings for the year ended June 30, 2023.

Section III – Federal Award Findings and Questioned Costs

During our audit, we noted no material instance of noncompliance and none of the costs tested which were reported in the federal financially assisted programs are questioned or recommended to be disallowed.

Section IV – Prior Year Findings

There were no findings in the prior year.

Board of Trustees
The Williamsburg Charter High School

Auditors' Communication on Internal Control

In planning and performing our audit of the financial statements of The Williamsburg Charter High School (the "School") as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.


A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

We did not identify any deficiencies in internal control that we consider to be material weaknesses as defined above.

This communication is intended solely for the information and use of the management, the Board of Trustees, federal and local awarding agencies, The State Education Department of the State University of New York, and others within the School, and is not intended to be used by anyone other than these specified parties.

We would like to take this opportunity to acknowledge the courtesy and assistance extended to us by the personnel of the School during the course of our audit.



Harrison, New York
October 31, 2023

The Williamsburg Charter High School

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

June 30, 2023 and 2022

The Williamsburg Charter High School

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

June 30, 2023 and 2022

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Independent Auditors' Report

Board of Trustees
The Williamsburg Charter High School

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of The Williamsburg Charter High School (a nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Williamsburg Charter High School as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Change in Accounting Policy

As discussed in Note 2 to the financial statements, The Williamsburg Charter High School adopted Financial Accounting Standards Board ("FASB") Topic 842, *Leases*, which resulted in the recognition of a right of use asset and related lease liability effective July 1, 2022. Our opinion is not modified with respect to that matter.

Responsibilities of Management for the Financial Statements

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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


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

Report on Supplementary Information

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 31, 2023, on our consideration of The Williamsburg Charter High School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of The Williamsburg Charter High School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering The Williamsburg Charter High School's internal control over financial reporting and compliance.



Harrison, New York
October 31, 2023

The Williamsburg Charter High School

Statements of Financial Position

	June 30,	
	<u>2023</u>	<u>2022</u>
ASSETS		
Current Assests		
Cash	\$ 9,050,420	\$ 9,484,537
Grants and contracts receivable	1,835,582	752,217
Prepaid expenses	<u>127,795</u>	<u>158,253</u>
Total Current Assets	11,013,797	10,395,007
Investments	2,661,245	2,572,641
Property and equipment, net	6,440,305	6,628,420
Right of use asset - operating lease, net	44,132,301	-
Security deposits	1,524,743	1,524,243
Restricted cash	<u>100,493</u>	<u>100,792</u>
	<u>\$ 65,872,884</u>	<u>\$ 21,221,103</u>
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 188,198	\$ 177,427
Accrued payroll and payroll taxes	1,021,931	1,012,028
Deferred rent, current portion	-	381,535
Operating lease liability	1,617,025	-
Refundable advances	<u>74,817</u>	<u>102,934</u>
Total Current Liabilities	2,901,971	1,673,924
Operating lease liability, less current portion	53,862,175	-
Deferred rent	<u>-</u>	<u>10,583,830</u>
Total Liabilities	56,764,146	12,257,754
Net assets, without donor restrictions	<u>9,108,738</u>	<u>8,963,349</u>
	<u>\$ 65,872,884</u>	<u>\$ 21,221,103</u>

See notes to financial statements

The Williamsburg Charter High School

Statements of Activities

	Year Ended June 30,	
	2023	2022
REVENUE AND SUPPORT		
State and local per pupil operating revenue	\$ 18,022,429	\$ 17,680,686
Federal grants	1,462,071	1,352,773
Federal E-Rate and IDEA	599,867	183,625
State grants	76,036	73,537
Other income	235,778	323,726
Total Revenue and Support	<u>20,396,181</u>	<u>19,614,347</u>
EXPENSES		
Program Services		
Regular education	15,301,421	14,194,725
Special education	2,311,792	2,063,977
Total Program Services	<u>17,613,213</u>	<u>16,258,702</u>
Supporting Services		
Management and general	2,637,579	2,457,419
Total Expenses	<u>20,250,792</u>	<u>18,716,121</u>
Gain on forgiveness of Paycheck Protection Program loan	<u>-</u>	<u>2,022,511</u>
Change in Net Assets	145,389	2,920,737
NET ASSETS, WITHOUT DONOR RESTRICTIONS		
Beginning of year	<u>8,963,349</u>	<u>6,042,612</u>
End of year	<u>\$ 9,108,738</u>	<u>\$ 8,963,349</u>

See notes to financial statements

The Williamsburg Charter High School

Statement of Functional Expenses Year Ended June 30, 2023

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

See notes to financial statements

The Williamsburg Charter High School

Statement of Functional Expenses Year Ended June 30, 2022

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

See notes to financial statements

The Williamsburg Charter High School

Statements of Cash Flows

	Year Ended June 30,	
	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 145,389	\$ 2,920,737
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	307,644	316,657
Gain on forgiveness of Paycheck Protection Program loan	-	(2,022,511)
Deferred rent	-	477,465
Amortization of right of use asset - operating lease	1,849,415	-
Changes in operating assets and liabilities		
Grants and contracts receivable	(1,083,365)	(173,866)
Prepaid expenses	30,458	(27,958)
Accounts payable and accrued expenses	10,771	(241,254)
Accrued payroll and payroll taxes	9,903	101,010
Security deposits	(500)	(320)
Operating lease liability	(1,467,881)	-
Refundable advances	(28,117)	102,513
Net Cash from Operating Activities	<u>(226,283)</u>	<u>1,452,473</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	(119,529)	(4,620,147)
Dividends reinvested	(88,604)	(2,387)
Net Cash from Investing Activities	<u>(208,133)</u>	<u>(4,622,534)</u>
 Net Change in Cash and Restricted Cash	 (434,416)	 (3,170,061)
CASH AND RESTRICTED CASH		
Beginning of year	<u>9,585,329</u>	<u>12,755,390</u>
 End of year	 <u>\$ 9,150,913</u>	 <u>\$ 9,585,329</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash paid for amounts included in the measurement of lease liabilities	\$ 3,293,604	\$ -

See notes to financial statements

The Williamsburg Charter High School

Notes to Financial Statements

June 30, 2023 and 2022

1. Organization and Tax Status

The Williamsburg Charter High School (the "School") is a New York State, not-for-profit educational corporation that operates as a charter school in the borough of Brooklyn, New York. On February 23, 2004, the Board of Regents of the University of the State of New York (the "Board of Regents") for and on behalf of the State Education Department granted the School a provisional charter valid for a term of five years from the effective date of February 23, 2004 and renewable upon expiration. On May 8, 2018, the Board of Regents approved the transfer of the School's charter from the NYC Department of Education to the Board of Regents effective for the 2018-2019 school year. On April 9, 2019, the Board of Regents approved and issued the renewal to the charter for a period of five years effective until June 30, 2024. The School's mission is to equip students with the academic and character skills necessary to succeed in high school, college and the competitive world beyond. The School provided education to approximately 922 students in ninth through twelfth grades during the 2022-2023 academic year.

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

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

2. Summary of Significant Accounting Policies

Basis of Presentation and Use of Estimates

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

Adoption of New Accounting Policies

Leases (Topic 842)

In February 2016, the Financial Accounting Standards Board issued Accounting Standards Update ("ASU") No. 2016-02, *Leases* (Topic 842), which requires schools that lease assets (lessees) to recognize the assets and related liabilities for the rights and obligations created by the leases on the statement of financial position for leases with terms exceeding 12 months. ASU No. 2016-02 defines a lease as a contract or part of a contract that conveys the right to control the use of identified assets for a period of time in exchange for consideration. The lessee in a lease will be required to initially measure the right-of-use asset and the lease liability at the present value of the remaining lease payments, as well as capitalize initial direct costs as part of the right-of-use asset.

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2023 and 2022

2. Summary of Significant Accounting Policies

Adoption of New Accounting Policies (continued)

Leases (Topic 842) (continued)

The School adopted the requirements of the new standard effective July 1, 2022, using the modified retrospective transition method, which applies the provisions of the standard at the effective date without any adjustment to the comparative periods presented. The School adopted the following practical expedients and elected the following accounting policies related to this standard: Carry forward of historical lease classifications and accounting treatment.

Accordingly, the School will recognize lease payments on a straight-line basis over the lease term and variable payments in the period when the corresponding obligation is incurred. As a result of the adoption of the new lease accounting guidance on July 1, 2022, the School recognized a lease liability of \$56,947,081 that represents the present value of the operating lease payments of \$77,117,832, discounted with a risk-free interest rate using the treasury bond rate for 20 years of 3.26%, and a right of use ("ROU") asset of \$45,981,716. The standard did not materially impact the statements of activities and cash flows.

Net Asset Presentation

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

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

Net assets with donor restrictions – represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. The School had no net assets with donor restrictions at June 30, 2023 and 2022.

The Williamsburg Charter High School

Notes to Financial Statements June 30, 2023 and 2022

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

Restricted Cash

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

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

	2023	2022
Cash	\$ 9,050,420	\$ 9,484,537
Restricted cash	100,493	100,792
	<u>\$ 9,150,913</u>	<u>\$ 9,585,329</u>

Fair Value Measurements

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

Investment Valuation

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

Investment Income Recognition

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

The Williamsburg Charter High School

Notes to Financial Statements

June 30, 2023 and 2022

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

Property and Equipment

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

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

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

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the years ended June 30, 2023 and 2022.

Leases

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

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

The Williamsburg Charter High School

Notes to Financial Statements
June 30, 2023 and 2022

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

Refundable Advances

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

Revenue and Support

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

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

Marketing and Recruiting

Marketing and recruiting costs are expensed as incurred for staff and student recruitment. Marketing and recruiting expense for the years ended June 30, 2023 and 2022 was \$135,235 and \$82,310.

Functional Expense Allocation

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

Accounting for Uncertainty in Income Taxes

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examinations by the applicable taxing jurisdictions for years prior to June 30, 2020.

Subsequent Events Evaluation by Management

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 31, 2023.

The Williamsburg Charter High School

Notes to Financial Statements June 30, 2023 and 2022

3. Grants and Contracts Receivable

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

4. Fair Value of Investments

The School's investments at June 30, 2023 and 2022 consisted of a government money market mutual fund in the amounts of \$2,661,245 and \$2,572,641 categorized as level 1 in the fair value hierarchy.

5. Property and Equipment

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

	2023	2022
Furniture and fixtures	\$ 129,841	\$ 89,205
Equipment	1,337,200	1,308,441
Software	174,780	174,780
Leasehold improvements	2,641,869	2,591,735
Building - Gym	638,250	638,250
Land - Gym	3,616,750	3,616,750
	<u>8,538,690</u>	<u>8,419,161</u>
Accumulated depreciation and amortization	<u>(2,098,385)</u>	<u>(1,790,741)</u>
	<u>\$ 6,440,305</u>	<u>\$ 6,628,420</u>

6. Liquidity and Availability of Financial Assets

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

	2023	2022
Cash	\$ 9,050,420	\$ 9,484,537
Grants and contracts receivable	<u>1,835,582</u>	<u>752,217</u>
	<u>\$ 10,886,002</u>	<u>\$ 10,236,754</u>

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

The Williamsburg Charter High School

Notes to Financial Statements June 30, 2023 and 2022

7. Employee Benefit Plan

The School maintains a defined contribution 403(b) plan on behalf of its employees. The School provides matching contributions up to 4% of annual compensation on a discretionary basis. The School's match for the years ended June 30, 2023 and 2022 amounted to \$137,471 and \$107,258.

8. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and restricted cash on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. Investments are maintained at a broker which insures the balance up to \$500,000 with Securities Investor Protection Corporation insurance. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. At June 30, 2023 and 2022, approximately \$8,900,000 and \$9,085,000 of cash and restricted cash was maintained with two institutions in excess of FDIC limits.

9. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the years ended June 30, 2023 and 2022, the School received approximately 88% and 82% of its total revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

10. Leases

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

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

Right of use asset consist of the following at June 30, 2023:

Right of use asset - operating lease	\$ 45,981,716
Less: accumulated amortization	<u>(1,849,415)</u>
	<u>\$ 44,132,301</u>

Weighted average remaining lease term	17 years
Weighted average discount rate	3.26%

The Williamsburg Charter High School

Notes to Financial Statements June 30, 2023 and 2022

10. Leases

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

2024	\$ 3,392,412
2025	3,494,184
2026	3,599,004
2027	3,706,980
2028	3,818,184
Thereafter	<u>55,813,463</u>
Total minimum lease payments	73,824,227
Present value discount	<u>(18,345,027)</u>
Present value of lease liabilities	55,479,200
Current portion	<u>(1,617,025)</u>
Lease liabilities, less current portion	<u>\$ 53,862,175</u>

Building lease expense under the operating lease for the years ended June 30, 2023 and 2022 was \$3,675,137.

Operating lease cost	\$ 1,849,415
Short-term lease cost	<u>3,675,137</u>
	<u>\$ 5,524,552</u>

11. Paycheck Protection Program Loan Payable

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

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

The Williamsburg Charter High School

Notes to Financial Statements June 30, 2023 and 2022

12. Contingency

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

The Williamsburg Charter High School

Uniform Guidance
Schedules and Reports

June 30, 2023

The Williamsburg Charter High School

Schedule of Expenditures of Federal Awards Year Ended June 30, 2023

<u>Federal Grantor/Pass-Through Grantor/ Program or Cluster Title</u>	<u>Federal Assistance Listing Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Provided to Subrecipients</u>	<u>Total Federal Expenditures</u>
<u>U.S. Department of Education</u>				
Pass-Through New York State Education Department:				
Title I Grants to Local Educational Agencies	84.010	0021-23-4266	\$ -	\$ 336,122
Supporting Effective Instruction State Grants (Formerly Improving Teacher Quality State Grants)	84.367	0147-23-4266	-	41,727
Student Support and Academic Enrichment Program	84.424	0204-23-4266	-	26,501
English Language Acquisition State Grants	84.365	0293-23-4266	-	11,782
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP HCY II	84.425W	5218-21-4266	-	11,350
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II	84.425D	5891-21-4266	-	323,931
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP	84.425U	5880-21-4266	-	710,658
			<u>-</u>	<u>1,462,071</u>
Total U.S. Department of Education			-	1,462,071
Total Expenditures of Federal Awards			<u>\$ -</u>	<u>\$ 1,462,071</u>

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

The Williamsburg Charter High School

Notes to Schedule of Expenditures of Federal Awards Year Ended June 30, 2023

1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of The Williamsburg Charter High School (the "School"), under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net assets or cash flows of the School.

2. Summary of Significant Accounting Policies

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

3. Indirect Cost Rate

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

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

Independent Auditors' Report

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of The Williamsburg Charter High School (the "School") (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 31, 2023.

Report on Internal Control Over Financial Reporting

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

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

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

Report on Compliance and Other Matters

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

Purpose of this Report

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



Harrison, New York
October 31, 2023

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

Independent Auditors' Report

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

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited The Williamsburg Charter High School's (the "School") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2023. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

Auditors' Responsibilities for the Audit of Compliance

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

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

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

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

Report on Internal Control Over Compliance

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

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

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

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

[REDACTED]

Harrison, New York
October 31, 2023

The Williamsburg Charter High School

Schedule of Findings and Questioned Costs Year Ended June 30, 2023

Section I - Summary of Auditors' Results

Financial Statements

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

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

_____ yes X no

Significant deficiency(ies) identified?

_____ yes X none reported

Noncompliance material to the financial statements noted?

_____ yes X no

Federal Awards

Internal control over major federal programs:

Material weakness(es) identified?

_____ yes X no

Significant deficiency(ies) identified?

_____ yes X none reported

Type of auditors' report issued on compliance for major federal programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

_____ yes X no

Identification of major federal programs:

Federal Assistance Listing Number(s)

Name of Federal Program or Cluster

84.425D

COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II

84.425U

COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP

84.425W

COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP HCY II

Dollar threshold used to distinguish between Type A and Type B programs:

\$750,000

Auditee qualified as low-risk auditee?

_____ yes X no

Section II – Financial Statement Findings

During our audit, we noted no material findings for the year ended June 30, 2023.

Section III – Federal Award Findings and Questioned Costs

During our audit, we noted no material instance of noncompliance and none of the costs tested which were reported in the federal financially assisted programs are questioned or recommended to be disallowed.

Section IV – Prior Year Findings

There were no findings in the prior year.

Board of Trustees
The Williamsburg Charter High School

Auditors' Communication on Internal Control

In planning and performing our audit of the financial statements of The Williamsburg Charter High School (the "School") as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

We did not identify any deficiencies in internal control that we consider to be material weaknesses as defined above.

This communication is intended solely for the information and use of the management, the Board of Trustees, federal and local awarding agencies, The State Education Department of the State University of New York, and others within the School, and is not intended to be used by anyone other than these specified parties.

We would like to take this opportunity to acknowledge the courtesy and assistance extended to us by the personnel of the School during the course of our audit.

[Redacted Signature]

Harrison, New York
October 31, 2023

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

Trustee Name:

Samuel Rivera

Name of Charter School Education Corporation:

WCHs

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

Vice-Chair

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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


☒ **None**

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

-

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Business Telephone:

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E-mail Address:

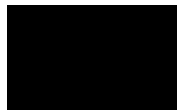
 _____

Home Telephone:

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Home Address:

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07 / 25 / 2023

Signature

Date

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Title	WCHS Disclosure of Financial Interest Form 2022-23
File name	annual-report-cur...sclosure-form.pdf
Document ID	726853fecfcb15f1b0ffc7c7cc8b70fe44f50e53
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07 / 25 / 2023

11:09:41 UTC-4

Viewed by Samuel Rivera (samuelmriviera@gmail.com)
IP: 107.77.226.194



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07 / 25 / 2023

11:13:41 UTC-4

Signed by Samuel Rivera (samuelmriviera@gmail.com)
IP: 107.77.226.194



COMPLETED

07 / 25 / 2023

11:13:41 UTC-4

The document has been completed.

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

Trustee Name:

John Witherspoon

Name of Charter School Education Corporation:

Williamsburg Charter High School

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

Treasurer

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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


☒ **None**

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


-

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Business Telephone:

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Home Address:

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 _____	07 / 20 / 2023 _____
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07 / 20 / 2023
11:06:25 UTC-4

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IP: 100.2.201.210



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IP: 100.2.201.210



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07 / 20 / 2023
11:12:05 UTC-4

The document has been completed.

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

Trustee Name:

Ahmad Duwaik

Name of Charter School Education Corporation:

Williamsburg Charter High School

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

None

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

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

-

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IP: 24.188.97.242



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07 / 12 / 2023

10:39:02 UTC-4

Viewed by Ahmad Duwaik (ahmadduwaik@gmail.com)
IP: 72.89.135.163



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07 / 12 / 2023

10:41:43 UTC-4

Signed by Ahmad Duwaik (ahmadduwaik@gmail.com)
IP: 72.89.135.163



COMPLETED

07 / 12 / 2023

10:41:43 UTC-4

The document has been completed.

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

Trustee Name:

Marcenia Yvette Johnson

Name of Charter School Education Corporation:

The Williamsburg Charter High School

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

Secretary

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

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


-

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E-mail Address:

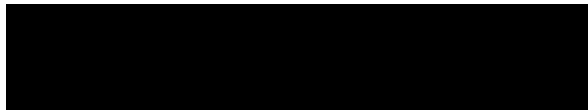
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Home Telephone:

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Home Address:

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07 / 20 / 2023

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Date

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Status	● Signed

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(marcenia_y_johnson@yahoo.com) from kmanion@thewcs.org
IP: 24.188.97.242



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13:14:06 UTC-4

Viewed by Marcenia Johnson (marcenia_y_johnson@yahoo.com)
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07 / 20 / 2023

13:17:09 UTC-4

Signed by Marcenia Johnson (marcenia_y_johnson@yahoo.com)
IP: 72.43.102.226



COMPLETED

07 / 20 / 2023

13:17:09 UTC-4

The document has been completed.

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

Trustee Name:

Lourdes Rivera-Putz

Name of Charter School Education Corporation:

Williamsburg Charter High School

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

Board Chair

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

☒ **Yes** ☐ **No**

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

Ivette Cruz is my cousin and is presently employed by the school as an Office Coordinator

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

☐ **Yes** ☒ **No**

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

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

-

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Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

07 / 11 / 2023

Signature

Date

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Title	WCHS Disclosure of Financial Interest Form 2022-23
File name	annual-report-cur...sclosure-form.pdf
Document ID	95a4a9f3cf12fd4d953d9503e2f38a4cab0d9a00
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from kmanion@thewcs.org
IP: 24.188.97.242



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COMPLETED

07 / 11 / 2023
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The document has been completed.

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

Trustee Name:

Kathleen Gaffney

Name of Charter School Education Corporation:

Williamsburg Charter High School

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

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

-


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

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:



Home Address:



Signature

Date

07 / 11 / 2023

Acceptable signature formats include:

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last revised 04/2022

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File name	annual-report-cur...sclosure-form.pdf
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IP: 24.188.97.242



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07 / 11 / 2023

11:50:57 UTC-4

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SIGNED

07 / 11 / 2023

11:55:20 UTC-4

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IP: 70.23.54.67



COMPLETED

07 / 11 / 2023

11:55:20 UTC-4

The document has been completed.

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

Name:

Sabrina Philson

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

Williamsburg Charter High School

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

Board Member

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

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

N/A

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

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

N/A

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

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

N/A

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

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

N/A

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

☐ Yes ☒ No

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

N/A

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p>NONE</p>			

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

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


Signature

10/24/22
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.

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(917) 734-8734

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[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

last revised 06/8/2020

Business Address: [REDACTED]

E-mail Address: [REDACTED]

Home Telephone: [REDACTED]

Home Address: [REDACTED]

last revised 06/8/2020



MINUTES

Board of Trustees Meeting

July 26, 2022

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

PRESENT

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

GUESTS

Jahi Bashir, Head of School
Mary Kenny, Minutes Transcriber
Ellen Eagen, School Counsel

Val Jacobson, Head of Operations
Over 16 Virtual Participants

EXCUSED: Ahmad Duwaik, Trustee

1. WELCOME

Ms. Putz welcomed everyone.

2. ACADEMICS

Ms. Jacobson reported on behalf of Mr. Bashir. Summer school is running from July 7 through August 3. There were 157 students with 264 course registrations in Session 1, 190 students with 337 course registrations in Session 2, and there are 217 students with 446 course registrations in Session 3, which starts July 27. Sessions 1 and 2 were in-person and Session 3 will be remote. The last day of summer school is August 3. The master schedule is 94% complete. Grades 10-12 students will be loaded by Friday, July 29. Grade 9 students will be loaded in the first week of August. Professional development planning, instructional adjustments, and media center renovation plans are in progress. Future items to discuss include the NWEA Map Test, use of metal detectors, a proposed update to the teacher start time (7:45am), renaming of the media center, and WCHS Remote Option planning. Ms. Jacobson reviewed important dates coming up. School will start on August 29. 187/210 seniors graduated in June (89%). There were 118 Regents Diplomas and 41 Advanced Regents Diplomas. 9/49 5th year seniors graduated in June. There are 3-15 possible August graduates. 245 seniors are currently enrolled in the Class of 2023.

3. OPERATIONS

Ms. Jacobson reviewed the 2022-23 budget draft and a proposal for the CompuPhone phone system. The year to date attendance is 81.9%. Ms. Jacobson reviewed attendance outreach, including: daily calls, emails, texts; weekly letters; grade team meetings; advisory outreach such as daily reminders, raffles/prizes, and wake-up calls; attendance case conferencing and grade team outreach; individual phone calls and outreach meetings; home visit referrals; and summer outreach to long term absent students. She stated there was an attendance increase seen in June across all grades and for the class of 2021+. Ms. Gaffney suggested having monthly attendance awards per grade.

4. COVID UPDATES

Ms. Jacobson reported that community transmission in Kings County is currently High. The percent positive rate in the last seven days is 14.2%. Ms. Jacobson reviewed New York City Department of Health guidance for high alert levels. The 7-day percent positive rate in 11206 is 8.53%. The vaccination rate in 11206 is 61.59%. Omicron is present in 100% of tested cases in NYC. 67% are BA.6 subvariant, 17% are BA.4, 11% are BA.2.12.

5. FACILITIES

Mr. Morales reviewed facade options for 188 Varet Street. The Board and leadership agreed that the third facade option in green would be best. He stated that the BSA approval process is ongoing and that a public hearing would be scheduled. The hearing will be held remotely and will need to be posted in three newspapers. Mr. Morales stated that WCHS now understands that a nonmaterial revision request should have been submitted to NYSED earlier into this process. He and Ms.



Manion are putting a package together for submission to the state. The request will be ready in September. Mr. Morales added that the project has the support of Council Member Jennifer Guttierrez. The school will plan to host a virtual open house of the space in the fall. Mr. Morales also stated that bonds financing will probably begin in November.

6. APPROVAL OF JUNE 21 BOARD MINUTES

- Mr. Rivera made a motion to approve the Board Minutes pending school counsel review. Ms. Rivera-Putz seconded. Ms. Gaffney abstained.

7. BUDGET DRAFT 2022-23

Discussion regarding the third budget draft occurred. Ms. Eagen stated that the budget submission to the state is not due until November and that the school could benefit from that time to review the budget. Ms. Manion asked Ms. Jacobson which aspects of the budget she needs approval of. Ms. Jacobson proposed approval of a 5% salary increase for non-instructional staff members. Ms. Rivera-Putz stated that additional discussion with co-treasurers would be needed prior to making additional decisions about salary increases. Jeremy Kronenberg, theater teacher, asked about the decision making process behind the cost of living increases. The Board provided insight and Ms. Eagen proposed lump sum bonuses for teachers. Ms. Eagen introduced Joyce Leung-Lee, the school's new HR Manager, and stated that she would be working on addressing some of these concerns.

8. COMPPHONE PHONE SYSTEM

- Mr. Rivera made a motion to approve the purchase of the CompPhone phone system. Ms. Gaffney seconded. All were in favor.

9. FINANCE

Ms. Fernandez reported that as of May 31, 2022 the total revenue is \$17,049,373. Total expenses are \$16,700,459. The excess of revenue over expenses is \$348,915. The estimated surplus for the year is \$447,053. The Board reviewed assets and liabilities. Ms. Fernandez attended an audit committee meeting to determine how WCHS is advancing in the interim audit. The auditor reviewed all books and files. There were no findings as of March 2022, however, he has some suggestions moving forward. He will conduct additional testings for April, May, and June.

10. HUMAN RESOURCES

Ms. Jacobson thanked Ms. Eagen for introducing Ms. Leung Lee. Ms. Jacobson stated that the personnel handbook revisions are in process. All-staff professional development and new hire orientation planning is ongoing. Contract issuance and renewals are in process. The Human Resources Department will be focusing on staff recruitment.

11. ACCOUNTABILITY

Ms. Manion stated that OML COVID provisions were extended until mid August, which allowed for this remote meeting to take place. She presented the 2022-23 Board Election Slate:

- Lourdes Rivera-Putz - Board Chair
- Samuel Rivera - Vice Chair
- Ahmad Duwaik - Co-Treasurer
- John Witherspoon - Co-Treasurer
- Kathy Gaffney - Secretary

Ms. Manion requested approval of the 2022-23 election slate.

- Ms. Gaffney made a motion to accept the election slate. Mr. Rivers seconded. All were in favor.

Board elections and self evaluations occurred. All officers were elected to the same positions. Ms. Manion stated that the SSEC report was submitted on July 25. The annual report is due August 1. The State Budget Reporting Survey was submitted for July 1 and the Title I application is due August 31. Ms. Manion reiterated what Mr. Morales said earlier and



stated that the school would have to submit a nonmaterial revision request for the purchase of 188 Varet Street. The Grants Gateway Document Vault was updated and she is working to update the school's SAM.gov account but is having trouble. HERO films is currently shooting "Yaniv" at the school. They agreed to donate \$7,500 in appreciation for the use of space that will be donated to the class of 2023 scholarship funds.

12. EXECUTIVE SESSION

- Mr. Rivera made a motion to adjourn the meeting and move into executive session. Mr. Witherspoon seconded the motion. All were in favor.



MINUTES

Board of Trustees Meeting

August 30, 2022

The meeting was held on Google Meets.

PRESENT

Samuel Rivera, Trustee
Kathleen Gaffney, Trustee
John Witherspoon, Trustee

GUESTS

Jahi Bashir, Head of School
Over 44 Virtual Participants

EXCUSED: Lourdes Putz, Chair; Ahmad Duwaik, Trustee

1. WELCOME

Mr. Rivera welcomed everyone to the meeting.

2. APPROVAL OF BOARD MINUTES

July Board Minutes will be approved at the September meeting.

3. ACADEMICS

Mr. Bashir stated that the first day of school was on Monday, August 29. 64.4% of students scanned in and were present. 352 students were marked absent, but some families are still continuing with the enrollment process.

This year, each grade floor will have a member of the leadership team present. There is also an “at risk” team ready to assist with any student issues. Credit recovery will begin on October 3 and will consist of class before or after school and evening high school. Remote learning will be an option for students who apply and are selected after review. Masks will be required of all students and staff in the building.

4. SENIOR DATA

Mr. Bashir reported that 93.3% of our senior cohort graduated. Students who are over 21 will meet with counselors regarding their best options.

5. OPERATIONS

Mr. Bashir asked for a motion to ratify the approval of a 5% cost of living increase for non-instructional staff in their positions as of January 1, 2022. The salary increase would go into effect as of August 15.

- Mr. Witherspoon made a motion to approve the 5% increase in pay for non-instructional staff. Ms. Gaffney seconded the motion. All were in favor.

Ms. Jacobson served as the summer school principal for Trimester 3 and administered the August Regents Exams.

There were several resignations over the summer and leadership is working diligently to recruit new teachers. Professional Development occurred over the summer.

6. COVID UPDATES

Kings County level of transmission is at high alert but the numbers have decreased in the last seven days. Williamsburg is below the city. The recommendation is still vaccines, boosters, masks, testing and isolation, if sick. The Board then reviewed the vaccination rates for NYC.

7. FACILITIES/SAFETY/NEW GYM UPDATE

Mr. Morales updated the Board on the new gymnasium. The BSA received the school’s application and the next step is to respond to their questions. Mr. Morales and the project’s lawyer and architect will need to present to Community Board #1

on September 13 as part of the process. Mr. Morales would like the school leadership to have input in commenting on the presentation to the community. More environmental assessments need to be done before the first hearing.

Mr. James reported that facilities staff deep cleaned the building over the summer. Air conditioner filters were replaced, floors were waxed, the roof was weatherproofed.

Mr. James reported that there were no student incidents, no EMS, NYPD or FDNY visits. As school resumes, bag checks will be conducted. All safety officer positions have been filled.

8. ENROLLMENT AND RECRUITMENT

Mr. Bashir reported that enrollment is 757 in PowerSchool and 959 in ATS. The FTE is 948.4. Per pupil billing #2 was submitted on July 29. There are 17 pending discharges. Enrollment by cohort as of June is: 9th grade - 245; 10th grade - 289; 11th grade - 187; and, 12th grade - 242. The April lottery had 162 families in attendance.

Recruitment efforts continue. WCHS will be advertising in Brooklyn Family Magazine, Daily News, the New York City Charter Center and through social media.

9. FINANCE

Ms. Fernandez reported that the total revenue of June 30 is \$18,601,644. Total expenses are \$18,425,274. The excess of revenue over expenses is \$176,371, which is likely to increase. The estimated surplus for the year is \$447,053. The Board reviewed assets and liabilities. Ms. Fernandez said that the numbers will be updated after the audit review.

10. HUMAN RESOURCES

Ms. Eagan reported that the school recently hired a new Human Resource person, Joyce Leung-Lee. She conducted exit interviews for departing staff members and will be compiling information on resignations and initiatives to boost staff morale. The Department is planning on contracting an outside agency to conduct a salary analysis and possibly provide retroactive pay if the audit results in this suggestion.

Mr. Bashir reported that the faculty and staff handbook has been shared with staff, but may still be revised.

11. ACCOUNTABILITY AND DEVELOPMENT

Ms. Eagan reported that the Annual Report was submitted on August 1. She reminded those in attendance that it is an important year for WCHS as it is the last year before the charter renewal process begins again. Ms. Eagan thanked Ms. Putz for speaking to WCHS staff earlier in the week. Ms. Putz commended teachers and staff who have been with WCHS from the beginning and thanked them for their dedication. Board recruitment is ongoing.

12. MOTION TO ADJOURN

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



MINUTES

Board of Trustees Meeting

October 25, 2022

The meeting was held on Google Meets

PRESENT

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

EXCUSED: Ahmad Duwaik, Trustee; Kathleen Gaffney, Trustee

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF BOARD MINUTES

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

3. ACADEMICS

Mr. Bashir presented. Students attended a field trip to Washington DC where they toured Howard University and visited the African American Museum. Students will be attending a trip to Six Flags soon. The WCHS sports teams are off to a strong start, the Boys Soccer, Boys Basketball, and Girls Volleyball teams are undefeated and the Boys Football team is 3-1. Hispanic Heritage Month is being celebrated via a community dinner and student performances. Upcoming student supports include domestic violence awareness and drug awareness.

Teachers are receiving instructional coaching via coaching cycles and small group coaching. Teachers will receive formal observations (one announced with observation and debrief) and two will be unannounced. Staff will be receiving DEI training via Courageous Conversations and Future Leader Incubators. Mr. Bashir is in the process of scheduling trainings. Credit recovery will begin on November 1 and will take place during zero period, period 9, and evening high school.

Math and literacy schedules are being scheduled based on STAR test scores. The Response to Intervention Guide has been revised and final edits are almost complete. Several efforts to improve teacher morale are ongoing, including a hard reset for administrators, faculty/staff, and students. Daily meetings are available with administrators to address any issues that may arise. More uniforms have been ordered and the issue will be addressed in advisory. Progress Reports were distributed on October 21 and Parent/Teacher Conferences are scheduled for October 25-26. The SAT/PSAT took place on October 12. Thirty Regents Appeals were submitted to the state. There are currently 239 seniors. 136 are on track to graduate in June and 79 are on track to graduate in August. 106 students are in credit recovery. All students are participating in Naviance for college and career readiness.

4. OPERATIONS

The Operations Department has collaborated with the College and Career Readiness (CCR) and Special Needs and Academic Services (SNAS) to administer 392 PSATS and 153 SATs for a total of 545 students tested. They have also created student WCHS locker assignments, locker locks and policies for distribution by advisors and issued progress reports to students and mailed them to families. The Operations team has also created schedules and communications for the virtual parent teacher conferences on October 25 and 26. Recruitment is ongoing for IT Student Data Systems Coordinator, Recruitment Coordinator, Safety Officers, and Safety Manager. The following teacher vacancies are being covered: 1 Science, 1 Health, 1 PE, 1 Social Studies, 3 SNAS, and 0.2 ENL. 1 soft lockdown drill and 2 fire drills will take place prior to December 31.

Ms. Jacobson asked for Board approval to contract with JC Protection to solve the immediate need of filling safety officer vacancies and to cover daily absences.

- Mr. Rivera made a motion to approve the bid with JC Protection. Mr. Witherspoon seconded. All were in favor.

5. LAPTOP AND WIFI INVENTORY

Ms. Jacobson reported that 950 of 1,142 laptops are loaned to students. There are 28 laptops broken or in need of repair. 152 of 250 wifi hotspots have been distributed.

6. COVID-19

NYC.gov data shows decreasing city-wide COVID positivity and hospital rates. Kings County is stable but zip code 11206 rates are on the rise. The Board reviewed vaccination rates across the city and variant concerns.

7. FACILITIES

Mr. Morales provided an update on the new gym. The project was presented to the Community Board Land Use Committee and it was unanimously approved. The Community Board then formally approved it. Soon the school will hear back from the Board of Standards and Appeals. The engineers are working on an environmental review of the site. Mr. Morales will apply for the bond before November 22.

Mr. James reported that the building has been converted to heat. Preparations for the winter have been made. Salt is available and the snow blower batteries have been charged. The building's fire command station phone lines are being upgraded. All exit door alarms have been inspected and repairs were made. A secondary door entry buzzer was installed at the main door to add an additional layer of security when entering the building.

8. SAFETY

Mr. James reported that there were two physical altercations on property. There were no EMS, DOH, or ECB visits to the school. FDNY visited on October 11 to address a past alarm condition. Bag checks occurred throughout the month with no major findings. Three Safety Officer positions are available. One person is on sick leave until December 2022. There has been one resignation and one termination of a new hire.

9. ENROLLMENT/RECRUITMENT

Ms. Jacobson reported that enrollment is 982 in PowerSchool and 985 in ATS. The estimated FTE is 930.775. Students are continuing to enroll as families complete the registration process. Recruitment is ongoing. Email blasts, radio ads and online marketing continue to reach various audiences.

10. FINANCE

Ms. Fernandez reported that the total collected revenue is \$3,033,755 and the total expenses are \$2,980,678. The excess of revenue over expenses is \$53,077. The Board stated that they met with the auditors today. The report showed no major findings. Pending items are being worked on and a final draft will be submitted.

Ms. Manion asked for a motion to formally approve the 2022-23 budget that was tentatively approved over the summer.

- Mr. Witherspoon made a motion to approve the 2022-23 budget. Mr. Rivera seconded the motion. All were in favor.

11. HUMAN RESOURCES

Ms. Leung-Lee welcomed new hires and asked the Board to review the salary audit proposals. Discussion occurred. The Board agreed to revisit the issue.

Ms. Leung-Lee spoke of the need for a Human Resources Generalist position. The Board discussed whether this position was in the organizational chart and if the line was included in the budget.

12. ACCOUNTABILITY/DEVELOPMENT

Ms. Manion reported that the NYC Executive Order 242 allowed for the continuation of remote Board meetings. She welcomed Marcenia Johnson and Sabrina Philson, two previous Board members interested in re-joining the Board. The Board reviewed Ms. Johnson's credentials and Ms. Manion asked for a motion to approve.

- Mr. Witherspoon motioned on behalf of the Williamsburg Charter High School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Marcenia Johnson as a member to its Board of Trustees, with

a term expiring on October 2025, pending approval by NYSED. The resolution approving Marcenia Johnson is adopted upon NYSED's approval. Mr. Rivera seconded. All were in favor.

The Annual Report Progress Towards Goals and Finance submission is due November 1. The BEDS IMF is due November 14. Giving Tuesday will take place on November 29. Ms. Jacobson, Mr. Bashir, and Ms. Manion will meet with the New York City Charter Center on December 8 to learn more about local electeds.

13. PARENT LEADERSHIP COUNCIL

Ms. Pinks introduced the new PLC President, Seleste Burns, who spoke about the upcoming PLC Meeting with special guest presenter Brooklyn Educational Opportunity Center. She encourages all to attend on October 27 at 6pm.

14. EXECUTIVE SESSION

- Mr. Witherspoon made a motion to close and enter executive session. Mr. Rivera seconded. All were in favor.



MINUTES
Board of Trustees Meeting
December 20, 2022

The meeting was held via Google Meets.

PRESENT

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

EXCUSED: Ahmad Duwaik, Trustee; Kathleen Gaffney, Trustee

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF AGENDA

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

3. BOARD MINUTES

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

4. ACADEMICS

Mr. Bashir opened with a review of recent safety measures WCHS has undertaken to enhance security at WCHS following a recent incident at the school. Measures include: development of the Safety Team, continued locking of the front doors throughout the school day; continued use of Swipe Electronic Visitor Sign in System; additional staff members (security, graduate team support staff, student life associates, deans) assigned to the lobby, each floor of the the building, and lunch; daily bag checks with metal detector wands; continued monitoring of NYPD radio transmissions; enhanced student scan-in monitoring and identifying of students who leave early without permission; continued monitoring of social media alerts and posts relating to WCHS; continued monitoring of the exterior school via CCTV and physical patrols; placement of locks on all windows throughout the building. Next steps include: working with community organizations such as the NY Peace Institute to improve the school climate and continue restorative justice work at school; hosting virtual town halls; grade level assemblies for students; metal detector policy updates; increased NYPD presence at arrival and dismissal; and the hiring of additional security officers (two for the main lobby). The Board discussed metal detectors and what that would imply, including policy updates in the Community Covenant and submission of a non material change to NYSED.

Mr. Bashir congratulated the girls volleyball team for winning the CSAA championship. The girls basketball team lost in semifinals and the boys soccer team lost in the championship. The boys and girls varsity basketball teams have begun practicing. Mr. Bashir is hoping to add boys volleyball and girls and boys spring track teams.

In trimester 1, 140 students failed one class (14.7%); 89 students failed two classes (9.3%), 232 students failed two or more classes (24%). 140 students failed one class, 89 failed two, 232 failed three or more classes. These students are attending credit recovery, Regents' Review, and tutoring. 73 parents attended parent report card pick-up night. Report cards have been emailed and mailed to students. Trimester 2 began December 5 and will go through March 17. Regents Review sessions are in progress. 63 trimester credits were earned in round 1, round 2 has begun and will end at the end of January. Health and wellness opportunities are available for faculty and staff.

ELA, Social Studies, ENL, SNAS, and Science departments have received formal observations. Round 1 formal observations will continue in January. Improvement is evident in Domain 3: Instruction, notably in engaging students in learning and using question/discussion techniques. The instructional coaches hosted a December Lunch 'n' Learn. The

focus was on rubrics to assess instruction in relation to the Danielson Domains 1F: Planning for Student Assessment and 3D Using Assessment in Instruction. An after school instructional professional development on Danielson will begin in January. Teachers will earn certificates of completion. To date, 6 teachers have registered. PDs in December included Data Dashboard Training, Mastery Connect, and Department PLCs. Instructional learning walks will continue biweekly. Teachers will be participating in a mentorship program with mentors and mentees. A WCHS Instructional Newsletter highlighting instructional glows is in progress. Data deep dives into the academic data begin in instructional team meetings and will continue in department leader meetings.

There are 239 seniors. 137 are on track to graduate in June. 57 students still need Regents to graduate. 157 students passed all of their trimester 1 courses. 15 students completed their credit recovery courses. There are 44 5th year students and 7 potential January graduates. FAFSA assistance is available for parents. Students are also being provided with college application assistance. Several students have already been accepted into major colleges.

5. OPERATIONS

Ms. Jacobson requested approval of a memorandum of understanding with the Future Leaders Incubator for Diversity and Equity professional development series for teachers and staff. The Board will review the bids, the school's recommendation, and make a final decision at the next meeting.

She also reported on report card distribution, town hall meetings, recruitment for vacant positions and the completion of eight emergency drills.

6. FACILITIES - NEW GYM UPDATE

Mr. Manion reported on behalf of Mr. Morales. She stated that there are no updates to report.

7. ENROLLMENT AND RECRUITMENT

Ms. Jacobson reported that enrollment is 983 in PowerSchool and ATS. The estimated FTE is 938.65 based on the per pupil enrollment submitted on November 29. There have been 1145 applications this year so far, 369 registrations verified, and 6 registrations completed. There are 202 applications for next school year. The last open house was on December 17, 18 families attended.

8. FINANCE

Ms. Fernandez reported that the total collected revenue is \$6,437,122 and the total expenses are \$6,191,467. The excess of revenue over expenses is \$245,660. The Board reviewed the breakdown of assets and liabilities.

9. HUMAN RESOURCES

Ms. Leung-Lee reported on vacancies and efforts to fill the positions. She also gave an update on the compensation audit project with the JER HR consulting firm. The targeted completion is 6-10 weeks. The board and school counsel asked to participate in the calls.

10. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that WCHS was still following NYC executive orders pertaining to COVID to meet virtually. Staff representative to the board applications will be sent out soon. Sabrina Philson and Marcenia Johnson's board applications will be submitted following the December board meeting with finalized November board minutes. The District-Wide Safety Plan has been updated by Ms. Jacobson and approved by NYSED. WCHS submitted initial paperwork for the school's nonmaterial application for the gym. Ms. Manion is beginning to prepare for the school's renewal application. GoFundMe campaigns raised \$855 for a staff member in need and \$385 for student scholarships. Mr. Bashir, Ms. Jacobson, and Ms. Manion will be meeting with Eric Joerss of the NYCCC on December 8. There is a Title I check-in meeting with CSBM in January. The NYCCC is hosting a virtual advocacy strategy session regarding rental assistance on January 5.

11. PARENT LEADERSHIP COUNCIL

Ms. Burns, the PLC President, invited everyone to the next PLC meeting on December 22 at 6pm. A representative from First Tech Fund, a nonprofit dedicated to supporting students with free technology, will be attending. Raffle winners will be announced.

The Board then watched a video performance from the school's choir to celebrate the holidays.

12. MOTION TO ADJOURN

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



MINUTES

Board of Trustees Meeting

November 15, 2022

The meeting was held on Google Meets

PRESENT

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

EXCUSED: Ahmad Duwaik, Trustee; Kathleen Gaffney, Trustee

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF BOARD MINUTES

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

3. ACADEMICS

Mr. Bashir congratulated the girls volleyball team. The team is currently undefeated. The girls basketball team is 7-2 and the boys soccer team is currently competing in the soccer championships. The January Regents Exams will take place between January 24-27. January Regents Review planning is in progress. The Data Dashboard is in its final stages. Mr. Bashir would like to make updates to the school website soon. He also discussed intervention classes for grade 9 students in Math and Reading. The Board discussed renaming the media center and ongoing school safety and discipline issues. School safety agents have been performing bag checks every day.

There will be an in-person town hall on November 29. The NYPD will be in attendance to speak to families. Report cards will be distributed to parents in-person on December 13. Trimester 2 begins on December 5.

There are currently 239 seniors. 136 are on track to graduate in June and 79 are on track to graduate in August. 106 students are in credit recovery. So far, 39 students have received credit for the course. All students are participating in Naviance for college and career readiness. The Board discussed the importance of having 5th and 6th year students graduate when they are ready, especially knowing what students lost during the pandemic. Administration will be discussing plans for academic and social emotional support for students. The first edition of the college and career newsletter will go out in one week with information on FAFSA and college fairs/visits.

New fall/winter sweatshirts and thermals have been ordered for students to assist with uniform compliance. Awards are available for students who comply with the uniform policy.

4. OPERATIONS

Ms. Jacobson is preparing the January Regents Exam order, schedules, rosters, and testing accommodations and materials for January 24-27. She is collaborating with leadership on reviewing and updating school systems and protocols. A PowerSchool Data Dashboard professional development was held for Academy Leaders. A Data Dashboard teacher professional development will be held on December 7. Ms. Jacobson is preparing for the Safety Town Hall. The NYPD Community Affairs Officer will attend. Recruitment is ongoing for IT Student Data Systems Coordinator, Safety Officers, and Safety Manager. The following vacancies are being covered: 1 ELA, 1 Science, 1 Health, 1 PE, 1 CCR, 0.2 SPED, and 0.2 ENL. There will be a fire drill on December 31.

5. COVID UPDATES

Kings County is at medium alert level this month and the city is at 11% COVID positivity rate. The daily average rate is increasing but the hospitalization rate is decreasing. The Board reviewed guidance and prevention tips from NYC Health.

6. FACILITIES

Mr. Morales provided an update on the new gym. The phase two assessments are in progress.

Mr. James reported that the school's heating system has been activated. Preparations have been made for any upcoming snowstorms. The building's fire command station phone lines have been updated and are operational. The school generator is under a required maintenance program to maintain the roof's emergency power generator. The media center renovation has been completed.

8. SAFETY

There were three physical altercations on property and one EMS visit. Bag checks occur daily. The Board discussed vacancies in the security department and plans to bring in an outsourced security company.

9. ENROLLMENT AND RECRUITMENT

Ms. Jacobson reported that enrollment is 988 in PowerSchool and 989 in ATS. The estimated FTE is 930.775. There are 53 students with zero attendance. These students are receiving home visits.

The first open house of the year will take place in-person on November 1. Recruitment efforts including email blasts, radio ads and online marketing continue.

10. FINANCE

Ms. Fernandez reported that the total collected revenue is \$4,659,754 and the total expenses are \$4,552,660. The excess of revenue over expenses is \$107,095. The Board reviewed assets and liabilities.

11. HUMAN RESOURCES

Ms. Leung-Lee reported on staff recruitment and new hires. Five new staff are joining the community, three of which will be starting in the next week. She is examining new ways to utilize ADP. Ms. Leung-Lee discussed the salary audit and presented three potential vendors. She recommends JER, a NY based firm who works with charter high schools. Mr. Rivera said that the audit offers us a unique opportunity to make sure WCHS is competitive with other schools.

- Mr. Rivera made a motion to approve JER HR Group's engagement for completion of a WCHS salary audit pending legal review of their contract. Mr. Witherspoon seconded the motion. All were in favor.

12. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that the meeting is being held remotely in compliance with NYC Executive Order 242 pertaining to Open Meetings Law. More information regarding the staff representative will be issued soon. Ms. Manion reintroduced Sabrina Philson and requested the Board approve her new trustee application.

- Mr. Rivera motioned on behalf of the Williamsburg Charter High School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Sabrina Philson as a member to its Board of Trustees, with a term expiring on October 2025, pending approval by NYSED. The resolution approving Sabrina Philson is adopted upon NYSED's approval. Mr. Witherspoon seconded. All were in favor.

The Annual Report Progress Towards Goals, budget, and audit were submitted on November 1. The BEDS IMF report was submitted ahead of its deadline. Giving Tuesday will be held on November 29. Ms. Manion is raising funds for student scholarships. Mr. Bashir, Ms. Jacobson, and Ms. Manion will be participating in a Meet Your Electeds Meeting with the New York City Charter Center on December 8.

13. PARENT LEADERSHIP COUNCIL

Ms. Pink introduced Seleste Burns, the new PLC President. The next PLC meeting will be on November 29. Guests will include a representative from 100 Black Men, an organization that focuses on mentoring, economic development and health issues.

14. EXECUTIVE SESSION

- Mr. Witherspoon made a motion to adjourn and move into executive session. Mr. Rivera seconded. All were in favor.



MINUTES

Board of Trustees Meeting

September 28, 2022

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

PRESENT

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

EXCUSED: Ahmad Duwaik, Trustee; Kathleen Gaffney, Trustee

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF BOARD MINUTES

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

3. ACADEMICS

Mr. Bashir updated the Board. STAR testing is complete for both reading and math. NYSITELL testing is in progress and should be complete by September 29. Midterm exams (common assessments) will take place on October 6. PSAT/SAT testing will occur on October 12. Freshmen will have asynchronous learning. Grades 10-12 will report to the building. Students will receive incentives for PSAT/SAT test completion. Back to school night will be on September 29. Parent teacher conferences will occur on October 25 and 26 remotely.

All faculty/staff/students are required to wear a mask at all times while in the school building.

Starting in October, students will have three options for credit recovery: 0 period, 9th period, and virtual evening high school. Currently, the three biggest Community Covenant violations are for uniform noncompliance, cell phone use in class, and tardiness. Students will soon have additional social emotional support; two Intervention and Family Support Counselors (IFSCs) will be starting soon. The Board discussed student behavioral challenges. Mr. Rivera asked if Leadership has considered having students design uniform hoodies.

Requests for remote learning were due on Friday, September 2 to Academy Leaders. The students' Academy Leader will review all requests and Mr. Bashir will determine whether the student is eligible for remote learning. Parents and guardians will be notified and must sign a Remote Learning Contract if approved. So far, five students have been approved for remote instruction for Trimester 1. The leveling process has started for student scheduling.

Mr. Bashir is working on various strategies to boost teacher morale. Initiatives include implementation of Positive Behavioral Interventions and Supports (PBIS) for students, mental health supports and activities, and professional development surrounding trauma.

Mr. Bashir is compiling a three year view of academic data including STAR, PSAT/SAT, pass/fail core class, and graduation rates. Administration is working to fill teacher vacancies. In the interim, teachers have agreed to teach an additional class for additional pay. Administration is continuing to examine all exit interview information.

4. OPERATIONS

Ms. Jacobson asked for Board Approval of the 2022-23 District and Building Safety Plans, which were posted for public comment on the website. Any comments could be sent to Ms. Jacobson at vjacobson@thewcs.org.

- Mr. Witherspoon made a motion to approve the 2022-23 District and Building Safety Plans. Mr. Rivera seconded. All were in favor.

The Operations team is preparing schedules, proctors, supplies and rooms for the P/SAT administration. Ms. Jacobson is preparing the back to school night school systems presentation and the CB1 BSA presentation for the Land Use Committee for the new gym. Recruitment is ongoing for IT Student Data Systems Coordinator, Recruitment Coordinator, Safety Officers, and Safety Manager. Staff are covering the following teacher vacancies: 3 Science, 1 Health, 1 French, 1 Social Studies, 2 SNAS, 0.2 ENL, and 0.2 Math. Ms. Jacobson is working with Finance and CSBM to complete the upcoming ESSR Grants desk audit.

5. LAPTOP AND WIFI INVENTORY

Ms. Jacobson reported that 955/1,153 laptops are loaned to students. There are 51 laptops broken or in need of repair.

6. COVID-19

Ms. Jacobson reported that NYC.gov data shows decreasing city-wide COVID positivity and hospital rates. The COVID Community Level in 11206 is considered “Low”. 61.97% of residents in 11206 are fully vaccinated. Mr. Rivera discussed lifting the mask mandate and said that the issue can be re-visited in October.

7. FACILITIES

Mr. Morales provided an update on the school’s local community presentation to Community Board 1. Next, there will be a private meeting and then a public meeting to notify the community. Mr. Morales also gave an update on the BSA application and the school’s non-material charter revision submission.

At the Community Board meeting, Councilwoman Gutiérrez stated that migrants from Texas are staying in the neighborhood and she is accepting donations of diapers and clothing. The Board discussed having the National Honor Society conduct outreach and raise money for the cause.

Mr. James reported that preparations are underway to convert the school’s air conditioning to heat. The Department of Buildings received the annual elevator inspection reports for cars 1 and 2. An FDNY hearing is scheduled for October 4 to answer to an unwarranted alarm being activated on April 23, 2022. A request for a storage room is being made to add an area in the floor plans for 188 Varet Street to host a fuel operated snow blower and floor buffing machines. One air handling unit on the 5th floor roof for room 302 was replaced due to a defective motor.

8. SAFETY

Mr. James reported that three physical altercations occurred on property and one occurred off property. There was one EMS ambulance visit to the school due to a student accident. Bag checks were conducted throughout the month with no major findings. One Safety Officer position is available due to a resignation. Interviews are ongoing.

9. ENROLLMENT/RECRUITMENT

Ms. Jacobson reported that enrollment is 981 in PowerSchool and 983 in ATS. The estimated FTE is 927.25. Per Pupil Document #3 is due on September 30. The Board discussed estimated BEDS numbers as of October 4. There are seven pending discharges and 63 students with zero attendance. There have been 70 discharges and 110 will not attend students since July 1. The admissions lottery on April 4 had 162 attendees. The deadline for this school year will be April 1, 2023 and the lottery will be held on April 4, 2023 at 6pm. Ms. Jacobson stated that representatives from WCHS continue to attend high school fairs. WCHS will be participating in the charter school common application. Recruitment efforts continue.

10. FINANCE

Ms. Fernandez reported that as of July 31, the total collected revenue is \$1,512,280 and the total expenses are \$1,814,001. The higher expenses are due to accrued payroll allocation, which is to be expected at the beginning of the school year. The Board reviewed assets and liabilities, including rent.

11. HUMAN RESOURCES

Ms. Manion reported on Ms. Leung-Lee’s behalf. Salary audit proposals have been submitted to the Board for review. Personnel Handbook revisions are in process. New hire onboarding is ongoing and recruitment is ongoing to fill open vacancies.

12. ACCOUNTABILITY/DEVELOPMENT

Ms. Manion shared recent data regarding grades 3-8 assessments test scores. Board development is ongoing. The Title I application was submitted and approved. The Annual Report - Progress Towards Goals and Finance submissions are due

November 1. Ms. Manion stated that it is a big year as the school approaches renewal. Ms. Eagen asked Mr. Bashir and Ms. Jacobson about class sizes, as the charter specifies that WCHS has smaller class sizes than the DOE.

13. PARENT LEADERSHIP COUNCIL

Ms. Manion reported on Ms. Pink's behalf. The first PLC meeting of the year is being held simultaneously with this meeting, which is why Ms. Pink could not attend. Elections for the 2022-23 school year are currently taking place. Parents will receive presentations from the Brooklyn Public Library and Riseboro. Ms. Johnson will be present to discuss National Honors Society (NHS) and Ms. Pink will be presenting school news, resources, and parenting tips. Ms. Pink believes in the power of community engagement and will be working hard to encourage all WCHS families to participate in the PLC.

14. EXECUTIVE SESSION

- Mr. Witherspoon made a motion to close and enter executive session. Mr. Rivera seconded. All were in favor.



MINUTES
Board of Trustees Meeting
March 28, 2023

The meeting was held via Google Meets.

PRESENT

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

GUESTS

Ellen Eagen, School Counsel
Jahi Bashir, Head of School
Valerie Jacobson, Head of Operations
Mary Kenny, Minutes Transcriber
Over 24 Virtual Participants

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF MINUTES

- a. January Board Minutes: John Witherspoon made a motion to approve the January Board Minutes. Sam Rivera seconded. Ms. Johnson and Ms. Philson abstained as they were not Trustees at that time. All others were in favor.
- b. Special Board Meeting Minutes: John Witherspoon made a motion to approve the Special Board Meeting Minutes. Sam Rivera seconded. Ms. Johnson and Ms. Philson abstained as they were not Trustees at that time. All others were in favor.
- c. February Board Minutes: Marcenia Johnson made a motion to approve the February Board Minutes. Sabrina Philson seconded the motion. Mr. Witherspoon abstained as he was not present at that meeting. All others were in favor.

3. SCHOOL SAFETY UPDATE

Mr. Bashir stated that school bag checks are happening daily. The WCHS metal detectors have arrived and have been implemented. There has been a continued police presence in front of the school at arrival and dismissal. Dismissal has been occurring floor by floor. Police are also present along common corridors and subway stations to provide safe passage. Mr. Bashir has been attending weekly calls with the police.

Ms. Manion stated that GROW, WCHS' anti-gun violence coalition, has created a petition that has already been signed by over 1,000 people. The school will be hosting a rally at Justice Gilbert Ramirez Park on March 29 at 2pm. Teachers and staff have worked with students to create posters and draft statements to read at the event. Representatives from New Yorkers Against Gun Violence and students and staff from Community Partnership Charter School will be in attendance. The rally will be escorted by members of the 90th precinct. Staff and students passed out flyers about the petition and rally to local businesses. Borough President Reynoso, Congresswoman Nydia Velázquez, Senator Salazar, Assemblywoman Davila, Councilwoman Gutierrez, and Public Advocate Jumaane Williams have been invited to attend. NYSED, NYCSA, NYC DOE, and NYCCC have been notified about the petition and rally. SKDK, a strategic communications organization, has volunteered to notify their media contacts about the petition and rally. WNYC/Gothamist will be in attendance. The WCHS media team offered to make a GROW campaign video.

4. ACADEMICS

Mr. Bashir stated that there have been 66 student applications for remote learning. Ten have been approved as of today. Families are picking up report cards and the rest will be mailed and emailed. Mock Regents were administered to 9th Graders. PSAT makeup exams will take place on March 22 for 10th graders. 11th graders will take the SAT on March 22. Regents Review sessions will commence shortly. Next week members of the School Improvement Plan Committee will meet. Results of the committee meetings will be presented to the Board.

Ms. Holford provided a summary of instructional next steps and implications from remote teaching and learning. Academic intervention teacher meetings have been taking place to discuss upcoming plans and goals, including: planning for academic success before T2 finals, review of student artifacts, support and coaching for lesson planning and instructional rigor and group coaching, teacher deliverables, and co-planning support meetings with co-teachers. T2 finals were administered on March 14-17. Opportunities were provided for students to make up T2 work. PLCs have continued to focus on using assessment data to differentiate instruction. Additional goals include analyzing data to inform instruction, adapting future assessments to meet the needs of all students, and outlining teacher deliverables to help students progress towards proficiency/mastery. Teachers are working on individual professional development plans which will be formally reviewed during post observation meetings. The second round of formal observations begin on March 27 and will go through May 15. The Spring Lunch and Learn meeting will focus on content, process, and product. Staff participated in a visit with the Collaborative for Inclusive Education on March 23.

Mr. Bashir stated that there are 235 seniors. 164 students are on track for graduation in June. 43 students still need Regents. There are 44 fifth year students. 39 seniors have completed all credit recovery. Students have received 111 college acceptances. Two student athletes have received scholarships to Mount Saint Vincent.

5. OPERATIONS

Ms. Jacobson stated that the NYC School Survey and NYSED Charter School Office survey have been administered for parents, students, and teachers. The surveys will run from February 13 through March 31. A virtual town hall was conducted on March 9 at 6pm. Operations collaborated with the College and Career Readiness, Math, and Science Departments to administer the PSAT make ups, the SAT, and Math and Science Mock Regents Exams. T2 report cards were prepared for mailing and distribution March 28 from 5-7pm. Ms. Jacobson is collaborating with Finance and the instructional team for the 2023-24 budget, summer school, and calendar planning. Recruitment is ongoing for a Safety Manager. The following vacancies are being covered: 1 College and Career Readiness, 1 SPED, 1 ELA, and 1 Science. Operations is continuing to collaborate with various departments and internal and external stakeholders to implement the WCHS Care plan and foster the GROW community coalition.

Ms. Jacobson stated that the local COVID-19 level of transmission is low and cases are decreasing.

6. FACILITIES

Mr. James stated that all heating units are operational and air filters are scheduled for replacement over spring break. There were no visits from the DOB, ECB, or DOH this month. The school's boiler was re-inspected. Violations were dismissed and entered into the DOB's database on March 23. The new WCHS metal detectors were installed by Lobby C doors for morning scanning.

Mr. Morales provided an update on the gym construction. The school was granted a BSA hearing on May 22. This is one of the final stages in the process. Next steps include contract bidding for construction costs and applying to BuildNYC for a tax-free bond. The DOB violations for the boiler and elevator should be cleared by then. Mr. Morales, Mr. James, and Ms. Fernandez are working with Mr. Grossman to have a facade violation addressed.

7. ENROLLMENT AND RECRUITMENT

Ms. Jacobson stated that enrollment is 926 in PowerSchool and ATS. The FTE submitted for per pupil enrollment #6 is 927.85. The Board reviewed the numbers by cohort. There are 325 applications for the April 4 lottery. Recruitment efforts are ongoing. The next open house will take place on April 1 at 10am.

8. FINANCE

Ms. Fernandez stated that as of January 31, 2023, the total collected revenue is \$11,239,213 and the total expenses are \$22,244,477. There is a deficit of \$5,264. The Board reviewed the breakdown of total assets and liabilities.

Mr. Rivera addressed the Board regarding recent banking troubles and assured everyone that WCHS' holdings are secure and there are no immediate concerns for our deposits.

9. HUMAN RESOURCES

Ms. Manion presented on Ms. Leung Lee's behalf. A recruitment plan has commenced for 2023-24 hiring needs. An email was sent to all staff with job announcements on different media platforms. The JER HR Group conducting the salary audit has finished evaluating all school positions and has grouped them based on the school's internal job hierarchy. The

next step is to “market price”. More concrete information will be shared with the Board after spring break.

10. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion stated that a Staff Representative to the Board application and form are ready for roll-out and will be released soon. Title I Poverty Counts are due April 4. The ARP-Homeless Children and Youth (HCY) State Reserve Application - Part I is due April 6. ESSA-Funded Programs Education Stabilization Fund office hours will be held on April 19. Ms. Manion thanked members of the GROW Community Coalition for their hard work in recent weeks. Work on the renewal application will commence soon.

11. PARENT LEADERSHIP COUNCIL

Ms. Burns stated that Ms. Pink joined staff and families at the New York City Charter Center’s pro-charter rally at City Hall on March 7. The next PLC meeting will be March 30 at 6pm. Guests will include a representative from NEON Works, an organization that provides youth with skills needed to be a success in the workplace. The FDNY will also give a presentation on fire safety.

12. ADJOURNMENT

Mr. Rivera made a motion to adjourn the meeting. Ms. Philson seconded the motion. All in favor.



MINUTES
Board of Trustees Meeting
February 28, 2023

The meeting was held via Google Meets.

PRESENT

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

GUESTS

Ellen Eagen, School Counsel
Jahi Bashir, Head of School
Valerie Jacobson, Head of Operations
Mary Kenny, Minutes Transcriber
Over 39 Virtual Participants

EXCUSED: John Witherspoon, Trustee

1. WELCOME

Mr. Rivera thanked everyone for attending this important meeting in light of recent events. He also welcomed WCHS' new trustees: Marcenia Johnson and Sabrina Philson. Both introduced themselves.

2. APPROVAL OF JANUARY AND SPECIAL BOARD MINUTES

This item was tabled for the next meeting.

3. SCHOOL SAFETY UPDATE

Ms. Manion provided a safety update. Following the shooting outside of school on February 8, WCHS leaders met with a number of community stakeholders. All-Staff meetings were held on February 9, 10, 13, 17, 27, and 28. Mr. Bashir and Ms. Jacobson facilitated Parent Town Halls on February 9 and 27 and met with following NYPD and elected officials on February 10: Captain Hariton Marachilian of the 90th precinct, Congresswoman Nydia Velásquez, Councilwoman Jennifer Gutiérrez, Borough President Antonio Reynoso, Senator Julia Salazar, Assemblywoman Maritza Davila, and a representative from Mayor Adam's office. Advisory classes were held throughout remote learning to check in with students. A number of conversations took place with the New York Peace Institute and New Yorkers Against Gun Violence. The New York Peace Institute facilitated staff circles on February 27. Mr. Bashir is attending weekly calls with the 90th precinct. WCHS is taking a number of steps to continue to protect our community, including a staggered return to building the week of February 27 and implementation of the C.A.R.E. Plan. The WCHS C.A.R.E. plan is located on our website and calls for Community Partnership, Action, Recovery, and Enforcement and Safety. Ms. Martin stated that New Yorkers Against Gun Violence will be providing workshops for students on March 6 and March 20. They will also be hosting voluntary restorative circles for students on March 9.

Ms. Manion stated that due to heightened safety concerns and school survey data showing support for metal detectors, WCHS is proposing the purchase of two Defender mobile metal detector scanner units at a rate of \$2,720 each. While the NYPD will implement metal detectors upon students return to the building, WCHS will purchase these for the purposes of continuing usage of the metal detectors throughout the spring, while evaluating their effectiveness. A metal detector survey was sent out to parents, students, and staff. Out of 320 respondents, 73.1% voted for WCHS to install metal detectors. Students, staff, and parents have also requested metal detectors during conversations with teachers, in parent town halls, and in all-staff meetings. The NYPD is currently providing temporary metal detector scanning. Upon purchase and delivery, WCHS metal detectors would be immediately installed and implemented. WCHS will monitor metal detector processes and procedures and will assess whether additional units are needed. WCHS will use quantitative and qualitative data to assess success of metal detector usage and whether or not metal detectors will be used long term. WCHS gathered three bids with Defender being the most cost effective. The Board acknowledged that the issue is controversial and decided after discussion that WCHS will monitor the success of metal detectors and re-evaluate the situation by May 16.

- Ms. Johnson made a motion to approve the purchase of two Defender metal detector scanning units at the cost of \$2,720 each. The NYPD will temporarily implement detectors until the units arrive. The scanners' success will then be re-evaluated on May 16. Ms. Philson seconded the motion. All were in favor.

4. ACADEMICS AND INSTRUCTION

Mr. Bashir presented upcoming important dates:

- March 6 - After school clubs and activities resume, March Madness Begins
- March 10 - Student Incomplete Requests due
- March 14-16 - Final Exams/Projects
- March 17 - Make-Up Final Exams, T2 ends
- March 20-21 STAR Testing Days (Math)
- March 22 - Grade 11 SAT Exam /Grade 10 PSAT Exam Make-ups; Grade 9/12 Asynchronous, T2 Grades Due by Noon
- March 23 - Grade Verifications
- March 24 - Report Cards Printed
- March 28- Report Card Pick Up 5-7pm
- April 6-14 - No School

Ms. Holford provided a remote instructional update. Remote instruction occurred between February 9-29. There was a range of 9-29 students present in all observed classes. 53 classes were observed. 93% of teachers were visible on camera for the duration of the class. Very few students were visible on camera; however, many participated via the chat/emoji function to communicate checks for understanding. Many were heard participating via the use of the mic. There were content aligned academic lessons with socio-emotional components. Some lessons were Black History month based.

Instructional glows include engaging lessons, multiple pathways into the content, student accountability for learning. Instructional grows include pausing to re-teach in the moment, teacher directed lessons, students largely off camera, clarity in the lesson flow. Instructional next steps and implications include support for structural norms during instruction, pedagogy and lesson plan flow, revisiting of a tiered list of teacher support for lesson planning and instructional rigor.

Mr. Bashir stated that 159/236 seniors are on track for graduation. 43 students still need Regents. There are 44 5th year students and there were five January graduates. 61 students have been accepted into colleges. Students have been accepted to Columbia University, University of Pennsylvania, Cornell University, and University of Chicago. One student has received a full scholarship to University of Chicago and another student has received a \$100,000 scholarship to St. John's University.

5. OPERATIONS AND COVID UPDATES

Ms. Jacobson reported that the NYC School Survey is being administered to parents, students, and teachers between February 13 and March 31. Virtual Town Halls took place on February 9 and 27. Operations staff are preparing for the end of Trimester 2 on March 17. Parent Report Card Pick Up will take place on March 28 from 5-7pm. Ms. Jacobson is collaborating with Finance and the Instructional Team for 2023-24 budget planning. Recruitment is ongoing for Safety Officers and a Safety Manager. The following teacher vacancies are being covered: 1 College and Career Readiness and 2 SPED. Operations is continuing to collaborate with various departments and internal and external stakeholders to implement the WCHS C.A.R.E. plan regarding incident response, recovery, and prevention.

Ms. Jacobson stated that the Kings County level of COVID transmission is considered low and that WCHS will no longer be requiring students and staff to wear masks.

6. FACILITIES

Mr. James stated that the school's boiler was re-inspected on February 9 and has been updated in the Department of

Buildings database. A hearing at the Environmental Control Board was conducted on February 14 due to an unwarranted fire alarm activation. A fine was imposed. All school heating units are operational and inspections were conducted during freezing conditions. The school's kitchen fire suppression equipment was inspected by the FDNY on February 9 with no violations issued.

7. ENROLLMENT AND RECRUITMENT

Ms. Jacobson stated that enrollment is 958 in PowerSchool and ATS. The FTE is 930.77. 273 applications have been submitted so far for the lottery, which is comparable to previous years. WCHS will attend the next Charter High School Fair on March 11. Social media marketing continues. The Board discussed student departures since the February incident (1%). Mr. Bashir stated that overall parents want to keep their students at WCHS, but that some would prefer that their students be remote. Ms. Johnson suggested implementing exit interviews for any departing students.

8. FINANCE

As of December 31, 2022, the total collected revenue is \$9,761,956. Total expenses are \$9,490,775. The total excess of revenue over expenses is \$271,181. Ms. Fernandez reviewed the breakdown of assets and liabilities.

9. HUMAN RESOURCES

Ms. Leung-Lee reported that the compensation audit firm is currently in the process of compiling all job descriptions and evaluating them to accurately match WCHS jobs to the external market. The next phase of work will involve grouping jobs with comparable levels of responsibility into salary grades and then gathering market data to determine salary ranges for each grade. This will support WCHS in determining appropriate salary levels, considering an employee's experience, qualifications, and tenure with WCHS. Ms. Leung-Lee anticipates that it will be complete by the end of March but cautioned it may take longer. HR, Finance, and leadership met with the insurance broker on February 17 to review options for 2023-24. Open enrollment will take place in June for July. Notices will be sent out to all staff in late May or early June. Following the incident at school on February 8, group counseling debrief sessions and 1:1 sessions were offered to staff.

10. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that the Board has accepted the resignation of two trustees: Kathy Gaffney and Ahmad Duwaik. She thanked them on behalf of the Board. CSBM will be helping WCHS complete the ESSER Annual Report due March 15. Following the incident on February 8, statements were provided to WNYC/Gothamist, NBC4, the New York Times, CNN, NY Daily News, the NY Post, Brooklyn Paper, CBS2, ABC7, News 12, and NY 1. A follow-up statement was also provided to WNYC/Gothamist on February 17. In response to the shooting, teachers founded a community coalition to end gun violence. A petition was drafted by teachers Alexandra Sherman and Ryan Fuller and a committee was formed under the guidance of Christina Wallace and Janelle Holford. Additional committee members include Jennifer Parker Sparks, Jeremy Kronenberg, Nicola Jefferson, Angie Helliger, Aurelina Ramirez, and Kristen Assenzio. The New Yorkers Against Gun Violence are going to review the petition and help the coalition get it out. Plans for a rally are in development.

11. PARENT LEADERSHIP COUNCIL

Ms. Burns, PLC President, presented difficulties she and other parents have had in light of recent safety events. Mr. Bashir and Ms. Philson invited Ms. Burns to meet with them to discuss further. Ms. Pink summarized the February PLC meeting and invited all to attend the March PLC Meeting. Speakers from Neon Works will present.

12. ADJOURNMENT

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



MINUTES
Board of Trustees Meeting
January 31, 2023

The meeting was held via Google Meets.

PRESENT

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

GUESTS

Ellen Eagen, School Counsel
Jahi Bashir, Head of School
Valerie Jacobson, Head of Operations
Mary Kenny, Minutes Transcriber
Over 30 Virtual Participants

EXCUSED: Ahmad Duwaik, Trustee; Kathleen Gaffney, Trustee

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2.. BOARD MINUTES

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

4. ACADEMICS AND INSTRUCTION

Mr. Bashir stated that January Regents testing has completed and results will be available soon. Parent conferences are happening January 31 and February 1. Faculty/staff will have a professional development day focusing on wellness. STAR Reading and Math testing will take place in February. Scheduling for the 2023-24 school year has begun. The first step includes student course requests. He is forming a committee for 2023-24 school year planning.

Janelle Holford provided an instructional update. Instructional Learning Walks continue with a focus on norming learning walk feedback to teachers. WCHS has partnered with the Collaborative for Inclusive Education to ensure all students receive a quality, equitable and accessible education, with special attention to the ENL and SPED populations. Instructional glows include: commitment and clarity around vision of leadership; strong classroom communities; teacher content knowledge; student engagement; classroom preparation; curriculum pacing; objectives posting; and, strong student attendance. Instructional areas in need of growth include: more consistent use of visuals across classrooms to support SPED and ENL students; greater use of high leverage co-teaching models; co-teaching delivery; kid talk; physical space not consistently inviting; classroom etiquette, and student self-advocacy. The instructional team will continue to analyze on-track academic reports and schoolwide instructional policies to assess possible root causes and develop action steps with regard to all cohorts, including our students with disabilities and ENL populations. Ms. Holford provided an overview of formal observation data and next steps. 12 teachers have registered for the Danielson After School Course which will provide teachers with a deeper understanding and application of each domain. Curriculum for self-contained classrooms are being evaluated. Department Leaders are working together in professional learning communities to turnkey content to other teachers. In Trimester 3, spot observations will be utilized to assess instructional needs and to make schoolwide instructional recommendations. Throughout February, all content teachers will teach and/or facilitate a lesson that exposes students to the pioneers and trailblazers of Black history throughout content areas.

Mr. Bashir presented senior class data. There are 236 seniors. 159 students are on track for graduation, which is up from 137 students last month. 43 students still need a Regents to graduate. 13 students completed their final Regents in January. 157 students passed all of their trimester 1 courses and 15 students completed credit recovery. There are 44 fifth year seniors and there were 4 January graduates. 170 students have applied to college. 55 students have been accepted to

a college. The college office is actively meeting with 45 students to finalize post-graduation plans. 17 students will attend trade schools, 2 students will attend culinary school, 5 students will be joining the military, and students are planning to work upon graduation. One student received a full scholarship to the University of Chicago and another student received a \$100,000 scholarship to St. John's University. Other students have been accepted to Cornell, Columbia, and the University of Pennsylvania.

5. OPERATIONS

Ms. Jacobson reported that she prepared schedules, materials, and training related to Regents exams. The Regents were administered in eight subjects from January 24 through January 27. She provided virtual instructional support and participated in the ESSR Grant Town Hall on January 12. Operations staff generated and distributed Trimester 2 Progress Reports and oversaw the scheduling of virtual parent teacher conferences on January 31 and February 1. Recruitment is ongoing for Safety Officers and a Safety Manager. The following vacancies are being covered by other teachers: 1 Health, 1 PE, 1 College and Career, 2 SPED teachers. Ms. Jacobson reviewed three proposals. She requested that the Community Covenant be updated to include a metal detector and reviewed bids for professional development and a new website. The Board asked that students, families, and teachers be surveyed for input on metal detectors. They will review all the data and come to a decision before T3. The Board also asked that Mr. Witherspoon be included in conversations relating to the website.

Ms. Jacobson reported that Kings County has high COVID levels but that rates are decreasing across the city.

6. SAFETY AND FACILITIES

Ms. Manion reported on behalf of Mr. James. There have been no altercations reported on or off property. The NYPD remains stationed outside of the school building. There have been no EMS visits for this month and bag checks are conducted daily.

The FDNY conducted an inspection and no violations were found. The Environmental Control Board rescheduled a hearing. An additional kiln has been added to the art room.

Mr. Morales reported that the land use lawyer submitted comments. Because the school is in a manufacturing zone, the school will need a special permit. He is working with WCHS staff to resolve various facilities violations. Upon resolution, the school will be able to present to the Community Board. The timeline of the project may be delayed if previous issues are not addressed quickly. Ms. Burns, the PLC President, offered to reach out to the NYC Director of Community Affairs for assistance.

7. ENROLLMENT AND RECRUITMENT

Ms. Jacobson stated that enrollment is 975 in PowerSchool and 969 in ATS. The FTE is 930.77. Six students are pre-registered and started on January 31. WCHS is still registering and accepting students. The next open house will be on February 11 at 10am. Online and social media recruitment includes advertisements in Brooklyn Family Magazine and El Diario and on Facebook, Instagram, Niche.com. The 2023-24 lottery will take place on April 4 at 6pm.

8. FINANCE

As of November 30, 2022 the total collected revenue is \$7,890,669. Total expenses are \$7,799,932. The total excess of revenue over expenses is \$90,737. Ms. Fernandez reviewed the breakdown of assets and liabilities.

9. HUMAN RESOURCES

Ms. Manion presented on behalf of Ms. Leung-Lee. The compensation audit should be completed by the end of March. A benefits renewal meeting will be held with the school's insurance broker in early February. Open enrollment will take place in June for July. Notices will be sent out to all staff in late May/early June.

10. ACCOUNTABILITY AND DEVELOPMENT

Ms. Eagen stated that while the NYC Executive Order pertaining to COVID is still in effect, WCHS will need to amend its bylaws to include hybrid board meetings.

- Mr. Witherspoon made a motion to amend the board bylaws to include hybrid capability for remote and in-person meetings to ensure quorum. Mr. Rivera seconded. All were in favor.

Ms. Manion stated that staff representative applications will go out soon. Sabrina Philson and Marcenia Johnson's applications are under review with NYSED. The initial steps for a nonmaterial revision have been taken relating to the gym, additional steps will follow as gym construction progresses. Staff will soon be meeting to discuss the school's renewal application. Ms. Jacobson, Ms. Fernandez, and Ms. Manion met with CSBM in January for a check-in meeting. Ms. Manion contacted Spectrum Concessions regarding fundraising at Governors Ball for senior scholarships.

11. PARENT LEADERSHIP COUNCIL

Ms. Burns and Ms. Pink summarized the January meeting. Speakers from INCLUDEnyc and S.A.G.E. presented. The next meeting will be held on February 16 and will feature the New York Charter Association and Growing Up NYC, an organization with many resources for young adults.

12. ADJOURNMENT/EXECUTIVE SESSION

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



MINUTES
Board of Trustees Meeting
April 26, 2023

The meeting was held via Google Meets.

PRESENT

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

GUESTS

Jahi Bashir, Head of School
Valerie Jacobson, Head of Operations
Mary Kenny, Minutes Transcriber
Over 18 Virtual Participants

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF MARCH BOARD MINUTES

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

3. ACADEMICS

Mr. Bashir stated that midterms will take place from May 3-5. Midterm grades are due May 9. Progress reports will go out on May 12. NYSESLAT testing will occur between May 8-19. Regents practice exams will be administered May 15-19. Parent-Teacher Conferences will be May 16 and 17. Summer School early registration will take place on May 22. STAR Testing will occur from May 23-26. Regents Review classes have started. Summer school and sports camp planning is occurring. Teacher and staff evaluations are taking place.

The NYPD Options Program visited 9th and 10th grade classes for three days. The Board asked for feedback from the students and if the program can be opened to parents. Mr. Bashir requested that WCHS be included in another NYC DOE scanning rotation. He and Ms. Jacobson continue to attend meetings with the 90th precinct.

Ms. Holford reported on unannounced observations occurring now. The focus is on teacher growth according to the Danielson Domains. There is evidence of growth and progress. Mr. Bashir addressed issues where there are some deficiencies in classroom management and student engagement. He said teacher expectations will be clarified during professional development. Mr. Bashir addressed the cut off score for contract renewal and Individual Performance Plans.

SENIOR CLASS DATA

There are four early graduates. There are 235 seniors, 164 of whom are on track to graduate in June. 71 are not on track. 43 of those not on track need to pass a Regents. 39 students are taking advantage of credit recovery.

COLLEGE AND CAREER

Seniors received 127 college acceptances. All students are required to complete the common application. Two received scholarships to Mount Saint Vincent.

Mr. Bashir congratulated everyone who participated in the basketball game and poetry slam. He also reported that students and staff who attended the GROW rally did a great job and that over 3,000 signatures were gathered on the anti-gun petition. The school received a large press response to the rally.

4. OPERATIONS AND COVID UPDATES

Ms. Jacobson reported that a virtual town hall on attendance and Regents Exams took place on April 19 at 6pm. She and her team collaborated with instructional staff to prepare for Regents Field Testing, AP Exams, and NYSESLAT testing in April and May 2023. She collaborated with Counseling, SNAS, ENL, and LOTE Departments to prepare June Regents Exam orders, proctor training, schedules, rooms, and testing accommodations for June Regents exams. Ms. Jacobson oversaw 2023-24 admissions lottery planning, preparation, and student registration for 2023-24 and is collaborating with Mr. Bashir and Ms. Fernandez for the FY24 budget process.

Ms. Jacobson presented a 2023-24 WCHS calendar for approval pending NYC DOE calendar dates:

- School Closed: July 3-7 (except for Facilities)
- Summer Calendar for Staff: Non-instructional staff get 5 floating vacation days to be used prior to August 15 and instructional staff get five vacation days on the following Fridays (June 30, July 14, July 31, July 28, and August 4)
- Summer School: July 10-August 3 from 8am to 3pm on Mondays through Thursdays
- New Teacher Orientation: Monday, August 14, 2023
- Teachers Return for Professional Development: Tuesday, August 15, 2023
- Freshmen Bridge Program: August 16-18, 2023
- First Day of School: Monday, August 28, 2023
- Spring Break: March 29-April 5, 2024
- Last Day of School: Wednesday, June 26, 2024
- Graduation: Thursday, June 27, 2024
 - Mr. Witherspoon made a motion to approve the 2023-2024 School Calendar pending the final DOE calendar. Ms. Johnson seconded. All were in favor.

COVID UPDATES

There continue to be low COVID rates across the city.

5. FACILITIES

Ms. Manion presented on Mr. James' behalf. Preparations are underway to switch the school from heating to air conditioning. The FDNY conducted an inspection with one standard notification. The emergency generator was inspected and found to be in working order. Repairs were made to fix a leak in the boiler.

Mr. Morales updated the Board on the gym facility. The process continues with a Board of Standards and Appeals hearing on May 22. He will be applying to BuildNYC for a tax-free bond. He said construction should be underway by September.

6. ENROLLMENT AND RECRUITMENT

Ms. Jacobson stated that enrollment is 915 in PowerSchool and ATS. The FTE is 926.4 pending approval of the DOE Per Pupil billing. WCHS currently has 424 applications and 43 registrations in progress.

WCHS bus displays are currently running in Bushwick and Williamsburg. Media ads ran in March with weekly email blasts. The next Open House is on April 27 at 10:00am.

7. FINANCE

Ms. Fernandez reported that as of February 28, 2023, the total collected revenue is \$12,784,849. Total expenses are \$12,781,866. The total excess of revenue over expenses is \$2,983. Ms. Fernandez reviewed the breakdown of assets and liabilities and said money will be incoming from the ESSER grant.

8. HUMAN RESOURCES

Ms. Manion reported on Ms. Leung Lee's behalf. Recruitment efforts are ongoing and internal job openings are posted for department leaders. The salary audit has been completed by JER HR Group and there will be an internal meeting with them to finalize information before presenting to the Board.

9. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion reported that staff advisor to the board applications will be distributed soon. Title I Poverty Counts were submitted by April 4 and the ARP-Homeless Children and Youth (HCY) State Reserve application was submitted by

April 6. Renewal application work has begun.

Mr. Rivera reported that he has been researching diversifying funds among several banks in light of the recent Signature Bank failure. He said WCHS' funds are secure, but he is proposing that the Financial Committee discuss the situation to maximize value in a safe and valuable way. The school would start with a \$250,000 split among TD Bank, PNC Bank and Dime Savings Bank and then decide afterward how to move forward.

- Mr. Rivera made a motion to open three business bank accounts at TD Bank, PNC Bank and Dime Savings Bank with initial deposits each of \$250,000. Mr. Witherspoon seconded the motion. All were in favor.

10. PARENT LEADERSHIP COUNCIL

Ms. Pink helped parents complete the NYC DOE parent surveys. She also shared Generation NYC resources with parents and distributed WCHS merch. The next PLC Meeting will be on April 27 at 6pm. Speakers from JP Morgan Chase Bank will be present to teach students how to set financial goals.

11. ADJOURNMENT

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



MINUTES
Special Board of Trustees Meeting
February 10, 2023

The meeting was held via Google Meets.

PRESENT

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

GUESTS

Sabrina Philson, Pending Trustee
Marcenia Johnson, Pending Trustee
Jahi Bashir, Head of School
Valerie Jacobson, Head of Operations
Katie Manion, Minutes Transcriber

EXCUSED: Ahmad Duwaik, Trustee; Kathleen Gaffney, Trustee

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF REMOTE LEARNING

Ms. Manion summarized an incident that occurred at the school on February 8, 2023 and stated that due to continued safety concerns relating to the issue, WCHS would like to continue remote learning for the week of February 13-17. The NYSED CSO was notified of the situation and confirmed WCHS' ability to go remote.

- Mr. Witherspoon made a motion to approve WCHS transitioning to remote learning for the week of February 13-17 to ensure the safety of our community. Mr. Rivera seconded. All were in favor.

3. ADJOURNMENT

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



MINUTES
Board of Trustees Annual Meeting
June 20, 2023

The meeting was held via Google Meets.

PRESENT

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

GUESTS

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

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF MAY BOARD MINUTES

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

3. ACADEMICS

Mr. Bashir stated that Regents testing and credit recovery (APEX) are happening now. Summer school programming, including summer school credit recovery and summer sports camp, is in place and ready to start in July. 2023-24 school year planning includes implementation of the school improvement plan, reviewing academic programming, as well as making updates to intervention, literacy, discipline, and special education. Mr. Bashir will also be making Community Covenant updates and reviewing room and space utilization.

End of year student celebrations, including the athletic banquet and senior awards, took place last week. \$17,500 was awarded in student scholarships. Mr. Bashir provided an athletics recap for the year. The Boys Soccer team made it to the championship in the fall and spring. The Boys Volleyball team made it to the playoffs. The Girls Volleyball team won the championship in the fall and lost the championship in the spring. The Girls Basketball team made it to the playoffs for the first time in 11 years. The Boys and Girls Track team earned second place in the Five Borough City Championship. The Flag Football team made it to the playoffs during both seasons and the Boys Baseball and Basketball teams made it to the semi-finals.

The NYPD Options Program was a success at the school and will return next year. A number of students attended a Youth Leadership Council at Gracie Mansion to discuss school safety along with Detective Claudine Smith and Officer Roberto Polafargue.

Senior Data

175/231 seniors are on-track for June graduation. 2 5th year seniors are also eligible for June graduation. 8 students are enrolled in APEX and 7 students need a Regents to graduate.

4. OPERATIONS

Ms. Jacobson is in the process of issuing Trimester 3 grade verifications, report cards, and various mailings and overseeing end of year close-out tasks for teachers, staff, and students. She is planning for SY 2023-24 and summer school and is overseeing the preparation of rooms, permits, supplies, and schedules. Reviews are being scheduled for

operations staff. The June Regents are being administered. Ms. Jacobson oversaw the completion of staff training, schedules, and testing accommodations. Student recruitment is ongoing. Instructional leadership, operations leadership, and finance are collaborating on the FY24 budget and hiring for the next school year.

Revision of 2023-2024 School Year Calendar

Ms. Jacobson stated that the NYC DOE made updates to the school year. She would like to amend the WCHS calendar to match the DOE calendar to assist families who have siblings in other schools. The changes would include: no school on November 22 and March 29, and moving Spring Break to the week of April 22-30. The Board asked if this would impact the total required days of instruction and Ms. Jacobson said it would not.

- Mr. Witherspoon made a motion to amend the 2023-2024 school calendar. Mr. Rivera seconded. All were in favor.

5. WEBSITE DEVELOPMENT

Mr. Bashir will circle back to the Board with updated information on website bids and feedback from Mr. Witherspoon and the Technology Manager, Paul Crews.

6. FACILITIES

Mr. James reported that there were no FDNY, DOH, or ECB visits to the school for the month. The building's roof generator and fire command station are fully functional with the exception of the Verizon 2-way elevator connection. Verizon is currently making repairs. One condenser fan motor for AC unit 1-4 (serves room 127) and one fan motor for AC unit 4-3 (serves room 424) need replacement. All other packaged HVAC units are reported functional. A ductless mini AC unit used in the IT room also requires replacing. Attempts to repair the ductless mini AC were made; however due to wear and tear, it cannot be fixed.

7. GYM UPDATE

Ms. Manion stated that there were no updates from Mr. Morales for this month's meeting.

8. ENROLLMENT AND RECRUITMENT

Ms. Jacobson reported that enrollment is 908 in both Powerschool and ATS. The FTE is 926.425. The Board reviewed a summary of each cohort's enrollment. WCHS received 509 applications for the 2023-24 school year. Currently 93 applications have been completed and verified, 54 are in progress, and an additional 103 seats were offered. 2 families attended an open house on June 10. Online and social media ads are running across channels. WCHS will be featured in the June 18 Daily News email blast and the Brooklyn Family Magazine Graduation Special.

9. FINANCE

Ms. Fernandez reported that the total collected revenue for the period is \$16,332,429. The total expenses are \$16,318,588. The total excess of revenue over expenses is \$13,840. Ms. Fernandez expects to end the period with an estimated surplus of \$447,053. The Board reviewed the finance report showing total assets and total liabilities. Ms. Fernandez said the interim general audit and 403b audit are in progress.

10. HUMAN RESOURCES

Ms. Manion reported that intent to renew letters have been distributed to staff. 65/75 letters have been returned from teachers: 62 indicated they would return, 0 said they would not be returning, and 3 stated they were not sure. Open enrollment is running from June 12 through June 23. The salary structure for the 2023-24 school year is still being finalized and more information will be provided soon. A special board meeting may need to be scheduled in order to approve the salary structure. Mr. Kronenberg and the Board discussed the timing of open enrollment given the 2023-24 salary structure has not been released. Mr. Rivera and Ms. Putz agreed that this is an issue that can be improved upon in the future.

11. STAFF ADVISOR TO THE BOARD

Ms. Manion introduced Mr. Kronenberg and said this would be his first meeting serving as Staff Advisor to the Board. Ms. Putz welcomed Mr. Kronenberg and he thanked everyone for their support. He mentioned several initiatives that he would like to implement. He plans on creating a running document with monthly updates for the Board and a Google Form for staff to share triumphs, questions and concerns, ideas, actions, and initiatives with leadership and

administration. He is also interested in sending out a climate survey to assist with planning for the 2023-24 school year. The Board thanked Mr. Kronenberg.

12. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion stated that it was the annual board meeting and that the board would be voting on board positions for the 2023-24 school year, reviewing the board calendar, and completing board evaluations.

Ms. Manion presented the 2023-24 board election slate:

- Lourdes Rivera-Putz, Board Chair
- Samuel Rivera, Vice-Chair
- John Witherspoon, Treasurer
- Sabrina Philson, Secretary
- Marcenia Johnson, Trustee

After reviewing the election slate, the Board completed their self-evaluations and voted via a Google Form provided in the chat.

- Lourdes Rivera Putz was elected Board Chair. Samuel Rivera was elected Vice-Chair. John Witherspoon was elected Treasurer. Sabrina Philson was elected Secretary. Marcenia Johnson will continue as a trustee.

Ms. Manion presented the 2023-24 board calendar. All meetings will be the third Tuesday of the month at 5:30pm unless otherwise noted.

- Tuesday, July 18, 2023
- Tuesday, August 22, 2023*
- Tuesday, September 19, 2023
- Tuesday, October 17, 2023
- Tuesday, November 21, 2023
- Tuesday, December 19, 2023
- Tuesday, January 16, 2024
- Tuesday, February 27, 2024*
- Tuesday, March 19, 2024
- Tuesday, April 16, 2024
- Tuesday, May 21, 2024
- Tuesday, June 18, 2024

The first part of the WCHS renewal application is due on August 15. The application is not available yet. Ms. Manion solicited letters of support from staff. WCHS will be featured in Chalkbeat Magazine and potentially in an Economist documentary in the fall. Brooklyn Charter School (K-5 school) will be utilizing WCHS space for summer school from July 5-August 4. 80 students will be participating in the program. BCS will be providing the school with a donation.

13. PARENT LEADERSHIP COUNCIL

Ms. Bowen reported that the last PLC meeting of the school year will occur on June 22. Speakers from the Brooklyn Educational Opportunity Center and NYC Civic Engagement Commission will be present. Both organizations offer a wide variety of programs that would benefit our families.

Ms. Pink shared photos from the WCHS dress and suit giveaway for students, staff and parents and a video recapping the year's "glows".

14. ADJOURNMENT

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



MINUTES
Board of Trustees Meeting
May 31, 2023

The meeting was held via Google Meets.

PRESENT

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

GUESTS

Jahi Bashir, Head of School
Valerie Jacobson, Head of Operations
Mary Kenny, Minutes Transcriber
Over 30 Virtual Participants

1. WELCOME

Ms. Putz welcomed everyone to the meeting.

2. APPROVAL OF APRIL BOARD MINUTES

- Mr. Rivera made a motion to approve the April Board minutes. Ms. Philson seconded. All were in favor.

3. ACADEMICS

Mr. Bashir stated that teacher and staff evaluations are being finalized. Regents Review classes continue. The first Regents exam takes place on June 1, 2023. Final exams will take place from June 9-12. Make up exams will be held on June 13. Senior prom will take place on Friday, June 2 at Terrace on the Park. Senior grades are due on June 16. On June 8, a professional development day, staff will participate in a Teacher Showcase event that will showcase teacher best practices and presentations.

School will be closed on June 19 for Juneteenth. Trimester 3 grades are due on June 20 and grade verifications are due on June 21. Summer School late registration will take place from June 22-23. Report cards will be distributed on June 23. June 26 is the last day of school. Graduation rehearsal will also take place on June 26. Graduation will take place on June 27 at Hunter College at 11am. The school is also conducting end of year tasks, including system rollovers, clean up, counselor tasks, and locker clean out. Mr. Bashir is technology planning for the 2023-24 school year and is looking to update promethean boards and projectors that may have broken down.

There are currently 235 seniors, 164 are on track and 71 are not on track to graduate in June. 43 seniors still need to pass a Regents. The school is pushing for more August graduates towards this cohort.

WCHS was recently featured on News 12 Brookly. The segment featured several WCHS seniors who have been accepted to Ivy League schools. There have been 150 college acceptances from the senior class.

4. SAFETY UPDATE

Representatives from the NYC DOE Safety Team visited WCHS and made a few recommendations. They suggested that the school purchase two additional scanners, use magnetic batons, reposition equipment in the cafeteria, provide additional safety officer training, place two safety officers at each scanning unit, and place cameras in scanning areas.

The overall recommendation by DOE NYPD School safety is that WCHS continue the use of metal detectors and purchase scanning equipment. The school safety department has agreed to provide WCHS with training and information about the scanning equipment currently in use by DOE schools, and vendor information.

The Board discussed the continued use of metal detectors. The Board suggested that leadership survey parents in addition to students before making a decision long-term.

5. OPERATIONS

Ms. Jacobson reported that she and Mr. Bashir conducted a virtual town hall on May 18 at 6pm. The topic was summer school. She is scheduling reviews of operations staff, including e-portfolios, goals, evaluations, and self-evaluation rubrics in TeachBoost. Ms. Jacobson is collaborating with the Counseling, SNAS, ENL, and LOTE Departments to prepare for the June Regents. This work includes exam orders, proctor training, Regents schedules, student room assignments, and testing accommodations for the June 1 and June 14-23 Regents Exams. 2023-24 student recruitment and registration is ongoing. She is collaborating with instructional leadership and Finance for the FY24 budget process. Ms. Jacobson is also working to recruit and hire for existing vacancies and potential openings for the 2023-24 school year.

After reviewing the summer school training needs, Ms. Jacobson and Mr. Bashir realized that only one day of summer school training is needed on Wednesday, June 28. Ms. Jacobson requested to revise the 2023-24 calendar to include this change.

- Mr. Rivera made a motion to amend the WCHS 2023-2024 calendar. Mr. Witherspoon seconded. All were in favor.

Ms. Jacobson presented the 2023-24 health benefits package proposal to the Board. The plan would allow WCHS to its existing benefit plans as is and absorb the cost of the premium increase for each plan level for 2023-24 with the following understandings: employees who keep their same plan level would not see a change in their semi-monthly benefits payroll deduction; the renewal would come at 1.75% increase to last year's costs (a total of \$24,218.27); and, there would be no increase to out of pocket expenses for staff.

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

Ms. Jacobson reviewed website options and explained that the cost of a new website would be covered by ARP ESSR funds. The Board asked Ms. Jacobson and Mr. Bashir to provide website examples from the companies and to meet with Mr. Witherspoon. The Board discussed the costs and how they would be covered beyond the ARP ESSR grant, which closes in September of 2024. Mr. Witherspoon will meet with them.

6. FACILITIES

Mr. James reported that the FDNY conducted a building inspection on May 2 and issued citations for classroom violations. The violations were remedied on May 16. A Department of Health Inspection was conducted on May 10. There was one minor warning for the lobby staff bathroom, which was remedied on May 15. The building's defective water pump was repaired on May 30. The building's roof generator and fire command station are fully functional. Proposals are being submitted to replace the cafeteria floor tiles, cafeteria tables and chairs, and for schoolwide cleaning services.

Mr. Morales spoke about the new gym construction. The Board of Standards and Appeals pushed back the hearing to July 11. Other agencies would weigh in at that meeting. The DEP asked for a vapor and soil test and small traces of volatile compounds were found. This was expected. To remedy this, the engineer recommended a vapor barrier. The Department of Transportation is requiring that ten trees be planted on the block for traffic control. Mr. Morales would like to have other businesses chip in for the cost. As of now, construction will start in October. Ms. Putz and Mr. Witherspoon spoke with the architect about an increase in fees. The increase in fees is due to the scope of the work and hours changing along with inflation. Mr. Morales said that there is a cushion in the budget and the architect has come down quite a bit. Ms. Putz raised concerns about ongoing costs. Mr. Morales will have weekly meetings with the architects to keep them on schedule. The Board agreed that this gym is a great addition to the school.

- Mr. Witherspoon made a motion to approve the revised fees of the architect for the gymnasium. Mr. Rivera seconded the motion. All were in favor.

7. ENROLLMENT AND RECRUITMENT

Ms. Jacobson reported that enrollment is 909 in both PowerSchool and ATS. The FTE is 926.425. There have been 55 discharges since February 9. The lottery yielded 478 applications. The next open house will be on June 10 at 10am. The

Board discussed open house attendance. Media ads and blasts continue.

8. FINANCE

Ms. Fernandez reported that as of May 31, the total collected revenue is \$14,604,715 and total expenses are \$14,583,777. The revenue over expenses is \$20,938. Ms. Fernandez estimates that WCHS will end the year with a surplus of \$100,000. The Board reviewed the breakdown of assets and liabilities. Ms. Fernandez said that the books were submitted to the auditors for review and the Finance Committee will meet to discuss the next steps for the audit.

9. HUMAN RESOURCES

Ms. Manion reported that intent to renew letters were distributed to teachers and staff. Fifty have been returned. The salary audit by JER HR Group has been completed and the Board reviewed the findings. Ms. Manion presented a proposed salary structure which would remedy salary discrepancies in the organization and move the school closer to the NYC DOE's scale. This proposal needs more discussion with Finance in order to see what the budget can hold. More information will be presented to the Board at a later date. The Board thanked everyone for their work and patience in this and said that this is a sign that our organization recognizes the talent at WCHS.

10. ACCOUNTABILITY AND DEVELOPMENT

Ms. Manion welcomed Jeremy Kronenberg, the new WCHS Staff Advisor to the Board. The WCHS renewal application is due August 15, 2023. NYSED is hosting a renewal meeting on June 6. WCHS has not been selected as a Governors Ball fundraising vendor. The school was approached to host a roller skating performance at the end of June. Brooklyn Charter School (K-5 school) has requested to utilize WCHS space for summer school. Ms. Manion spoke about the school's GROW anti-gun violence organization. Ms. Martin, Ms. Sherman, Mr. Fuller, and Ms. Manion were interviewed by Chalkbeat about the school's anti-gun violence rally and petition. Ms. Sherman and Mr. Fuller also coordinated a student interview with Chalkbeat on May 31. GROW is looking to host an event at the school in October and coordinate a letter-writing campaign to legislators.

11. PARENT LEADERSHIP COUNCIL

Ms. Manion presented on Ms. Pink and Ms. Bowen's behalf. The PLC hosted a virtual meeting on May 25. A spokesperson from the Animation Project attended the meeting and spoke about their summer animation program. The next PLC meeting will be on June 22, 2023.

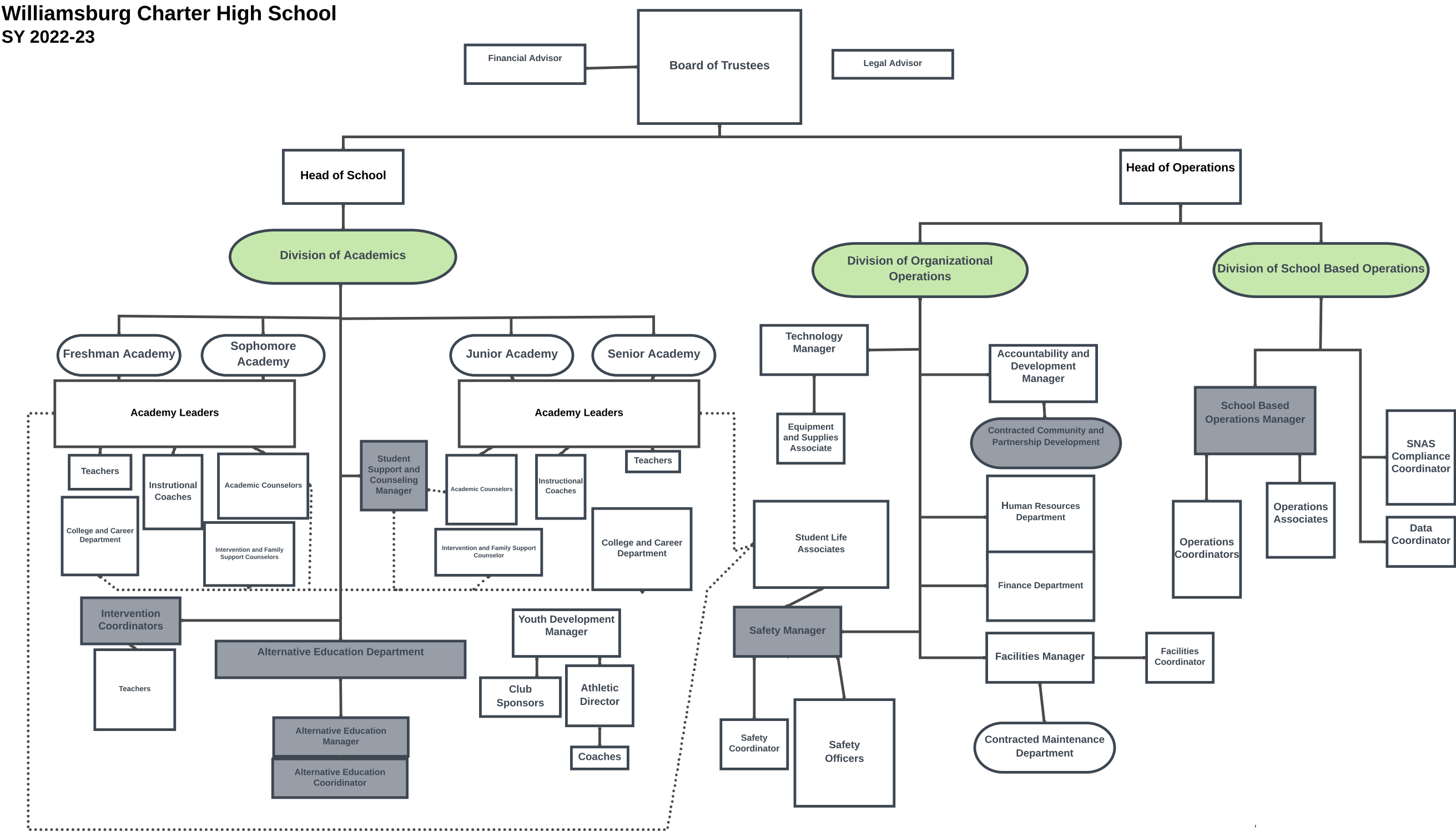
12. PERFORMING ARTS DEPARTMENT REVIEW

Ms. Manion played a Performing Arts recap video created by Mr. Kronenberg.

13. ADJOURNMENT

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

Williamsburg Charter High School
SY 2022-23



July 2023

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

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

August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Summer School T3- Day 4	2 Summer School T3- Day 5 Summer School Grades Due	3 Summer School Grade Verifications	4 Summer School Report Cards	5
6	7	8	9	10	11	12
13	14 New Staff Orientation	15 Faculty/Staff Return	16 REGENTS EXAMS Summer Bridge	17 REGENTS EXAMS Summer Bridge	18 Summer Bridge	19
20	21	22	23	24	25	26
27	28 First Day of School	29	30	31		School Days: 4 Total School Days: 4

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

September 2023

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

*Pending 2023-24 NYC DOE Calendar

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

October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 School Closed: Columbus Day / Indigenous People's Day	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						School Days: 21 Minutes: Total School Days: 43

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

November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 No School for Students: PD Day	8	9	10 School Closed: Veteran's Day (Observed)	11
12	13	14	15	16	17	18
19	20	21	22 School Closed: Thanksgiving Recess	23 School Closed: Thanksgiving Recess	24 School Closed: Thanksgiving Recess	25
26	27	28	29	30		
						School Days: 18 Minutes: Total School Days: 61

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

December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 T1 ends	2
3	4 T2 Begins	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 School Closed: Winter Recess	26 School Closed: Winter Recess	27 School Closed: Winter Recess	28 School Closed: Winter Recess	29 School Closed: Winter Recess	30
31						School Days: 16 Minutes: Total School Days: 77

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

January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 School Closed: New Year's Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15 School Closed: Martin Luther King Day	16	17	18	19	20
21	22	23 REGENTS EXAMS	24 REGENTS EXAMS	25 REGENTS EXAMS	26 REGENTS EXAMS	27
28	29 No School for Students: PD Day	30	31			
						School Days: 20 Minutes: Total School Days: 97

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

February

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10 Lunar New Year
11	12	13	14	15	16	17
18	19 School Closed: President's Day	20 School Closed: Mid-winter Recess	21 School Closed: Mid-winter Recess	22 School Closed: Mid-winter Recess	23 School Closed: Mid-winter Recess	24
25	26	27	28	29		
						School Days: 16 Minutes: Total School Days: 113

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

March 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8 T2 Ends	9
10	11 T3 Starts	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 School Closed: Good Friday	30
31 Easter Sunday						School Days: 20 Minutes: Total School Days: 133

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

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 School Closed: Easter Holiday	2	3	4	5	6
7	8	9	10 School Closed: Eid al-Fitr	11	12	13
14	15	16	17	18	19	20
21	22 School Closed: Passover begins	23 School Closed: Spring Recess	24 School Closed: Spring Recess	25 School Closed: Spring Recess	26 School Closed: Spring Recess	27
28	29 School Closed: Spring Recess	30 School Closed: Passover Ends				
						School Days: 13 Minutes: Total School Days: 146

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

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 School Closed: Memorial Day	28	29	30	31	
						School Days: 22 Minutes: Total School Days: 168

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

June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 REGENTS EXAM in Algebra II	5	6 PD Day: No School for Students (Brooklyn Queens Day)	7	8
9	10	11	12	13	14 REGENTS EXAMS	15
16	17 School Closed: Eid al-Adha	18 REGENTS EXAMS	19 School Closed: Juneteenth	20 REGENTS EXAMS	21 REGENTS EXAMS	22
23	24 REGENTS EXAMS	25 REGENTS EXAMS	26 Last Day of School T3 Ends Rating Day	27 Graduation	28	29
30						School Days: 16 Minutes: Total School Days: 180

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

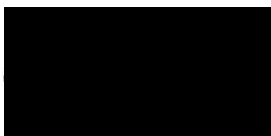


Certificate of Occupancy

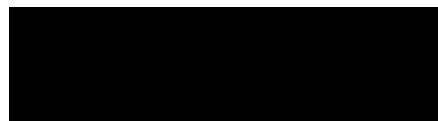
CO Number: 301100671F

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A.	Borough: Brooklyn	Block Number: 03117	Certificate Type: Final
	Address: 198 VARET STREET	Lot Number(s): 24	Effective Date: 12/15/2011
	Building Identification Number (BIN): 3394599	Building Type: New	
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification: 1-D (1968 Code)		
	Building Occupancy Group classification: E (1968 Code)		
	Multiple Dwelling Law Classification: None		
	No. of stories: 8	Height in feet: 98	No. of dwelling units: 0
C.	Fire Protection Equipment: None associated with this filing.		
D.	Type and number of open spaces: None associated with this filing.		
E.	This Certificate is issued with the following legal limitations: Board of Standards and Appeals - Recording Info: 43-09-BZ2009, 93-10-BZ2010		
Borough Comments: None			



Borough Commissioner



Commissioner


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Certificate of Occupancy

CO Number:

301100671F

Permissible Use and Occupancy						
All Building Code occupancy group designations are 1968 designations, except RES, COM, or PUB which are 1938 Building Code occupancy group designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
CEL	4	OG	D-2			GAS METER ROOM, ELECTRIC METER ROOM, BOILER ROOM.
ME Z		60	D-2		3A	MECHANICAL EQUIPMENT ROOM ACCESSORY TO BUILDING.
ME Z	42	60	F-1B		3A	SCHOOL - BUILDING CODE OCCUPANCY GROUP G (F-1B EACH FLOOR).
001	1111	100	F-1B F-1A		3A	SCHOOL - BUILDING CODE OCCUPANCY GROUP G (F-1B EACH FLOOR), F-1A MULTI-PURPOSE ROOM #107.
001		100	D-2		3A	MECHANICAL EQUIPMENT ROOM ACCESSORY TO BUILDING.
002	372	60	F-1B		3A	SCHOOL - BUILDING CODE OCCUPANCY GROUP G (F-1B EACH FLOOR).
002		60	D-2		3A	MECHANICAL EQUIPMENT ROOM ACCESSORY TO BUILDING.
003	372	60	F-1B		3A	SCHOOL - BUILDING CODE OCCUPANCY GROUP G (F-1B EACH FLOOR).
003		60	D-2		3A	MECHANICAL EQUIPMENT ROOM ACCESSORY TO BUILDING.
004	366	60	F-1B		3A	SCHOOL - BUILDING CODE OCCUPANCY GROUP G (F-1B EACH FLOOR).
004		60	D-2		3A	MECHANICAL EQUIPMENT ROOM ACCESSORY TO BUILDING.
005	199	60	F-1B		3A	SCHOOL - BUILDING CODE OCCUPANCY GROUP G (F-1B EACH FLOOR).
005		60	D-2		3A	MECHANICAL EQUIPMENT ROOM ACCESSORY TO BUILDING.



 Acting
 Borough Commissioner



Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

Certificate of Occupancy

CO Number: 301100671F

Permissible Use and Occupancy						
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Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
006	266	60	F-1B		3A	SCHOOL - BUILDING CODE OCCUPANCY GROUP G (F-1B EACH FLOOR).
007	261	60	F-1B		3A	SCHOOL - BUILDING CODE OCCUPANCY GROUP G (F-1B EACH FLOOR).
008	158	60	F-1B		3A	SCHOOL - BUILDING CODE OCCUPANCY GROUP G (F-1B EACH FLOOR).
RO F	50	40	K			BULKHEADS; ELEVATOR MECHANICAL ROOM; TENANT OPEN SPACE.
END OF SECTION						


Borough Commissioner


Commissioner

END OF DOCUMENT

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