

YWCP Board of Trustees Meeting

Date: Friday, August 3, 2018
Time: 8:00 am
Location: Young Women's College Prep
133 Hoover Drive

*Minutes official approved on
September 7, 2018*

*Kristin Lowe, Acting Board
Secretary*



Minutes

Board of Trustees Present: *Jennifer Allen, Julia Green, Erin Duffy Kruss, Suzanne Johnston, Kristin Lowe, Laura Norris, Phoebe Reynolds, Carolyn Vacca (via phone), Jennifer Weinstein, and Cynthia Woolbright (via phone)*

Chuck Falcón (in person), LaQuanna Sparkman (via phone), Belimar Vasquez (in person) and Jill Wynn (in person) were also present (preparing the BOT application for SED's approval)

Absent: *Sarah Boldin, Barbara Jarzyniecki, Pam Kissel, and Mary Beth Robinson-Vay*

School Administration Present: *Principal Barbara Zelazny, Roberta McInnis and Lauri Bonnell*

I. Call to Order: *Laura Norris, Chair*

Norris called the meeting to order at 8:03 am.

II. Roll Call:

Lowe called the names of the Board of Trustees to determine the presence or absence of the Board membership.

III. Communications:

Lowe stated that there were no communications in writing to the Board.

IV. Public speakers:

There were no speakers registered to speak.

V. Approval of the July 13, 2018 Regular Meeting Minutes.

Norris asked for a motion to approve meeting minutes from **July 13, 2018 Regular Board Meeting**. Allen commented that the July 13, 2018 minutes need to be edited to indicate that Sarah Boldin attended the meeting via phone. Norris asked for a motion to approve the meeting minutes from July 13, 2018 Regular Board Meeting with the suggested edit. Johnston advanced the motion and Allen seconded the motion. All agreed, minutes were approved unanimously.

VI. Executive Report: *Laura Norris*

- 1) *Congratulations to newly approved Board of Trustee members Julia Green and Erin Duffy Kruss*

Norris and the Board congratulated the new Board members on receiving SED approval and welcomed them to the Board.

- 2) *Background Check Confirmation*

Norris stated that Charles Falcón completed his application and evidence of the background check was received. She stated following the adoption of the resolution listed below, his entire application will be forwarded to Ms. Nicole Henderson for official approval to join the Board.

Norris asked for a motion to accept Resolution #4. Weinstein advanced the motion and Allen seconded the motion. All were in favor. The resolution is adopted unanimously.

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Resolution #4 (2018-19): *The Young Women’s College Prep Charter School Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, or having provided such history to SED if found, has voted to select Charles Falcón as a final candidate to its Board of Trustees, with a term expiring in Year 2021, pending approval by SED. The resolution approving Charles Falcón is formally adopted upon SED’s approval.*

3) *Committee Structure, Alignment to Benchmarks*

Norris proposed an examination of the Board committee structure to align Board committees to the 10 Performance Benchmarks. She stated that the Farash Foundation is offering board member development training and workshops. Norris and Zelazny have a meeting scheduled with a representative from the Farash Foundation to discuss. Johnston commented that in her experience an outside facilitator to provide board development training has been effective so that all board members can engage in the professional development. Allen requested that data from the recent BOT Self-Assessment be used as part of the training

Norris also proposed an additional Board retreat. Zelazny supported this suggestion and the proposal to align Board strategic planning efforts to the 10 Performance Benchmarks. This proposal was supported by members of the Board.

4) *Board Annual Calendar*

Norris proposed the development of an annual Board calendar, to include items such as the annual audit, Board committee meetings, and so on. Norris requested that Board members email her information to be included in the annual calendar. This proposal was supported by members of the Board.

5) *Board Meeting Process*

Norris requested that all Board members respond promptly to emails inquiring about their ability to attend upcoming Board meetings. Allen suggested sending a meeting invitation rather than an email. Norris agreed to send meeting invitations for upcoming meetings.

6) *Update: Charter Application for Renewal*

Norris congratulated Zelazny on completion and submission of the Charter Application for Renewal by the August 1st deadline. Norris reported that the Board unanimously approved the Charter Application for Renewal. Several Board members congratulated Zelazny on her exemplary work on the application submission.

VII. Principal’s Report: Barbara Zelazny

1) *Charter Application for Renewal (August 1st)*

Zelazny reported that the Charter Application for Renewal was submitted prior to the August 1st deadline. She reported that Benchmark 1 – Student Achievement Data will be submitted by October 15, 2018. The site visit is scheduled for October 3rd and 4th and will include a meeting with Board members, likely first thing in the morning on one of those dates. Feedback from the site visit and a formal announcement about whether the Charter Renewal Application has been approved and for how long is expected by January/February 2019.

Zelazny reminded Board members that YWCP is currently in its second year of the charter that was approved for two years.

2) *Annual Report (August 1st)*

The Annual Report was also submitted prior to the August 1st deadline. A copy will be distributed.

3) *FY18-19 Enrollment Update*

Zelazny reported the following enrollment data as of July 30:

Grade level	Registered in PowerSchool	Additional students who have started registration process
7	56	11
8	61	4
9	68	9
10	67	4
11	56	0
12	44	0
Total	352	28

Allen requested enrollment data on students with disabilities and English language learners. Zelazny stated that enrollment is trending in a positive direction for both populations. YWCP participated in the Charter School Open House and in a recruitment event hosted by Ibero.

VIII. Governance Committee: *Jennifer Allen, Chair*

Allen reported on the ongoing planning for an orientation for new Board members. August 17th and 24th are the proposed orientation dates. J. Allen requested feedback from Board members on their availability to participate. Allen is coordinating with Principal Zelazny to incorporate a bus tour of the communities in which students reside and a school tour into the Board orientation. Allen stated that additional topics to be covered at orientation include: a history of the school, information about the 10 Performance Benchmarks, the relationship between YWCP and YWLN, and other fundamentals.

IX. Finance Committee: *Phoebe Reynolds, Chair*

Reynolds stated that she is taking over for Jennifer Vossler as Finance Committee Chair. Norris requested that Reynolds schedule a Finance Committee meeting to facilitate the transitions from Vossler to Reynolds. Norris stated that she will remain on the committee and Falcón will be joining the Finance Committee. McInnis stated that the outlook remains favorable for a surplus of approximately \$100,000.00. McInnis is awaiting two additional accruals before she can finalize the June financials. She will present the June and July financials at the September Board meeting.

X. School Operations: *Roberta McInnis, Director of Operations*

McInnis reported that school renovations are underway and appear to be on target for completion prior to the start of the school year. McInnis stated that the renovations will yield the addition of two classrooms and one office, with a potential swing space that may be a potential Board meeting space.

Johnston requested an update on teacher recruitment and hiring. Zelazny reported that YWCP hiring efforts have been successful thus far. She stated that it may be necessary to hire a second English Language Learner (ELL) teacher. Zelazny is awaiting additional information about incoming students before a determination can be made. Zelazny is very pleased that she has received multiple inquiries from professionals who are interested in joining the YWCP teaching staff.

Wynn inquired about status of the diversity of staff relative to student diversity. Zelazny responded that it is not in balance and this area is an opportunity for growth. Wynn suggested targeting recruitment efforts at local churches and community organizations. Norris commented that based on data shared during in a WXXI report, part of the challenge is attributable to the lack of diversity in the teacher pipeline. Allen shared information about a hiring practice followed at Xerox and other organizations, which requires that candidate pools contain diverse candidates in order for the pool to move forward. Vasquez commented that her sister recently accepted a job with RCSD because RCSD conducted teacher recruitment in Puerto Rico. Vasquez explained that many teachers in Puerto Rico are taking advantage of a retirement incentive and may be interested in accepting positions here. Johnston commented on the decline in diversity over the last

ten years among teachers in Monroe County. Allen asked how the Board may support Zelazny in the recruitment and hiring of diverse teaching professionals. Bonnell suggested that this effort be tied to a particular Board committee. Allen suggested that Zelazny notify the Board when an opening exists so that Board members can reach out to their own networks and contacts to assist in recruiting diverse candidates. Wynn responded that a similar approach has been successful based on her experience as a Board member at Allendale Columbia School. Zelazny reminded the Board that there are some opportunities to hire non-certified individuals at YWCP and not to rule out individuals who are not currently certified.

Weinstein requested that introductions of YWCP administrative staff members be made a part of the upcoming Board retreat. Allen stated that it would be very helpful to establish points of contact.

XI. Communications Committee: *Jennifer Weinstein, Chair*

Weinstein reported that last year's focus was on the expansion of recruitment efforts and website development. She suggested a more centralized effort to capture vital data. For example, the amount of financial aid that was offered to graduating seniors. Weinstein stated that the centralization of such information would be helpful, rather than having to gather it via piecemeal from the various committees. Norris commented that all Board members need "walking around numbers," for example, the graduation rate, scholarship data, including the number of students who received full scholarships. Norris stated that Zelazny would be the source of such data. Weinstein commented that ownership of this data is critical to attract more grant funding, support marketing efforts, and to include in messaging at the Leadership Breakfast. Bonnell inquired if YWCP counselors are connecting with alumni as part of their role. Zelazny responded that data collection is part of principal's responsibility. Zelazny also stated that the Naviance program will be used to collect and track data about YWCP graduates. Bonnell confirmed that the National Clearinghouse will also be used to track alumni data. Weinstein shared that the Farash Foundation tracks scholars who have received Farash Foundation monies and could provide some additional insight in this area.

XII. Development Report: *Cynthia Woolbright, Chair*

Woolbright reported that a Development Committee meeting was held on August 1st and another is meeting scheduled for today (August 3rd). The fundraising goal for the Leadership Breakfast is \$88,000.00. This number is based on data gathered by the Foundation. Woolbright stated that they are aiming to have table captains by end of August. Woolbright requested that Board members purchase tables if they have not already. Board members who have not will be contacted by Duffy Kruss. Woolbright stated that efforts are being made to improve stewardship focused on past Leadership Breakfast honorees. All 23 prior honorees will be invited as guests to the breakfast this year. Woolbright stated that a \$10,000 challenge grant has been established and Bonnell is currently reaching out to potential foundations. Woolbright asked Board members to think about individuals or businesses for potential challenge grant contributors. Norris stated that the link to purchase a table is not up on website as of this morning. Bonnell confirmed that the link will be live very soon as they are still confirming honoree bio information. Bonnell stated that the link for early purchase of a table was sent via email to Board members.

Bonnell stated that Rochester Women Online is hosting an event on the evening of August 16th and YWCP is the beneficiary. Rochester Women Online has requested ten YWCP students to walk in the fashion show modeling jewelry from local artists and to assist as volunteers at the event. Bonnell stated that admission is \$5.00 and all monies received at the door and via raffle ticket sales will benefit YWCP. Weinstein inquired if raffle tickets may be purchased if one is not able to attend the attend; Bonnell will follow up with an answer to Weinstein's question.

XIII. Education, Performance Evaluation: *Pam Kissel, Chair*

Johnston (committee member) reported in Kissel's absence that that the performance evaluation process is underway and a meeting is scheduled for August 7th, from 1:00 – 3:00, to complete the evaluation and set goals for the next school year.

XIV. Health and Wellness Report: *Mary Beth Robinson-Vay, Chair*

No Report

XV. Facilities Committee: *Laura Norris, Chair*

Norris reported that she is currently reviewing the updated lease, which reflects the cost of school renovations. Such costs are being shared among YWCP and the landlords.

XVI. Old Business: Norris *No Report*

XVII. New Business: Norris *No Report*

XVIII. Adjourn to Executive Session: Personnel Matters, Other within regulations of Open Meeting Law. *None*

XIX. Adjournment: Next Meeting: Friday, September 7, 2018

Norris asked for a motion to adjourn the meeting. Allen advanced the motion, Johnston seconded the motion. The meeting was adjourned at 9:15am.