

Date: Friday, September 7, 2018  
Time: 8:00 am  
Location: Young Women's College Prep  
Hoover Drive

*Minutes officially approved  
on October 4, 2018  
Respectfully Submitted,  
Barbara Jarzyniecki, Board  
Secretary*



**Minutes**

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

*Chuck Falcón, LaQuanna Sparkman, and Jill Wynn were also present (preparing the BOT application for SED's approval)*

**Absent:** Sarah Boldin, Barbara Jarzyniecki, and Carolyn Vacca

*Belimar Vasquez was also absent (preparing the BOT application for SED's approval)*

**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 8:04 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 August 3, 2018 Regular Meeting Minutes.**  
Norris asked for a motion to approve meeting minutes from **August 3, 2018 Regular Board Meeting**. Robinson-Vay advanced the motion and Woolbright seconded the motion. All agreed, minutes were approved unanimously.

**VI. Executive Report: Laura Norris**  
1. *Congratulations to newly approved Board of Trustee member Chuck Falcón*

Norris and the Board congratulated the new Board member on receiving SED approval and welcomed him to the Board.

2. *Background Check Confirmation*

Norris stated that Sparkman and Wynn completed their applications and evidence of the background checks was received. Following the adoption of the resolutions listed below, their entire applications will be forwarded to Ms. Nicole Henderson for official approval to join the Board.

Norris asked for a motion to accept Resolution #5. Johnston advanced the motion and Woolbright seconded the motion. All were in favor. The resolution is adopted unanimously.

**Resolution #5 (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 LaQuanna Sparkman as a final candidate to its Board of Trustees, with a term expiring in Year 2021, pending approval by SED. The resolution approving LaQuanna Sparkman is formally adopted upon SED's approval.*

Norris asked for a motion to accept Resolution #6. Robinson-Vay advanced the motion and Woolbright seconded the motion. All were in favor. The resolution is adopted unanimously.

**Resolution #6 (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 Jill Wynn as a final candidate to its Board of Trustees, with a term expiring in Year 2021, pending approval by SED. The resolution approving Jill Wynn is formally adopted upon SED's approval.*

### 3. *Executive Committee*

Norris proposed the addition of Kissel and Green to the Executive Committee. This proposal was supported by members of the Board. Norris stated that committee structure will continue to be examined and all committees will be asked to create charters and measures.

### 4. *SED Renewal Visit*

Norris stated that Jill Shaheen will present a prep session prior to the SED Renewal Visit. Ms. Shaheen is the consultant who assisted with the Charter Renewal Application and is a former SED authorizer. Norris further stated that the presence of Board members at the SED Renewal Visit is critical. Possible dates/times are October 3, 2018 from 4:00 p.m. – 5:15 p.m. and October 4, 2018 from 8:00 a.m. – 9:15 a.m. The prep session with Ms. Shaheen will be scheduled based on the availability of the Board members attending the SED Renewal Visit. Norris requested that all Board members thoroughly read the Charter Renewal Application once again in preparation for the SED visit. Principal Zelazny will prepare a workbook for Board Members to assist in preparation for the SED Renewal Visit. Norris requested that Board members focus their preparation in particular on their individual areas of expertise.

The need to update Board member photographs was discussed. Weinstein will coordinate obtaining photographs of Falcón, Sparkman, and Wynn to update the bulletin board at school. In addition, the need to update website information, including Board member biographies, was discussed. Ms. Bonnell stated that she can update the website in Jarzyniecki's absence. Ms. Bonnell will review the website and email Board members whose biography and/or headshot need to be added.

### 5. *Farash Foundation Leadership Development Initiative*

Norris shared that she, Principal Zelazny, and Allen will be interviewed as part of the initiative. An assessment will be completed and recommendations will be made. The Farash Foundation will underwrite the cost. The recommendations produced will be very tailored (as opposed to a canned product). The Farash Foundation has engaged the Steve Hamner and his wife of the Breakthrough Leadership Group. Mr. Hamner has extensive experience working with boards and his wife has extensive experience working with charter schools. Together they have the experience and knowledge to be helpful. Individual Board members will receive a survey via email from Breakthrough Leadership Group early next week and Norris requested that Board members respond with candor. Ms. Bonnell inquired if other schools are engaged in this initiative and Norris said yes. This process is completely confidential. Kissel suggested that our participation in this initiative be shared as part of the at the SED renewal process.

6. *School Lease*

Norris stated that she signed an amendment to the School Lease that includes the approved updates and an extension subject to the charter renewal.

7. *Board Calendar*

Norris created a draft copy to be reviewed by the Board. Norris requested that Weinstein assist assembling the list of events/items to be added to the calendar, such as the Leadership Breakfast, Cool Women Hot Jobs events, due date for annual report, etc. Norris requested that Board reports and agenda items be submitted 1 week before scheduled Board meetings (Fridays). Norris intends for emails with Board meeting materials to be sent on Monday's to give Board members one week to review materials prior to the meeting.

**VII. Principal's Report: *Barbara Zelazny***

1. *Updated Code of Conduct/Discipline Policy*

Principal Zelazny thanked the Board members who attended the Superintendent's Conference Day event and those who brought breakfast and were present to meet and greet students, staff, and teachers. A redline version of YWCP Code of Conduct and College Discipline Policy was emailed to Board members. One of the items to be included in the renewal application is an updated Code of Conduct and College Discipline Policy that has been reviewed by attorneys.

Principal Zelazny noted that specific updates were made to the section about parent rights and student rights in a long-term suspension situation. Green suggested edits relating word choice – e.g., use of word “guilty” rather than “responsible.” Principal Zelazny explained that “guilty” is the term used in long-term suspension superintendent hearings. During those hearings, a statement is made that it is not a court of law, however, the term “guilty” is used. Principal Zelazny explained that if that particular term is used specifically in the section about long-term suspensions, it because it is one of the specific additions that is required.

Green also highlighted that use of “offense” could potentially be replaced by “conduct.” Green marked up a version that she will send to Principal Zelazny. Green commented that it makes sense to include language regarding notice and due process rights based on trends in higher education and because it provides a sense of community to ensure that individuals understand the process and can participate. Principal Zelazny works closely with students who have been accused of misconduct and their families to help them understand the process.

Woolbright advanced the motion and Kissel seconded to approve the redline version of the YWCP Code of Conduct and College Discipline Policy with the understanding that non-substantive changes to word choice and/or the correction of typos will be made. All were in favor and the motion passed unanimously.

2. *Final 2017/2018 Graduation Rate*

Principal Zelazny stated that her reports will be tied to the benchmarks and she will present them in this new format going forward. YWCP hosted a “boot camp” that zeroed in on children who did not make proficiency in the Regent’s exams but passed the course in 50-60% range. YWCP has a 94% graduation rate with addition of two girls who passed Regent’s exams in August. The boot camp was taught by YWCP teachers.

Allen suggested that the strategies for success used in the boot camp be implemented during the school year. Principal Zelazny shared that there was a decrease in the number of students enrolled in the RCSD summer school program. YWCP also hosted the “YWCP Institute.” Students who attend the institute have some course credit and logged additional hours of instruction in order to increase course credit.

Principal Zelazny described the Summer Bridge program, which 7th and 8th graders attended for one week. Participation was very strong. Principal Zelazny stated that the 9th grade bridge program was renamed the 9th Grade Griffin Academy. Ninth graders participated in a ropes course at Camp Arrowhead, teambuilding activities, and archery. A plan is in development is to stretch the 9th grade Griffin Academy throughout the school year and to provide release time for students to participate.

Bonnell added that the Foundation is working to define the remaining Griffin Academy opportunities throughout the year. There is also discussion with Wells College and SUNY Brockport about incorporating college visits that include more time in classes.

In terms of teaching and learning for school leaders, Principal Zelazny stated that school leaders participated in Partners in Restorative Initiatives training. Principal Zelazny is a known leader in restorative practices and is called upon to present at various districts and organizations. She explained that a one-day training on cultural competency training fed into the curriculum review and revision process. Professional Development is intentionally embedded in the yearlong curriculum review and revision process.

Principal Zelazny provided training about triggers and trauma-informed practices. Math and ELA centers have been created. The blocks were not working and Math Ex with a coach is a strategic effort to negotiate the divide and navigate the achievement gaps. For ELA, a course has been developed called Critical Writing and Literacy with social studies and science content is laced through. Teachers are present to provide ongoing feedback in real-time. Principal Zelazny described the staff as very strong, including a new hire with 18 years’ experience from West Irondequoit.

As to culture, climate, and family engagement, on August 23, 2018, YWCP hosted a new family orientation program with 64 people in attendance. The athletics pre-season parent meeting also occurred, with 27 people in attendance. Allen inquired about progress with regard to the Parent Council. Principal Zelazny stated that she will update the Board on the Parent Council. Vending machine funds were used to purchase t-shirts for the girls.

The “Griffin Help Zone” has been created and a presentation will be made to the Board about it. It is modeled after a help zone that Principal Zelazny developed at RCSD. It incorporates restorative theory. When a student is triggered or when a student’s behavior exceeds what the teacher can respond to in the classroom, it does not mean that the student needs to go to ISS or be suspended. She can go to the help zone located in classroom 121. The help zone is staffed by a person from the Center for Youth, pursuant to a contract. Among other things, the help zone has ponytail holders, extra uniforms, safety pins, etc. YWCP social worker offices are located nearby. Kissel inquired about whether a child can self-select to enter the help zone or if they are referred. Principal Zelazny stated that the plan is for teachers to refer. The goal is for the teacher or staff member not to engage in the conflict cycle with the student. Students will need to reflect and a repair plan will follow. The teacher will provide the student with a card – green or yellow – that indicates the level of behavior to the help zone staff member.

With regard to organizational capacity, Principal Zelazny stated that each team has a different lane – e.g., instructional team, communication team, emergency response team, etc. Ms. Bonnell is a member of the communication team and provided an update on the first meeting. The communication team discussed communication tools currently/previously in place, as well as tools to be added/removed. The team discussed how we to identify who is in charge of what piece of communication and how it should be disseminated to the staff. The communication team will connect with Weinstein and the Board Communications Committee. The Behavioral, Academic, Social, Emotional (BASE) team has two parts – one team is focused on juniors and one is focused on seniors.

Principal Zelazny will attend the YWLN Empower Breakfast in October with one student and her parent. Woolbright described it as a transformative experience that every Board member should participate in once during their term.

Principal Zelazny stated that two positions are currently open due to a late resignation of a Math Teacher due to family illness and an ESOL Teacher position.

### 3. *FY18-19 Enrollment Update*

Principal Zelazny stated that enrollment is at 380 students. During this time of the year, some students are shifting among schools. YWCP has more students registered than ever before, with the 11<sup>th</sup> and 12<sup>th</sup> grades at 48 students and 49 students, respectively. The majority of the recruitment focus is at the 7<sup>th</sup> and 8<sup>th</sup> grade level.

### **VIII. Financial Audit Committee: *Laura Norris, Chair***

Norris reported that the audit has begun.

### **IX. Governance Committee: *Jennifer Allen, Chair***

Allen reported that the committee meets on August 23<sup>rd</sup> and will report out at the next meeting.

### **X. Finance Committee: *Phoebe Reynolds, Chair***

Reynolds reported that YWCP’s finances look good through July 2018. The majority of July expenses were the Chromebooks that were purchased for the girls.

### **XI. School Operations: *Roberta McInnis, Director of Operations***

McInnis reported that the renovation was completed.

**XII. Communications Committee: Jennifer Weinstein, Chair**

Weinstein offered to table her report in the interest of time.

**XIII. Development Report: Cynthia Woolbright, Chair**

Woolbright stated that the Foundation Report indicates a loss of \$15,000.00. She requested that Board members read the report carefully. A Foundation Report Card has been created and it will be sent out quarterly.

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

Kissel reported that Principal Zelazny completed her self-evaluation and Kissel will send out a formal document. It is important to include in the minutes the goals that have been set for Principal Zelazny for the upcoming academic year. The committee is planning to do walk-throughs of the school with Principal Zelazny.

**XV. Health and Wellness Report: Mary Beth Robinson-Vay, Chair** *No Report*

**XVI. Facilities Committee: Laura Norris, Chair** *No Report*

**XVII. Old Business: Norris** *No Report*

**XVIII. New Business: Norris** *No Report*

**IX. Adjourn to Executive Session, if needed. Discussion Principal Performance Evaluation**

Allen advanced the motion to move into Executive Session and Robinson-Vay seconded. All agreed.

Woolbright advanced the motion to adjourn the Executive Session and move into the Business Meeting and Norris seconded the motion. All agreed.

**XX. Adjournment: Next Meeting: Thursday, October 4, 2018**

Norris motioned to adjourn the Business Meeting. Lowe seconded the motion. All agreed. The meeting was adjourned at 9:45 am.