

YWCP Board of Trustees Meeting

Date: Thursday, November 2, 2018
Time: 8:00 am
Location: Young Women's College Prep
Hoover Drive

*Minutes officially approved on
December 7, 2018
Respectfully submitted:
Barbara Jarzyniecki, Board
Secretary*



MINUTES

Board of Trustees Present: Jennifer Allen, Chuck Falcón, Julia Green, Barbara Jarzyniecki, Suzanne Johnston, Kristin Lowe, Laura Norris, Mary Beth Robinson-Vay, LaQuanna Sparkman, Jennifer Weinstein

Sarah Boldin (via phone) (preparing the BOT application for SED's approval)

Absent: Pam Kissel, Erin Duffy Kruss, Phoebe Reynolds, and Carolyn Vacca

School Administration: Jeff Wheaton (acting Principal), Sanya Pelrah, Coordinator of Instruction

Foundation Representative (Director of Development): Lauri Bonnell

I. Call to Order: Laura Norris, Chair

Laura Norris called the meeting to order at 8:06 a.m.

II. Roll Call:

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

III. Communications:

Jarzyniecki 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 October 4, 2018 Regular Meeting Minutes.

Norris asked for a motion to approve meeting minutes from **October 4, 2018 Regular Board Meeting**. Mary Beth Robinson advanced the motion and Julia Green seconded the motion. All agreed, minutes were approved unanimously.

VI. Executive Report: Norris (Report distributed Report Prior to Meeting)

1) *Reminder: SED Site Visit, Board Preparation*

Norris reminded the Board that the SED Charter Renewal Visit is scheduled for December 4th and 5th and stated that the Board of Trustees Focus Group is scheduled for *Tuesday, December 4th from 4:00-5:15pm at YWCP*. Norris talked about the schedule for preparation prior to the meeting and encouraged all Board members to attend.

2) *Committee Structure*

Norris prepared a draft Committee Structure and distributed to the Executive Committee at its last meeting for discussion. The Executive Committee is reviewing the proposal in detail at its next Executive meeting and will follow with a presentation to the entire Board.

3) *Performance Dashboard/Metrics and Strategic Planning*

Norris reported that Jill Shahan, Empire Charter Consultants, shared a sample of the dashboard she developed for short and long term strategic planning.

4) *Farash Foundation Leadership Development Initiative*

Norris reminded Board members of the upcoming Board Chair retreat scheduled for Thursday, November 15th. She stated that Jennifer Allen and she will attend. She invited members to attend the lunch portion of the meeting which is a panel discussion with Charter School authorizers from SED and SUNY.

Norris informed the Board that YWCP will receive a \$5,000 grant from the Farash Foundation to be used for Board Development work in 2019 and we have the opportunity for further support as we move ahead.

5) *United Way Annual Volunteer and Board Expo*

Norris reported that she and Jeff Wheaton, Director of Athletics and Recruitment attended the United Way Annual Volunteer and Board Expo on October 17. She stated that it was a positive experience and a successful evening networking with the community interested in volunteering and working with the Board.

6) *YWCP Scholarship Committee*

Norris stated that the Scholarship Committee will kick off in January 2019. She reported that Committee members are as listed: Erin Duffy Kruss, Jennifer Allen, LaQuanna Sparkman, Flor Colón, and Duffy Palmer.

7) *Board's Insurance Certificate*

Norris assured the Board that there is insurance coverage to protect the Board from any liability and coverage will be renewed in November 2018.

8) *School Physician Agreement 2018-2019 (Proposal distributed prior to the meeting)*

Norris turned this agenda item over to Mary Beth Robinson-Vay. Robinson-Vay introduced a proposal whereby a school physician will serve as an advisor to the school on a volunteer basis. She stated that the physician would collaborate with the school nurse to set effective, evidence based policies pertaining to the health and safety of the staff and students. The physician may be asked to consult with the school board, administration and the school. She further stated that communication between the physician and school personnel will be confidential and in agreement with the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). She assured the Board that the physician will provide malpractice insurance. Robinson-Vay stated that her term on the Board expires in December 2018 and she is willing to continue providing service as the volunteer physician.

Several Board members asked questions regarding the relationship. Kristin Lowe suggested adding a statement that reads "This at-will agreement may be terminated with or without cause by either party." The Board agreed and Norris asked for a motion to accept the proposal noting the added provision to the agreement. Julia Green advanced the motion and Lowe seconded the motion. The proposal was accepted unanimously by the Board.

Board members expressed their gratitude to Robinson-Vay for her commitment to the health and wellness and safety of the students and staff. As we agreed and during the meeting over the PA system, the Board listened to a call for sports physicals performed by Robinson-Vay and the start of the Friday Yoga Club.

9) *Resignation: Phoebe Reynolds*

Norris referred to a resignation letter sent by Phoebe Reynolds stating that her personnel and professional responsibilities are keeping her from fulfilling her role as Board Treasurer. In her letter, Reynolds stated that she started a new job that is making it difficult to attend Board meetings. Board members expressed their appreciation for Reynolds service to the Board over several years. Norris stated that Reynolds also serves on the Foundation Board as Treasurer and will continue in that role.

Norris stated that this resignation leaves a gap in the Board officer's structure. She presented Chuck Falcón highlighting his professional experience in the area of financial management and stated that he is willing to assume the responsibility of the Board Treasurer. Norris asked for a motion to appoint Falcón as the YWCP Board Treasurer. Robinson-Vay advanced the motion and Lowe seconded the motion. All agreed. The appointment was adopted unanimously.

VII. Principal's Report: Jeffrey Wheaton, Interim Principal (Report distributed prior to the meeting)

1) *Athletic Report*

Jeffrey Wheaton referred to a report highlighting the growth in the athletic program over the last three years. He stated that the number of sports teams grew from 6 in 2016-2017 to 18 at the present time. He introduced research conducted by the National Federation of State High School Associations that confirmed "involvement in extracurricular activities, specifically sports leads to better cognitive functioning in children and greater outcomes academically". Wheaton shared the following:

YWCP Athletics Highlights:

2017-2018

- 8 NYS Recognized Scholar-Athletes. GPA > 90%
- 62 Student-Athletes earned a Varsity Letter and Pin.
- 75% family attendance rate at Spring Sports Awards Picnic.
- Multiple student-athletes received free physicals from Dr. Mary Beth Robinson Vay
- Competed at the Sectional level- Cheerleading, Basketball, Bowling and Track and Field.

In addition, he thanked the Board for its ongoing encouragement and support. Along with this report, he stressed the strong connection between the school and families as a way to increase parent engagement in a way to market the school to other families during the recruitment and enrollment period. He also stated that 95% of the coaches are teachers within the school building relationships with the students and families. Wheaton added that there is 14 extracurricular clubs for students who wish to participate in the area of their interest.

2) *Enrollment Report*

Wheaton provided a report on student enrollment. He stated that the present enrollment is currently stands at 354 students and there are applications still in the stage of processing. Wheaton provided an update on marketing strategies (bus wraps, radio ads, parent connections, links with counselors/families, information nights, postcards to all 6th grade RCSD female students, using athletics (winter sports) as an avenue for recruitment and enrollment. He stated that a Charter School Fair is scheduled and the online application with *GoodschoolRocs* goes live on December 3.

Several Board Members responded and expressed concern regarding student enrollment and the importance of the recruitment period. Suggestions were made to the administration (visit area churches, review the demographic study of where student and their families live within the City and make it a priority to connect with families where they live (churches, recreation centers, family centers, agencies (IBERO, Boys and Girls Club, Catholic Charities, Action for a Better Community, youth associations etc. within the City).

Jennifer Allen stated the importance of the connection with the Student Leadership Network. She encouraged the school administration to reach out and have conversations regarding marketing strategies during recruitment and beyond.

VIII. Development Report: *Jennifer Weinstein, Chair (Report distributed prior to the meeting)*

Jennifer Weinstein reported on the status of the Leadership Breakfast and urged Board members to increase outreach to encourage attendance, sponsorship and table sales.

Weinstein highlighted a list of grants received with Lauri Bonnell's tremendous help in securing the grants over the last several months.

1. Grant Funding Awarded this month: \$65,100 in program support and \$33,000 in STEM equipment support!
 - \$4,100 by the Greater Rochester Health Foundation
 - Fruit infused water stations, pedometers & prizes for students
 - \$3,500 by the Women's Foundation of Genesee Valley
 - Career exploration program where students may visit various workplaces such as the visit last week to Rochester regional health Wegman center for workforce development to explore careers in healthcare. Future visits will include City Newspaper & Baldwin Richardson Foods.
 - 200 Texas Instruments Ti-84ce Graphing Calculators & Charging Stations by ON semiconductor
 - Each calculator has a \$165 retail value, making this grant worth \$33,000
 - \$12,000 by the Cornell Weinstein Foundation
 - Funding for college visits & summer internships
 - \$5,000 by the Konar Foundation on behalf of Dr. G
 - 9th grade Griffin Pride Academy (summer bridge)
 - \$500 by the Xerox Leadership Association on behalf of Jennifer Allen
 - Community service grant to be applied to Cool Women Hot Jobs
 - \$5,000 by the Davenport Hatch Foundation on behalf of one of its board members
 - \$10,000 M&T grant pending

Board member expressed their appreciation to both Weinstein and Bonnell.

IX. Governance Committee: *Jennifer Allen, Chair (Report distributed to the Board prior to the meeting)*

Jennifer Allen stated that the Committee is forming the stages of the Committee Charter. She stated that the Committee has established its responsibilities citing Board Development, addressing gaps as a result of the Board's Self-Assessment and the Annual Orientation of new Board of Trustees. She included Policy Development, compliance, review of Bylaws, and stated that various members of the Committee are owning and addressing specific areas. Allen referred to the Board's Self-Assessment Instrument, the open actions and a suggestion to review and shift the way questions are framed.

Allen advanced a proposal to address the review of all Policies within the Policy Manual. She provided a reporting structure whereby various Board Committees (Governance (Audit), Executive, Finance and Development, Performance Review (Education)) would take ownership, review and report back to the Board from December to the Board's Annual Board Retreat in June.

Norris stated that at the next Board meeting, she plans on proposing a new Board Committee Structure aligned with the original charter and the Charter Performance Framework's 10 Benchmarks.

- X. Performance Evaluation, Education: Pam Kissel, Chair No Report**
- XI. Finance Committee: Report will be addressed at the December meeting.**
- XII. Financial Audit Committee: Laura Norris, Chair**
 - 1) *Annual Audit: Submission - due November 1st*

Norris stated that the Annual Audit was submitted on time – November 1st. She reported that once again, YWCP has received an audit report with only one qualification. That qualification is out of YWCP's control and is a known issue resulting from the difference in the timing of reporting from the New York State Teachers' Retirement System.. She stated that this situation does not reflect poorly on YWCP. She complimented Roberta McInnis, Director of Operations for her diligent work that has resulted in another uneventful audit and for supporting the work of the external auditors.

- XIII. School Operations: Roberta McInnis, Director of Operations No Report**
- XIV. Communications Committee: TBD**

Bonnell informed the Board that the school is working on a new website that is presently up for its viewing. She stated that it is a work in progress.

- XV. Old Business: Norris No New Business**
- XVI. New Business: Norris No New Business**

- XVII. Adjourn to Executive Session: Personnel Matters, Other within regulations of Open Meeting Law. NA**

- XVIII. Adjournment: Next Meeting: December 7, 2018, 8:00 am**

Before adjourning, Norris reminded the Board of the Site Visit Prep meeting and meeting with SED on December 4th. She asked for a motion to adjourn the meeting. Johnston advanced the motion and Allen seconded the motion. All agreed. The meeting was adjourned.