

YWCP Board of Trustees Meeting

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

*Minutes officially approved on
January 4, 2019
Respectfully submitted:
Barbara Jarzyniecki, Board
Secretary*



MINUTES

Board of Trustees Present: Jennifer Allen, Erin Duffy Kruss, Julia Green, Pam Kissel, Barbara Jarzyniecki, Suzanne Johnston, Laura Norris, Mary Beth Robinson-Vay, LaQuanna Sparkman, Carolyn Vacca, Jennifer Weinstein, Jill Wynn

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

Absent: Chuck Falcón, Kristin Lowe

School Administration: Jeff Wheaton (acting Principal)

Foundation Representative (Director of Development): Lauri Bonnell

I. Call to Order: Laura Norris, Chair

Laura Norris called the meeting to order at 8:00 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 November 2, 2018 Regular Meeting Minutes.

Norris asked for a motion to approve meeting minutes from **November 2, 2018 Regular Board Meeting**. Jennifer Allen advanced the motion and Mary Beth Robinson-Vay seconded the motion. Pam Kissel abstained. Minutes were approved by quorum.

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

Norris welcomed Jill Wynn to the YWCP Board of Trustees. Wynn was recently approved by the Charter School Office.

1) Recap of SED Site Visit

Norris thanked the Board for its preparation and participation in the SED Site Visit on December 4, 2018. Several Board members commented and expressed their appreciation for the constructive review process led by Norris in advance of the meeting. Norris stated that Jill Shahan (Empire Charter Consultants and In Other Words Advisors, Inc.) assisted the Board in helping to focus with a series of questions. Norris stated that the actual meeting with SED went very well and appreciated their feedback. Norris added that David Frank (Executive Director, Charter School Office) and Vicki Smith (SED Charter School Liaison) stressed the importance of networking with other charter schools that are successful in student performance, recruitment and enrollment. Following a conversation regarding YWCP's success stories, it was suggested that the school send a 'brag' sheet to Frank and Smith (SED) and the Board of Regents representatives (Vice Chancellor Andrew Brown and the Honorable Wade Norwood).

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Kissel asked about the film documenting the opening of YWCP and beyond. Lauri Bonnell responded that the documentary exists and the producers cut a trailer and are looking for funding to complete the project.

2) *Farash Foundation*

Norris stated that she and Jennifer Allen attended the Board Chair Retreat on Thursday, November 15th followed by a lunch which included a panel discussion with Charter School authorizers. She expressed her appreciation to Julia Green, Pam Kissel and Suzanne Johnson for attending the luncheon. She added that the Board Chair Retreat was well done and very helpful providing several ways that we can work more effectively, e.g. a monthly schedule, decision-making techniques, and more.

The Board discussed several ways the Farash Foundation could support board development and the completion of the **performance dashboard** for developing the Board's Strategic Plan.

Norris stated that she will schedule a meeting with Steve Hanmer of Breakthrough Leadership Group on specific recommendations for YWCP based on the outcome of the recent assessment, consider developing a proposal to the Farash Foundation for additional support (with Breakthrough Leadership Group and/or other resources) and determine the best use of \$5,000 Farash Foundation grant.

Norris added that the dashboard would highlight a set-of measures to improve effectiveness and efficiencies on a particular cadence (quarterly) aligned to Committee work and available to all Board Members.

During the discussion, Jennifer Weinstein asked if there is an internal communication component for the Board to understand where we are, a work flow application that provides ongoing information for Board access.

Jennifer Allen stated that StarChapter is a possibility. She offered to look into the program.

3) *Committee Structure Review*

Norris stated that the Executive Committee during its last meeting reviewed and proposed an updated committee structure to more closely align with the SED Performance Benchmark Framework and include other areas important to the school charter. She stated that there is no change in the Committees listed in the original charter (Executive, Finance, Audit, Performance Evaluation and Development). She presented the structure to the Board prior to the meeting for its review and highlighted the new Committees.

- Enrollment, Recruitment & Retention
 - Enrollment
 - Recruitment strategies and process
 - Retention strategies
 - Cross-membership w/Culture, Climate, Family & Community Engagement
- Culture, Climate, Family & Community Engagement
 - Social and emotional health
 - School safety
 - Family/Student satisfaction
 - Community engagement
 - Cross-membership w/Enrollment, Recruitment & Retention
- Scholarships
 - Scholarship development
 - Define criteria (eligibility, design, etc.) in conjunction with sponsor
- Alumni Support & Relations
 - Alumni engagement and tracking
 - Alumni Support

Board members raised several questions regarding the Enrollment, Recruitment and Retention Committee and the Alumni Support and Relations Committee.

Kissel stated that following graduates is important but requires developing a data system to help track students through the college years. She felt that the Committee should not be a sub-set of another and that there needs to be a close relationship with the school.

Weinstein agreed with the importance of staying in touch with alumni especially for the Development Committee's work and suggested the Board pursue support and strategies from network models.

LaQuanna Sparkman suggested the Board invite alumni to be part of the school community and support the Committee. Norris and Board members agreed.

Jarzyniecki raised a question regarding the relationship between the Board's Enrollment, Recruitment and Retention Committee and the School's Communications Committee with a primary focus of recruitment and enrollment.

Kissel stated that Board Committees should recognize the fine line between micromanaging versus oversight.

Jill Wynn (a Member of a private school's Board Enrollment Committee) explained the Committee's relationship with the Head of School regarding student recruitment and admissions. She stated that the Board's purpose is to support the school in meeting enrollment goals.

Allen stated that beyond the academic metrics, it is important to support the Principal by aligning the Board Committee structure and work to the performance benchmarks for the overall success of the school. She added that this integration is useful in the Principal's performance evaluation.

Suzanne Johnston stated that the Board needs to ask how they could help by making a connection with the school and providing feedback.

Kissel suggested that Norris have a conversation with Principal Zelazny to review the new Committee structure to ascertain how best to support the school.

Norris agreed and planned to share with the Principal. She stated that she would bring back the discussion in January for final approval.

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

1) *Enrollment Report (Jeff Wheaton)*

Jeff Wheaton distributed the enrollment report prior to the meeting. He stated that as of November 30, there were 355 students enrolled. He provided the report by cohort. Wheaton described a situation regarding the retention of a student about to leave the school. He stated that he met with the family and was able to address concerns, meet the student's needs and retain the student. He stated that he is developing a constructive process and a formalized plan when such situations arise in the future.

Weinstein stated there should be a point person to address family concerns, someone outside of the conflict to prevent sudden transfers. Sparkman asked at what grade level are students leaving. Wheaton responded that the majority are in grades 7-9. He added that the school continues to accept enrollments for 2018-2019 school year and is compiling data on why students leave and expressed the need for systems and a process revision. He is strategizing retention efforts to keep students enrolled at YWCP their entire high school career.

Wheaton reported that application deadline for 2019-2020 lottery is April 1st and the school already has received 22 applications for next year. He is presently working with the Communications Committee to update process for accepting students, offering enrollment and continuous follow-up. Multiple marketing and advertising efforts are executed from December 2018 through November 2019.

VIII. Performance Evaluation and Education: *Pam Kissel, Chair* *There was no meeting in November, Principal returning December 17 from knee surgery.*

IX. Development Report: *Jennifer Weinstein, Chair*

Prior to introducing Weinstein, Norris expressed appreciation to the Development Committee, The Foundation, and the Leadership Breakfast Committee for all their hard work putting together (another) successful event.

Weinstein provided the Foundation financial updates highlighting results of the Leadership Breakfast and recent grant and other opportunities for fundraising. She also named several individuals interested in volunteering to support the school. These individuals attended the Breakfast and were highly impressed with the school's success.

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Mary Beth Robinson-Vay stated that individuals are energized at the Breakfast and relationships that are formed end in a volunteer capacity or mentorship to benefit the students.

- X. **Governance (Audit) Committee:** *Jennifer Allen, Chair (Report was distributed prior to the meeting)*
- XI. **Finance Committee:** *Chuck Falcon, Chair No Report*
- XII. **Health and Wellness Committee:** *Mary Beth Robinson-Vay*

An updated version of the School Physician Agreement was shared with the Board. Norris asked for a motion to accept the updated Agreement. Johnston advanced the motion and Jarzyniecki seconded the motion. All agreed. The Board voted unanimously.

Norris recognized Mary Beth Robinson-Vay and expressed the Board's appreciation for her six years of service on the YWCP Board of Trustees and for her continued service to our students as YWCP's volunteer School Physician. Norris stated that the By-Laws of the YWCP original charter allows Board members to serve only two three year consecutive terms.

- XIII. **School Operations:** *Roberta McInnis, Director of Operations No Report*

- XIV. **Old Business:** *Norris None*

- XV. **New Business:** *Norris None*

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

Norris asked for a motion to adjourn to Executive Session to discuss a Personnel Matter. Johnston advanced the motion and Allen seconded the motion. All agreed.

Following the discussion, Norris asked for a motion to return to the Business meeting. Julia Green advanced the motion. Allen seconded the motion. All agreed.

Norris, as a result of the discussion, will meet with the Director of Operations before the end of the year. She also stated that there may be a review of reporting structure in January.

- XVII. **Adjournment: Next Meeting: January 4, 2019, 8:00 am**

Before adjourning, Norris expressed her appreciation to the board for your efforts during the month on the Breakfast, the Leadership Retreat, and preparing for the SED visit and to the YWCP Leadership Team for their extra efforts while Principal Zelazny was on leave.

Norris asked for a motion to adjourn. Johnston advanced the motion, and Robinson-Vay seconded the motion. All agreed. The meeting was adjourned at 9:45 am.