

YWCP Board of Trustees Meeting

Date: Thursday, March 7, 2019
Time: 6:30 pm
Location: Young Women's College Prep
Hoover Drive

*Minutes officially
approved on April 5, 2019
Respectfully Submitted:
Barbara Jarzyniecki*



MINUTES

Board of Trustees Present: Jennifer Allen, Chuck Falcón, Pam Kissel, Erin Duffy Kruss, Kristin Lowe, Laura Norris, LaQuanna Sparkman, Jennifer Weinstein, Belimar Velazquez (by phone)

Jennifer Aronson-Jovcevski, prospective committee member

Absent: Julia Green, Barbara Jarzyniecki, Suzanne Johnston, Carolyn Vacca, Jill Wynn

Absent: Barbara Zelazny, Principal

Present: School Administration: Roberta McInnis, Director of Operations, Foundation: Director of Development: Lauri Bonnell

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

Laura Norris called the meeting to order at 6:30 pm.

II. **Roll Call:**

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

III. **Communications:**

Norris stated that she received a communication in writing to the Board from Ms. Vicki Smith, SED Charter School representative approving Belimar Velazquez's application as a YWCP Board of Trustee.

IV. **Public speakers:**

There were no speakers registered to speak.

V. **Approval of the February 1, 2019 (Regular Meeting Minutes):** Norris

Norris asked for a motion to approve meeting minutes from **February 1, 2019 Regular Board Meeting**. Pam Kissel advanced the motion and LaQuanna Sparkman seconded the motion. All agreed, minutes were approved unanimously.

VI. **Executive Report:** Norris (*Executive Report distributed prior to the meeting*)

- Vice Chancellor Visit

Norris spoke about the Vice Chancellor of the NYS Board of Regents, Mr. T. Andrew Brown visiting YWCP. Mr. David Frank, Executive Director of the NYSED Charter School Office and Ms. Susan Gibbons, also of the Charter School Office, and several parents were also in attendance. Prior to touring the building and several classrooms, there was a performance by the Cheer Team, and presentations from ELA teachers and students, Math teachers, the Athletic Director and student athletes, and a group of Seniors. Vice Chancellor Brown and Mr. Frank gave positive feedback commending the students and faculty on their presentations.

- Performance Dashboard/Metrics

Regular Board Meeting: March 7, 2019

Norris stated with the newly approved Committee structure, Committees members should review the Performance Dashboard and prepare performance metrics (based on the Performance Framework and the draft performance metrics provided in February). Norris stated that she is talking with Board members seeking interest and confirmation as Committee Chairs for the new Committees (Enrollment, Recruitment and Retention, Culture, Climate, Family and Community Engagement, and College Outcomes). She stated that Erin Duffy Kruss has agreed to chair the Scholarship Committee. The goal of the Committees is to implement a structure and process that will improve the board's efficiency and effectiveness.

Board Management Software

Following research on management systems, Norris stated that the board management software options she reviewed (BoardDocs, Boardable, BoardPaq, Board on Track) have many benefits, but very costly. She stated that she will meet with the YWCP IT Administrator and investigate options available using school resources.

Jennifer Allen recommended Google Docs as an alternate free resource.

Farash Foundation Grant

Norris stated that she continues to work with the Breakthrough Leadership Group to put together a proposal on how to support the Board during the strategic planning process and implementation of our committee structure. Representatives of the Group will join the Board at its June Retreat.

- VII. Principals Report (Principal Zelazny was participating in a Breakthrough Leadership Group Workshop with YWCP Staff, the report was distributed prior to the meeting. Details of the report are listed below.***

College Application Process

Principal Zelazny shared a detailed report prior to the meeting highlighting the road to college readiness and the student preparations from September to the present time. Included in the report was information regarding seniors' steps in the college application process and the work with counselors.

Data provided regarding the senior class was shared: 44 students are graduating, 38 have applied to colleges, with 6 students deciding to take a gap year or semester off. The report included the following:

- Several students completed FASA and scholarship applications
- 5 students received a scholarship from colleges they applied to while others are waiting to hear
- Students are still working on applications with deadlines for March, April and May.
- Counselors are participating in the BOCES training of the NYS mandated Comprehensive District/School Counseling Program
- Counselors continue to work with Dr. James Malone, who has many years of professional experience in College and Career Readiness and Assessment for students and parents, a program in place over the last 3 years
- Counselors are participating in the implementation of Naviance, a comprehensive college and career readiness solution aligning student strengths and interest to postsecondary goals.

EnCompass Resources for Learning Program: Future Ready and Youth Support Navigator

Within the report, Principal Zelazny shared information about the EnCompass Resources for Learning Program: Future Ready and the Youth Support Navigator Program. The document outlined the program's primary focus: developing skills and behaviors needed to graduate high school, successfully attend college, find employment and attain on-the-job skills. The program offers after-school Regents prep and summer tutoring support to ensure that students meet state

graduation requirements and are prepared for college and career transition. The program offers students a real connection to part-time employment in a field of interest as well as job training and support following placement.

Norris stated that if Board members have questions for Principal Zelazny, save them for the April meeting.

VIII. Audit (Governance Committee) Jennifer Allen (Governance Report distributed prior to the meeting)

Policy Review

Allen reminded the Committee Chairs to continue the review of sections of the Policy specifically assigned. She stated that the Audit (Governance) Committee will roll up all the changes recommended by the committees and submit changes to the school, full Board and when appropriate, if material changing the Original Charter (in accordance with Charter School guidelines), the standard communication requested by SED will be submitted by the December deadline. Allen provided the following to help the Board with the process:

Policy Review Process

- 1) Assigned Lead / Committee Chair ensures the committee is engaged in the review / (pages/ timeline identified within the PP from Audit (Governance) Committee)
- 2) Set up time by Committee Lead to review section with the team
- 3) Align w Subject Matter Experts for sections where feedback is needed
- 4) Share highlights at the Board Meeting following your team review
- 5) Provide feedback to Audit (Governance) Chair for roll up by May 3
- 6) Review and approve all suggested changes by Board
- 7) Submit changes to SED Charter School representative, if changes are material and change the original Charter and/or subsequent renewals.

IX. Performance Evaluation, Education Committee: Pam Kissel, Chair Committee report distributed prior to the meeting to the Board Secretary

Below represents the outcome of the discussion at the February 28, 2019 Committee meeting as noted within the report submitted by Pam Kissel

The Committee met on February 28, 2019. Principal Zelazny shared information regarding the role of the Student Leadership Network and connection with YWCP as well as information she acquired at the Young Women's Leadership Network that convened in St. Louis.

At the meeting, Principal Zelazny discussed the visit by the Board of Regents Vice Chancellor T. Andrew Brown, and SED Charter Office representatives. An agenda for the March 5 visit was shared. Select seniors were selected to highlight their education journey throughout their high school career at YWCP.

During the meeting, Principal Zelazny stated that she is planning to make changes to the Friday half days schedule for staff and students.

Principal Zelazny shared with the Education Committee that the idea under discussion is to break the half student day into 3 blocks (A, for advisory; B, Time for students to make up tests, back work or scholarly work; C, Time for students needing extra support extending time in content areas). It was noted that this plan was shared with teachers and staff who have provided input on the design of 'flex Fridays' and it is the Principal's desire to launch the plan in April and May.

The Committee and instructional team reviewed the mid-term academic achievement data focusing on students' performance levels based on mid-term assessments presented through a detailed analysis of the data. Together the members of the Committee identified implications for additional instructional support.

Regular Board Meeting: March 7, 2019

Principal Zelazny shared the essential question with the Committee: *How will we negotiate the divide?* The Committee reviewed a conceptual framework (developed by Principal Zelazny) of the various factors that need to be addressed in order to help the large number of students who are significantly under achieving (as evidenced by standardized test scores as students enter YWCP in the 7th grade). The framework included the factors (pillars) that warrant extensive work and development with teachers.

X. Finance Committee: *Chuck Falcón, Chair*

Falcón stated that the Finance Committee will be meeting in March and is scheduled to review the February financials, the assigned policies as well as the draft measures to support the Performance Framework citing Benchmark 4 and 5, Financial Condition and Financial Management.

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

Jennifer Weinstein began by providing a report on the success of the 'Cool Woman, Hot Jobs' event. She stated that all 9-11 grade students participated in the 17 panels with 30 speakers and keynote speaker: Melany J. Silas. She added that one of the speakers visited 2 ELA classrooms to share spoken word poetry and since the event, students were invited to visit various workplaces (e.g. Monroe County Crime Lab and RIT Cybersecurity Lab). She stated that Melany Silas invited all 9-11 to an empowerment event on March 14 at East High School.

During the day, students from grades 7-9 attended various career exploratory workshops hosted at the Jewish Community Center. Several students and staff expressed an interest in returning to tour the facility, and become familiar with the Center's work and programs.

Weinstein stated that the Foundation supported an event whereby 15 students from all grades attended workshops led by U of R students in (Biology, Chemistry, American Sign Language, Dance and Economics). Weinstein reported on several activities planned at various colleges in the future: College, Accounting and You at RIT, 9th Grade GPA Program at RIT, Tour of Historically Black College and Universities organized by STAR (Sisters Together Achieving Results) and YWCP College Day at St. John Fisher. Students will participate in a 'Career in Sports Program' hosted at Frontier Field and several workplace tours covering many career options of student interest.

Weinstein listed future upcoming funding events and other:

- United Way campaign mailing
- Peer-to-Peer campaign for Mother's Day
- Annual appeal mailing, end of May
- Grants (literacy, swim lessons)

Other

- Social media campaign for 3/8 *International Day of the Woman*
- Spoken Word Poetry Show, details TBA
- Student recruitment efforts (social media marketing of video and open houses)
- Scholarships for Seniors
- Scholarships for summer camps

XII. School Operations: *Roberta McNnis, Director of Operations*

Roberta McNnis stated that the School Calendar for 2019-2020 is in the process of development and is expected to be finalized by April.

Jennifer Aronson-Jovcevski suggested engaging the Farash Foundation and learn about the work they are supporting regarding issues around transportation.

XIII. Old Business: *Norris No Old Business*

Regular Board Meeting: March 7, 2019

XIV. New Business: *Norris No New Business*

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

XVI. Adjournment: Next Meeting: Friday, April 5, 2019, 8:00 am

Norris asked for a motion to adjourn the meeting. Allen advanced the motion, Weinstein seconded the motion. The meeting was adjourned at 7:40 pm.